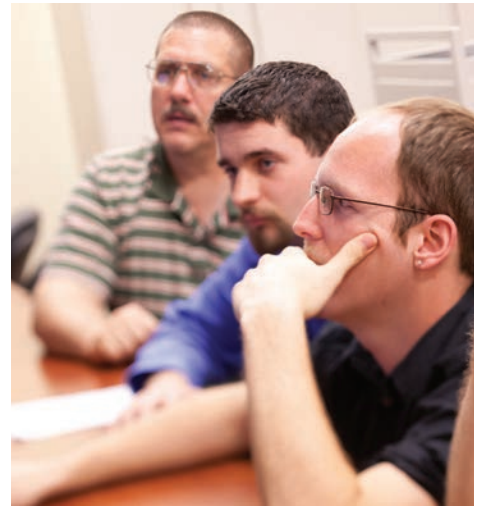# COLLEGE CATALOG
&
STUDENT HANDBOOK

CHARTER COLLEGE

CHANGE YOUR LIFE. START HERE.

2015 - 2016

Alaska, California, and Washington

Charter College
Catalog & Student Handbook 2015-2016

Alaska

Anchorage Campus
2221 E. Northern Lights Boulevard,
Suite 120
Anchorage, AK 99508
907-277-1000

Wasilla Campus
a learning site of Anchorage
721 W. Parks Highway
Wasilla, AK 99654
907-352-1000

California

Lancaster Campus
43141 Business Center Parkway,
Suite 102
Lancaster, CA 93535
661-341-3500

Oxnard Campus
2000 Outlet Center Drive,
Suite 150
Oxnard, CA 93036
805-973-1240

Canyon Country Campus
a learning site of Oxnard
19034 Soledad Canyon Road
Canyon Country, CA 91351
661-252-1864

Washington

Bellingham Campus
a learning site of Lynnwood
410 W. Bakerview Road, Suite 112
Bellingham, WA 98226
360-647-5000

East Wenatchee Campus
a learning site of Vancouver
595 Grant Road, Suite 5
East Wenatchee, WA 98802
509-415-3576

Fife Campus
3700 Pacific Highway East,
Suite 150
Fife, WA 98424
253-252-4200

Lacey Campus
a learning site of Vancouver
4520 Lacey Boulevard SE, Suite 40
Lacey, Washington 98503
360-292-7179

Lynnwood Campus
19401 40th Avenue West,
Suite 400
Lynnwood, WA 98036
425-275-4900

Pasco Campus
5278 Outlet Drive
Pasco, WA 99301
509-546-3900

Vancouver Campus
17200 SE Mill Plain Boulevard,
Suite 100
Vancouver, WA 98683
360-448-2000

Yakima Campus
a learning site of Pasco
2706 West Nob Hill Boulevard,
Suite 106
Yakima, WA 98902
509-412-1694

www.CharterCollege.edu   Effective Date: November 16, 2015

The College Catalog & Student Handbook is complete in conjunction with the Catalog Addendum and Catalog Supplement.

Table of Contents

Introduction

Mission

Charter College strives to be a leader in private postsecondary, career-focused education, serving a diverse population in a student centered and collaborative learning environment, while assisting graduates to advance, enrich or change their careers.

Objectives
- Serve and offer access to a diverse student population
- Offer programs with technical, skill based and career-oriented curricula
- Provide knowledgeable and experienced teaching faculty
- Provide a caring and nurturing environment
- Provide classrooms with appropriate technical equipment
- Assist graduates in obtaining positions in their chosen field

Catalog Preparation

This catalog was prepared by Prospect Education, LLC with the assistance of the leadership at Charter College. Policies, curricula, fees, and other content are subject to change without notice at the discretion of Charter College and Prospect Education. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

Washington

All updates for certificate programs are approved by the Workforce Training and Education Coordinating Board.

Accreditation and Licensure

Charter College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award master's degrees, bachelor of science degrees, associate of applied science degrees, and certificates; not all degrees or programs are available at all campuses (see *Academic Programs*). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. In addition, the Anchorage, Bellingham, Oxnard, and Vancouver campuses are approved by the United States Immigration and Naturalization Service to enroll qualified non-immigrant alien students.

Alaska

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

California

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

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

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

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

Nevada

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

Washington

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

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

Veterans' Benefits

Students with veterans' benefits are required to report all previous postsecondary education prior to attending. Official transcripts must be submitted for transfer credit.

Check with the College's School Certifying Official to determine if the program you are interested in is currently approved for Veterans' benefits.

California

Charter College has been approved by the California State Approving Agency for Veterans Education (CSAAVE) for the education of veterans and eligible dependents of veterans.

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

Washington

Selected programs of study at Charter College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Ownership

Charter College is a private, postsecondary institution that is owned and operated by Prospect Education LLC, 750 Sandhill Road, Suite 100, Reno, NV 89521. Prospect Education LLC has a four (4) member Board of Managers. The members are Gunnar Bjorklund, Chairman; Michael L. Dawson, CEO; Leslie Pritchard, Manager; and, Elise Scanlon, Manager.

Location and Facilities

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

Alaska

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

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

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

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

California

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

Charter College – Lancaster is located at 43141 Business Center Parkway, Suite 102, Lancaster, CA 93535. The campus occupies approximately 7,500 square feet.

The facilities include classrooms, laboratories, computer laboratories, a traditional library resource center and/or virtual library resources. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The dental assisting laboratory is equipped with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines, and X-ray daylight automatic processing units. The Canyon Country facility includes a nursing laboratory with medical-surgical simulation equipment and skills lab. The Oxnard facility has a pharmacy technician laboratory equipped with a laminar flow hood, hot plates, digital balances, demonstration doses, prescription labels, and bubble packing. The Oxnard facility has a veterinary assistant laboratory equipped with a small animal ECG, exam tables, small animal tonometer, small animal X-ray, autoclave, centrifuge, exam lights, and small animal anatomical models. The Lancaster facility includes one (1) medical laboratory, one (1) dental laboratory, one (1) massage therapy laboratory, one (1) HVAC laboratory, and a tool room. The facilities include a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Charter College – Oxnard also occupies a learning site at 19034 Soledad Canyon Rd, Canyon Country, California. The learning site approximately 6,746 square feet and houses classrooms, administrative offices, one medical assistant laboratory, one vocational nursing lab, and one dental assisting laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Washington

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

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

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

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

The facilities include classrooms, laboratories, clinics, a traditional library resource center and/or virtual library resources, and computer laboratories. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, and medical assistant laboratories. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The dental assisting laboratory is equipped with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines, and X-ray daylight automatic processing units. The Fife, Lynnwood, and Vancouver facilities have pharmacy technician laboratory equipped with a flow hood, demonstration doses, prescription labels, and bubble packing. The facilities include a visitor reception area, admissions, financial aid, academics, career services and executive offices.

Charter College - Vancouver also occupies a learning site at 17720 SE Mill Plain Blvd, Suite 170 in Vancouver, WA. The learning site is approximately 9,401 square feet and houses four (4) classrooms, faculty and administrative offices, one (1) HVAC/R laboratory, one (1) welding laboratory and a tool room. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Vancouver also occupies a learning site at 595 Grant Rd, Suite 5, in East Wenatchee, WA. The learning site is 2,600 square feet and houses classrooms, an administrative office, and one (1) medical assistant laboratory. The classrooms and laboratory have modern technology including audiovisual equipment.

Charter College – Vancouver also occupies a learning site at 4520 Lacey Blvd. SE, Suite 40, in Lacey, Washington. The learning site is 4,950 square feet and houses classrooms, an administrative office, one (1) medical assistant laboratory, and one (1) pharmacy technician laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Pasco also occupies a learning site at 2706 West Nob Hill Boulevard, Suite 106, in Yakima, WA. The learning site is approximately 6,500 square feet and houses classrooms, faculty and administrative offices, one (1) HVAC/R laboratory, and one (1) medical assistant laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Charter College – Lynnwood also occupies a learning site at 410 W. Bakerview Rd., Suite 112, in Bellingham, WA 98226. The learning site is approximately 22,000 square feet and houses classrooms, faculty and administrative offices, one (1) medical assistant laboratory, and one (1) dental assisting laboratory. The classrooms and laboratories have modern technology including audiovisual equipment.

Undergraduate Program Requirements

Admissions - Undergraduate Programs

Admissions Requirements

Alaska and Washington

All students must comply with one of the following:

1. Attest to having a high school diploma
2. Attest to having a recognized equivalency certificate (GED)
3. Attest to having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)
4. Provide documentation of an official passing score for an approved ability to benefit test

California

All students must comply with one of the following:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter
2. Provide a GED certification
3. Provide documentation of having passed a State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination)
4. Provide documentation of an official passing score for an approved ability to benefit test

Alaska

All students must provide a valid, government-issued photo ID.

Alaska and California

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

Washington

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

Alaska, California and Washington

Students at Charter College must be at least seventeen (17) years of age.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

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

Students may be enrolled in only on program at a time.

In order to be admitted to Charter College, prospective students who are not citizens of the United States of America must provide Charter College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a

diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Once the first class begins, the student will have a maximum of thirty (30) calendar days to have the official evaluation submitted, evaluated and returned to Charter College. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Requirements for the Associate of Applied Science in Allied Health

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program.

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:
1. Must have 54 quarter credit hours in an allied healthcare concentration or be a graduate of an allied-health related field program (i.e., Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Massage Therapy, Veterinary Assistant, Optical Technician, etc.).
2. A confirmed certificate/diploma or coursework:
   a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Applied Technology

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

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:
1. Must have 54 quarter credit hours in a trades concentration or be a graduate of a trades related field program (i.e., HVAC, Welding, Building Maintenance, etc.).
2. A confirmed certificate/diploma or coursework:
   a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for Aviation Programs

The Aviation programs are restricted entry programs with managed enrollment. Applicant review for acceptance will be based on College's requirements that include FAA requirements and/or other requirements set forth by a flight training partner.

The College reserves the right to consider an applicant's character, academic record, medical/behavioral assessment, and conduct in granting or denying admission to the Aviation program for the protection of the educational environment and overall safety of others. Unless specifically exempted from disclosure by law or court order, students, and applicants have a duty to immediately disclose any criminal convictions or charges for violent behavior, offenses against minors, and/or any offenses punishable as a felony at any time during the admissions or enrollment periods.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

Domestic Students
- Students in the program must be at least 18 years of age or older at the time of enrollment.
- Provide and maintain photo identification that meets one of the following:
  - Driver's license, beginning January 1, 2016, the driver's license must meet Federal REAL ID requirements;
  - U.S. government identification card;
  - U.S. Armed Forces' identification card; or,
  - Valid, unexpired U.S. passport.
- Provide documentation of meeting the First-Class Airman Medical Certificate requirements. The Certificate must be completed by a FAA-designated Aviation Medical Examiner (AME).
- Applicant must successfully pass a criminal background check as administered by a third party vendor identified by Charter College.
- Provide documentation to meet the following Transportation Security Administration (TSA) requirements:
  - All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or National status.
    - Valid, unexpired U.S. passport;
    - Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island AND a government-issued picture ID;
    - Original certificate of birth abroad with raised seal (Form FS-545 or DS-1350) AND a government-issued picture ID;
    - Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of Repatriation (Form N-581) AND government-issued pictured ID; or,
    - Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID.
  - All eligible non-U.S. Citizen applicants are required to show proof of completing the registration process with the Transportation Security Administration and proof of their eligible non-citizen classification.
- An initial down payment of $2500 is due at the time of acceptance and enrollment into the College. This down payment will be applied towards the program tuition.

An applicant will receive written notification on the status of their application. Applications are approved or denied on an applicant's ability to meet all of the Admissions Requirements as evidenced by documentation. Admission to the program will not be granted until all requirements are satisfactorily met and documented.

NOTE: ATB students may not enroll in the Aviation programs.

International Students

International Students Currently Attending a Flight Partner in the U.S.
- Students in the program must be at least 18 years of age or older at the time of enrollment.
- Provide and maintain a valid, unexpired passport.
- Provide and maintain a valid M-1 visa issued by the Flight Partner.
- Provide and maintain registration with the TSA for flight training.
- Provide a copy of the enrollment with the Flight Partner.
- Provide documentation of meeting the First-Class or Second-Class Airman Medical Certificate requirements. The Certificate must be completed by a FAA-designated Aviation Medical Examiner (AME).

International Students from Outside of the U.S.
International students may apply for admission to the Aviation program and attempt the online portion from outside of the US. To be eligible, the applicant must 1) provide evidence of all Ground School and Flight Lab components to be evaluated through the College's *Advanced Academic Standing* policy or 2) evidence of acceptance to a Charter College Flight Partner.

NOTE: ATB and GED students may not enroll in the Aviation programs.

An applicant will receive written notification on the status of their application. Applications are approved or denied on an applicant's ability to meet all of the Admissions Requirements as evidenced by documentation. Admission to the program will not be granted until all requirements are satisfactorily met and documented.

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

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Before the first scheduled class, the student must have the official evaluation submitted, evaluated and returned to Charter College. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

Admissions Requirements for the Associate of Applied Science in Business Administration

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

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:

1. Must have:
   a. 54 quarter credit hours in a business administration or accounting concentration; or,
   b. be a graduate of a Charter College business or accounting related program (i.e., Accounting, Business Administration, Business Office Administration, Computerized Accounting Specialist,, Hospitality, Marketing Through Digital and Social Media , Office Administration).
2. A confirmed certificate/diploma or coursework:
   a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Nursing

The Associate of Applied Science in Nursing program is designed to assist students in successfully passing the NCLEX exam. The NCLEX exam is a nationally recognized exam and successfully passing the NCLEX exam is required for employment opportunities and state licensure.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. Applicant must attend an information session.
2. Applicant must obtain a passing composite score of sixty (60) or greater on the TEAS entrance exam. An applicant may take the TEAS no more than two (2) times per admission period and may not exceed more than four (4) attempts at any time.
3. Applicant must successfully pass a ten (10) panel drug screen as administered by a designee of the College prior to admission and as required by clinical facilities throughout the program.
4. Applicant must successfully pass a background check as administered by a third party vendor of the College.
   a. Social Security validation;
   b. County criminal history for seven (7) years;
   c. FACIS (Fraud and Abuse Control Information Systems);
   d. Office of Inspector General (OIG) & General Services Administration (GSA) check, warrants and arrests, sex offender/child kidnapper registry, an Office of Foreign Assets Control (OFAC), and State of Alaska background verification.
   e. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12AAC44.705.
   f. Meet all Department of Health and Social Services (DHSS) guidelines.
5. Must complete an interview with the Director of Nursing or designee.
6. Meet the Core Performance Standards (refer to *Core Performance Standards).*

Clinical Admission Requirements:
Applicants must submit by the end of term one (1) documentation demonstrating the following health and immunization information to the Director of Nursing:

1. Tuberculosis (TB) test, purified protein derivative (PPD) and/or chest x-ray, is current, less than one (1) year old and cannot expire during clinical;
2. Rubella (German Measles) titer showing immunity or record of one (1) Measles, Mumps, and Rubella (MMR);

3. Immunity to Rubeola (Measles) titer showing immunity or record of two (2) MMR if born 1957 or later, record of one (1) MMR if born before 1957;
4. Hepatitis B vaccination series or positive titer;
5. Immunity to mumps (positive MMR titer);
6. Immunity to Varicella (chicken pox) positive titer or two (2) immunizations;
7. Tetanus, Diphtheria, and Pertussis (Tdap) within the last ten (10) years;
8. Influenza (flu) vaccination is due by November 15 each year. If the vaccine is refused, then the declination form must be signed and clinical assignments may be unavailable.
9. Statement from healthcare provider that the student is mentally and physically fit to be a nursing student;
10. A student may be required to complete new student orientation for each facility assigned;
11. Completion of scheduled orientation to the facility (may include Electronic Health Records);
12. Proof of training on Health Insurance Portability and Accountability Act (HIPAA) and Blood-borne Pathogen (provided prior to clinical by Charter College);
13. The student's driver's license, auto insurance, and vehicle registration information must be maintained current throughout the nursing program;
14. Written permission to share the student's social security number with facilities to gain security accesses; and,
15. Other site-specific training requests as deemed by the clinical facility.

Failure to submit the required documentation by week ten (10) of the first term will result in withdrawal from the program.

Admissions Requirements for the Bachelor of Science in Accounting

This program is designed for accounting or business administration professionals with an Associate's degree or coursework in an accounting or business administration related program.

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:
1. Must have 67.5 quarter credit hours in an accounting or business administration concentration and 22.5 quarter credits in general education courses; or,
2. be a graduate of a Charter College accounting or business administration related program (i.e., Accounting, or Business Administration).
3. A confirmed Associate's degree or coursework:
    a. Associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
4. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Bachelor of Science in Business Administration

This program is designed for business administration professionals with an Associate's degree or coursework in a business administration related program.

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:
1. Must have 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses or be a graduate of a business administration related field program (i.e., Business Administration, etc.).
2. A confirmed Associate's degree or coursework:
    a. Associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Bachelor of Science in Health Care Administration

This program is designed for health care administration professionals with an Associate's degree or coursework in a health care administration related program.

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:

1. Must have 67.5 quarter credit hours in a health care administration concentration and 22.5 quarter credits in general education courses or be a graduate of a health care administration related field program (i.e., Health Care Administration, etc.).
2. A confirmed Associate's degree or coursework:
   a. Associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admission Requirements for the Certificate in Vocational Nursing

In addition to the *Admissions Requirements,* all students must comply with the following minimum requirements for admission to the program:

1. Be 18 years of age or older.
2. Have a High School Diploma or its equivalent (GED). Foreign transcripts must be evaluated and approved prior to applying to the Vocational Nursing Program.
3. Complete a personal interview with an Admissions Representative.
4. Pass two skills-based tests, Wonderlic test minimum of 275 Verbal and 250 Math.
5. Pass the Scholastic Level Exam with a minimum score of 12.
6. Write a one page essay addressing the following questions - What do you think are the ideal characteristics of a nurse and how do you match up to them?
7. Complete a personal interview with a Vocational Nursing Program Representative.
8. Complete enrollment process and all documents with Admission Representative.

The Admissions Committee, chaired by the Director of the Vocational Nursing Program, will make the conditional admissions decision regarding candidate program entry.

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

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

Admissions Disclosure

Alaska

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

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

The following programs require some form of licensure and a prospective student with <u>any felony and/or drug or monetary theft related misdemeanor</u> offenses may not enroll into:
- Criminal Justice Programs
- Allied Health Program:
  - Medical Assistant, A.A.S. in Allied Health

The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:
- Heating, Ventilation, Air Conditioning & Refrigeration, Welding, A.A.S. in Applied Technology

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

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

California

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

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

The following programs require some form of licensure and a prospective student with <u>any felony and/or drug or monetary theft related misdemeanor</u> offenses may not enroll into:
- Criminal Justice Programs
- Allied Health Programs:
  - Massage Therapy, Pharmacy Technician, Vocational Nursing
  - A.A.S. in Allied Health *(Applies only to Graduates of Massage Therapy, Pharmacy Technician and Vocational Nursing programs)*

The following programs have employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license.

Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three (3) years may not enroll into:
- Heating, Ventilation, Air Conditioning & Refrigeration, A.A.S. in Applied Technology

Associate of Applied Science in Aviation: Concentration in Fixed Wing and Rotor
Applicants must review the *Age Pairing Requirement* specified by the Federal Aviation Administration prior to enrollment.

Domestic and International Students Eligible for Employment in the United States
Since most employers conduct background checks prior to hiring, it is important to make an applicant aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

An applicant may not enroll into the any Aviation program if their background contains any of the following:
- any DUI/DWI within the last seven (7) years;
- any felony involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

Employment opportunities are limited for an applicant with:
- any DUI/DWI over seven (7) years ago;
- any misdemeanor involving misuse or abuse of vehicles, drugs, alcohol, fraud, or theft.

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

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

The following programs require some form of licensure and a prospective student with <u>any felony and/or drug or monetary theft related misdemeanor</u> offenses may not enroll into:
- Criminal Justice Programs
- Allied Health Programs
  - Medical Assistant, Pharmacy Technician, A.A.S. in Allied Health

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

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

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

Massage Therapy Disclosure
California

Massage certification/licensure may be required to work in California. Therapists not licensed by the state must obtain licensing through local county or city licensing authorities. Fees, rules and requirements for local licensing differ by jurisdiction. Some cities require a business license to operate a massage business within city limits. It is the massage therapist's responsibility to obtain state certification or appropriate local license.

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

Pharmacy Technician Requirements
California

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

1. Prior to externship, meet with Career Services to complete:
    a. Application to the California State Board of Pharmacy which includes:
        i. Completion of coursework at a minimum of 240 hours
        ii. Application fee provided by the College
        iii. Application for Pharmacy Technician license
        iv. Passport style photo size 2x2
        v. Provide documentation of a certified high school transcript, completion of the California proficiency examination, GED, or a copy of a translated foreign secondary school diploma or certificate
        vi. Signed affidavit by the school confirming completion of coursework
        vii. Provide a self-query report from the National Practitioner Databank
        viii. Submit fingerprinting from Livescan
        ix. Confirmation of California residency
        x. Confirmation of current status with payment on state taxes
2. Begin and complete the externship component of the program.
3. Charter College will submit all of the completed application materials on behalf of all students.

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

Cancellation of Classes
The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.

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.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Financial Information - Undergraduate Programs
Student Financial Services
Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See *Satisfactory Academic Progress* for details.

Associate of Applied Science in Aviation Programs
Other than those disclosed at the time of enrollment, a student will not incur additional tuition costs because of the agreement with the flight partner. However, students who exceed the budgeted number of flight instruction hours included in the program, in order to obtain the FAA certification/rating, will incur an additional financial obligation. Additional financial obligations must be resolved by the student directly with the flight partner; this financial activity will not be recorded on the student's account with the College.

For financial aid purposes, Charter College will calculate awards, disburse aid, monitor satisfactory academic progress, and determine other student eligibility requirements based on the courses taken with the College and with the flight training partner.

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

Associate of Applied Science in Aviation Programs
Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. The Charter College Aviation payment options are available for those who prefer to pay in installments. Charter College offers cash payment plans without additional upfront fees. Students who are late may be subject to dismissal for non-payment. The first payment is due upon class start. Subsequent payments are due every five (5) weeks at the beginning of every module.

Charter College Discounts
Please refer to the Catalog Supplement for additional discount resources.

Associate of Applied Science in Aviation Programs
Applicants and students enrolled in Aviation programs are eligible for the Flight Partner Tuition Discount only.

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

The following eligibility criteria and steps must be met:
1. Student must be a graduate from Charter College.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an **Alumni Tuition Discount Application**. This form is available through the Student Success and/or Admissions departments. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.

5. Student may receive more than one (1) discount as the alumni discount is per program.

Scholarships

Please refer to the Catalog Supplement for additional scholarship resources.

Associate of Applied Science in Aviation Programs
Applicants and students enrolled in Aviation programs are not eligible to apply for Charter College scholarships.

Alaska Funding Options

Alaska

Alaska Performance Scholarship (APS)
The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, earn good grades, and score well on college placement or WorkKeys exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Alaska residents who graduate from an Alaska high school (public, private, or home school), in 2011 or later and meet the following requirements are eligible for an APS award:
1. Complete a rigorous high school curriculum (listed on APS Eligibility Progress Checklists);
2. Achieve a high school Grade Point Average (GPA) of at least 2.5, or equivalent;
3. Earn a minimum score on college or career readiness test (21 on the ACT, 1450 on the SAT), or achieve a combined score of at least 13 in all three (3) WorkKeys tests, with no score lower than 4;
4. File the Free Application for Federal Student Aid (FAFSA) soon after January 1 and no later than June 30th;
5. Enroll at least half time, remain in good standing, and complete the continuing eligibility requirements in an approved program at a participating Alaska institution
6. Have at least $500 of unmet cost of attendance, after using all other non-loan aid (e.g. federal grants or other scholarships)

There are three (3) maximum annual award levels: up to $4,755, $3,566, and $2,378. Maximum levels are established based on a combination of minimum GPA and test scores. An APS award may not exceed qualifying costs of attendance (which typically include tuition; fees; required books, supplies, and equipment; room and board; and transportation) remaining after considering all other non-loan aid the student is eligible to receive. Students may remain eligible for up to 8 semesters, but must fully use the APS within six (6) years of high school graduation. Visit aps.alaska.gov for more information on the Alaska Performance Scholarship.

Alaska Education Grant (AEG)
The Alaska legislature created the Alaska Education Grant Program (AEG) to provide need-based financial assistance to eligible Alaska students attending qualifying postsecondary educational institutions in Alaska.

To be eligible to receive the AEG, the student must:
1. Be an Alaska resident and U.S. citizen or permanent resident;
2. Have a high school diploma or GED;
3. Complete the Free Application for Federal Student Aid (FAFSA) no later than June 30 each year;
4. Be admitted into an undergraduate degree or vocational certificate program at a qualifying Alaska institution;
5. Be enrolled at minimum half-time;
6. Have unmet financial need of $500 or more;
7. Not have earned a baccalaureate degree; and,
8. Meet satisfactory academic progress requirements.

Grant awards typically range from $500 to $4,000 per academic year for students who have qualifying unmet financial need. Visit http://acpe.alaska.gov/STUDENT-PARENT/Grants_Scholarships/Alask_Education_Grant for more information.

Alaska Family Education Loan (AFEL)
AFEL is a state education loan that allows you to help meet a family member's education costs. AFEL is similar to federal PLUS loans, but can cost less. A spouse, parent, foster-parent, or grandparent can take out an AFEL on behalf of the student.

Eligibility requirements for AFEL are:
1. Borrower and student must be an Alaska residents;
2. Must have a student who is enrolled in at least full-time in an eligible postsecondary school;
3. Must not be delinquent or in default on an Alaska education loan or be past due in Alaska Child support; and,
4. Obligations meet credit and other requirements.

The following rates and benefits are for the 2015-2016 academic year, effective July 1, 2015:
1. 6.25% (6.25% APR) fixed interest rate with no origination fee;
2. Interest rate of 6.00% with borrower benefits (0.25% reduction for automatic payment); and,
3. No minimum credit score requirement.
4.

Program	Annual	Aggregate
Undergraduate	On-time enrollment – up to $14,000	$56,000
Career Training	Vocational – up to $10,000 – programs must be at least 180 hours over a period of not less than six weeks and result in a terminal certificate.	$56,000

Alaska Supplemental Education Loan (ASEL)
ASEL is a low-cost option to pay remaining education costs not paid through savings, grants, scholarships or federal Stafford loans.

Eligibility requirements for ASEL are:
1. U.S. citizen or eligible non-citizen;
2. Alaska resident or a student at an eligible school in Alaska;
3. High school diploma or equivalent (GED);
4. Enroll at least half-time in an education certificate or degree program; and,
5. Meet credit score and other requirements.

The following rates and benefits are for the 2015-2016 academic year, effective July 1, 2015:
1. 6.25% (5.94% APR) fixed interest rate with no origination fee;
2. Rates as low as 5.75% in school and 5.50% in repayment with borrower benefits (0.25% automatic payment award reduction); and,
3. No payments while attending school at least half-time.

Program	Annual	Aggregate
Undergraduate	On-time enrollment - up to $14,000 Full-time enrollment - up to $12,500 Half-time enrollment - up to $7,500	$56,000
Career Training	Vocational - up to $10,000 Programs must be at least 180 hours over a period of not less than six weeks and result in a terminal certificate.	$56,000

Financial Aid Programs

Charter College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

In accordance with Title IV regulations, students who are first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Charter College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following federal financial aid programs are available to qualifying students at Charter College:

Federal Pell Grant
The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed; the minimum monthly payment is $50 per loan.

Federal Direct Unsubsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are $50 per month per loan.

Federal Direct PLUS Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students are eligible to apply and credit checks are conducted. Minimum payments are $50 per month per loan. There is no grace period on this loan, however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six (6) months after the student ceases to be enrolled.

Federal Work Study
Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Charter College also participates in other federal, state and local assistance programs including but not limited to Veterans Affairs (VA), Vocational Rehabilitation, Work Force Investment Act (WIA); Washington State Worker Retraining (WRT)

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. Please go to http://gibill.va.gov/benefits/index.html for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students

All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Charter College catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next ten (10) week quarter. For students attending certain Certificate programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling within thirty (30) days of their last day of attendance. There are various methods to complete exit counseling, in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student.

Institutional Funding Option

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

A Retail Installment Contract (RIC) is administered through a third party servicer, Charter College Credit. While a student attends the College and for three (3) months after graduating, the interest rate is at 0% interest. Payments are due on the first of every month after attending class. If the loan extends beyond three (3) months after graduation or the student stops attending, the interest rate increases to 8% until the loan is paid in full. Applicants and students enrolled in Aviation programs are not eligible to apply for Charter College Credit.

iPay and THE GIFT Discounts

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

iPay Discount

Upon graduation for students current on their in-school payments, iPay will match dollar for dollar all out of pocket cash payments credited to a student's account up to 50 percent (50%) of the total unfunded balance that has been covered with a Charter College Credit payment plan. This includes all out of pocket cash payments, but excludes all third party funded sources including, but not limited to, Federal Student Financial Aid, State Financial Aid Programs, Veterans Benefits, Scholarships, WIA, EDD, and other sponsored payments from third parties. The College reserves the right to determine eligible cash payments as it sees fit. Because iPay will match up to 50 percent (50%) of the total unfunded balance that has been covered with a Charter College Credit payment plan, iPay will never create a credit balance due to the student.

To be eligible for iPay, a student must have their tuition funded by a third party (Title IV, State Grants, VA, WIA, etc.). Students must be current on their in-school payments as of their last date of attendance (graduation) in order to be eligible for the iPay Discount. Any iPay Discount will be credited to the student's account within thirty (30) days of graduation.

THE GIFT

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

Students Using Third-Party Funding

Alaska, California, and Washington

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Alaska

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

California

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the California Department of Rehabilitation (DOR), the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Washington

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Washington State Department of Vocational Rehabilitation (DVR), the Veteran's Affairs Department of Vocational Rehabilitation (VA-DVR), and the Workforce Development Programs (WDP), must provide written approval from the sponsoring agency/company affirming the student's authorization for the quarter or academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Students with Financial Balances

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be *Involuntarily Withdrawn*. Students who have met the requirements for graduation, but whose accounts with

the College are past due, may not participate in the graduation ceremony or receive official transcripts. Many payment options are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Student Tuition Recovery Fund (STRF)

California

The Student Tuition Recovery Fund assessment is no longer collected.

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

Withdrawal or Dismissal

Alaska

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

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

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

California

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

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

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within forty-five (45) days of the last day of attendance.

Washington

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars ($75).The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

Reflunds

Alaska

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

The *percentage of Title IV aid earned* is calculated as follows:
1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:
1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:
1. Alaska Supplemental Education Loan;
2. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
3. The student.

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

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

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

Return of Title IV Funds
Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed *(percentage of Title IV aid earned)*.

The *percentage of Title IV aid earned* is calculated as follows:
1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

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1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:
1. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
2. The student.

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Washington

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed *(percentage of Title IV aid earned)*.

The *percentage of Title IV aid earned* is calculated as follows:
1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

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1. Federal Unsubsidized Stafford Loan;
2. Federal Subsidized Stafford Loan;
3. Federal PLUS Loan;
4. Federal Pell Grant; and,
5. Federal Supplemental Educational Opportunity Grant.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:
1. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
2. The student.

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

Title IV Post Withdrawal Disbursements
Alaska, California, and Washington
Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of the student's withdrawal date or graduation date.

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

Institutional Leave of Absence
Alaska
Students on an approved institutional LOA that begins mid-quarter will be unregistered from any courses they had been scheduled for and receive the appropriate tuition credit for those courses. LOAs that begin at the start of a 10-week quarter will not be billed for tuition.

The approved institutional LOA may affect the student's financial aid eligibility. An LOA for seasonal employment does not meet the conditions for an "approved LOA" for Title IV funding purposes. As a result, for Title IV funding purposes the student will be treated as a withdrawal and have their eligibility for aid recalculated based on the percentage of the payment period (10-week quarter) completed using the Return of Title IV Funds policy. While on an institutional LOA, students who received loans through the federal Direct Loan program for attendance at Charter College will enter their six month grace period and any federal student loans for attendance at other institutions that are currently on an in school deferment will reenter repayment.

The student must return by the scheduled end of the approved institutional LOA or the student will be withdrawn. Time spent on an institutional LOA will not be considered time in attendance for the purposes of determining a refund.

Academics - Undergraduate Programs

Academic Awards

President's Award

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

1. Certificate Program: 4.0
2. Associate Degree: 3.9
3. Bachelor Degree: 3.8

Honors

Upon graduation a student with a CGPA of 3.7 or higher is recognized at commencement and receives a printed certificate.

Dean's List

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

Academic Dishonesty

Academic honesty is essential in on-ground, blended, and online student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Charter College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in an "F" grade for the course and may be grounds for dismissal from the College.

Academic Freedom

Charter College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Charter College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Each term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Advanced Academic Standing

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

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination. A student cannot receive transfer credit for a course they are currently attending.

Academic Credit

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

Credit by Certification Examination

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

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Education Department and be current (within the last four (4) years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content.

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

Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (4) or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

Experiential Learning Credit

Charter College students can apply for credit on the basis of experiential learning and receive college credit up to 25% of the program requirements. No more than 75% of the credit hours in a program may be awarded by any combination of Experiential Learning Credit, transfer of credit, or credit by examination. A student cannot receive transfer credit for a course they are currently attending.

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

Students applying for experiential credit are required to complete a portfolio to determine equivalency to college level coursework. Equivalency is determined by submission of supporting documentation (e.g., signed job description, a narrative of equipment used, a description of the work environment, verification of employment by the company on the employer's letterhead, signed performance reviews/evaluations, evidence of certification or licensure, resume, documentation of in-service training or professional growth activities, community or volunteer work, military service record (DD 214), and/or various other appropriate forms of documentation verifying employment or work-related learning).

The portfolio may contain evidence to support multiple courses for which the student is applying for experiential learning credit. Students are required to demonstrate through documentation the fulfillment of course objectives based on the current course syllabus. The College reserves the right to deny credit or require supplementary readings and/or tests if required syllabus requirements or objectives are not met through the portfolio materials presented.

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

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

Proficiency Credit
Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is $100 per course. Students must request a proficiency exam at least ten (10) business days prior to the first day of the course and the student must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS1001, SS1210, or Aviation Ground School or Flight Lab courses. Proficiency credit awards may not exceed more than 25% of the credits in the student's program of study.

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

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

Students may not use Proficiency Credit for SS1001 and SS1210. Undergraduate courses cannot be transferred to Graduate degree level courses.

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

To obtain transfer credit, the Charter College Education Department must receive an official transcript from the other institution. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation.

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

Associate of Applied Science in Aviation Programs
Students may not use Proficiency Credit for Aviation Ground School or Flight Lab courses.

Associate of Applied Science in Nursing
In addition to the information contained in the "Transfer of Course Credit from Other Institutions" section of the catalog, the Associate of Applied Science in Nursing program requires the following criteria be met when evaluating transfer credits:
1. Transfer credit will be considered for non-science, general education courses with a grade of "B" or higher
   a. This coursework should be current and no older than five (5) years.
2. Transfer credit for previous nursing or science courses will not be accepted.

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student's grades.

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

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

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

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

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or Education Department. The student must complete this process within the first two weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Change of Program

Students may change educational programs at Charter College during their enrollment. Students must contact the Education/Student Success Departments to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see *Satisfactory Academic Progress* section). Students not making SAP may transfer programs of study. Program change requests must be approved by Thursday of the fifth (5th) week in the current module, prior to the beginning of the next module.

Class Size

The average class size is 30 students, and the average student-to-teacher ratio is 30:1.

Copyright Policy

It is the policy of Charter College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Charter College.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, Charter College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

Course Schedules and Registration

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Students may be scheduled for an online, on-ground, or blended course delivery. Days and times of attendance may vary by program and may change from module to module.

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

Associate of Applied Science in Aviation Programs

The Aviation programs requires Ground School and Flight Lab courses to be completed at an approved flight partner location for completion of academic requirements, student must adjust their schedule in order to fulfill this requirement within the designated timeframe. Additionally, Ground School and Flight Lab opportunities are only available during regular business hours of the flight partner and may include Sunday through Saturday hours. A flight partner may not observe or close during holidays or those identified by the College.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Externship/Clinical Experience

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

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

In order to be eligible for the externship/clinical experience, students must meet the requirements of Satisfactory Academic Progress (SAP) and must be current in their financial obligations to the College. Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process (see the *Re-Entry* section).

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within two weeks following the end of the module (see *Change of Grade*). All grades are considered final thirty (30) days after the end of the module.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	93.5-100	Superior	4.0	Y	Y	Y	Y
A-	89.5-93.4		3.7	Y	Y	Y	Y
B+	86.5-89.4		3.3	Y	Y	Y	Y
B	83.5-86.4	Excellent	3.0	Y	Y	Y	Y
B-	79.5-83.4		2.7	Y	Y	Y	Y
C+	76.5-79.4		2.3	Y	Y	Y	Y
C	73.5-76.4	Satisfactory	2.0	Y	Y	Y	Y
C-	69.5-73.4		1.7	Y	Y	Y	Y
D+	64.5-69.4		1.3	Y	Y	Y	Y
D	59.5-64.4	Minimum Passing Grade	1.0	Y	Y	Y	Y
F	0 - 59.4	Fail	0.0	Y	Y	Y	Y
P	N/A	Pass	0.0	Y	Y	N	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
AC	N/A	Academic Credit (Block Credit)	0.0	N	N	N	N
EC	N/A	Experiential Credit	0.0	Y	Y	N	Y
CC	N/A	Certification /National Exam Credit	0.00	Y	Y	N	Y
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.00	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WN	N/A	Withdrawal (No Attendance)	0.0	N	N	N	N

To pass a course in a Certificate, Associate, or Bachelor degree program, a grade of 59.5% or higher in the concentration course requirements and 67% rate of progression must be met.

Associate of Applied Science in Nursing

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

Quizzes are due on the date scheduled at the beginning of class. Missed quizzes are recorded as a zero (0). If an exam is missed, a zero (0) is recorded in the gradebook until the student takes the comprehensive exam. The final grade on the comprehensive exam will be recorded in the area of any missed exam and recorded as the final comprehensive exam grade.

Certificate in Dental Assisting

Dental Assisting students are required to repeat a course in which the grade earned is below a "C-" in courses that have a DA course prefix (see *Repeating a Cours*e and *Re-Entry*)..

Vocational Nursing Grading Scale

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	94.0-100	Superior	4.0	Y	Y	Y	Y
B	87.0-93.9	Excellent	3.0	Y	Y	Y	Y
C	80.0-86.9	Satisfactory	2.0	Y	Y	Y	Y
F	Below 79.9	Failing	0.0	Y	Y	Y	Y
P	N/A	Pass	0.0	Y	Y	N	Y
NP	N/A	Not Passing	0.0	Y	Y	N	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
EC	N/A	Experiential Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WN	N/A	Withdrawal (No Attendance)	0.0	N	N	N	N

Certificate in Vocational Nursing

Vocational Nursing requirements differ from those of other programs at Charter College. Students must pass each component of a course at 80% or above and complete all assignments in order to progress to the next course (see *Repeating a Cours*e and *Re-Entry*)..

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Manager). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/D"). Students must submit all missing course requirements to the instructor within two (2) weeks

after the end of the module. Students officially enrolled in an externship may petition for up to five (5) weeks to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade earned in the course. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog. Students enrolled in SS1001 Student Success Strategies, SS1110 Technology Fundamentals, SS1210 Professional Success Strategies, SS2110 Software Fundamentals, and/or SS4900 Developing and Managing a Career may not petition for an "I" grade. Students in these courses will receive a grade at the end of the course.

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

Certificate in Vocational Nursing
During a course, if a student has not completed the required coursework, a grade of "I" (Incomplete) will be assigned. Students cannot continue to the next course if coursework for the previous course is incomplete. If each component of a course is not successfully completed with at 80% or better, a grade of "F" (Fail) will be assigned and the course must be repeated.

Failure
Any course in a program of study that is failed must be repeated and passed (see *Repeating a Course*).

Withdrawal
A course is assigned a grade of "W" when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average. A "WN" is assigned when a student withdraws from a course that s/he never attended.

Advanced Academic Standing
When a grade of "TC", "EC", "CC", or "PC" is assigned for the course it counts toward meeting the graduation requirements and the credits count toward SAP (see *Satisfactory Academic Progress*).

When a grade of "AC" is assigned it counts toward meeting the graduation requirements but does not apply to the SAP benchmarks, qualitative or quantitative (see *Satisfactory Academic Progress*).

Grade Point Average
To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements
To be eligible for graduation, students must:
1. Complete all required courses in Certificate, Associate, and Bachelor degree programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable);
4. Achieve Satisfactory Academic Progress; and
5. Complete all required certifications (if applicable, see program information).

Holidays and Weather Closures
Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled and can be found in the Catalog Supplement. If the College closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the module.

Associate of Applied Science in Aviation Programs

The flight partner reserves the right to suspend or cancel class due to unsafe weather conditions that prevent the safe operation of aviation equipment. Students should anticipate making up the time before the end of the module.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Institutional Leave of Absence

Alaska

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

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

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

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:
- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances)*

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the *Re-Entry* section.

Leave of Absence

California and Washington

Students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

Make-Up Work

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

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

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Charter College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in a program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Charter College to determine if your credits, degree, diploma or certificate will transfer.

Associate of Applied Science in Aviation Programs

The transferability of Ground School and Flight Lab hours completed at a FAA Part 141 flight partner to another flight school would be determined by the flight school and FAA regulations.

Online/Blended Courses

Charter College offers programs in an on-ground, online or blended format (refer to the *Academic Programs* section). Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Blended learning combines a hands-on classroom experience with online education. Students taking courses online or blended must complete the online orientation prior to the first day of the first course. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in blended or online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Safari, and Internet Explorer). Other system requirements include the following:

- A functioning e-mail account (provided by Charter College)
- Access to Microsoft 2013 or Microsoft Office 365
- Intel I3 Processor or higher
- Minimum 4 GB of RAM
- High-speed Internet access
    - LAN connection (DSL or faster)
    - Wireless connection (802.11n or ac)
    - While dial-up may work, it may not be suitable for many applications (Dial up and DSL are not recommended while using SimNet)

- A supported web browser
    - Mozilla Firefox, version 37 or greater
    - Internet Explorer, version 10 or greater
    - Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
    - Windows 7 - 32 or 64 bit
    - Windows 8
    - Windows Media Player
- Operating Systems for Mac users
    - OS X 10 - version 10.8x or newer
- Media Player
    - Apple QuickTime for Mac users
    - Windows Media Player for PC users

The following software is recommended for PC and Mac users:
- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
- Java, version 8 or greater

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

Online/Blended Course Support Center
Support for online distance education courses is available through the Online Course Support Center (AELearn) by calling 1-888-998-6030. Students may also request support by submitting an online help ticket; a hot link to http://onlinecoursesupport.com/chartercollege is located in the upper right portion of the screen. AELearn is available by phone from 9 A.M. to 9 P.M. (Pacific Time). 24 hour support is available for tickets submitted through the website; after submitting a ticket, students will receive a callback within four (4) hours from AELearn.

Online/Blended Student Identity Authentication and Privacy
The College Learning Management System (LMS) for blended and online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional comprise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Charter College. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

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

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Associate of Applied Science in Nursing
In addition to the requirements listed in the *Re-Entry* section, students who wish to re-enter the Associate of Applied Science in Nursing program must meet the following criteria to be considered for re-entry:

1. Applicant must successfully pass a drug screen as administered by a designee of the College.
   a. A successful drug screen yields no evidence of non-prescription, controlled substance.
2. Applicant must successfully pass a background check as administered by a third party vendor of the College.
   a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12 AAC 44.705.
   b. Meet all DHSS guidelines.
3. Submit a letter to the Director of Nursing describing why the student was previously unsuccessful in the program and what significant changes the student has made in order to be successful during the re-entry admission to the program.
4. Letter to the Director of Nursing requesting re-entry must be received no later than eight (8) weeks prior to the proposed re-entry start date.

Re-entry is based on available space on the desired start date; an acceptance letter will be sent when the re-entry student is accepted into the program. Nursing students re-enter the program one time. If, after re-entry, the student is unsuccessful, then the student will be withdrawn and ineligible from re-entry in the future.

Repeating a Course

A student who has received a failing grade ("F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program. Some programs have specific requirements for repeating courses:
1. *Associate of Applied Science in Nursing;* To pass a course in the Nursing program, a grade of C+ (76.5-79.4) or higher in the concentration course requirements (NU prefix) and progression requirements must be met.
2. *Certificate in Dental Assisting:* Dental Assisting students are required to repeat a course in which the grade earned is below a "C-" in courses that have a DA course code.
3. *Certificate in Vocational Nursing:* Vocational Nursing requirements differ from those of other programs at Charter College. Students must pass each component part of a course at 80% or above and complete all assignments in order to progress to the next course.

When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student's Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*).

A course in which a student has received a "W" or "F" grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

Satisfactory Academic Progress

In order to graduate, a student in a Certificate, Diploma, Associate's, or Bachelor's degree program must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: CGPA (qualitative) and Rate of Progress (quantitative). Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter) and every fifteen (15) weeks for the Certificate in Vocational Nursing program. The SAP table indicates what CGPA and Rate of Progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree Programs	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate Programs	1st	Minimum of 1.6 and 50%
	2nd	Minimum of 1.8 and 60%
	3rd and thereafter	Minimum of 2.0 and 66.67%
Full Associate's Degree Programs & Certificate in Vocational Nursing Program	1st	Minimum of 1.0 and 33.33%
	2nd	Minimum of 1.6 and 50%
	3rd	Minimum of 1.8 and 60%
	4th and thereafter	Minimum of 2.0 and 66.67%
Associate's Degree Completion Programs	1st and thereafter	Minimum of 2.0 and 66.67%
Full Bachelor's Degree Programs	1st	Minimum of 1.0 and 33.33%
	2nd	Minimum of 1.6 and 50%
	3rd	Minimum of 1.8 and 60%
	4th and thereafter	Minimum of 2.0 and 66.67%
Bachelor's Degree Completion Programs	1st and thereafter	Minimum of 2.0 and 66.67%

Students not meeting these benchmarks are not making SAP. The first time a student is not making SAP, the student is placed on Academic Warning. If the student receives financial aid, the student will be placed on Financial Aid Warning. Students on Academic Warning/Financial Aid Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Education Classroom Coordinator, and will receive academic advising to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student's SAP status will be changed to SAP Dismissal/Financial Aid Probation and the student's school status will be changed to Academic Probation. At this time, the student may be eligible to appeal, see *Appealing SAP Dismissal/FA Probation* below. If the appeal is denied, the student's school status will be changed to Dismissal (Academic).

Students with an approved SAP Appeal will continue on Academic Probation and, if the student receives financial aid, they will be allowed to receive funds for one additional evaluation point. If the student is allowed to continue on Academic Probation, a specific, detailed Academic Success Plan must be generated to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Education Classroom Coordinator, and will receive academic advising to assist them in improving their academic progress. Students on Academic Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks.

At the end of Academic Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be institutionally dismissed and ineligible for return to the program in which they were dismissed. Students do not have a right to appeal the determination if institutionally dismissed.

Appealing SAP Dismissal/FA Probation

Students may appeal SAP Dismissal/FA Probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to dismissal (see *Grading System* for program specific standards).

SAP Dismissal/FA Probation may not be appealed by students in the following scenarios: 1) those who cannot complete the program within the 150% maximum timeframe or 2) those who were dismissed for failing the same course after three (3) attempts.

If a student wishes to appeal their SAP Dismissal/FA Probation they must submit their appeal packet either in person or electronically to the Student Success Department by midnight, two (2) business days from the notification of SAP Dismissal/FA Probation. The appeal packet must include the following:

1. The **Dismissal-Probation Appeal form** stating the circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the Dismissal-Probation Appeal form. In addition, the Appeal form must state what steps have been taken to correct the situation.
2. An **Academic Success Worksheet** will be completed during an advising appointment with an Education Classroom Coordinator and Academic Success Plan options will also be discussed**.**

The Education Classroom Coordinator will notify the student via the student portal regarding the outcome of the appeal within three (3) business days.

A student that does not appeal SAP Dismissal/FA Probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP Dismissal/FA Probation" process.

Associate of Applied Science in Nursing

Students in the Associate of Applied Science in Nursing program who are appealing an academic dismissal may attend class and lab while waiting to hear results of the appeal. Students appealing an academic dismissal are not allowed to attend clinicals.

Appealing Academic Dismissal

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on Academic Probation and, if eligible, may receive financial aid until the next evaluation point.

SAP and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no quality points and therefore does not impact a student's CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's CGPA and Rate of Progress.

Advanced Academic Standing and SAP
Academic Credit

When a student receives academic credit (AC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. As the block credit is an admission requirement the total number of allowable credit hours attempted is decreased by the number of credit hours accepted by the College. For example, upon admission the college accepts 54 credit hours into a program with 90 credit hours, the number of allowable credit hours attempted will equal 90 – 54 = 36, and 1.5 times 36 = 54 maximum credits hours attempted allowed.

Transfer Credit

When a student receives transfer credit (TC), the transfer credit hours do not carry quality points and therefore do not impact the student's CGPA. The total number of allowable credit hours attempted is not reduced by the number of

credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 55, and 1.5 times 55 = 82.5 maximum credit hours attempted allowed.

Experiential Learning Credit, Certification/National Exam Credit, and Proficiency Credit
When a student received Experiential Credit (EC), Certification/National Exam Credit (CC), or Proficiency Credit (PC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. These credits do count toward credits attempted/earned for purposes of Rate of Progress.

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

Additional Program/Credentials
If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising
Students not making SAP must meet with the Education Classroom Coordinator for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an Academic Success Plan to address the circumstances. This plan becomes part of a student's academic file. Students with an Academic Success Plan must meet weekly with the Education Classroom Coordinator to determine progress toward completing the requirement of the Plan.

Textbooks
The cost of textbooks is part of the program tuition. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the course and are expected to be returned at the end of each course in good condition. Failure to return a textbook or returning it in poor condition may result in a fee being assessed. Students taking online courses are not required to return textbooks.

Associate of Applied Science in Nursing
Textbooks are utilized by Nursing students throughout the program of study and to prepare for the NCLEX examination. Textbooks issued to Nursing students are not returned to the College.

Transcripts
Charter College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan (i.e., Charter College Credit), a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

Transfer from One Charter College to Another Charter College
Only students making satisfactory academic progress may transfer from one (1) Charter College to another Charter College. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

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

attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

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

Student Services - Undergraduate Programs

Career Services

The Campus President, Education Department, and Career Services work closely together to develop a partnership between graduates and future employers. The Career Services Department informs the medical/legal/business community of the programs of study and the education of the graduates. Career Services assists students with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews and provides job notices. Career Services and the Externship Administrator work hand-in-hand with students during the last two months of their program.

Career Services administers an Exit Interview process prior to graduation whereby a student:
1. completes a resume,
2. prepares for interviews,
3. charts a short and long term career plan,
4. learns job search techniques, and;
5. arrange a plan of contact to maintain relationships with Career Services after graduation in order to continue to receive notices of job leads that come available in his or her field of study.

The College continues to work with students even after graduation. Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College.

Library

The Charter College Library may be a traditional and/or virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The traditional library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The traditional library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the traditional and/or virtual library for educational and professional development purposes. All materials in the traditional and/or virtual library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines in the traditional library are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Charter College ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Charter College ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library staff will determine when an item is damaged beyond repair and must be replaced. The replacement charge for lost or damaged materials will be contingent upon the original cost of the material up to $75.

In order for students to register for courses, to use placement assistance services, to receive Charter College transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Policy on Accommodation for Disabled Individuals

Charter College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Education Department or the Campus President.

Students with Disabilities

Charter College seeks the success of all students, including those who may be experiencing disabilities. Toward that end, Charter College will work with students to determine what, if any, accommodations might be available. However, Charter College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Campus President either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Additionally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Charter College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.

2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person's vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Charter College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Charter College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.

3. Once a disability is acknowledged, the College will work with students to develop an Accommodation Plan that Charter College and the student will agree is reasonable and appropriate under the circumstances. Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one (1) student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations.

4. Charter College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Education Department and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student's preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Charter College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Success Office.

Student Services

Charter College is committed to the academic and personal support of all of our students. Charter College Student Success department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Success Office immediately to learn of any resource the College has available.

Student Success Coaching

Student Success Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Conduct - Undergraduate Programs

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

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

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

1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.
12. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Illegal Drugs and Alcohol

Charter College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Student Conduct during Associate of Applied Science in Aviation Flight Partner Experiences

In addition to the *Student Conduct* policy, all Aviation students will abide by the safety standards and operational procedures, consistent with FAA requirements, while at the flight partner's location and during flight partner experiences. The Aviation program involves the flying of aircraft which may present risk. Instruction is provided to students in techniques relative to reducing risks and ensuring the safety of everyone associated to any such risk; however, it is impossible to provide a guarantee against all risks. Safety instructions and detailed information, including proper flight preparations and procedures, are part of the course content. It is the responsibility of the student to follow safety instructions provided by the flight partner in conjunction with FAA requirements. Violation of these requirements may lead to dismissal from the College.

Campus Dress Code - Undergraduate Programs

Accounting, Business Administration, Computer Science, Criminal Justice, Hospitality, Network Security, Paralegal Studies Programs

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
Clothing	
• Slacks similar to Dockers and other makers of cotton or synthetic material pants • Wool pants • Flannel suit pants • Professional capris • Well-groomed dress synthetic pants • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets or sports jackets	• Jeans • Sweatpants, exercise pants • Shorts • Leggings or any spandex or other form-fitting pants • Tank tops, midriff tops • Shirts with potentially offensive works, terms, logos, pictures, cartoons, or slogans • Halter tops, tops with bare shoulders • Sweatshirts • T-shirts unless worn under another blouse, shirt, jacket or dress
Skirts, Dresses, and Skirted Suits	
• Casual dresses split at or below the knee • Skirts that are split at or below the knee • Dress and skirt length should be at a length to sit comfortably in public	• Short/mini, tight skirts that ride halfway up the thigh when sitting or standing • Skorts • Sundresses, beach dresses • Spaghetti-strap dresses
Shoes and Footwear	
• Conservative walking shoes • Loafers, leather deck-type shoes • Boots • Flats/dress sandals • Dress heels	• Athletic shoes • Thongs, flip-flops and slippers • Clogs • Sneakers, tennis shoes
Hats, Jewelry, Perfume, and Cologne	

• Should be in good taste
• Pierced ears
   o One (1) earring per ear
   o Earrings should be small and professional
   o Piercings kept to earlobes
	• No facial piercings
	• No strong perfumes or cologne (many are allergic to these)
	• Hats are never appropriate inside the building

Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

Allied Health Programs

Charter College expects Allied Health students to dress professionally at all times. The dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are have no tears or stains; hair that is off the shoulders; non-porous, solid top shoes and no piercings. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
Uniforms	
• Neat • Clean and pressed	• Wrinkled uniform • Dirty, bleached or torn uniform
Shirts, Tops and Jackets	
• White T-shirts • White sweaters	• Colored shirts or jackets • Jackets or sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
Shoes and Footwear	
• Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)	• Any other shoes
Personal Hygiene	

• Fingernails:
   o Short cut
   o Natural
   o Neutral colored and well maintained at all times
	• No strong perfume or deodorants
	• Gel or acrylic fingernails
	• Colored fingernails
	• Long fingernails

Hair and Hats	
• Hair: o Kept up off shoulders	• Long, loose hair that is not clean • Hats are **never** appropriate
Jewelry	

• Pierced ears
   o One (1) earring per ear
   o Earrings should be small and professional
   o Piercings kept to earlobes
	• No large hoops
	• No facial piercings

Tattoos	
• Be aware that visible tattoos will impede your job search	• Offensive tattoos must be covered at all times
Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

Associate of Applied Science in Nursing Program

Charter College expects Nursing students to dress professionally at all times. The dress code is based on the expectations of the employers in the Nursing field. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
Uniforms	
- Monogramed scrub set - Neat - Clean and pressed	- Other scrubs - Wrinkled uniform - Dirty, bleached or torn uniform
Shirts, Tops and Jackets	
- Scrub jacket - Black sweater - Black undershirts	- Colored shirts or jackets - Jackets or sweatshirts over uniforms - T-shirts must be tucked in and may not hang below the uniform
Shoes and Footwear	
Black non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)	Any other shoes
Personal Hygiene	
- Fingernails: - Short cut - Natural - Cosmetics - Neutral colors, light application	- No strong perfume or deodorants - Gel or acrylic fingernails - Colored fingernails - Colored, clear or neutral color polish - Long fingernails - Cosmetics applied heavily
Hair and Hats	
- Hair: - Kept up off shoulders, out of face	- Long, loose hair that is not clean - No large hair accessories - Hats are **never** appropriate
Jewelry	
- Pierced ears - One (1) earring per ear - Earrings should be small and professional - Piercings kept to earlobes	- No large hoops - No facial or tongue piercings
Tattoos	
- No visible tattoos - Be aware that visible tattoos will impede your job search	Tattoos must be covered at all times
Charter College ID must be worn at all times	

Applied Technician, Heating, Ventilation, Air Conditioning, and Refrigeration, Welding Programs

Charter College expects HVAC-R and Welding students to dress professionally at all times. The dress code is based on the expectations of the employers in the trades fields. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is kept neat and tied back; black, steel-toed boots and no piercings. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
Uniforms	
• Neat • Clean and pressed	• Wrinkled uniform • Dirty, bleached or torn uniform
Shirts and Jackets	
• White t-shirts • Blue jackets (in cold weather) • White or black thermals (in cold weather)	• Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
Footwear	
• Black steel-toed boots	• Any other shoes
Hair and Hats	
• Hair must be kept neat • Long hair should be tied back	• Hats are **never** appropriate inside the campus
Tattoos	
• Be aware that visible tattoos will impede your job search	• Offensive tattoos must be covered at all times
Jewelry	

• Pierced ears
   o One (1) earring per ear
   o Earrings should be small and professional
• Piercings kept to earlobes
	• No facial piercings

Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

Grievance and Appeals Policy - Undergraduate Programs

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President. A "Complaint Form" can be obtained from the Campus President or the Education Department.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, and/or instructor.

The following steps must be followed:
   a. All parties involved must complete a "Complaint Form".
   b. All documentation must be received prior to the meeting.
   c. All persons involved with the incident/complaint will be in attendance.
   d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
   e. After all testimony is presented, the student and other parties will be excused.
   f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5: If a student believes that the College did not address the complaint or concern, the student may consider contacting the Chief Operations Officer at 775-525-2109.

Step 6:

Alaska

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

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

California

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

Washington

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

Students in Associate's or Bachelor's programs: once the College grievance process is completed, a student may contact the Washington Student Achievement Council (WSAC). WSAC has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit http://www.wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

Step 7:
NC-SARA (For students that are not residents of AK, CA, or WA)
If a complaint is not resolved at the institutional level, a student enrolled via the policies and standards of the National Council for State Authorization Reciprocity Agreements (NC-SARA) may appeal to the portal agency of the home state in which the institution is legally domiciled, Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316. Information on NC-SARA's complaint resolution process is available at http://nc-sara.org/content/sara-policies-and-standards.

Step 8: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, DC, 20002-4223
202-336-6780

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

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

Introduction

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

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

Definitions

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

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

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

Retaliation Prohibited

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

Complaint Procedure

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

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

Campus	Title IX Coordinator	Phone	Address
Anchorage	Campus President	907-277-1000	2221 East Northern Lights Boulevard #120, Anchorage, AK 99508
Bellingham	Campus Manager	360-647-5000	410 West Bakerview Road, Suite 112, Bellingham, WA 98226
East Wenatchee	Campus Manager	509-415-3576	595 Grant Road, Suite 5, East Wenatchee, WA 98802
Fife	Campus President	253-252-4200	3700 Pacific Highway East, Suite 150, Fife, WA 98424
Lacey	Campus Manager	360-292-7179	4520 Lacey Blvd. SE, Suite 40, Lacey, WA 98503
Lancaster	Campus Manager	661-341-3500	43141 Business Center Parkway, Suite 102, Lancaster, CA 93535
Lynnwood	Campus President	425-275-4900	19401 40th Avenue West, Suite 400, Lynnwood, WA 98036
Oxnard	Campus President	805-973-1240	2000 Outlet Center Drive, Suite 150, Oxnard, CA 93036
Pasco	Campus President	509-546-3900	5278 Outlet Drive, Pasco, WA 99301
Canyon Country	Campus Manager	661-252-1864	19034 Soledad Canyon Rd, Canyon Country, CA 91351
Vancouver	Campus President	360-448-2000	17200 SE Mill Plain Blvd, Vancouver, WA 98683
Wasilla	Campus Manager	907-352-1000	721 West Parks Highway, Wasilla, AK 99654
Yakima	Campus Manager	509-412-1694	2706 W Nob Hill Blvd, Suite 106, Yakima, WA 98902

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

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

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

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

General Information - Undergraduate Programs

Administrative Hours of Operation

Charter College administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Articulation Agreements

California

Charter College has not entered into any articulation or transfer agreements with any other college or university.

Bankruptcy Statement

California

Charter College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against the College within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq).

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Charter College. It is disruptive to others and it may be hazardous for the children. Charter College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Charter College does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parent(s)/guardian(s)) have a right to inspect and review their education records by submitting a written request to the Education Department. Charter College will make records available for review within 45 days of receipt of the request. Students (if under 18 years of age, their parent(s)/guardian(s)) may then request that the College correct amendment their records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome. If the College does not amend the record, the student (if under 18 years of age, their parent(s)/guardian(s)) has the right to a formal hearing.

In compliance with FERPA, Charter College will release "directory information" on all students. Directory information includes student names, student statuses, professional certifications, academic award and commencement information. Students may consent to release additional personally identifiable information in their education records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. The College may also release information to school officials at other schools to which a student is transferring and to appropriate parties in connection with financial aid to a student. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College's responses to student requests for education record corrections may be appealed in accordance with Charter's Career College Grievances and Appeals Policy. Students who have a grievance regarding the College's compliance with FERPA may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Student

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Charter College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Charter College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Photo Release

Charter College students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Charter College may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit http://www.chartercollege.edu.

Report a Criminal Offense

The best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

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

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Charter College is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

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

Security Report

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a "Campus Security Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:
- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Charter College Annual Campus Security Report
Charter College is committed to promoting a safe and secure environment for all campus members and visitors. Charter College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Charter College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Charter College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

Student Housing
California
Charter College has no responsibility to find or assist students in finding housing. The Student Success Department will be able to provide resources to students upon request.

Academic Programs - Undergraduate Programs

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study		
AC: Accounting	GE: General Education	OFM: Office Administration
AH: Allied Health	HCA: Health Care Administration	PA: Paralegal Studies
AV: Aviation	HS: Hospitality	PT: Pharmacy Technician
BA: Business	HV: Heating, Ventilation, Air Conditioning and Refrigeration	NU: Nursing
CJ: Criminal Justice	MA: Medical Assistant	SC/SCI: Science
CIS /CS: Computer Science	MED: Medical Administration	SS: Student Success
CM: Communications	MK: Marketing	VA: Veterinary Assistant
DA: Dental Assisting	MOA: Medical Office Administration	VNP: Vocational Nursing
DO: Optical Technician	MT: Massage Therapy	WE: Welding

Undergraduate Programs

The three (3) or four (4) numeric digits indicate the level of the course. Course numbers that are 100-level, 200-level, 1000-level, and 2000-level indicate lower division courses generally taken early in a program. Course numbers that are 300-level, 400-level, 3000-level and 4000-level indicate courses that are upper division courses than 100-level, 200-level and 1000-level courses and are generally taken later in a program. For the Aviation programs, ground school courses are typically 1000-level courses and the corresponding flight lab courses are 2000-level.

Credit Hours

Coursework at Charter College is measured in quarter credit hours or semester credit hours (refer to the program information to determine if the coursework is offered in quarter or semester credit hours).

Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Semester Credit Hours

One (1) semester credit our equals (15) contact hours of lecture, thirty (30) hours of laboratory, or forty-five (45) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Bachelor of Science in Accounting

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Vancouver
Length: 50 Weeks

The Bachelor of Science Degree in Accounting program is designed for accounting professionals with an Associate degree or substantial coursework in accounting. The program provides students with the knowledge, technical skills, and work habits required for accounting positions in the public, private, or non-profit sector. Topics include auditing, government and non-profit accounting, finance, corporate tax accounting, income tax preparation, project management, conflict management, and data driven decision making. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an accounting related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AC3420	Income Tax Preparation	50	4.5
AC3610	Auditing Fundamentals	45	4.5
AC3720	Governmental and Non-Profit Accounting	50	4.5
AC4320	Accounting Information Systems	50	4.5
AC4420	Corporate Tax Accounting	50	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in accounting	0	67.5
	Total	**475**	**112.5**
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**325**	**54.0**
Other Requirements			
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
	Total	**135**	**13.5**
	Grand Total	**935**	**180.0**

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

Bachelor of Science in Business Administration

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Vancouver
Length: 50 Weeks

The Bachelor of Science Degree in Business Administration program is designed for business professionals with an Associate degree or substantial coursework in business administration. The program provides students with the knowledge, technical skills, and work habits required for business administration in the public, private, or non-profit sector. Topics include entrepreneurship, project management, international business, conflict management, data driven decision making, and strategic planning and implementation. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a business administration related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
	Total	**455**	**112.5**
	General Education Requirements		
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**325**	**54.0**
	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
	Total	**135**	**13.5**
	Grand Total	**915**	**180.0**

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

Bachelor of Science in Computer Information Systems

Delivery Method: Online Modality Only
Campus: Anchorage
Length: 100 Weeks

The Bachelor of Science in Computer Information Systems program provides direct application, management, and control of technology concepts. Topics include data management, Cisco, programming applications, web design, and information systems project management. The program includes instruction in operating system operation such as Linux and Human Computer Interaction (HCI). Additionally, ethical hacking and virtualization is also covered. Students will have the opportunity to study the concepts of system analysis and design. The program also provides general education coursework in mathematics, science, written and oral communication, ethics, sociology, science, interpersonal communication, logic and reasoning, macroeconomics, and economic performance, political structures, and personal responsibility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer information systems related positions.

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

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

	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**90**	**9.0**
	Grand Total	**2025**	**180.0**

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

Bachelor of Science in Health Care Administration

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Vancouver
Length: 60 Weeks

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. 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 can seek entry-level positions in hospitals, clinics, and long-term care facilities.

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Describe the management and leadership strategies, as well as, healthcare theories and components pertinent to the health care delivery system in the United States.
2. Identify and apply strategies to influence the health policy making process and serve as an advocate for improving the health of a community.
3. Identify legal ethical principles relevant to health care systems and analyze health care or health administrative issues based on these principles.
4. Describe the socio-cultural, economic, and political factors that affect the health of a population and explain the need for multi-cultural knowledge and understanding in dealing with diverse populations and evolving human institutions.
5. Employ analytical and critical-thinking skills to increase effectiveness and efficiency in the workplace and in the health care field.
6. Solve problems and improve performance in healthcare organizations using principles of accounting, law, management, operations analysis, strategic planning, and marketing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AC1110	Accounting Fundamentals	50	4.5
BA1220	Leadership and Followership	45	4.5
BA2203	Marketing with Technology	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3308	Economics for Managerial Decision Making	45	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4401	Organizational Management	45	4.5
HCA300	The Health Care System	45	4.5
HCA305	Health Care Economics	45	4.5
HCA403	Research Methodologies in Healthcare Applications	45	4.5
HCA499	Capstone Project	90	3.0
Transfer Credit	Transfer in 67.5 quarter credit hours in healthcare administration	0	67.5
	Total	**775**	**138.0**
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE2002	Psychology	45	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**320**	**54.0**
Other Requirements			
SS4900	Developing and Managing a Career	45	4.5
	Total	**45**	**4.5**
	Grand Total	**1140**	**196.5**

Associate of Applied Science in Allied Health

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Pasco, Vancouver
Length: 20 Weeks

The Associate of Applied Science in Allied Health program provides healthcare professionals with complementary skills in critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their chosen career field. Core content may be transferred in from any of several health-related programs. 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 allied health related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
AH2110	The Health Care System	45	4.5
AH2120	Legal and Ethical Issues in Healthcare	45	4.5
Transfer Credit	Transfer in 54 quarter credit hours in an allied healthcare concentration	0	54.0
	Total	**90**	**63.0**
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
Other Requirements			
SS2110	Software Fundamentals	50	4.5
	Total	**50**	**4.5**
	Grand Total	**380**	**90.0**

Associate of Applied Science in Applied Technology

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Pasco, Vancouver
Length: 20 Weeks

The Associate of Applied Science in Applied Technology program is designed for trade and craft professionals with a certificate or substantial coursework in a trade program such as welding, plumbing, electrician, or HVAC. The program includes coursework in project management and customer services, as well as, coursework in oral and written communication, ethics, and advanced office software. 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 trades related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in a trade or craft concentration	0	54.0
	Total	**95**	**63.0**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS2110	Software Fundamentals	50	4.5
	Total	**50**	**4.5**
	Grand Total	**385**	**90.0**

Associate of Applied Science in Aviation: Concentration in Fixed Wing

Delivery Method: Blended Modality Only
Campus: Oxnard
Length: 70 Weeks

The Associate of Applied Science in Aviation: Concentration in Fixed Wing program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. The flight lab portion will provide the flight hours necessary for a student to complete the program. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial airplane pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the Federal Aviation Administration (FAA).

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Apply knowledge in aviation to adapt to emerging aviation trends.
2. Analyze the role of aviation safety and human factors to the aviation industry.
3. Describe meteorology as it relates to aviation.
4. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's career goals.
5. Communicate effectively using both written and verbal skills.
6. Demonstrate proficiency in math computation for aviation and modern society.
7. Demonstrate effective skills in the use of computers and aviation related technology.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AV1120	Ground School - Private Pilot - Fixed Wing[4]	35	3.5
AV1130	Ground School - Commercial Pilot - Fixed Wing[4]	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1160	Ground School - Instrument Rating- Fixed Wing[4]	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2250	Ground School - Certified Flight Instructor - Fixed Wing[4]	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2910	Flight Lab - Private Pilot - Fixed Wing[4]	20	1.0
AV2920	Flight Lab - Private Pilot - Fixed Wing[4]	30	1.5
AV2930	Flight Lab - Instrument Rating - Fixed Wing[4]	30	1.5
AV2940	Flight Lab - Instrument Rating - Fixed Wing[4]	20	1.0
AV2950	Flight Lab - Commercial Pilot - Fixed Wing[4]	30	1.5
AV2960	Flight Lab - Commercial Pilot - Fixed Wing[4]	30	1.5
AV2970	Flight Lab - Commercial Pilot - Fixed Wing[4]	30	1.5
AV2980	Flight Lab - Commercial Pilot - Fixed Wing[4]	30	1.5
AV2990	Flight Lab - Certified Flight Instructor - Fixed Wing[4]	30	1.5
AV2295	Air Traffic Control and Airspace	45	4.5
BA2025	Leadership and Team Management	50	4.5
	Total	**890**	**76.0**
	General Education Requirements		
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**285**	**27.0**
	Other Requirements		
SS1001	Student Success Strategies[3]	45	4.5
SS1110	Technology Fundamentals[3]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**140**	**13.5**
	Grand Total	**1315**	**116.5**

[3]Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[4]This course is facilitated at the flight partner location.

Associate of Applied Science in Aviation: Concentration in Rotor

Delivery Method: Blended Modality Only
Campus: Oxnard
Length: 70 Weeks

The Associate of Applied Science in Aviation: Concentration in Rotor program provides students with the knowledge, technical skills, and practical training to seek entry-level employment in the field of commercial aviation. The courses enhance a student's understanding of flight, safety, regulations, and awareness of the factors of flight. The flight lab portion of the program will provide the flight hours necessary for a student to complete the program. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Graduates who choose to work as commercial helicopter pilots or certified flight instructors must successfully pass knowledge exams for Private Pilot License, Commercial Pilot License, Instrument Rating, and Certified Flight Instructor Rating as regulated by the Federal Aviation Administration (FAA).

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Apply knowledge in aviation to adapt to emerging aviation trends.
2. Analyze the role of aviation safety and human factors to the aviation industry.
3. Describe meteorology as it relates to aviation.
4. Demonstrate an understanding and the appropriate application of aeronautical principles, design characteristics, and operational limitations, for a variety of aircraft as it relates to the student's career goals.
5. Communicate effectively using both written and verbal skills.
6. Demonstrate proficiency in math computation for aviation and modern society.
7. Demonstrate effective skills in the use of computers and aviation related technology.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AV1125	Ground School - Private Pilot - Rotor[4]	35	3.5
AV1135	Ground School - Commercial Pilot - Rotor[4]	35	3.5
AV1140	Aviation Navigation	45	4.5
AV1150	Aircraft Systems and Components	45	4.5
AV1165	Ground School - Instrument Rating - Rotor[4]	30	3.0
AV1170	Aviation Safety and Human Factors	45	4.5
AV2230	Aerodynamics and Aircraft Performance	45	4.5
AV2235	Aviation Law and Regulations	45	4.5
AV2245	Aviation Meteorology	45	4.5
AV2255	Ground School - Certified Flight Instructor - Rotor[4]	40	4.0
AV2265	Commercial Aviation	45	4.5
AV2275	Aviation Physiology	45	4.5
AV2285	Crew Resource Management	45	4.5
AV2295	Air Traffic Control and Airspace	45	4.5
AV2915	Flight Lab - Private Pilot - Rotor[4]	20	1.0
AV2925	Flight Lab - Private Pilot - Rotor[4]	20	1.0
AV2935	Flight Lab - Instrument Rating - Rotor[4]	20	1.0
AV2945	Flight Lab - Instrument Rating - Rotor[4]	20	1.0
AV2955	Flight Lab - Commercial Pilot - Rotor[4]	20	1.0
AV2965	Flight Lab - Commercial Pilot - Rotor[4]	20	1.0
AV2975	Flight Lab - Commercial Pilot - Rotor[4]	30	1.5
AV2985	Flight Lab - Commercial Pilot - Rotor[4]	30	1.5
AV2995	Flight Lab - Certified Flight Instructor - Rotor[4]	30	1.5
BA2025	Leadership and Team Management	50	4.5
	Total	**850**	**74.0**
	General Education Requirements		
GE2002	Psychology	45	4.5
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**285**	**27.0**
	Other Requirements		
SS1001	Student Success Strategies[3]	45	4.5
SS1110	Technology Fundamentals[3]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**140**	**13.5**
	Grand Total	**1275**	**114.5**

[3]Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[4]This course is facilitated at the flight partner location.

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

Flight Partners

The Ground School and Flight Lab instruction courses of the program will be delivered by a Charter College approved flight partner. Charter College enters into written partner agreements for Ground School and Flight Lab instruction to be provided by a FAA Part 141 approved flight training school. Students enrolling in the program are expected to take courses with a Charter College approved flight partner in order to graduate. The College agreements with FAA Part 141 approved flight partners. For a list of current FAA Part 141 approved flight partners refer to the Catalog Addendum.

Charter College will provide academic credit for courses taken at the approved flight partner on the same basis as if it provided the training itself. A combination of the credits taken at the College campus and with the flight partner will be used to determine enrollment statuses (full-time, half-time, etc.) each term. Charter College will award the degree upon completion of the program. At no time will students take more than 25% of the program credits from a flight partner. Charter College and the flight partner will communicate regarding a student's progress and the contents of the student's file during enrollment, placement, and as needed for licensing or regulatory reporting. The flight partner is responsible and liable for maintaining the fleet of training aircraft.

Progression in Aviation Programs

To progress in Aviation programs and to meet the requirements for graduation, students must successfully pass all FAA written and oral exams in addition to their checkrides in order to progress to the next license/rating scheduled in the program. Students have two (2) attempts to pass these exams; only one (1) of the attempts is included in the cost of tuition. Students unable to pass an exam after the second attempt will not be allowed to progress and will be withdrawn from the program.

Concentration in Fixed Wing

FAA Exam	Program Progression	Associated Course with each License/Rating
Private Pilot License (PPL)	Meet Admissions Requirements	AV1120, AV2910, AV2920
Instrument Rating (IFR)	Must pass and receive PPL prior to beginning IFR	AV1160, AV2930, AV2940
Commercial Pilot License (CPL)	Must pass and receive IFR prior to beginning CPL	AV1130, AV2950, AV2960, AV2970, AV2980
Certified Flight Instructor (CFI)[8]	Must pass and receive CPL prior to beginning CFI	AV2250, AV2990

Concentration in Rotor

FAA Exam	Program Progression	Associated Course with each License/Rating
Private Pilot License (PPL)	Meet Admissions Requirements	AV1125, AV2915, AV2925
Instrument Rating (IFR)	Must pass and receive PPL prior to beginning IFR	AV1135, AV2955, AV2965, AV2975, AV2985
Commercial Pilot License (CPL)	Must pass and receive IFR prior to beginning CPL	AV1165, AV2935, AV2945
Certified Flight Instructor (CFI)[8]	Must pass and receive CPL prior to beginning CFI	AV2255, AV2995

[8]Domestic students must complete, pass, and receive CFI prior to graduation; international students must complete and pass CFI coursework prior to graduation.

Associate of Applied Science in Business Administration

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Pasco, Vancouver
Length: 20 Weeks

The Associate of Applied Science Degree in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, and evaluation, as well as, customer service management and office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a business related field.

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Explain the theories and concepts of basic human resource management and performance evaluation relevant to a successful business environment.
2. Describe the components of and need for quality customer service management in a diverse organizational and global environment.
3. Describe the marketing, and management components and functions of business organizations.
4. Explain the legal and ethical issues found in the business community and recommend how these issues might be mitigated or alleviated.
5. Describe the need for an understanding of basic sociological principles as well as the diverse ethical principles inherent in the global economy in order to plan for and manage a successful business organization.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
Transfer Credit	Transfer in 54 quarter credit hours in business administration	0	54.0
	Total	**90**	**63.0**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS2110	Software Fundamentals	50	4.5
	Total	**50**	**4.5**
	Grand Total	**380**	**90.0**

Associate of Applied Science in Computer Networking Systems

Delivery Method: Online Modality Only
Campus: Anchorage
Length: 60 Weeks

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, coordinate, and implement an organization's networking systems. The program includes Windows Active Directory administration, cloud computing concepts, application development coursework, as well as general education coursework in oral and written communication, ethics, sociology, mathematics, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer networking or computer information systems related positions.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration & Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS2165	Server Application Infrastructure	55	4.5
	Total	**935**	**76.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**90**	**9.0**
	Grand Total	**1265**	**108.0**

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

Associate of Applied Science in Nursing

Delivery Method: Ground Modality Only
Campus: Anchorage
Length: 80 Weeks

The Associate of Applied Science in Nursing program prepares students to become a registered nurse. The program covers how to assess health outcomes, teach, administer, supervise, delegate, and evaluate nursing practice. The program includes general and specific health care needs of individuals from birth to the oldest adult. Emphasis is placed on Medical-Surgical nursing and specialty areas including, obstetrical nursing, pediatric nursing, psychiatric mental health nursing, and gerontological nursing. The program consists of didactic instruction, lab application, and clinical rotations in hospitals, clinics, and healthcare agencies in the region. 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 nursing related field. Graduates who choose to work as a Registered Nurse must successfully pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Appraise current evidence into clinical practice for the purpose of improving patient/family/community health outcomes.
2. Summarize information technology to ensure application of evidence-based practice.
3. Evaluate others in the provision of individualized, safe, quality patient/family care.
4. Formulate plans to promote continuity of care with interdisciplinary team members.
5. Evaluate health -related evidence and nursing science tools in order to educate patient/families.
6. Evaluate nursing services that are patient/ family centered and culturally sensitive across the lifespan.
7. Evaluate nursing care based on physiological and psychosocial needs of patients/ families across the lifespan.
8. Value professional integrity. Ethical and legal behaviors that promote or exceed the standards of practice.
9. Evaluate quality improvement tools to affect positive change.
10. Evaluate safe environments for patient/family, self and others.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
NU1000	Fundamentals of Nursing	135	7.5
NU1005	Pharmacology for Nursing	130	7.5
NU1110	Gerontological Nursing	40	4.0
NU1200	Medical Surgical Nursing I	160	10.0
NU2300	Medical Surgical Nursing II	160	10.0
NU2400	Maternal Child Nursing	120	7.0
NU2500	Pediatric Nursing	120	7.0
NU2600	Mental Health Nursing	100	6.0
NU2700	Leadership/Transition to Practice	160	8.0
NU2800	NCLEX Review	40	4.0
	Total	**1165**	**71.0**
	General Education Requirements		
GE1105	Human Growth and Development	45	4.5
GE1115	Sociology of the Family	45	4.5
GE2110	College Mathematics	50	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
SC2310	Microbiology	55	4.5
	Total	**285**	**27.0**
	Other Requirements		
SC1800	Anatomy & Physiology I	60	5.0
SC1900	Anatomy & Physiology II	60	5.0
	Total	**120**	**10.0**
	Grand Total	**1570**	**108.0**

Charter College and this Nursing program are accredited through Accrediting Council for Independent Colleges and Schools, approved by the Alaska Commission on Postsecondary Education, and approved by the Alaska Board of Nursing. This nursing education program is a candidate for accreditation by the Accrediting Commission for Education in Nursing. The Commission's office can be contacted at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone: 404-975-5000, e-mail: info@acenursing.org. The nursing program at Charter College Anchorage could prepare you to successfully pass the NCLEX exam.

Associate of Applied Science in Nursing Program Information

Mission Statement

The mission of the Associate of Applied Science in Nursing program is to provide accessible, high quality undergraduate nursing education to diverse student populations for the development of safe effective nursing professionals. The Mission will be accomplished through delivery of an innovative program that reflects the needs and current trends of society and community. Our program is implemented by faculty who are committed to education of the highest standards and who promote clinical practice through evidence based practice.

Progression in Nursing Courses

The nursing program participates in Assessment Technologies Institute (ATI) proctored achievement exams in the following areas:

ATI Content Mastery Exam	Course Associated with Testing
Fundamentals	End of NU1000 Fundamentals
Pharmacology	Beginning of NU2700 Leadership Transition to Practice
Adult Medical Surgical	End of NU2300 Medical Surgical Nursing II
Nursing Care of the Children	End of NU2500 Pediatric Nursing
Maternal Newborn	End of NU2400 Maternal Child Nursing
Mental Health	End of NU2600 Mental Health Nursing
Community Health	End of NU1110 Gerontology
Leadership	End of NU2700 Leadership Transition to Practice
Nutrition	End of NU2500 Pediatric Nursing

Students are required to achieve proficiency at the Level 2 criterion in order to progress in the nursing program. Students scoring below Level 1 will **not** be allowed to progress and will be withdrawn from the program. Students get two (2) attempts a term to meet this expectation.

If on the second (2nd) attempt a Level 1 is scored, the student may progress but a remediation plan will be required and signed by the student specifying the remediation requirements.

A third (3rd) attempt to achieve a Level 2 score will be given at the end of the remediation. Failure to achieve the required Level 2 will result in withdrawal from the program. Students will be required to participate in focused reviews and remediation based on their score. Achievement exams are graded according to levels. The following scores result in the actions below:

Student Scores on ATI Achievement Exam	
Below Level 1	Does not progress. Students will be withdrawn and required to re-enter the program if desired.
Level 1	Required remediation with a faculty member will be assigned for the next term of study. This includes required assignments and scheduled time on campus.
Level 2	ATI Focused review should be completed by the student and submitted to the Director of Nursing before term end.
Level 3	ATI Focused review recommended but not required.

The RN Comprehensive Predictor is required for NU2800 NCLEX Readiness and a score of 65 or higher is required to successfully pass the course. Only two attempts to pass this exam are allowed. Failure to pass with a score of 65 or higher results in an "**F"** for the course.

Core Performance Standards

Associate of Applied Science in Nursing students must meet the Core Performance Standards throughout the program. The Core Performance Standards include:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal, written, and electronic form.
4. Physical Abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and Fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Tactile ability sufficient for physical assessment.
8. Visual ability sufficient for observation and assessment necessary in nursing care.

Associate of Applied Science in Paralegal Studies

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Pasco, Vancouver
Length: 55 Weeks

The Associate of Applied Science Degree in Paralegal Studies program prepares students to seek entry-level employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a paralegal studies related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA1035	Essentials of Business English	50	4.5
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
CM1010	Business Communication	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA2320	Bankruptcy	45	4.5
	Total	**635**	**63**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**140**	**13.5**
	Grand Total	**1015**	**99.0**

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

Certificate in Accounting

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Fife, Lynnwood, Pasco, Vancouver
Length: 35 Weeks

The Certificate in Accounting program provides the information and skills in business administration, financial transaction reporting, computerized accounting, office software, and personal and professional development. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an accounting related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AC1110	Accounting Fundamentals	50	4.5
AC1160	Advanced Accounting Fundamentals	55	4.5
AC1210	Payroll Fundamentals	55	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
AC1510	Cost Accounting Fundamentals	55	4.5
AC1520	Managerial Accounting and Decision-Making	55	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2580	Microeconomics	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**690**	**63.0**

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

Certificate in Business Office Administration

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Lynnwood, Pasco, Fife, Vancouver
Length: 40 Weeks

The Certificate in Business 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 and Office Communication[6]	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service[6]	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**775**	**72.0**

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

Certificate in Computer Technician

Delivery Method: Online Modality Only
Campus: Anchorage
Length: 40 Weeks

The Certificate in Computer Technician program provides the information and technical skills required for entry-level careers in the field of computer information systems. Computer technicians provide information to users on computer questions, install application software, and gather information for the purposes of computer operation and integrity. They install, configure, and manage hardware and software devices in an effort to provide an efficient running computer system. Computer technicians are also responsible for implementing system policy and procedures and troubleshooting the computer system for users and in the client and server environment. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer technician or computer information systems related positions.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration & Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**860**	**72.0**

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

Certificate in Dental Assisting

Delivery Method: Blended Modality Only
Campus: Canyon Country, Lancaster, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver
Length: 40 Weeks

The Certificate in Dental Assisting program prepares students to seek entry-level employment in a variety of dental settings. Typical job titles for a graduate entering the field would be chair-side dental assistant, and dental X-ray technician. The content of the program provides students with didactic, laboratory and clinical instruction in chair-side assisting procedures, infection control and treatment procedures commonly performed in a dental office setting. Students will also receive basic training in front office procedures. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a dental assisting related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments[2]	45	4.5
DA1110	Introduction to Dental Assisting	55	4.5
DA1120	Dental Office Administrative Procedures	55	4.5
DA1130	Dental Pharmacology and Emergencies	55	4.5
DA1210	Dental Sciences	55	4.5
DA1220	Dental Care Delivery and Techniques	55	4.5
DA1310	Preventative Dentistry	55	4.5
DA1410	Introduction to Prosthodontics	55	4.5
DA1420	Dental Specialty	55	4.5
DA1510	Dental Radiology I	55	4.5
DA1520	Dental Radiology II	55	4.5
DA1990	Dental Assisting Externship[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**915**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

Delivery Method: Blended Modality Only
Campus: Anchorage, Wasilla[7], Lancaster, Pasco, Vancouver, Yakima
Length: 40 Weeks

The Certificate in Heating, Ventilation, Air Conditioning and Refrigeration program prepares students to seek entry-level employment in the industry. The program provides training in the installation, maintenance and repair of HVAC systems with a strong focus on industry safety practices. Standard rules and regulations will also be explored. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a heating, ventilation, air conditioning and refrigeration related field.

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Be prepared for the EPA refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC Science and Electrical	45	4.5
HV1210	Basic Refrigeration and Air Properties	45	4.5
HV1220	Refrigeration Pipe, Duct and Flue Systems	55	4.5
HV1230	Refrigerants and Oils	55	4.5
HV1240	Mid Temperature and Low Temperature Commercial Refrigeration Systems	55	4.5
HV1310	Maintenance and Start up Skills	55	4.5
HV1410	Residential and Commercial Controls	55	4.5
HV1420	Introduction to DDC, PLC, and Pneumatic Control Logic	55	4.5
HV1510	Construction Drawings, Building Specifications, and Design Considerations	55	4.5
HV1610	Gas and Oil Heating Systems	55	4.5
HV1620	Boiler, Chiller, and Cooling Tower Systems	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps	55	4.5
HV1710	Energy Conservation, Heat Recovery, and Air Quality	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**835**	**72.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[7]Final approval from the Alaska Commission on Postsecondary Education (ACPE) for the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) program at the Wasilla Campus is dependent upon a compliant HVACR lab site visit.

Certificate in Hospitality

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver
Length: 40 Weeks

The Certificate in Hospitality program prepares students to seek entry-level employment in the hospitality industry. The program provides training in all aspects of the hospitality industry including food and beverage, housekeeping, sales and marketing and business fundaments. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Prior to graduation, students are required to complete a 200-hour externship in a hospitality environment.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
HS1000	Introduction to Hospitality, Travel and Tourism	55	4.5
HS1100	Hotel Front/Back Office Management	55	4.5
HS1130	Food and Beverage Operations	55	4.5
HS1140	Housekeeping Management	55	4.5
HS1160	Event Management and Conference Planning	55	4.5
HS1170	Hotel Property Management Systems	55	4.5
HS1180	Hospitality Sales and Marketing	55	4.5
HS1200	Hospitality Externship[5]	200	6.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**905**	**69.5**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[5]This course is completed off-site at an externship facility.

Certificate in Marketing Through Digital and Social Media

Delivery Method: Online Modality Only
Campus: Anchorage
Length: 40 Weeks

The Certificate in Marketing Through Digital and Social Media program interlinks digital and social media theory and practice with traditional marketing principles and practices. Students learn how to approach new audiences within online communities and how companies can become more engaged with consumers and strengthen the relationship between customers, products, and services. Provide students with critical thinking experience to support the marketing challenge in a multi-disciplinary environment that includes communication, marketing, digital media, and social media. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in marketing related positions.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1110	Business Fundamentals	45	4.5
BA1410	Marketing Fundamentals	45	4.5
CM1010	Business Communication	45	4.5
MK1005	Social Media and Society	45	4.5
MK1010	Social Media	45	4.5
MK1020	Social Media and Mobile Marketing	45	4.5
MK1030	Social Media Marketing Strategy	45	4.5
MK1040	Marketing Communications	45	4.5
MK1050	Media Planning	45	4.5
MK1060	Social Media Policy and Practice	45	4.5
MK1070	Social Media and Public Relations	45	4.5
MK1080	Search Engine Optimization	45	4.5
MK1090	The Internet	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**725**	**72.0**

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

Certificate in Massage Therapy

Delivery Method: Ground Modality Only
Campus: Lancaster
Length: 40 Weeks

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:
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
MT1025	Patient Consultation and Assessment	45	3.5
MT1125	Swedish Massage	45	3.5
MT1225	Anatomy & Physiology I: Four Body Systems	45	3.5
MT1235	Anatomy & Physiology II: Four Body Systems	45	3.5
MT1325	Reflexology and Energy Work	45	3.5
MT1425	Soft Tissue Therapy	45	3.5
MT1445	Deep Tissue Massage and Myofascial Release	45	3.5
MT1525	Athletic Massage	45	3.5
MT1625	Introduction to Kinesiology	45	3.5
MT1725	Spa Techniques	45	3.5
MT1825	Prenatal and Special Populations	45	3.5
MT1910	Massage Business Fundamentals	45	4.5
SS1001	Student Success Strategies[3]	45	4.5
SS1110	Technology Fundamentals[3]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**725**	**61.0**

[3]Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.

Certificate in Medical Assistant

Delivery Method: Blended Modality Only
Campus: Anchorage, Wasilla, Canyon Country, Lancaster, Oxnard, Bellingham, East Wenatchee, Fife, Lacey, Lynnwood, Pasco, Vancouver, Yakima
Length: 40 Weeks

The Certificate in Medical Assistant program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. This program requires that students pass a certification exam in Medical Assistant prior to graduation[8]. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments[2]	45	4.5
MA1120	Administrative Procedures	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1990	Medical Assistant Externship[5]	180	6.0
MED1115	Medical Terminology Fundamentals[2]	45	4.5
MED1151	Functions of Health Records Management[2]	45	4.5
MOA1102	Medical Insurance Processing and Coding[2]	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**895**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.
[8]This requirement applies to students enrolled at a Washington campus.

Certificate in Medical Office Administrative Assistant

Modality: Online Modality Only
Campus: Anchorage, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver
Length: 40 Weeks

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
AH1400	Compliance in Healthcare Environments	45	4.5
MED1115	Medical Terminology Fundamentals	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
MED2240	Reimbursement Methodologies	45	4.5
MED2280	Healthcare Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
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
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**765**	**72.0**

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

Certificate in Optical Technician

Delivery Method: Blended Modality Only
Campus: Oxnard
Length: 40 Weeks

The Certificate in Optical Technician program provides the student with knowledge about assisting customers in matters related to corrective vision decisions. The patient client interaction may include questions related to making informed eye care choices, selecting lens and frames, taking patient eye measurements, making adjustments, repairing/re-fitting frames, and educating patients regarding eye-ware. The Certificate in Optical Technician program is designed to prepare students for an entry-level position as an optical technician, lab technician, or contact lens fitter. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in an optical dispensing related field. The program prepares students for the National Opticianry Competency Exam and Contact Lens Registry Exam administered by the American Board of Opticianry and National Contact Lens Examiners (ABO/NCLE). Graduate are encouraged to sit for the national examination.

Program Outcomes:
1. Assist with eye exams.
2. Fit eyeglasses and contact lenses.
3. Fill prescriptions from ophthalmologist and optometrists.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
DO1100	Anatomy & Physiology and Terminology of the Eye	50	4.5
DO1110	Introduction to Ophthalmic Dispensing	50	4.5
DO1120	Optical Theory	50	4.5
DO1130	Light and Single Vision	55	4.5
DO1140	Multifocals	55	4.5
DO1150	Frames and Lenses	55	4.5
DO1160	Soft Contact Lenses	55	4.5
DO1170	Rigid Contact Lenses	55	4.5
DO1180	Optical Office Administration	50	4.5
DO1990	Optical Technician Externship[5]	180	6.0
OFM1030	Microsoft Outlook & Office Communication[6]	50	4.5
OFM1050	Customer Service[6]	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**890**	**69**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.
[6]This course is taught on-ground, blended, or online.

Certificate in Paralegal Studies

Delivery Method: Online Modality Only
Campus: Anchorage, Oxnard, Bellingham, Fife, Lynnwood, Pasco, Vancouver
Length: 40 Weeks

The Certificate in Paralegal Studies program prepares students to seek entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and governmental entities. The program provides training in basic legal principles and legal research and writing. Topics include family law, contracts, business law, and criminal law. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a paralegal studies related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
CM1010	Business Communication	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**730**	**72.0**

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

Certificate in Pharmacy Technician

Delivery Method: Blended Modality Only
Campus: Oxnard, Fife, Lacey, Lynnwood, Vancouver
Length: 40 Weeks

The Certificate in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employing in the pharmacy technician field.

Program Outcomes:

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments[2]	45	4.5
PT1110	Introduction to Pharmacy	50	4.5
PT1120	Pharmacy Operations and Administration	55	4.5
PT1130	Pharmacy Law and Ethics	45	4.5
PT1210	Infection Control and Safety	55	4.5
PT1310	Pharmacy Calculations	50	4.5
PT1320	Pharmacy Measurements	50	4.5
PT1330	Compounding	55	4.5
PT1410	Pharmacology	50	4.5
PT1420	Pharmacodynamics	50	4.5
PT1430	Pharmacokinetics	55	4.5
PT1990	Pharmacy Technician Externship[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**880**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.

Certificate in Veterinary Assistant

Delivery Method: Blended Modality Only
Campus: Oxnard
Length: 40 Weeks

The Certificate in Veterinary Assistant program provides the technical skills and work habits required to seek entry-level positions as Veterinary Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a veterinary clinic. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
VA1000	Veterinary Practice Management	50	4.5
VA1100	Small Animal Musculoskeletal and Circulatory Systems and Diseases	55	4.5
VA1120	Small Animal Cardiorespiratory and Nervous Systems and Diseases	55	4.5
VA1130	Small Animal Digestive and Urogenital Systems and Diseases	55	4.5
VA1140	Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases	55	4.5
VA1150	Small Animal Endocrinology and Oncology	55	4.5
VA1200	The Veterinary Exam Room and Preventative Care	55	4.5
VA1300	Small Animal Nursing	55	4.5
VA1400	Small Animal Pharmacology and Toxicology	55	4.5
VA1500	Veterinary Laboratory Procedures	55	4.5
VA1600	Small Animal Radiology and Surgical Assisting	55	4.5
VA1990	Veterinary Assistant Externship[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**920**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.

Certificate in Vocational Nursing

Delivery Method: Ground Modality Only
Campus: Canyon Country
Length: 60 weeks

The Vocational Nursing program has been designed to prepare students with nursing skills for direct patient care. The program includes training in the following areas: patient care, nursing skills, medical/surgical nursing, specialty nursing - family nursing/obstetrics, pediatrics, mental health home health, hospice and rehabilitation. Graduates should be able to function as part of the interdisciplinary health care team in selected health care settings with individuals, families and communities across the life span. The program provides the student with the fundamentals of nursing. The program emphasizes theory, as well as hands-on practice. 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 this program could be qualified for the entry-level position as a vocational nurse. Graduates who choose to work as a Vocational Nurse must successfully pass the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN Examination).

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Demonstrate knowledge of basic nursing skills for direct patient care within the scope of vocational nursing.
2. Demonstrate knowledge about the application of the nursing process utilized within the context of the vocational nursing scope of practice, the healthcare environment, critical thinking, the caring role and basic nursing skills and procedures including physical assessment.
3. Apply knowledge of anatomy & physiology, medical-surgical nursing and pharmacology as it relates to the individual body systems to include foundational skills in medical and surgical nursing.
4. Demonstrate knowledge of obstetrics, pediatrics, mental health, home health, hospice, rehabilitation, and how to provide the core skills in leadership and supervision as it relates to the vocational nursing practice.

Course Code	Course Title	Contact Hours	Semester Credit Hours
VNP101	Fundamentals of Nursing	390	18.0
VNP102	Medical-Surgical Nursing Part A	390	18.0
VNP103	Medical-Surgical Nursing Part B	390	18.0
VNP104	Specialty Areas Nursing	390	18.0
	Grand Total	**1560**	**72.0**

Certificate in Vocational Nursing Program Information

Mission Statement

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

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

Health Status

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

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

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

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

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

Remediation Policy 2530(i)

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

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

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

Theory Remediation

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

Clinical Remediation

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

Attendance Policy
Additional Attendance Requirements: Vocational Nursing

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

Remediation and Limit of Theory Absences

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

A student is permitted to remediate a maximum of 25 hours of theory absences during any term without providing a reason or justification for the absences. Missed theory absences must be remediated by fulfilling course objectives through the completion of a specific assignment given to the student by his/her instructor, Director of Nursing, Assistant Director of Nursing, or other designated Charter College staff member. Remediation assignments must be completed and submitted no later than seven (7) calendar days following the theory absence or prior to the start of the next term, whichever is shorter. Should a student not remediate each absence from theory sessions prior to the start of the next term, he/she will be withdrawn from the program. The student may petition the College for re-entry into the program.

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

Students will be required to make-up all examinations, tests, or quizzes as the result of any absence. Upon returning to the College, the student must immediately arrange to meet with the instructor to make-up the examination, test, or quiz. The following penalties will apply:
- 1 day late, 10% deduction in grade penalty
- 2 days late, 20% deduction in grade penalty
- 3 days late, 30% deduction in grade penalty
- 4 days late, 40% deduction in grade penalty
- No opportunity after the 4th day

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

Certificate in Welding

Delivery Method: Blended Modality Only
Campus: Anchorage, Vancouver
Length: 40 Weeks

The Certificate in Welding program is an exploration of basic welding methods. The welding program provides instruction and practice in safety processes, the fitting and metalworking processes, blueprint reading, and fabrication skills necessary for entry level positions in a variety of welding settings, including repair shops, construction, facility maintenance, and manufacturing. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a welding related field.

Program Outcomes:
Upon successful completion of this program, graduates should be able to:
1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment	45	4.5
WE1210	Trades Math and Welding Details	45	4.5
WE1310	Basic Welding	55	4.5
WE1320	Cutting Procedures	55	4.5
WE1340	Beads and Fillet Welds	55	4.5
WE1350	Groove Welds and Joint Fit	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead	55	4.5
WE1430	Open-Root V-Groove Pipe Welds	55	4.5
WE1510	Gas Metal Arc Welding	55	4.5
WE1520	Flux-Cored Arc Welding	55	4.5
WE1530	Shielded Metal Arc Welding: Pipe	55	4.5
WE1540	Gas Tungsten Arc Welding	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**835**	**72.0**

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

Inactive Programs with Veteran Affairs Benefits

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

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

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

Campus: Anchorage

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 Computer Science

Campus: Anchorage

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

The Bachelor of Science Degree in Computer Science program is designed for information technology professionals with an Associate degree or substantial coursework in computer science. The program provides direct application, manipulation, and control of technology. Topics include data management, Cisco, programming applications, web design, and project management. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a computer science related field.

Program Outcomes:

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

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

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

	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies[2]	45	4.5
SS4900	Developing and Managing a Career	45	4.5
	Total	**135**	**13.5**
	Grand Total	**985**	**180.0**

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

Bachelor of Science in Criminal Justice

Campus: Anchorage, Oxnard, Lynnwood
Note: Charter College is not enrolling new students into this program.

The Bachelor of Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. Foundations of management, conflict resolution, ethics, human relations, and use of technology are combined with an interdisciplinary array of communication, economics, and logic courses necessary to provide a broad perspective of current and future criminal justice working environments and demands. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. The Criminal Justice program appeals to students who are currently employed and seeking advancement in the criminal justice community or to working adults pursuing a career in a criminal justice related field. Graduates of the program could seek entry-level employment opportunities in public and private policing agencies, corrections, the court system, social services, and in corporate security.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2220	Managing People: Human Resources Development	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
CJ3620	Cybercrimes	45	4.5
CJ3820	Restorative Justice	45	4.5
CJ4220	Ethics in Criminal Justice	45	4.5
CJ4320	Gangs, White Collar, and Organized Crime	45	4.5
CJ4420	Perspectives on Terrorism	45	4.5
CJ4480	Natural and Catastrophic Events Management	45	4.5
CJ4520	Multiculturalism, Diversity, and Criminal Justice	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in criminal justice	0	67.5
	Total	**405**	**108.0**

	General Education Requirements		
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**325**	**54.0**
	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies[2]	45	4.5
SS2110	Software Fundamentals	50	4.5
SS4900	Developing and Managing a Career	45	4.5
	Total	**185**	**18.0**
	Grand Total	**915**	**180.0**

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

Bachelor of Science in Criminal Justice

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

The Bachelor of Science in Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice. 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**

Associate of Applied Science in Criminal Justice

Campus: Anchorage, Wasilla, Oxnard, Fife, Lynnwood, Pasco
Note: Charter College is not enrolling new students into this program.

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

Program Outcomes:

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

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

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

	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Total	**140**	**13.5**
	Grand Total	**1020**	**99.0**

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

Associate of Applied Science in Health Information Technology

Campus: Anchorage, Wasilla
Note: Charter College is not enrolling new students into this program.

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
MED1101	Medical Insurance Billing Essentials	55	4.5
MED1103	Professional Billing, Coding and Reimbursement	55	4.5
MED1122	Medical Coding – Diagnosis	55	4.5
MED1123	Medical Coding – Procedural	55	4.5
MED1150	Health Records Management	55	4.5
MED1160	Introduction to Healthcare Quality	45	4.5
MED2220	Quality Assurance	55	4.5
MED2230	Institutional Billing, Coding and Reimbursement	55	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2250	Healthcare Informatics	45	4.5
MED2270	Healthcare Records – Ethical Practices	45	4.5
MED2280	Healthcare Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
	Total	**805**	**72.0**

	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Total	**140**	**13.5**
	Grand Total	**1185**	**108.0**

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

Associate of Applied Science in Network Security

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

The Associate of Applied Science Degree in Network Security is designed for information technology professionals with a certificate or substantial coursework in computer science. The program prepares students to seek careers in the field of network security. Network security specialists plan, coordinate, and implement an organization's information security and security systems. The program also includes networking and application development coursework, as well as, general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a network security related field.

Program Outcomes:

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CS2110	Linux Networking	55	4.5
CS2220	Mobile & Cloud Application Development	55	4.5
Transfer Credit	Transfer in 54 quarter credit hours in computer science	0	54.0
	Total	**110**	**63.0**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Other Requirements		
SS2110	Software Fundamentals	50	4.5
	Total	**50**	**4.5**
	Grand Total	**400**	**90.0**

Associate of Applied Science in Paralegal Studies

Campus: Anchorage, Oxnard, Lynnwood
Note: Charter College is not enrolling new students into this program.

The Associate of Applied Science Degree in Paralegal Studies program prepares students to seek entry-level employment as paralegals in law offices and government agencies. The program includes family law, business law, dispute resolution, contracts, evidence, and torts. The program has coursework in office computer programs, mathematical and orderly reasoning, and written and oral communication. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a paralegal studies related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA1990	Paralegal Externship[5]	180	6.0
PA2320	Bankruptcy	45	4.5
	Total	**720**	**60**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**

	Other Requirements		
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS2110	Software Fundamentals	50	4.5
	Total	**140**	**13.5**
	Grand Total	**1100**	**96.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[5]This course is completed off-site at an externship facility.

Certificate in Medical Assistant

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

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

The Certificate in Medical Assistant program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. This program requires that students pass a certification exam in Medical Assistant prior to externship[8]. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a medical assistant related field.

Program Outcomes:

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1200	Math for Medical Professionals[2]	55	4.5
AH1400	Compliance in Healthcare Environments[2]	45	4.5
AH1600	Ethical Decision Making in Healthcare[2]	45	4.5
MA1120	Administrative Procedures	55	4.5
MA1130	Medical Insurance Billing Essentials	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1990	Medical Assistant Externship[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**905**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.
[8]This requirement does not apply to students enrolled in California and Alaska.

Certificate in Medical Office Administrative Assistant

Campus: Anchorage, Wasilla, Oxnard, Lynnwood, Pasco
Note: Charter College is no longer enrolling new or returning students into the program.

The Medical Office Administrative Assistant 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[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**865**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[5]This course is completed off-site at an externship facility.

Certificate in Network Security

Campus: Oxnard, Pasco
Note: Charter College is not enrolling new students into this program.

The Certificate in Network Security program provides the information and technical skills required for entry-level careers in the field of network security. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a network security related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CS1110	Introduction to Technology	45	4.5
CS1130	Networking and Wireless Essentials	55	4.5
CS1220	Server Configuration and Administration	55	4.5
CS1320	Security +: Network Security Fundamentals	55	4.5
CS1420	Firewall Essentials	55	4.5
CS1430	Strategic and Tactical Network Security	55	4.5
CS1520	Computer Forensics and Investigations	55	4.5
CS1620	Programming Essentials	55	4.5
CS1630	A+ Fundamentals	55	4.5
CS1720	Introduction to Cloud Computing	55	4.5
CS1910	Network Security Review	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**735**	**63.0**

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

Certificate in Paralegal Studies

Campus: Anchorage, Oxnard, Pasco
Note: Charter College is not enrolling new students into this program.

The Certificate in Paralegal Studies program prepares students to seek entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and governmental entities. The program provides training in basic legal principles and legal research and writing. Topics include family law, contracts, business law, and criminal law. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a paralegal studies related field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA2320	Business Law and Ethics	45	4.5
CJ1160	American Legal System and Constitutional Law	45	4.5
CJ1310	Criminal Law and Evidence	45	4.5
PA1220	Legal Research and Writing	45	4.5
PA1320	Civil and Federal Litigation	45	4.5
PA1340	Contracts and Remedies	45	4.5
PA1360	Torts	45	4.5
PA1520	Wills and Trusts	45	4.5
PA1540	Real Estate Law	45	4.5
PA1620	Family Law	45	4.5
PA1820	Dispute Resolution	45	4.5
PA1990	Paralegal Externship[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**815**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[5]This course is completed off-site at an externship facility.

Certificate in Pharmacy Technician

Campus: Oxnard, Fife, Lacey, Vancouver
Note: Charter College is not enrolling new students into this program.

The Certificate in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation section of the catalog), graduates could seek entry level employing in the pharmacy technician field.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Healthcare Environments[2]	45	4.5
PT1110	Introduction to Pharmacy	50	4.5
PT1120	Pharmacy Operations and Administration	55	4.5
PT1130	Pharmacy Law and Ethics	45	4.5
PT1210	Infection Control and Safety	55	4.5
PT1310	Pharmacy Calculations	50	4.5
PT1320	Pharmacy Measurements	50	4.5
PT1330	Compounding	55	4.5
PT1410	Pharmacology	50	4.5
PT1420	Pharmacodynamics	50	4.5
PT1430	Pharmacokinetics	55	4.5
PT1990	Pharmacy Technician Externship[5]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**880**	**69.0**

[1]This course is taught on-ground, blended, or online. Students must complete this course prior to progressing in the program; extenuating circumstances must be approved by the Campus President.
[2]This course is taught online.
[5]This course is completed off-site at an externship facility.

Graduate Program Requirements

Admissions - Graduate Programs

Admissions Requirements for the Master's in Business Administration

This program is designed for professionals with a confirmed bachelor's degree in a business related program.

All students must comply with the following minimum requirements for admission to the program:
1. A confirmed Bachelor's degree in a business related field or:
   a. A confirmed Bachelor's degree with 12 quarter credits in business coursework or;
   b. A confirmed Bachelor's degree with three to five years of work experiences in business as evidenced through a resume or Curriculum Vitae.
2. Coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts with a minimum 2.5 GPA.
3. Three (3) letters of recommendation from a professional and/or academic reference stating how a prospective student would be successful in a master's level program.
4. A current copy of the resume or Curriculum Vitae.

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

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

Students may be enrolled in only on program at a time.

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

Prospective students who received a Bachelor's degree from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. Bachelor's degree in conjunction with the *Admissions Requirements* for the Master's program. The evaluation of a foreign credential must be complete prior to the beginning of the first course. To initiate the process, the student will provide the College with official copies of all foreign transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the Bachelor's degree is not equivalent to a U.S. Bachelor's degree consistent with the *Admissions Requirements* or the process is not completed prior to the beginning of the first course, the student's enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

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 (7th) business day (excluding weekends and holidays) after the first class attended.

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.

Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

Financial Information - Graduate Programs

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress (see *Satisfactory Academic Progress*).

Cash Paying Students

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

Charter College Discounts

Please refer to the Catalog Supplement for additional discount resources.

Charter College Alumni Tuition Discount

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

The following eligibility criteria and steps must be met:
1. Student must be a graduate from Charter College.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an **Alumni Tuition Discount Application**. This form is available through the Student Success and/or Admissions departments. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one (1) discount as the alumni discount is per program.

Scholarships

Please refer to the Catalog Supplement for additional scholarship resources.

Alaska Funding Options

Alaska

Alaska Family Education Loan (AFEL)

AFEL is a state education loan that allows you to help meet a family member's education costs. AFEL is similar to federal PLUS loans, but can cost less. A spouse, parent, foster-parent, or grandparent can take out an AFEL on behalf of the student.

Eligibility requirements for AFEL are:
1. Borrower and student must be an Alaska residents;
2. Must have a student who is enrolled in at least full-time in an eligible postsecondary school;
3. Must not be delinquent or in default on an Alaska education loan or be past due in Alaska Child support; and,
4. Obligations meet credit and other requirements.

The following rates and benefits are for the 2015-2016 academic year, effective July 1, 2015:
1. 6.25% (6.25% APR) fixed interest rate with no origination fee;
2. Interest rate of 6.00% with borrower benefits (0.25% reduction for automatic payment); and,
3. No minimum credit score requirement.

Program	Annual	Aggregate
Graduate	Full-time enrollment – up to $15,000	$60,000

Alaska Supplemental Education Loan (ASEL)
ASEL is a low-cost option to pay remaining education costs not paid through savings, grants, scholarships or federal Stafford loans.

Eligibility requirements for ASEL are:
1. U.S. citizen or eligible non-citizen;
2. Alaska resident or a student at an eligible school in Alaska;
3. High school diploma or equivalent (GED);
4. Enroll at least half-time in an education certificate or degree program; and,
5. Meet credit score and other requirements.

The following rates and benefits are for the 2015-2016 academic year, effective July 1, 2015:
1. 6.25% (5.94% APR) fixed interest rate with no origination fee;
2. Rates as low as 5.75% in school and 5.50% in repayment with borrower benefits (0.25% automatic payment award reduction); and,
3. No payments while attending school at least half-time.

Program	Annual	Aggregate
Graduate	Full-time enrollment - up to $15,000 Half-time enrollment - up to $7,500	$60,000

Financial Aid Programs

Charter College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds.

In accordance with Title IV regulations, students who are first-time Direct Loan borrowers must have attended for thirty (30) days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Charter College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all eligibility requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following federal financial aid programs are available to qualifying students at Charter College:

Federal Direct Unsubsidized Stafford Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible graduate students. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Minimum payments are $50 per month per loan.

Federal Direct Graduate PLUS Loan
Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Graduate students are eligible to apply and credit checks are conducted. Minimum payments

are $50 per month per loan. Graduate student PLUS borrowers receive an automatic deferment while in-school and a six month deferment (similar to a grace period) after they graduate, leave school, or drop below half-time enrollment status.

Federal Work Study
Federal Work-Study (FWS) provides part-time jobs for graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. Please see Financial Aid to determine eligibility if interested.

Veterans Assistance Programs
There are various Veterans Programs available to assist with educational funding. Please go to http://gibill.va.gov/benefits/index.html for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

Federal or State Loans
If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:
1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Verification
Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five (5) business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

New Students
All first-time, first-term students awarded federal and state financial aid will be eligible for disbursement of their financial aid thirty (30) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Charter College catalog in order to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next ten (10) week quarter. For students attending certain Certificate programs, the subsequent disbursements are posted once the student has completed half of the required weeks, credits and hours of the program.

Exit Counseling
All students using federal loans to fund any part of their educational costs are required to complete exit counseling within thirty (30) days of their last day of attendance. There are various methods to complete exit counseling, in person, on-line or via mail. Students are encouraged to schedule a personal appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this isn't possible, exit counseling information will be mailed to the student.

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

A Retail Installment Contract (RIC) is administered through a third party servicer, UNISA. While a student attends the College and for three (3) months after graduating, the interest rate is at 0% interest. Payments are due on the first of every month after attending class. If the loan extends beyond three (3) months after graduation or the student stops attending, the interest rate increases to 8% until the loan is paid in full.

iPay and THE GIFT Discounts

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

iPay Discount

Upon graduation for students current on their in-school payments, iPay will match dollar for dollar all out of pocket cash payments credited to a student's account up to 50 percent (50%) of the total unfunded balance that has been covered with a UNISA payment plan. This includes all out of pocket cash payments, but excludes all third party funded sources including, but not limited to, Federal Student Financial Aid, State Financial Aid Programs, Veterans Benefits, Scholarships, WIA, EDD, and other sponsored payments from third parties. The College reserves the right to determine eligible cash payments as it sees fit. Because iPay will match up to 50 percent (50%) of the total unfunded balance that has been covered with a UNISA payment plan, iPay will never create a credit balance due to the student.

To be eligible for iPay, a student must have their tuition funded by a third party (Title IV, State Grants, VA, WIA, etc.). Students must be current on their in-school payments as of their last date of attendance (graduation) in order to be eligible for the iPay Discount. Any iPay Discount will be credited to the student's account within thirty (30) days of graduation.

THE GIFT

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

Students Using Third-Party Funding

Alaska

Prior to attending classes, Charter College must receive verbal authorization from an official of the organization to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization.

Alaska

Students sponsored by foundations, companies, or governmental agencies, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Students with Financial Balances

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be ***Involuntarily Withdrawn***. Students who have met the requirements for graduation, but whose accounts with the College are past due, may not participate in the graduation ceremony or receive official transcripts. Many payment options are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Withdrawal or Dismissal

Alaska

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

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

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (30) days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within thirty (30) days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

Refunds

Alaska

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth (6th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed *(percentage of Title IV aid earned)*.

The *percentage of Title IV aid earned* is calculated as follows:
1. The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents *the percentage of Title IV aid earned* by the student.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days, but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with sixty-seven (67) days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
4. If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals *the percentage of unearned Title IV aid*. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

For graduate students after a return of unearned federal aid has been calculated, the portion of aid to be returned to federal program is distributed in the following order:
1. Federal Grad PLUS Loan; and,
2. Federal Unsubsidized Stafford Loan.

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:
1. Alaska Supplemental Education Loan;
2. Third party funding such as Veterans Affairs Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, foundation funding and/or company funding; and,
3. The student.

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

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

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

Institutional Leave of Absence
Alaska
Students on an approved institutional LOA that begins mid-quarter will be unregistered from any courses they had been scheduled for and receive the appropriate tuition credit for those courses. LOAs that begin at the start of a 10-week quarter will not be billed for tuition.

The approved institutional LOA may affect the student's financial aid eligibility. An LOA for seasonal employment does not meet the conditions for an "approved LOA" for Title IV funding purposes. As a result, for Title IV funding purposes the student will be treated as a withdrawal and have their eligibility for aid recalculated based on the percentage of the payment period (10-week quarter) completed using the Return of Title IV Funds policy. While on an institutional LOA, students who received loans through the federal Direct Loan program for attendance at Charter College will enter their six month grace period and any federal student loans for attendance at other institutions that are currently on an in school deferment will reenter repayment.

The student must return by the scheduled end of the approved institutional LOA or the student will be withdrawn. Time spent on an institutional LOA will not be considered time in attendance for the purposes of determining a refund.

Academics - Graduate Programs

Academic Dishonesty

Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Charter College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will cite any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. *The work of others* includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

Cheating, including plagiarism, will result in an "F" grade for the course and may be grounds for dismissal from the College.

Academic Freedom

Charter College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum. Instructors at Charter College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

Academic Year and Schedule

Each term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. All students who first enroll or withdraw and re-enter will be required to be full-time. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

Advanced Academic Standing

Advanced academic standing may be awarded by Transfer Credit ("TC"). The Education Department is responsible for approving all advanced academic standing. See *Graduation Requirements* and *Satisfactory Academic Progress* for more information on how advanced academic standing impacts these requirements. Tuition will be adjusted accordingly for course credit.

No more than 50% of the credit hours in a program may be awarded by transfer of credit.

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 500-level, 5000-level, 600-level, 6000-levelcompleted with a grade of "B" or higher or the equivalent. Prior coursework should be current and no older than eight (8) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded. Transfer credit evaluation must be completed prior to a student posting attendance in a course.

Undergraduate courses cannot be transferred to Graduate degree level courses.

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

To obtain transfer credit, the Charter College Education Department must receive an official transcript from the other institution. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation.

Attendance

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market.

Attendance is mandatory for all courses. Attendance is taken in each course and is recorded permanently; the attendance in an online course is based on graded activity in the course.

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

Change of Grade

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor's decision, the student may meet with the Campus President and/or Education Department. The student must complete this process within the first two weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

Class Size

The average class size is 15 students, and the average student-to-teacher ratio is 15:1.

Copyright Policy

It is the policy of Charter College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Charter College.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, Charter College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don't copy the work.

Course Schedules and Registration

The graduate program is delivered 100% online. Students are registered for courses by the Education Department. Students wishing to change their course load must contact the Education Department on or before the first day of a module.

Degrees

A diploma is awarded to graduates when all program requirements are met and financial obligations are current. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F are considered earned grades. Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within two weeks following the end of the module (see *Change of Grade*). All grades are considered final thirty (30) days after the end of the module.

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	93.5-100	Superior	4.0	Y	Y	Y	Y
A-	89.5-93.4		3.7	Y	Y	Y	Y
B+	86.5-89.4		3.3	Y	Y	Y	Y
B	83.5-86.4	Excellent	3.0	Y	Y	Y	Y
F	0 – 83.4	Fail	0.0	Y	Y	Y	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WN	N/A	Withdrawal (No Attendance)	0.0	N	N	N	N

To pass a course in a Master's degree program, a grade of 83.5% or higher in the course requirements and 67% rate of progression must be met (see *Repeating a Course* and *Re-Entry*).

Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, "I," may be granted to a student who has completed 75% of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Education Department (or Program Manager). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Education Department.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/B"). Students must submit all missing course requirements to the instructor within two (2) weeks after the end of the module. Students officially enrolled in an externship may petition for up to five (5) weeks to complete the externship with the permission of the Education Department. If the missing requirements are not completed, the student will be issued the grade earned in the course. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade. If a student would challenge an academic grade, the student would need to review the "Change of Grade" section of the catalog.

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

Failure

Any course in a program of study that is failed must be repeated and passed (see *Repeating a Course*).

Withdrawal

A course is assigned a grade of "W" when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average. A "WN" is assigned when a student withdraws from a course that s/he never attended.

Advanced Academic Standing

When a grade of "TC" is assigned for the course it counts toward meeting the graduation requirements and the credits count toward SAP (see *Satisfactory Academic Progress*).

Grade Point Average

To calculate a grade point average, multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:
1. Complete all required courses with a Cumulative Grade Point Average of at least 3.0 Cumulative Grade Point Average in Master's degree programs;
2. Meet the specific grade and other program requirements (if applicable);
3. Achieve Satisfactory Academic Progress; and
4. Complete all required certifications (if applicable).

Holidays and Weather Closures

Occasionally the College's facility will close due to holidays, bad weather or other natural phenomena. The online classroom will remain open.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Institutional Leave of Absence

Alaska

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

The approved LOA may affect the student's financial aid eligibility. The student must return by the scheduled end of the approved LOA or the student will be withdrawn. Prior to returning, the student must meet with the Financial Aid department to determine Title IV eligibility. Additionally, students approved for a LOA, upon return, will need to

understand that future courses may not be offered in a sequence that prevents further interruptions. Students on an approved LOA also will be provided a revised anticipated graduation date.

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

Involuntary Withdrawal

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:
- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress*)
- certification test not successfully completed (if applicable to program)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances)*

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

Make-Up Work

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

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

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

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

Online Courses

Charter College offers programs in an online format (refer to the *Academic Programs* section). Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Online assignments and/or projects are typically graded within 72 hours of the due date. Students taking courses online must complete the online orientation prior to the first day of the first course. Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, and Safari). Other system requirements include the following:

- A functioning e-mail account (provided by Charter College)
- Access to Microsoft 2013 or Microsoft Office 365
- Intel I3 Processor or higher
- Minimum 4 GB of RAM
- High-speed Internet access
    - LAN connection (DSL or faster)
    - Wireless connection (802.11n or ac)

- o While dial-up may work, it may not be suitable for many applications (Dial up and DSL are not recommended while using SimNet)
- A supported web browser
  - o Mozilla Firefox, version 37 or greater
  - o Internet Explorer, version 10 or greater
  - o Safari, version 6 or greater
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
  - o Windows 7 - 32 or 64 bit
  - o Windows 8
  - o Windows Media Player
- Operating Systems for Mac users
  - o OS X 10 - version 10.8x or newer
- Media Player
  - o Apple QuickTime for Mac users
  - o Windows Media Player for PC users

The following software is recommended for PC and Mac users:
- Adobe Flash, version 17 or greater
- Adobe Reader, version DC
  Java, version 8 or greater

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

Online Course Support Center
Support for online distance education courses is available through the Online Course Support Center (AELearn) by calling 1-888-998-6030. Students may also request support by submitting an online help ticket; a hot link to http://onlinecoursesupport.com/chartercollege is located in the upper right portion of the screen. AELearn is available by phone from 9 A.M. to 9 P.M. (Pacific Time). 24 hour support is available for tickets submitted through the website; after submitting a ticket, students will receive a callback within four (4) hours from AELearn.

Online Student Identity Authentication and Privacy
The College Learning Management System (LMS) for blended and online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional comprise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Charter College. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

Re-Entry

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

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program. A re-entry fee will not be charged to the student.

Repeating a Course

A student who has received a failing grade ("F") or a withdrawal ("W") in a course, must repeat the course to meet the requirements of the student's program. To pass a course in a Master's degree program, a grade of 83.5% or higher in the course requirements and 67% rate of progress must be met.

When a course is repeated the higher of the two (2) grades will be counted for purposes of calculating the student's Cumulative Grade Point Average and Rate of Progress. If repeating a course is required, the length of the program must not exceed one-and-a-half (1.5) times the scheduled program (see *Satisfactory Academic Progress* and *Grading System*).

A course in which a student has received a "W" or "F" grade may be attempted only **three (3)** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

Satisfactory Academic Progress

In order to graduate, a student in the Master's program must have a Cumulative Grade Point Average (CGPA) of 3.0 or higher; all students must complete all courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways: CGPA (qualitative) and Rate of Progress (quantitative). Rate of Progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten (10) weeks (i.e., every quarter). The SAP table indicates what CGPA and Rate of Progress benchmarks a student must have at the evaluation points to be meeting SAP.

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree Programs	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Master's Program	1st and thereafter	Minimum 3.0 and 66.67%

Students not meeting these benchmarks are not making SAP. The first time a student is not making SAP, the student is placed on Academic Warning. If the student receives financial aid, the student will be placed on Financial Aid Warning. Students on Academic Warning/Financial Aid Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Education Classroom Coordinator, and will receive academic advising to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student's SAP status will be changed to SAP Dismissal/Financial Aid Probation and the student's school status will be changed to Academic Probation. At this time, the student may be eligible to appeal, see Appealing SAP Dismissal/FA Probation below. If the appeal is denied, the student's school status will be changed to Dismissal (Academic).

Students with an approved SAP Appeal will continue on Academic Probation and, if the student receives financial aid, they will be allowed to receive funds for one additional evaluation point. If the student is allowed to continue on Academic Probation, a specific, detailed Academic Success Plan must be generated to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Education Classroom Coordinator, and will receive academic advising to assist them in improving their academic

progress. Students on Academic Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks.

At the end of Academic Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be institutionally dismissed and ineligible for return to the program in which they were dismissed. Students do not have a right to appeal the determination if institutionally dismissed.

Appealing SAP Dismissal/FA Probation
Students may appeal SAP Dismissal/FA Probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to dismissal (See Grading System for program specific standards).

SAP Dismissal/FA Probation may not be appealed by students in the following scenarios: 1) those who cannot complete the program within the 150% maximum timeframe or 2) those who were dismissed for failing the same course after three (3) attempts.

If a student wishes to appeal their SAP Dismissal/FA Probation they must submit their appeal packet either in person or electronically to the Student Success Department by midnight, two (2) business days from the notification of SAP Dismissal/FA Probation. The appeal packet must include the following:

1. The **Dismissal-Probation Appeal form** stating the circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the Dismissal-Probation Appeal form. In addition, the Appeal form must state what steps have been taken to correct the situation.
2. An **Academic Success Worksheet** which will be completed during an advising appointment with an Education Classroom Coordinator to discuss Academic Success Plan options**.**

The Education Classroom Coordinator will notify the student via the student portal regarding the outcome of the appeal within three (3) business days.

A student that does not appeal SAP Dismissal/FA Probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP Dismissal/FA Probation" process.

Appealing Academic Dismissal
If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on Academic Probation and, if eligible, may receive financial aid until the next evaluation point.

SAP and Course Withdrawals and Failures
When a student withdraws from a course, the course is assigned a "W" grade. This grade has no quality points and therefore does not impact a student's CGPA. A course withdrawal, however, negatively impacts the Rate of Progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's CGPA and Rate of Progress.

Advanced Academic Standing and SAP
Transfer Credit
When a student receives transfer credit (TC), the transfer credit hours do not carry quality points and therefore do not impact the student's CGPA. The total number of allowable credit hours attempted is not reduced by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 55, and 1.5 times 55 = 82.5 maximum credit hours attempted allowed.

Changing Programs

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

Additional Program/Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

Academic Advising

Students not making SAP must meet with the Education Classroom Coordinator for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an Academic Success Plan to address the circumstances. This plan becomes part of a student's academic file. Students with an Academic Success Plan must meet weekly with the Education Classroom Coordinator to determine progress toward completing the requirement of the Plan.

Transcripts

Charter College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy could be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan (i.e., Charter College Credit), a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

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

Student Services - Graduate Programs

Career Services

The Campus President, Education Department, and Career Services work closely together to develop a partnership between graduates and future employers. The Career Services Department informs the medical/legal/business community of the programs of study and the education of the graduates. Career Services assists students with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews and provides job notices. Career Services works hand-in-hand with students during the last two months of their program.

Career Services administers an Exit Interview process prior to graduation whereby a student:
1. completes a resume;
2. prepares for interviews;
3. charts a short and long term career plan;
4. learns job search techniques, and;
5. arrange a plan of contact to maintain relationships with Career Services after graduation in order to continue to receive notices of job leads that come available in his or her field of study.

The College continues to work with students even after graduation. Finally, the Career Services Department sends out surveys to both graduates and employers to provide additional feedback to the College.

Library

The Charter College Library may be a traditional and/or virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The traditional library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The traditional library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the traditional and/or virtual library for educational and professional development purposes. All materials in the traditional and/or virtual library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines in the traditional library are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Charter College ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Charter College ID. Borrowing privileges are suspended once a patron has kept library material(s) two (2) weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The library staff will determine when an item is damaged beyond repair and must be replaced. The replacement charge for lost or damaged materials will be contingent upon the original cost of the material up to $75.

In order for students to register for courses, to use placement assistance services, to receive Charter College transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Policy on Accommodation for Disabled Individuals

Charter College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Education Department or the Campus President.

Students with Disabilities

Charter College seeks the success of all students, including those who may be experiencing disabilities. Toward that end, Charter College will work with students to determine what, if any, accommodations might be available. However, Charter College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Campus President either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Additionally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Charter College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.

2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person's vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Charter College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Charter College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.

3. Once a disability is acknowledged, the College will work with students to develop an Accommodation Plan that Charter College and the student will agree is reasonable and appropriate under the circumstances. Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one (1) student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations.

4. Charter College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Education Department and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student's preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Charter College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. The Institution welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by the Institution will be referred to the Student Success Office.

Student Services

Charter College is committed to the academic and personal support of all of our students. Charter College Student Success department can assist students with finding resources for ride sharing, housing referrals, and child care services. Students who wish to seek out any type of personal assistance should visit the Student Success Office immediately to learn of any resource the College has available.

Student Success Coaching

Student Success Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

Student Conduct - Graduate Programs

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:
1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College property:
1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Theft or destruction of College or the private property of individuals associated with the College.
3. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
4. Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
5. The use of profanity, insubordination, dishonesty and violation of safety rules.
6. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
7. Smoking on campus.
8. Failure to comply with the Campus Dress Code.
9. Food or drink in the classrooms.
10. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
11. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/ or the College.

Illegal Drugs and Alcohol

Charter College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

Weapons

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Campus Dress Code - Graduate Programs

Business Administration

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other students/employees is unacceptable. Failure to comply with the Charter College dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
Clothing	
• Slacks similar to Dockers and other makers of cotton or synthetic material pants • Wool pants • Flannel suit pants • Professional capris • Well-groomed dress synthetic pants • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets or sports jackets	• Jeans • Sweatpants, exercise pants • Shorts • Leggings or any spandex or other form-fitting pants • Tank tops, midriff tops • Shirts with potentially offensive works, terms, logos, pictures, cartoons, or slogans • Halter tops, tops with bare shoulders • Sweatshirts • T-shirts unless worn under another blouse, shirt, jacket or dress
Skirts, Dresses, and Skirted Suits	
• Casual dresses split at or below the knee • Skirts that are split at or below the knee • Dress and skirt length should be at a length to sit comfortably in public	• Short/mini, tight skirts that ride halfway up the thigh when sitting or standing • Skorts • Sundresses, beach dresses • Spaghetti-strap dresses
Shoes and Footwear	
• Conservative walking shoes • Loafers, leather deck-type shoes • Boots • Flats/dress sandals • Dress heels	• Athletic shoes • Thongs, flip-flops and slippers • Clogs • Sneakers, tennis shoes
Hats, Jewelry, Perfume, and Cologne	

• Should be in good taste
• Pierced ears
    o One (1) earring per ear
    o Earrings should be small and professional
    o Piercings kept to earlobes
	• No facial piercings
	• No strong perfumes or cologne (many are allergic to these)
	• Hats are never appropriate inside the building

Charter College ID must be worn at all times (or see the Front Desk for a Visitor's ID).	

Grievance and Appeals Policy - Graduate Programs

Occasionally, a problem may arise between a student and another party, or with some aspect of the College. Students are encouraged to verbally communicate their concerns to the appropriate person. The following are the steps the student should take to resolve concerns:

Step 1: Communicate with the appropriate instructor or staff member.

Step 2: Communicate with the Campus President. A "Complaint Form" can be obtained from the Campus President or the Education Department.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

Step 4: Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee may be comprised of the following people, but is not limited to, the Campus President, instructor and/or Program Chair.

The following steps must be followed:
 a. All parties involved must complete a "Complaint Form".
 b. All documentation must be received prior to the meeting.
 c. All persons involved with the incident/complaint will be in attendance.
 d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
 e. After all testimony is presented, the student and other parties will be excused.
 f. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

Step 5: If a student believes that the College did not address the complaint or concern, the student may consider contacting the Chief Operations Officer at 775-525-2109.

Step 6:
Alaska
Other interested individuals or agencies with a concern or grievance should contact Charter College administration. This information will then be forwarded to the appropriate department for review and possible resolution. A student or any member of the public may file a complaint or appeal about this institution with the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

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

Step 7:
NC-SARA (For students that are not residents of AK, CA, or WA)
If a complaint is not resolved at the institutional level, a student enrolled via the policies and standards of the National Council for State Authorization Reciprocity Agreements (NC-SARA) may appeal to the portal agency of the home state in which the institution is legally domiciled, Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316. Information on NC-SARA's complaint resolution process is available at http://nc-sara.org/content/sara-policies-and-standards.

Step 8: If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street N.E., Suite 980
Washington, DC, 20002-4223
202-336-6780

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

Prospect Education and Charter College Student Sexual Harassment Policy – Graduate Programs

Introduction

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

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

Definitions

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

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

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

Retaliation Prohibited

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

Complaint Procedure

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

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

Campus	Title IX Coordinator	Phone	Address
Anchorage	Campus President	907-277-1000	2221 East Northern Lights Boulevard #120 Anchorage, AK 99508

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

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

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

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

General Information - Graduate Programs

Administrative Hours of Operation

Charter College administrative office hours are 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Campus Visitors

Parents, spouses, prospective employers/students, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

Children on Campus

Students may not bring children with them to Charter College. It is disruptive to others and it may be hazardous for the children. Charter College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Charter College does not permit students to bring children to the school.

FERPA

Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parent(s)/guardian(s)) have a right to inspect and review their education records by submitting a written request to the Education Department. Charter College will make records available for review within 45 days of receipt of the request. Students (if under 18 years of age, their parent(s)/guardian(s)) may then request that the College correct amendment their records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome. If the College does not amend the record, the student (if under 18 years of age, their parent(s)/guardian(s)) has the right to a formal hearing.

In compliance with FERPA, Charter College will release "directory information" on all students. Directory information includes student names, student statuses, professional certifications, academic award and commencement information. Students may consent to release additional personally identifiable information in their education records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. The College may also release information to school officials at other schools to which a student is transferring and to appropriate parties in connection with financial aid to a student. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College's responses to student requests for education record corrections may be appealed in accordance with Charter's Career College Grievances and Appeals Policy. Students who have a grievance regarding the College's compliance with FERPA may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Messages for Student

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Charter College will take and deliver messages to students while they are in class, during normal office hours, 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discrimination Policy

Charter College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities. Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Photo Release

Charter College students give to the College absolute rights and permission to use photographic portraits, pictures or videos of them in character form for advertising or any other lawful purpose.

Placement Release

Monthly, the Career Services Department announces to all campus staff the graduates by name and program who have secured career positions in their field of study. The message is sent via email in a celebratory fashion allowing all campus staff the opportunity to celebrate the career success of graduates. A graduate of Charter College may choose to "opt out" of such announcements by providing a request in writing to the Director of Career Services at the time of or prior to securing employment.

Program Disclosure

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit http://www.chartercollege.edu.

Report a Criminal Offense

As mentioned above under "Reporting Criminal Actions" the best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained from the Campus President or Executive Assistant. A student who wishes may also speak with the College President if further concerns exist. For emergency criminal actions or life threatening situations, call 911.

Security on Campus

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

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

Charter College is also required to include in their annual campus security reports where information on registered sex offenders may be obtained.

Security Report

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three (3) calendar years as part of a campus security report to be published annually by each institution. This report details statistics regarding campus security issues and is distributed to all faculty, staff and students as a "Campus Security Report". The report includes information regarding on and off campus offenses, drug awareness and sexual assault programs.

The occurrence of the following crimes must be reported:
- Murder and non-negligent
- Manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College is required to report on liquor law violations, drug law violations and illegal weapons possession. Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

The Charter College Annual Campus Security Report

Charter College is committed to promoting a safe and secure environment for all campus members and visitors. Charter College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Charter College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Charter College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus President.

Academic Programs - Graduate Level

All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two (2) hours of out-of-class activities for every one (1) hour of lecture.

Course Codes

The six (6) character course number assigned to each course provides substantial information. The first three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study
MBA: Master Business Administration

Graduate Programs

The three (3) numeric digits indicate the level of the course. Course numbers that are 500-level indicate lower division courses generally taken early in a program. Course numbers that are 600-level indicate courses that are upper division courses than 500-level courses and are generally taken later in a program.

Credit Hours

Coursework at Charter College is measured in quarter credit hours.

Quarter Credit Hours

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

Contact Hours

One (1) contact hour is fifty (50) minutes.

Program Modification

The College reserves the right to modify the course content, structure, and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.

Master's in Business Administration
Delivery Method: Online Modality Only
Campus: Anchorage
Length: 35 Weeks

The MBA program is designed to enable graduates for career growth from supervisory to management or leadership positions in an organization or business. The program presents theory and practical skills for managing a business. The concepts covered in this program include but are not limited to; organizational communication, marketing, using information technology to manage, strategy planning, and human resources. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a business related field.

Program Outcomes:
Upon successful completion of this program, graduates should be able:
1. Communicate effectively in a variety of business environments.
2. Analyze and interpret data and information related to organizational activities.
3. Utilize qualitative and quantitative methods to investigate and solve critical business problems.
4. Integrate tools and concepts from multiple functional areas (i.e., finance, marketing, economics, information technology, and human resources.) to support business operations.
5. Evaluate and integrate ethical considerations when making business decisions.
6. Incorporate diversity and multicultural perspectives as a holistic approach to organizational culture and business operations. Apply knowledge to various business circumstances through a conceptual understanding of relevant business concepts and practical application.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MBA500	Principles of Management	40	4.0
MBA510	Organizational Communication	40	4.0
MBA520	Marketing for Management	40	4.0
MBA530	Information Technology and Business	40	4.0
MBA540	Human Resource Management	40	4.0
MBA550	Organizational Development	40	4.0
MBA620	Leadership Theory and Practice	40	4.0
MBA635	Accounting for Managers	40	4.0
MBA645	Managerial Economics	40	4.0
MBA650	Statistics for Business	40	4.0
MBA665	Organization Strategic Planning	40	4.0
MBA670	Financial Management	40	4.0
MBA680	International Business Management	40	4.0
MBA699	Capstone Project	70	4.0
	Grand Total	**590**	**56.0**

Course Descriptions - Undergraduate Programs

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.

AC1160 Advanced Accounting Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: AC1110 Accounting Fundamentals
This course is a continuing study of Accounting Fundamentals with emphasis on more complex aspects of financial transactions. Topics include long term assets, short and long term liabilities, investments, statement of cash flow, analyzing financial statements, business structures, accounting for stocks and dividends, and fair value accounting.

AC1210 Payroll Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: AC1110 Accounting Fundamentals
This course introduces students to payroll accounting. Topics include payroll laws and regulations, payroll registers, employee earnings records, quarterly and annual payroll tax reports for manual and automated payroll systems. In addition, this course includes an introduction to bank reconciliations.

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.

AC1510 Cost Accounting Fundamentals   **4.5 Quarter Credit Hours**
Prerequisites: AC1110 Accounting Fundamentals
This course provides an introduction to cost accounting by exploring cost accounting principles and methods. Students are exposed to cost accounting concepts used to analyze data and assist with managerial decision making. Topics include variable, activity based, job order, and process costing, as well as, standard costing and variable analysis. Break-even point and cost-volume-profit analysis will also be presented.

AC1520 Managerial Accounting and Decision-Making   **4.5 Quarter Credit Hours**
Prerequisites: AC1110 Accounting Fundamentals
This course is an advanced study of managerial cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard versus actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior.

AC3420 Income Tax Preparation   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces students to the fundamentals of United States income tax laws and the preparation of individual and business income tax documents. Topics include tax forms, preparation, and filing; gross income, deductions, and exclusions. Additionally, capital gains and losses, tax credits, and the alternative minimum tax will be discussed.

AC3610 Auditing Fundamentals   **4.5 Quarter Credit Hours**
Prerequisites: None
This course explores the components involved in a financial audit. Students will discuss the role and purpose of the auditor and audit, as well as, identify the main standards, liabilities and ethical principles involved in financial auditing. Additional topics include audit planning, payables/receivables, trial balances, transaction and balance tests, and unaudited financial statements. A company's internal controls, risk management and the audit risk assessment will also be presented.

AC3720 Governmental and Non-Profit Accounting   **4.5 Quarter Credit Hours**
Prerequisites: None
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 (GASB), the Federal Standards Advisory Board (FSAB), the Comprehensive Annual Financial Report (CAFR), and budgetary accounting, contributions, investments, and funds.

AC4320 Accounting Information Systems   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides a study of the role of accounting information systems (AIS) in financial reporting and corporate strategy. The course explores the evaluation of security risk and the preventive, detective, and corrective controls used to limit such risk. Topics also include database design using the REA data model.

AC4420 Corporate Tax Accounting   **4.5 Quarter Credit Hours**
Prerequisites: None
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.

ACC100 Accounting Essentials   **4.5 Quarter Credit Hours**
Prerequisite: None
This is an introduction to financial reporting. The course introduces the manual preparation of double-entry accounting with an emphasis on basis terminology, concept, and procedures for a service enterprise. Use of special journals, subsidiary ledgers, and their relation to the general ledger is also covered.

ACC102 Payroll Reporting   **3.5 Quarter Credit Hours**
Topics include payroll laws, regulations, payroll registers, employee earnings records, quarterly and annual payroll tax reports for manual and automated payroll systems. In addition, this course includes an introduction to 10-key by touch and bank reconciliations.

ACC120 Automated Accounting   **3.0 Quarter Credit Hours**
This course covers converting manual accounting systems to automation. Widely recognized accounting software is introduced. Topics include general ledger, accounts payable, accounts receivable, inventory, and payroll systems.

ACC121 Principles of Accounting   **4.5 Quarter Credit Hours**
Co-requisite: ACC100 Accounting Essentials
This is a continuing study of Accounting Essentials. Topics include: special journals, subsidiary ledgers, and financial transactions and statements of a merchandising enterprise. Accounts receivable, notes receivable, inventories, fixed assets, accounts payable, payroll, and other current liabilities are covered.

ACC400 Accounting Information Systems   **3.5 Quarter Credit Hours**
This is an advanced study of accounting information systems and their role in the information technology environment. Topics include transaction cycles, the internal control structure, and the related support systems of the organization's financial reporting system.

AH1200 Math for Medical Professionals   **4.5 Quarter Credit Hours**
Prerequisite: None
This course focuses on the use of mathematical functions related to patient care and business operations. Students will solve problems using clinical measurements of numbers, time, and temperature; comparison and conversions between measurement systems; decimals, fractions, percents, and ratio-proportions. Real-world situations are used for practical application and enhancement of analytical skills.

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.

AH1600 Ethical Decision Making in Healthcare　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces allied health students to the six-step framework to handle a variety of ethical decisions in the healthcare environment. Medical ethical scenarios are presented and a variety of hands-on applications are provided through healthcare case studies.

AH2110 The Health Care System　　　　**4.5 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, including healthcare provider and government roles, relationships between stakeholders, and the general continuum of health care. Healthcare administration and management practices are examined, and the goals of health research discussed.

AH2120 Legal and Ethical Issues in Healthcare　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course focuses on the laws, regulations, guidelines, ethics and bioethics in the health care industry. Legal topics include the various components of the US legal system, sources of law, licensure and certification requirements, laws specific to health care, and the legal responsibilities of medical personnel. Concepts related to health care ethics, such as ethical decision-making in various medical areas, AMA's ethical principles, the protection of patient's rights, and standard of care will be discussed. The additional topics of managed health care and plans, medical record-keeping, charting, and rules and regulations in the workplace will be explored.

AV1120 Ground School – Private Pilot – Fixed Wing　　　　**3.5 Quarter Credit Hours**
Prerequisites: None
Provides aeronautical knowledge to pass the FAA Private Pilot Knowledge Exam. Aeronautical Information Manual, use of charts for navigation, radio communication, aviation weather, safety, aircraft systems and performance, weight and balance computations, aerodynamics, stall and spin awareness, aeronautical decision-making and preflight preparation are covered.

AV1125 Ground School – Private Pilot - Rotor　　　　**3.5 Quarter Credit Hours**
Prerequisites: None
Provides aeronautical knowledge to pass the FAA Private Pilot Knowledge Exam. Aeronautical Information Manual, use of charts for navigation, radio communication, aviation weather, safety, aircraft systems and performance, weight and balance computations, aerodynamics, stall and spin awareness, aeronautical decision-making and preflight preparation are covered.

AV1130 Ground School - Commercial Pilot – Fixed Wing　　　　**3.5 Quarter Credit Hours**
Prerequisites: AV1160 Ground School - Instrument Rating- Fixed Wing, AV2930 Flight Lab – Instrument Rating - Fixed Wing, AV2940 Flight Lab – Instrument Rating - Fixed Wing
Provides aeronautical knowledge to pass the FAA Commercial Pilot Knowledge Exam. Consists of 35 classroom hours covering Federal Aviation Regulations, NTSB accident reporting requirements, aerodynamics, meteorology, safe and efficient operation of aircraft, weight and balance computations, performance charts and limitations, complex aircraft systems, maneuvers, and emergency operations. Also includes night and high altitude operations and complex flight maneuvers.

AV1135 Ground School - Commercial Pilot – Rotor 3.5 Quarter Credit Hours
Prerequisites: AV1165 Ground School – Instrument Rating – Rotor, AV2935 Flight Lab – Instrument Rating – Rotor, AV2945 Flight Lab – Instrument Rating – Rotor
Provides aeronautical knowledge to pass the FAA Commercial Pilot Knowledge Exam. Consists of 35 classroom hours covering Federal Aviation Regulations, NTSB accident reporting requirements, aerodynamics, meteorology, safe and efficient operation of aircraft, weight and balance computations, performance charts and limitations, complex aircraft systems, maneuvers, and emergency operations. Also includes night and high altitude operations and complex flight maneuvers.

AV1140 Aviation Navigation 4.5 Quarter Credit Hours
Prerequisites: None
This course will focus on the navigation systems including HSI, RMI, Loran, Doppler, VOR, NDB, and GPS. Students will learn about navigation theory, in-flight emergencies, electronic instrumentation, and advanced flight computing problems. Students will learn flight skills with the use of computer flight simulation applications. Additionally students will learn the radio navigation skills necessary for the instrument pilot.

AV1150 Aircraft Systems and Components 4.5 Quarter Credit Hours
Prerequisites: None
A study of aircraft systems and components at the technical level. Areas of study include aircraft electrical, hydraulic, fuel, propeller, and auxiliary systems, including theory of operation, calculations, and related Federal Aviation Regulations.

AV1160 Ground School - Instrument Rating – Fixed Wing 3.0 Quarter Credit Hours
Prerequisites: AV1120 Ground School - Private Pilot - Fixed Wing, AV2910 Flight Lab - Private Pilot - Fixed Wing, AV2920 Flight Lab - Private Pilot - Fixed Wing
An introduction to flight under IFR conditions. Course includes basic instrument flying, flight instruments, IFR charts and approach plate, IFR regulations and procedures, ATC clearances and IFR flight planning. Completion of the course will prepare the student for the Instrument Knowledge Exam.

AV1165 Ground School - Instrument Rating – Rotor 3.0 Quarter Credit Hours
Prerequisites: AV1125 Ground School – Private Pilot – Rotor, AV2915 Flight Lab – Private Pilot – Rotor, AV2925 Flight Lab – Private Pilot – Rotor
An introduction to flight under IFR conditions. Course includes basic instrument flying, flight instruments, IFR charts and approach plate, IFR regulations and procedures, ATC clearances and IFR flight planning. Completion of the course will prepare the student for the Instrument Knowledge Exam.

AV1170 Aviation Safety and Human Factors 4.5 Quarter Credit Hours
Prerequisites: *None*
This course is an in-depth study of aviation safety, including the causes and investigation practices of aircraft accidents, safety awareness in aviation systems management, and the development of aircraft accident prevention programs. The focus of this course is on the various human, mechanical, and environmental factors that impact aviation safety.

AV2225 Aerodynamics 4.5 Quarter Credit Hours
Prerequisites: *None*
This course will provide the student a study of the physical principles of airplane aerodynamics, thereby fostering an appreciation of the factors affecting aircraft performance, stability and control, and special flight considerations experienced by commercial pilots.

AV2230 Aerodynamics and Aircraft Performance 4.5 Quarter Credit Hours
Prerequisites: None
This course will provide the student with a study of the physical principles of airplane aircraft aerodynamics, thereby fostering an appreciation of the factors affecting aircraft performance. Additionally, stability and control, and special flight considerations experienced by commercial pilots will be covered.

AV2235 Aviation Law and Regulations   **4.5 Quarter Credit Hours**
Prerequisites: *None*
This course provides a detailed study of the regulations and procedures common to the aviation industry as well as a survey of the legal environment and the standards of conduct required of professional pilots.

AV2245 Aviation Meteorology   **4.5 Quarter Credit Hours**
Prerequisites: *None*
This course introduces the environmental factors that are critical to safe flight operations. Students will be introduced to thermal patterns, horizontal and vertical motion, moisture clouds, precipitation, air masses, fronts, cyclones, thunderstorms and aviation hazards. Additionally, information about meteorological flight planning, use of weather information systems, and reports and charts used for aviation weather reporting and forecasting will be covered.

AV2250 Ground School – Certified Flight Instructor – Fixed Wing   **4.0 Quarter Credit Hours**
Prerequisites: AV1130 Ground School – Commercial Pilot – Fixed Wing, AV2950 Flight Lab – Commercial Pilot - Fixed Wing, AV2960 Flight Lab – Commercial Pilot - Fixed Wing, AV2970 Flight Lab – Commercial Pilot - Fixed Wing, AV2980 Flight Lab – Commercial Pilot - Fixed Wing
Consists of studying the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning and classroom training techniques.

AV2255 - Ground School – Certified Flight Instructor – Rotor   **4.0 Quarter Credit Hours**
Prerequisites: AV1135 Ground School – Commercial Pilot – Rotor, AV2955 Flight Lab – Commercial Pilot – Rotor, AV2965 Flight Lab – Commercial Pilot – Rotor, AV2975 Flight Lab – Commercial Pilot – Rotor, AV2985 Flight Lab – Commercial Pilot – Rotor
Consists of studying the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning and classroom training techniques. Provides preparation for the FAA Certified Instructor Knowledge Exam.

AV2265 Commercial Aviation   **4.5 Quarter Credit Hours**
Prerequisites: None
A general survey of the field of aviation business. The course will include a historical overview of the development of aviation and will survey various aspects of the airline industry such as regulation, the organization and management of aviation businesses (particularly airlines), airline marketing, airfreight and modes of competition in the airline and aircraft industry.

AV2275 Aviation Physiology   **4.5 Quarter Credit Hours**
Prerequisites: None
This course explores aero- medical information. Topics include causes, symptoms, prevention, and treatment of flight environment disorders. Altitude effects, spatial disorientation, body heat imbalance, visual anomalies, and psychological factors are included as they relate to pilot performance and survival effectiveness.

AV2285 Crew Resource Management   **4.5 Quarter Credit Hours**
Prerequisites: *None*
This course is designed to develop a detailed understanding of the organizational behavior, interpersonal relationships skills, and other critical behavioral dynamics of professional flight crews. The history of Crew Resource Management, concepts of communication processes, problem solving, group dynamics, workload management, and situational awareness will be investigated. Aircraft incidents and accidents related to the evolution of Crew Resource Management training programs and FAA regulations will be analyzed. Intrapersonal and psychomotor skills will be addressed as they relate to safe, legal, and efficient flight operations.

AV2295 Air Traffic Control and Airspace   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides students with a fundamental knowledge of the US Air Traffic Control System (ATC) and information on the NextGen of ATC. Students will learn about duties and responsibilities of those who work in the tower, approach, and center and how these groups interact as a unit in the ATC. Additionally, radar and non-radar control environments and the pilot's responsibility in each is also covered. Information on FAA's Safety Management System (SMS), and publications, manuals, maps, charts, and regulations used by pilots and air traffic controllers in the National Airspace System (NAS) are discussed.

AV2910 Flight Lab – Private Pilot – Fixed Wing   **1.0 Quarter Credit Hours**
Prerequisites: AV1120 Ground School - Private Pilot – Fixed Wing
Students must complete 20 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2915 Flight Lab – Private Pilot – Rotor   **1.0 Quarter Credit Hours**
Prerequisites: AV1125 Ground School - Private Pilot – Rotor
Students must complete 20 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2920 Flight Lab – Private Pilot – Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV1120 Ground School - Private Pilot – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2925 Flight Lab – Private Pilot – Rotor   **1.0 Quarter Credit Hours**
Prerequisites: AV1125 Ground School - Private Pilot – Rotor
Students must complete 20 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2930 Flight Lab – Instrument Rating– Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV1160 Ground School – Instrument Rating – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2935 Flight Lab – Instrument Rating – Rotor   **1.0 Quarter Credit Hours**
Prerequisites: AV1165 Ground School – Instrument Rating – Rotor
Students must complete 20 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2940 Flight Lab – Instrument Rating – Fixed Wing   **1.0 Quarter Credit Hours**
Prerequisites: AV1160 Ground School – Instrument Rating – Fixed Wing
Students must complete 20 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2945 Flight Lab – Instrument Rating – Rotor   **1.0 Quarter Credit Hours**
Prerequisites: AV1165 Ground School – Instrument Rating – Rotor
Students must complete 20 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2950 Flight Lab – Commercial Pilot – Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2955 Flight Lab – Commercial Pilot – Rotor   **1.0 Quarter Credit Hours**
Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor
Students must complete 20 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2960 Flight Lab – Commercial Pilot – Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2965 Flight Lab – Commercial Pilot – Rotor   **1.0 Quarter Credit Hours**
Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor
Students must complete 20 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2970 Flight Lab – Commercial Pilot – Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2975 Flight Lab – Commercial Pilot – Rotor   **1.5 Quarter Credit Hours**
Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor
Students must complete 30 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2980 Flight Lab – Commercial Pilot – Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV1130 Ground School - Commercial Pilot – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2985 Flight Lab – Commercial Pilot – Rotor   **1.5 Quarter Credit Hours**
Prerequisites: AV1135 Ground School - Commercial Pilot – Rotor
Students must complete 30 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2990 Flight Lab – Certified Flight Instructor – Fixed Wing   **1.5 Quarter Credit Hours**
Prerequisites: AV2250 Ground School – Certified Flight Instructor – Fixed Wing
Students must complete 30 of the 250 hour requirement of dual and solo flight time for fixed wing training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

AV2995 Flight Lab – Certified Flight Instructor – Rotor　　　　**1.5 Quarter Credit Hours**
Prerequisites: AV2255 Ground School – Certified Flight Instructor – Rotor
Students must complete 30 of the 210 hour requirement of dual and solo flight time for rotor training to secure their Private Pilot's license, Instrument Rating, Commercial Pilot's license and Certified Flight Instructor Rating. All flight time will be provided by a participating flight partner who has partnered with Charter College.

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.

BA1410 Marketing Fundamentals　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course provides an introduction to marketing theory and strategies. Students will explore the development of a marketing plan from the initial environmental analysis to the final implementation and evaluation stages. Topics include target marketing, consumer behavior, product development, branding, ethics, global marketing, and the marketing mix.

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.

BA2203 Marketing with Technology　　　　**4.5 Quarter Credit Hours**
Prerequisites: 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.

BA2220 Managing People: Human Resources Development　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces how to hire, train, supervise, motivate, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling. The strategic planning process, with an emphasis on mission, vision, and goal setting will be emphasized. Management by objectives will be examined, and the global environment and the need to manage across borders will be presented.

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.

BA2420 Customer Focused Management   **4.5 Quarter Credit Hours**

Prerequisite: None

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

BA2580 Microeconomics   **4.5 Quarter Credit Hours**

Prerequisite: None

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

BA2720 Developing and Implementing Projects   **4.5 Quarter Credit Hours**

Prerequisite: None

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

BA3308 Economics for Managerial Decision Making   **4.5 Quarter Credit Hours**

Prerequisites: None

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.

BA3520 Finance Fundamentals   **4.5 Quarter Credit Hours**

Prerequisite: None

This course introduces the basic concepts and principles of corporate financial management. Financial planning, capital budgeting, strategic planning, the time value of money, financial return measurements, and stocks and bonds will be discussed.

BA3620 Data Driven Decision Making   **4.5 Quarter Credit Hours**

Prerequisite: None

This course will focus on the use of data as a foundation for informed decision making. Case study analysis will provide the basis of study and application as students learn to use tools to gather and analyze data and propose actions derived from the analyses. Risk analysis as well as predictive statistics will be emphasized.

BA3640 Efficiency and Effectiveness   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides a foundation in quality management with a focus on improving effectiveness and efficiency organization wide. The history and creators of quality management are presented, with the resultant theories and principles providing focus, from scientific management to Six Sigma and beyond. Students will be encouraged to develop an understanding of the integration of quality management with strategic planning and effective decision making.

BA3920 Contemporary Issues in Business   **4.5 Quarter Credit Hours**
Prerequisite: None
While much of the climate of business is stable or slow-moving, our economic system is also subject to shocks that change the framework of the business enterprise over relatively short periods of time. This course allows the student to investigate the impact of current events on a specific business or industry. The faculty member facilitates each student investigating the impact of recent events on the business, and therefore the careers, of the individual student. Students will explore the latest economic, legal, technological, financial, and social factors that will impact their professional lives.

BA4220 Managing Conflict: Dispute Resolution   **4.5 Quarter Credit Hours**
Prerequisite: None
This course 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, roles in disputes analyzed, and individual conflict styles explored. Alternative Dispute Resolution as an approach to resolving conflicts in the business setting will be analyzed for application in the real world.

BA4401 Organizational Management   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is a 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.

BA4580 Business Tactics and Execution   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores the ability of organizations to execute an existing strategic plan. Students will apply both qualitative and quantitative tools to identify organizational challenges impacting the execution of its strategic goals. Topics include theory of second best, cognitive limitations impacting decision analysis, prospect theory, profit and performance measurement, portfolio theory, and strategic intent.

BA4590 Strategy Development   **4.5 Quarter Credit Hours**
Prerequisites: None
This course focuses on the strategic planning process from situational analysis to implementation and evaluation. This course exposes students to various tools used in assessing performance from both the organization and industry perspectives, thus allowing students to analyze data in order to identify opportunities for competitive advantage. Topics include the strategic planning process, situational analysis, creating a sustainable competitive advantage, competitive strategies, and corporate social responsibility.

BA4820 Global Influences on Business   **4.5 Quarter Credit Hours**
Prerequisite: None
This course covers the different areas of international business, the process of globalization, and its impact on businesses large and small. The policies, principles, organizations, and markets governing international business are presented and explored, and the unique challenges of business management in the international environment provide further focus.

BA4920 Entrepreneurship and Small Business Strategies   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is designed to provide students with an in depth look at entrepreneurship and small business. The process of starting, buying, franchising, and owning and managing a small business will be explored. Topics include entrepreneurial strategies, writing business plans, strategic management and planning, tactics, financial and legal components and issues, marketing, Human Resource management, and international environments. Comparison of small business to corporate business processes will be presented.

BSM200 Leadership and Team Management   **4.0 Quarter Credit Hours**
Prerequisite: None
This is a study of leadership and group dynamics. This course explores how to work with subordinates while increasing the ability to influence, lead, and coordinate the efforts of team members. Through the use of simulations and case studies, this course investigates leadership effectiveness, leadership styles, and group dynamics to develop effective leadership strategies.

BSM201 Managing People: Human Resource Development   **4.0 Quarter Credit Hours**
Prerequisite: None
This course introduces how to hire, train, supervise, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling.

BSM202 Managing Projects: Development and Implementation   **4.0 Quarter Credit Hours**
Prerequisite: None
This course presents the design, set up, and maintenance of a business management project to completion. Topics include deliverables, procedures, business survey, feasibility study, project analysis, detail design, project completion, and acceptance.

BSM203 Marketing with Technology   **4.0 Quarter Credit Hours**
Prerequisite: None
This is a study of marketing with emphasis on usage with technology. Topics include identifying target markets, identifying niches, meeting customer needs using technology to create sales promotions, and using electronic media to market products.

BSM204 Managing Small Businesses: Entrepreneurship   **4.0 Quarter Credit Hours**
Prerequisite: ENG100 Written Communication
This course explores entrepreneurship. The course presents how to establish a small business or to evaluate an existing one and how to manage a small business for profit enhancement. A comprehensive business plan for opening a new business or purchasing an existing one is required. Special emphasis is placed on marketing, financing, operating, and controlling a small business enterprise.

BSM206 Business Law   **4.0 Quarter Credit Hours**
Prerequisite: None
This is an introductory survey of the law as it relates to business. Topics include the American court system, forms or business organizations, real and personal property, contract, agency and employment law.

BSM300 Telecommunications for Managers   **4.0 Quarter Credit Hours**
This is a study of telecommunications for managerial professionals. The course introduces technology and managerial terminology for data, voice, image and video communications so that managers can communicate with technical, operational, and managerial professionals in the telecommunication field.

BSM301 Project Management Applications   **3.25 Quarter Credit Hours**
Prerequisite: None
This is a study of project management from initiation to completion. Using a project management software, the processes for initiating, planning, controlling, reporting, and closing a project are introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing.

BSM302 Contract Management   **4.0 Quarter Credit Hours**

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

BSM303 Lawful Employment Management   **4.0 Quarter Credit Hours**

Prerequisite: None

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

BSM307 Finance for Managers   **4.0 Quarter Credit Hours**

Prerequisite: None

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

BSM308 Economics for Managerial Decision Making   **3.0 Quarter Credit Hours**

Prerequisite: SOC101 Introduction to Economics

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

BSM400 Information Technology for Managers   **4.0 Quarter Credit Hours**

Prerequisite: BSM300 Telecommunications for Managers

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

BSM401 Organizational Management   **4.0 Quarter Credit Hours**

Prerequisite: None

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

BSM402 Managing Conflict: Dispute Resolution   **4.0 Quarter Credit Hours**

Prerequisite: None

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

BSM403 Research Methodologies in Business Applications   **4.0 Quarter Credit Hours**

Prerequisite: None

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

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

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

BSM405 E-Business for Managers   **4.0 Quarter Credit Hours**
This course examines the model for conducting business-to-business and business-to-consumer electronic transactions. Topics include the application of e-business strategic management, how to leverage technology to enhance business processes, the unique characteristics of e-marketing, and the legal, ethical, and regulatory environments affecting e-businesses.

BUS100 Success Strategies   **4.0 Quarter Credit Hours**
This class presents students with the skills and behaviors necessary for success in their academic careers and in their professional lives. The exercises and activities prepare students for professional workplace experience. Also explored are the elements of effective workplace relationships and the skills to manage these relationships. There is a strong emphasis on the techniques and strategies for successful online learning, information literacy and computer literacy.

BUS101 Career Development   **4.0 Quarter Credit Hours**
Career planning and job search are presented in this course. Emphasis is placed on improving the marketability of students. Topics include self-assessment, interviewing skills, networking, completing employment applications, career management, and writing cover letters, resumes, and follow up letters.

BUS400 Capstone: An Integration of Learning   **3.0 Quarter Credit Hours**
Prerequisite: All core business courses or the approval of the Education Department
This is an advanced course integrating the collegiate learning experience. Students collect, select, organize and develop a professional portfolio to showcase their knowledge, skills and competencies to prospective employers.

CJ1110 Introduction to Criminal Justice and Law Fundamentals   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides an introduction and overview of criminology and criminal justice to provide an understanding of law, crime, criminal justice, and their functions within the American legal system. Starting with a review of the three branches of the U.S. government, the course covers civil and criminal procedures, sources of law, the legislative process, and differences in court jurisdictions. Topics also include an introduction to various theories of crime causation and the criminal justice response from policing to incarceration.

CJ1160 American Legal System and Constitutional Law   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is a comprehensive survey of the role and function of the courts and the law in the United States, from the appellate level to the Supreme Court. Civil and criminal procedures and the sources of law including the constitution, federal codes, state statutes, and case law shall be examined. Operations of trial-level courts hearing criminal cases will be a focus. The roles and duties of courtroom participants, the structure of the judiciary, and the relationship between the formal rule of law and daily activities of courts, decision-making, and perspectives from which to view the courts shall be presented. Attention is given to appellate courts, juvenile courts, court reform, and issues of gender, race, and ethnicity and how it applies to law enforcement.

CJ1210 Introduction to Policing and Corrections   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is an introduction to policing and the correctional system in the United States. Policing is studied from three perspectives: the police officer-citizen interaction, the agency-community relationship and the legal and ethical questions of policing in a democratic society. The history, basic models, current strategies and approaches, and relationships with the community will be presented for both policing and corrections, in order to provide a foundation for understanding how enforcement and corrections function within the criminal justice system.

CJ1310 Criminal Law and Evidence   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides an overview to criminal law and evidence. Crimes against person, property, and the state are examined, and types and rules of evidence are presented. The complexities of criminal law for the criminal justice professional are discussed, including criminal states of mind, potential harm, acts of omission, and purposes of punishment.

CJ2220 Probation, Parole, and Rehabilitation   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides an overview of historical and contemporary views of offender management and treatment, corrections system operation, effects of institutionalization, alternatives to incarceration, and the roles of probation and parole. Topics include the correctional context, correctional practices, correctional issues and perspectives and probation and parole roles and models. The course also includes the examination of historical and contemporary approaches to the punishment of adult and juvenile offenders in institutional and community settings and to probation and parole.

CJ2320 Criminal Investigations and Analysis   **4.5 Quarter Credit Hours**
Prerequisites: None
The course focuses on crime scene investigators and current investigatory methods. An introductory overview to a variety of procedures as well as proper process shall be presented, taking into consideration arrival on scene; scene and crime type; evidence gathering, preservation, and recovery; and methods of evidence control and management. Scene safety and personal protection and safety shall be stressed.

CJ2350 Criminal and Delinquent Behavior   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is designed to provide an analysis of critical criminology theories and their underlying assumptions about criminals and delinquent behavior. It explores the connections between critical criminology and social behavior, the social justice movement, and the communities wherein social justice is practiced. Application of social justice theory to criminal justice policy and practice has created a new set of social response mechanisms to crime and delinquency: mediation, restitution, and restorative justice. Evidence based corrections approaches shall be presented and discussed.

CJ2360 Drugs, Alcohol, and Criminal Behavior   **4.5 Quarter Credit Hours**
Prerequisites: None
This course investigates a wide variety of issues related to drugs (including alcohol), drug-related crime, and the criminal justice system's responses to these concerns. This course provides an overview of the nature and types of drug use, drug related problems and issues, and criminal justice involvement with drug offenders. Criminal justice issues raised by legalization for medical use, personal use, and grow operations in some states, including the conflict between state and federal laws and jurisdictions will be examined. Current trends in drugs and drug production will be discussed, including the development and use of synthetics (ex. Bath salts) and the control of retail sales of components (pseudo-ephedrine). This course will encourage critical thinking and problem solving with a focus on proactive measures for criminal justice solutions to the current societal issues with drugs and alcohol in the United States.

CJ2420 Juvenile Justice   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is a general orientation to the field of juvenile delinquency, including causation, development, treatment, and prevention of delinquent behavior. The challenges of successful juvenile justice are discussed, including initial apprehension, referral, incarceration, treatment, and preventive techniques. The need for evidence based programs is discussed and the Standardized Program Evaluation Protocol (SPEP) utilized by some states to determine successful programs is presented. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts. Attention is given also to appellate courts, juvenile courts, court reform, and the issues of gender, race, and ethnicity and how it applies to law enforcement and juvenile justice.

CJ2510 Report Writing for Criminal Justice   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides a foundation in effective criminal justice report writing with the goal of improving written communication and thus complete and accurate technical reports required in the criminal justice system. Simple, clear, logical, and grammatically correct writing as a method of effectively communicating facts, information, and ideas will be stressed. The practical aspects of gathering data, organizing, and preparing written reports absent extraneous opinion and facts will be emphasized. The legal and practical aspects of criminal justice reports will be presented, and multiple types of reports covered, including crime, arrest, evidence, probation, parole, and corrections, as well as internal memoranda, letter writing, and administrative reports.

CJ2920 Criminology   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides an introduction to the theories on the causation of crime, and includes insight into crime types and trends. Victimology as a concept shall be presented. Theories shall be compared and contrasted to stimulate critical thinking on the topic.

CJ3620 Cybercrimes   **4.5 Quarter Credit Hours**
Prerequisites: None
This course examines the environment and span of cybercrime and current legal responses. The course explores the challenges presented to legal frameworks and the courses of action available (laws, statutes, regulations, policies). Fundamental cybercrime issues, developing trends in cybercrime and cyber law, and the global nature of computer crime are investigated. Computer investigations, prosecution and defense issues are also addressed during the course. The course explores the various legal responses to cybercrime, to include regulatory and law enforcement initiatives at combating computer related crimes. Local, state, federal, and international agencies and their efforts will be researched and discussed

CJ3820 Restorative Justice   **4.5 Quarter Credit Hours**
Prerequisites: None
This course emphasizes the fundamental principles and practices of restorative justice as applicable to the criminal justice system and society. The course explores the needs and roles of key stakeholders (victims, offenders, communities, justice systems), outlines the basic principles and values of restorative justice and introduces some of the primary models of practice. International applications shall be presented, including both juvenile and adult justice programs in New Zealand, Australia, and Germany among others. Current and recent recommendations and approaches recommended by the Office of Juvenile Justice and Delinquency Prevention within the U.S. Department of Justice shall be reviewed and discussed.   Challenges to restorative justice, including media, marketing, policy creation/lobbying, and other stakeholder pressures will be debated.

CJ4220 Ethics in Criminal Justice   **4.5 Quarter Credit Hours**
Prerequisites: None
This course presents an in-depth analysis of the theoretical and applied association between morality and the function of the criminal justice process. Special attention is given to the unavoidable ethical, moral and legal dilemmas regularly confronted by police and correctional officers in the course of their daily duties. The implication of criminal justice ethics and societal perceptions shall be explored, as well as the potential effects of popular media on professional and societal ethics and morality.

CJ4320 Gangs, White Collar, and Organized Crime   **4.5 Quarter Credit Hours**
Prerequisites: None
This course presents the theoretical background to critically analyze abstract and real world problems dealing with gangs, organized crime, and white collar crime. The course examines juvenile and adult criminal careers as well as the extent, etiology, control, and treatment of white-collar and organized crime. Definitions of organized crime groups will be explored and several of the active organized crime groups active in the United States will be presented and discussed. The history of street gangs and groups deemed socially deviant in modern day America will be reviewed, and a wide array of criminological theories applicable to gang formation, expansion, and intervention will be reviewed. The influence of the family, media, peers, socio-economic status, drugs, neighborhood affiliation, public-housing, and schools on gang activity are presented. An overview of the legal framework in which police, corrections and gangs interact along with the roles of the police, prosecutor, the juvenile court, and correctional personnel (e.g., security threat groups) is covered.

CJ4420 Perspectives on Terrorism   **4.5 Quarter Credit Hours**
Prerequisites: None
This course defines and describes terrorism both domestic and international, current terrorist organizations, their personnel and history, and their capacity to threaten the security and interests of the United States. Within this context, the course explores how law enforcement officials can predict patterns of terrorist activities. The course focuses especially on law enforcement's methods for combating terrorism within multiple arenas, including deterrence, detection, prevention and swift response. The course further addresses the challenges facing law enforcement and intelligence agencies in developing a coordinated response to terrorism.

CJ4480 Natural and Catastrophic Events Management　　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course provides information about the Emergency Management and covers the United States of America's organized response to natural and catastrophic hazards and disasters in the United States. The course examines the events which threaten communities and challenge those who are responsible for the lives, safety, and well-being of others. Changes in local emergency management systems are explored with the entry of the Federal Emergency Management Agency into the field in 1979, and particularly after the events of 9/11, and the subsequent evolution of integrated incident management. Accordingly, the Federal Emergency Management Agency (FEMA), the Federal Response Plan (FRP), the National Response Framework (NRF), and the roles, responsibilities, and interrelationship between FEMA and state and local emergency management systems are reviewed. The National Incident Interagency Management System and Homeland Security Presidential Directives 5 and 8 will be presented and the implications discussed. The course includes an expanded look at the history of disaster and its consequences in the United States. An overview of risk assessment is included, along with an examination of the four tenants of emergency management and their role in disaster mitigation (mitigation, preparedness, response and recovery).

CJ4520 Multiculturalism, Diversity, and Criminal Justice　　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course will explore the current challenges and issues of the administration of justice in a multicultural and diverse society. Rapidly changing ethnic demographics within communities and resultant public policy changes demands that the criminal justice professional stay informed and aware, and prepared to act in a professional manner. Such professionalism requires skill at cultural awareness, cross cultural communication, and sensitivity to diversity issues. Increasing diversity within criminal justice institutions also demands the same skills as multicultural and diverse professionals endeavor to work well together despite differences. Additionally, the course shall examine issues related to how women, elders, and minorities have contributed to and been affected by policy and legislation within the justice system.

CJA100 Introduction to Criminal Justice and Law Enforcement　　　　　**4.0 quarter credit hours**
This course is an introduction and overview of criminology and criminal justice to provide an understanding of law, crime, and the criminal justice system in America. This course examines the law's proactive function in teaching people how to live peacefully within their communities and the law's reactive function in sanctioning criminal behavior. Topics include an introduction to various theories of crime causation and an overview of the criminal justice system and its response in processing those who transgress the law.

CJA101 Introduction to Policing and Corrections　　　　　**4.0 quarter credit hours**
This course is an introduction to the study of policing in the United States. Policing is studied from three perspectives: the police officer-citizen interaction, the agency-community relationship and the legal and ethical questions of policing in a democratic society. The course considers the history and future of policing, the police task, police strategies, theory of patrol, and police relationships with the community and criminal justice system. This course provides a foundation for understanding how the law enforcement function of the criminal justice system operates.

CJA103 Criminal Justice and Public Policy　　　　　**4.0 quarter credit hours**
This course is an overview of historical, sociological, biological, psychological, economic, and Marxist theories of crime causation. Particular attention is made to critically analyzing each theory presented in terms of its internal consistency and logic as well as its fit with data on crime, criminals, and victims. Policy implications stemming from these theories will be discussed.

CJA105 Crime Scene and Investigations　　　　　**4.0 quarter credit hours**
This course focuses on crime scene investigators and reveals the latest methods of investigation. The course is intended for the non-scientist or beginning forensic scientist and addresses how to, when to, and in what order to use the procedures to one's best advantage. The course presents how to conduct specific tasks; alternatives to try when the original technique is not viable and safety concerns that should be considered when working in the field.

CJA201 Juvenile Justice   **4.0 quarter credit hours**
Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement
This course is a general orientation to the field of juvenile delinquency, including causation and the development of delinquent behavior. The problems facing juveniles today are addressed, and adult and juvenile justice systems are compared, including initial apprehension, referral, and preventive techniques. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts. Attention is given also to appellate courts, juvenile courts, court reform, and the issues of gender, race, and ethnicity and how it applies to law enforcement.

CJA202 Criminology   **4.0 quarter credit hours**
Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement
This course emphasizes criminological theory with the purpose of understanding the nature and extent of crime and delinquency in the United States. The course focuses on critical thinking about crime and its causes.

CJA203 Criminal and Delinquent Behavior   **4.0 quarter credit hours**
This course is designed to provide an analysis of critical criminology theories and their underlying assumptions about criminals and delinquent behavior. It explores the connections between critical criminology and social behavior, the social justice movement, and the communities wherein social justice is practiced. Application of social justice theory to criminal justice policy and practice has created a new set of social response mechanisms to crime and delinquency: mediation, restitution, and restorative justice. These mechanisms are explored and discussed throughout the course.

CJA204 Corrections   **4.0 quarter credit hours**
Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement and CJA 101 Introduction to Policing and Corrections
This course provides an overview of historical and contemporary views of offender management and treatment, corrections system operation, effects of institutionalization, and alternatives to incarceration. Topics include the correctional context, correctional practices, and correctional issues and perspectives. The course also includes the examination of historical and contemporary approaches to the punishment of adult and juvenile offenders in institutional and community settings. Controversial topics like prisoner rights, the death penalty, and mandatory sentencing are presented.

CJA205 Constitutional Law   **4.0 quarter credit hours**
Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement
This course is a comprehensive survey of the role and function of courts in the United States. Emphasis is placed on the operations of trial-level courts hearing criminal cases. The course explores the roles and duties of courtroom participants, structure of the judiciary, and the relationship between the formal rule of law and daily activities of courts, decision-making, and perspectives from which to view the courts. Attention is given to appellate courts, juvenile courts, court reform, and issues of gender, race, and ethnicity and how it applies to law enforcement. Issues of the Supreme Court of the U.S. are also visited including but not limited to the Bill of Rights leading to discussions over controversial issues.

CJA301 Substantive Criminal Law   **4.0 Quarter Credit Hours**
This course approaches criminal law as a complicated undertaking. Criminal law is full of moral uncertainties, ethical dilemmas and thoughtful disagreements about acts and omissions, criminal states of mind, harm, the relative gravity of offenses, and the purposes of punishment. This course assists in clarifying the role of criminal law in the study of crime and to continue to broaden student's perspectives of complex problems of political and moral philosophy.

CJA302 Probation and Parole   **4.0 quarter credit hours**
This course examines the major developments of probation and parole, the current practices in probation and parole, the use of legal concepts employed within the field, and how probation and parole function as an integral part of the criminal justice system.

CJA304 Restorative Justice Studies   **4.0 quarter credit hours**
This course emphasizes the fundamental principles and practices of restorative justice as applicable to the criminal justice system and society. The course explores the needs and roles of key stakeholders (victims, offenders, communities, justice systems), outlines the basic principles and values of restorative justice and introduces some of the primary models of practice. It also identifies challenges to restorative justice - the dangers, the pitfalls – as well as possible strategies.

CJA305 Cyber Crimes   **4.0 quarter credit hours**
This course examines the environment and span of cybercrime and the legal responses therewith. The course explores the challenges presented to legal frameworks and the courses of action available (laws, statutes, regulations, policies). Fundamental cybercrime issues, developing trends in cybercrime and cyber law, and the global nature of computer crime are investigated. Computer investigations, prosecution and defense issues are also addressed during the course. The course explores the various legal responses to cybercrime, to include regulatory and law enforcement initiatives at combating computer related crimes.

CJA400 Ethics in Criminal Justice   **4.0 quarter credit hours**
This course presents an in-depth analysis of the theoretical and applied association between morality and the function of the criminal justice process. Special attention is given to the unavoidable ethical, moral and legal dilemmas regularly confronted by police and correctional officers in the course of their daily duties.

CJA401Perspectives 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).

CIS1115 A+ Hardware   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1125 A+ Software   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1135 Operating Systems Fundamentals   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1145 Client Administration & Support   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1155 Windows Administration   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1165 CISCO Switches and Routers   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1175 Technology Infrastructure   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CIS1185 Software Applications   **4.5 Quarter Credit Hours**
Prerequisite: None
This course teaches students to use application software. Students will receive an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, and PowerPoint. Students will also learn how to troubleshoot Microsoft Office applications and the Windows operating system.

CIS1195 Linux Administration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will introduce the student to the fundamental Linux operating system concepts including Linux file systems, BASH shell, system initialization and X Windows. This course covers basic Linux administration tasks for the system and peripherals.

CIS1215 Computer Security Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: None
Students learn the importance of key concepts of computer and information security, including technical, privacy, organizational, social, and policy issues. To further examine fundamental notions of authentication, authorization, and encryption.

CIS1225 Fundamentals of Networking   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces the concepts, components, and design of information and communication infrastructures. Topics covered consist of methods of carrying data over wired and wireless media, fundamental network design components, topologies and access methods, basic administration of network operating systems.

CIS1235 Computer Troubleshooting   **4.5 Quarter Credit Hours**
Prerequisite: None
This course integrates problem-solving techniques and implementation solutions. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

CIS2115 Windows Server Administration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course covers advanced features of the Microsoft Windows server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability.

CIS2155 Windows Server Active Directory Administration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

CIS2125 Cloud Computing   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will cover and skills required to understand cloud computing terminology; to implement, maintain, and deliver cloud technologies and infrastructures; and to understand aspects of IT security and use of industry best practices related to cloud implementations and the application of virtualization.

CIS2145 Network Security Concepts   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides training with high-level security measures for web access, email, file transfer, wireless access, and instant messaging. Physical access security measures are also addressed. The student is taught intrusion detection, virus protection, and the use of encryption to secure network resources. Topics will include network security defense techniques and countermeasures, prevention and prosecution of criminal activity, and procedures and tools for collecting and investigating evidence from illegal or inappropriate computer use.

CIS2155 Windows Server Active Directory Administration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

CIS2165 Server Application Infrastructure   **4.5 Quarter Credit Hours**
Prerequisite: None
This course teaches students to configure a server application infrastructure. Students will deploy images, create a virtual network, and configure a network load balancing (NLB) cluster. Students will also configure a remote desktop (RD) licensing server, secure socket layer (SSL), and are introduced to Windows Media Services (WMS).

CIS3115 Network Security Applications   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will focus on network security perimeter, network, host, application, and data defenses. Students will learn how to assess and perform an audit on a network.

CIS3125 Configuring Windows Server   **4.5 Quarter Credit Hours**
Prerequisite: None
This course covers the fundamental features of Windows exchange server software. Topics will include maintaining a multisite network, managing volumes and folders, and utilizing the event log for purposes of information collection and analysis.

CIS3135 Computer Information Systems Project Management   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces students to the knowledge, tools, and techniques needed to successfully manage information technology projects throughout a project life cycle.

CIS3145 Technology in Contemporary Society   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will introduce the student to importance of understanding the dimensions of technology in our society. The students will research the advantages and disadvantages of technology as it relates to the social network environment.

CIS3155 Trends in Computer Networks & Cybersecurity   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will focus on past, present, and the future of computer networks and cybersecurity. Students will research the beginning of data transference over telephony lines to how information is exchanged today and project for the future. The importance of cybersecurity and how the evolution of data protection effect everyday transference of information will also be discussed.

CIS3165 Human Computer Interactions   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will examine interaction design, implementation, and evaluation. Students will research the theory behind successful human-computer interaction, as well as an awareness of established procedures for good user interface design, including the 'usability engineering' process. A look at specific interface success stories and spectacular failures to learn from past experiences. An examination of portions of the design cycle, as well as familiarizing students about sound programming practices and effective tools and techniques to create successful user interfaces.

CIS4115 Ethical Hacking   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will expose students to a different way of achieving optimal information security posture. Students will learn about scanning, testing, hacking, and securing systems. The importance of knowing different standards of computer information system ethical practices will also be examined.

CIS4125 Virtualization   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides the student skills in a virtual server. Students will practice skills in securing virtual server networking, configure shared storage, data stores, deploy/administer virtual machines and virtual applications, establish and maintain service levels, perform basic troubleshooting and monitoring a virtual server implement and manage virtual server alarms.

CIS4135 Systems Integration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will focus on the integration of information. Students will examine the process by which different computing systems and software applications are linked together physically or functionally.

CIS4145 Systems Analysis and Design   **4.5 Quarter Credit Hours**
Prerequisite: None
This course examines the system requirements (functional/nonfunctional), structural and function design, modeling, design representations and tools, application frameworks, security aspects of interfaces, and documentation.

CIS4155 Network Planning and Maintenance   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will examine the life cycle of a network plan and maintenance. Students will utilize the system develop life cycle theory to design a network plan and follow-up maintenance. Different life cycle models will also be discussed.

CM1010 Business Communication   **4.5 Quarter Credit Hours**
Prerequisites: None
This course explores the practical application of diverse forms of written and oral business communication with the aid of technology. Topics include writing memos and reports, email messages, using multimedia PowerPoint slides in presentations, facilitating business meetings, using online blogs and wikis, and handling the challenges of cross-cultural communication.

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.

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).

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.

CMP305 Advanced Microsoft Office Applications**3.0 Quarter Credit Hours**
Prerequisite: None
This is a study of Microsoft Access and a review of Microsoft Office suite of applications including Word, Excel, PowerPoint 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.

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.

CS1110 Introduction to Technology**4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces the new IT student to a variety of IT concepts and issues, including nomenclature, basic operating principles, identification of parts, troubleshooting techniques, and problems commonly found in the office/production environment. The basics of various operating systems, the CLI (Command Line Interface), upgrading OSes, hardware and software and successful project management will be explored. The topics of binary math, IP addressing, storage, remote access, and security will also be discussed.

CS1130 Networking and Wireless Essentials**4.5 Quarter Credit Hours**
Prerequisite: None
This course explores networking and wireless fundamentals. Networks, network services, protocols including DHCP and IPv6, DNS, Web services, and peer to peer and client/server networks will be discussed. The course will also include discussions on access control lists (ACLs), wireless networks and network security, WLAN designs and antenna placement. Wireless Standards and organizations, wireless router configurations and access, radio frequencies, and IEEE 802.11 will be examined.

CS1220 Server Configuration and Administration**4.5 Quarter Credit Hours**
Prerequisite: None
This course provides an introduction to server management and maintenance. The course exposes students to the proper procedures for installing server operating systems, configuring and managing user accounts, permissions, and quotas, as well as, Disk and Raid configuration and data backup. Students will also develop policies related to password complexities and firewall configuration.

CS1320 Security +: Network Security Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides an introduction to CompTIA's (Computing Technology Industry Association) Security+ computer network security. Students are exposed to the fundamentals of computer and network security to include configuring user accounts, using and managing certificates, and securing wireless networks. The course also reviews the procedures for configuring browser and email security and the basic concepts required for the CompTIA Security+ certification.

CS1420 Firewall Essentials   **4.5 Quarter Credit Hours**
Prerequisite: CS1320 Security+: Network Security Fundamentals
This course introduces students to the essentials of firewall configuration. Student will be exposed to best practices related to configuring both site-to-site and VPN client connections, and on WLAN and DMZ network configuration. Topics also include system restore and backup, and firewall policies.

CS1430 Strategic and Tactical Network Security   **4.5 Quarter Credit Hours**
Prerequisite: None
This course offers a study in network security protection. Topics include infrastructure and operating system hardening, process of network communication to protect secure communications, proper techniques for contingency planning, designing and configuring firewall systems, Virtual Private Networks (VPN), and a network intrusion detection system. Performing risk analysis and creating a network security policy are also covered.

CS1520 Computer Forensics and Investigations   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is a study of the fundamental tools and techniques used in computer forensics and investigations. The course introduces the computer forensics profession while exploring the investigative process. Topics include hardware and software, process of data acquisition, and forensic analysis. The legal and ethical components in crime scene investigations will also be discussed. The requirements for the certification exam will be reviewed.

CS1620 Programming Essentials   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is intended as an introduction to structured and object-oriented programming. The essential concepts of computer programming languages including using memory, use of variables and constants, writing accurate statements, and the use of looping structures will be discussed. The development of basic GUIs will provide a focus, as will following specifications and troubleshooting incorrect specifications.

CS1630 A+ Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is an introduction to CompTIA's (Computing Technology Industry Association) A+ Core Hardware & OS (Operating System) Technologies. Topics include how to install, configure, upgrade, troubleshoot, and repair microcomputer hardware. PC technician professionalism will also be discussed.

CS1720 Introduction to Cloud Computing   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is an introduction to cloud based computing. The student will learn about the basics of cloud computing, such as how devices are connected to the cloud, as well as, the security constraints peculiar to cloud based computing including data at rest, mobile data and connectivity issues. Additional topics include how mobile devices connect to modern databases both on the cloud and on the local W/LAN and the basics of programming cloud based applications.

CS1910 Network Security Review   **4.5 Quarter Credit Hours**
Prerequisite: Completion of all core (CS and SS prefix courses) in the Network Security Certificate Program
This course is a comprehensive survey of the principles and procedures relating to information technology and network security. Topics include IP4/IP6 addressing, sub-netting, security foundations, best practices, programming, and firewall principles. Students will also explore how the principles learned relate and connect to each other, especially in the field of network security.

CS2110 Linux Networking   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CS2220 Mobile & Cloud Application Development   **4.5 quarter Credit Hours**

Prerequisite: None

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

CS3110 Database Fundamentals   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CS3120 Cisco IOS   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CS3210 Programming Applications and Development   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CS3310 Computational Theory   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CS4410 Web Design   **4.5 Quarter Credit Hours**

Prerequisite: None

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

CS4510 Information Technology and Ethics   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces the IT/NWS professional to various ethical issues commonly encountered by the IT professional. Topics include various federal, state, and local laws governing the generation, storage, retention and disclosure, both intentional and unintentional, of confidential information. Critical thinking, moral reasoning, and the importance of consequences will be explored. Various IT working environments, such as in a medical facility, educational, accounting and legal offices will also be discussed.

CS4520 Web Programming Languages   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces various web programming languages, such as HTML, PHP, Python and Ruby. The course explores how to design, build and publish web sites with dynamic content. Topics include choosing the right language, working with text, graphics, and links, creating animation and special effects, and importing, selecting and modifying graphics, including multimedia.

CS4610 Operating Systems: Real Time   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores operating systems with special focus on real time operating systems (RTOS) and their unique considerations. Topics include interrupts, scheduling, semaphore, memory allocations, debugging and design philosophies. Embedded systems and PLC's and their use in industry, manufacturing, and amusement rides will be discussed. The course includes hands-on experience with RTOS appliances.

DA1110 Introduction to Dental Assisting   **4.5 Quarter Credit Hours**
Prerequisite: DA1210 Dental Sciences
This course introduces the basic components in the practice of dental assisting. Emphasis is placed on the role of the dental assistant, certifications for the dental assistant, patient assessment, infection control, blood borne pathogen training, and the legal and ethical responsibilities of the dental assistant. A brief overview of the history of dentistry will also be discussed.

DA1120 Dental Office Administrative Procedures   **4.5 Quarter Credit Hours**
Prerequisite: DA1210 Dental Sciences
This course is a comprehensive study on the administrative components in the dental office. Effective forms of communication and understanding cultural diversity will be discussed.   Different systems for information management, appointment scheduling, recalling, and inventory management will be presented. Additionally, patient and insurance billing, receivables, payables, collections, and financial policies will be examined.

DA1130 Dental Pharmacology and Emergencies   **4.5 Quarter Credit Hours**
Prerequisite: DA1210 Dental Sciences
This course provides the principles and regulations concerning pharmacology and prescription writing with emphasis on the classification of drugs, actions of drugs commonly prescribed in the dental office and the potential interactions with other commonly prescribed drugs. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies, with an emphasis on prevention is presented. This course presents the procedures associated with assisting in the administration of local anesthesia.

DA1210 Dental Sciences   **4.5 Quarter Credit Hours**
Prerequisite: none
This course details terminology, anatomy and physiology related to dentistry. Emphasis will be placed on the anatomy of the head and neck, pathology, oral histology, and various procedures performed by the dental assistant.

DA1220 Dental Care Delivery and Techniques   **4.5 Quarter Credit Hours**
Prerequisite: DA1210 Dental Sciences
This course provides concepts related to general dentistry procedures with an emphasis on dental assisting during amalgam and composite restorative procedures, tray set-ups and chair side procedures. Topics include theory and practice in instrumentation basics, ergonomics, handpieces, rotary cutting instruments, and dental burs. The student is introduced to the patient record and assessment procedures including medical history, oral inspection and treatment planning.

DA1310 Preventative Dentistry 4.5 Quarter Credit Hours
Prerequisite: DA1210 Dental Sciences
This course provides discussion of the setting, techniques, materials, and equipment to meet the needs of all patients in a dental practice, with the emphasis on, but not limited to, the specialty of pediatrics. This course provides theory and practices to fluoride therapies, water fluoridation, preventive dentistry, coronal polishing and pit and fissure sealants. Students are required to demonstrate laboratory competency and preclinical competencies on student partners prior to successfully completing clinical competencies on patients. Nutrition and health promotion are also introduced.

DA1410 Introduction to Prosthodontics 4.5 Quarter Credit Hours
Prerequisite: DA1210 Dental Sciences
This course addresses concepts related to fixed prosthodontics procedures with an emphasis on crown and bridge, inlay, onlay, veneers, and esthetic procedures. Topics include related dental materials, tray set-ups, chairside, and laboratory procedures. Materials, steps, indications and contraindications, and current trends are discussed.

DA1420 Dental Specialties 4.5 Quarter Credit Hours
Prerequisite: DA1210 Dental Sciences
This course provides theory and discussion regarding the setting, procedures, instruments, dental materials, and the dental assistant's role associated with specialty dental practices of periodontics, orthodontics, and oral maxillofacial surgery. Students gain knowledge of and skills in a variety of procedures related to the treatment of orthodontic patients during laboratory experience.

DA1510 Dental Radiology I 4.5 Quarter Credit Hours
Prerequisite: DA1210 Dental Sciences
Corequisite: DA1520 Dental Radiology II
This course provides the theory, history, science, and general procedures for dental radiography. Topics include: Radiation physics and biology, radiation protection and safety, infection control, recognition of normal anatomical landmarks and abnormal conditions, exposure and processing techniques, prevention of errors, mounting/sequencing, viewing, intraoral techniques, armamentaria, holding devices, interproximal examination, intraoral examination, and identification and correction of faulty radiographs. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

DA1520 Dental Radiology II 4.5 Quarter Credit Hours
Prerequisite: DA1210 Dental Sciences
Corequisite: DA1510 Dental Radiology I
This course provides theory, and practice of dental radiography. Topics include: quality assurance, patients with special needs, legal considerations, and supplemental techniques including the principles of bisecting technique, occlusal technique, extraoral radiography and computerized digital radiography. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

DA1990 Dental Assisting Externship 6.0 Quarter Credit Hours
Prerequisite: Completion of all core (AH, DA and SS prefix courses) in the Dental Assisting Certificate Program
This is an advanced course applying professional dental assisting knowledge and skills at a sponsoring dental office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional dental assisting and front office procedures.

DO1100 Anatomy & Physiology and Terminology of the Eye 4.5 Quarter Credit Hours
Prerequisite: None
This course covers specific anatomy and physiology of the eye, common external and internal diseases of the eye, ocular emergencies, and methods of medication delivery to the eye. Terminology related to the eye will also be discussed.

DO1110 Introduction to Ophthalmic Dispensing   **4.5 Quarter Credit Hours**
Prerequisite: None
This course covers the profession of optical technician. Topics include history of the profession, patient/client measurements, frame and lens materials, frame and lens selection, prescription analysis, and adjustment techniques.

DO1120 Optical Theory   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces theory and application of ophthalmic lenses. Topics discussed include basic manufacturing and quality standards of ophthalmic lenses, propagation of light, refraction and dioptric measurements, true power, surface power, lends marker's equation, and nominal lens formula.

DO1130 Light and Single Vision   **4.5 Quarter Credit Hours**
Prerequisite: DO1100 Anatomy & Physiology and Terminology of the Eye and DO1120 Optical Theory
This course covers light, refraction, reflection, different lens designs, prescription, true powers, transposition, metric system, and diopter power. Students learn to calculate the horizontal and vertical powers. Refractive errors are discussed. Prentice's Rule is introduced and students calculate induced prism.

DO1140 Multifocals   **4.5 Quarter Credit Hours**
Prerequisite: DO1100 Anatomy & Physiology and Terminology of the Eye and DO1120 Optical Theory
This course covers different lens designs, prescription, true powers, transposition, metric system, refractive errors, and diopter power. Students receive hands-on experience in lensometry, frame measurement and patient measurements. Students practice the steps required to fabricate multifocal glasses using plastic, metal, and nylon-chord frames.

DO1150 Frames and Lenses   **4.5 Quarter Credit Hours**
Prerequisite: DO1100 Anatomy & Physiology and Terminology of the Eye and DO1120 Optical Theory
This course covers different lens designs, and various optical products used in the optical industry. Student's practice frame standard and anatomical alignments and repairs.

DO1160 Soft Contact Lenses   **4.5 Quarter Credit Hours**
Prerequisite: DO1100 Anatomy & Physiology and Terminology of the Eye and DO1120 Optical Theory
This course explores soft spherical and gas permeable contact lens fitting philosophies, tolerances, and designs. The focus is to develop patient evaluation skills, patient education skills, and skills for evaluating the fit and verification of contact lenses.

DO1170 Rigid Contact Lenses   **4.5 Quarter Credit Hours**
Prerequisite: DO1100 Anatomy & Physiology and Terminology of the Eye and DO1120 Optical Theory
This course introduces the basic concepts and techniques of contact lens fitting, design, material, and nomenclature. Covers contact lens insertion and removal techniques and basic slit lamp and keratometry skills.

DO1180 Optical Office Administration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course covers basic management and leadership skills necessary for a successful eye care office. Topics include salesmanship, HIPPA, vision care billing, OSHA, electronic medical records, patient retention and recall systems, and accounts payable/receivable.

DO1990 Optical Technician Externship   **6.0 Quarter Credit Hours**
Prerequisite: Completion of all Core Optical Technician Certificate Courses
This course applies optical technician skills at a sponsoring optical facility. The course provides 180 hours of supervised work involving optical technician practical/procedural skills, office management skills, and career professionalism. Students will be expected to perform entry-level optical technician duties, as assigned by the designated supervisor.

ENG100 Written Communication   **4.5 Quarter Credit Hours**
Prerequisite: None
This is an introduction to the theory and practice of writing effective paragraphs and essays. There is a review of grammar, punctuation, sentence structure, and paragraph development. The course emphasizes research and APA documentation.

ENG101 Oral Communication   **4.0 Quarter Credit Hours**
Prerequisite: None
This is an introduction to public speaking with an emphasis on speaking with ease and listening more effectively in individual and group situations. Topics include organizing ideas, opinions, and data. The course includes group activities and student formal and informal speeches.

ENG121 Technical Writing and Presentation   **4.0 Quarter Credit Hours**
This is an introduction to writing with technical orientation. The course covers correspondence, instructions, promotions, technical reports/proposals, and other presentations. Topics include technical communication, audience analysis, persuasion, analyzing and synthesizing information, and oral communication.

ENG400 Managerial Writing and Presentations   **4.0 Quarter Credit Hours**
Prerequisite: ENG100 Written Communication
This is an advanced study of managerial communication. Emphasis is on the three basic communication skills: listening, speaking, and writing, and applying these skills in various situations that confront a manager. This course expands the focus of organizational communication to include the delivery of effective presentations to clients, peers, and senior management using technology to enhance the presentation process while focusing on essential communication skills. This course includes student presentations.

ENG401 IT Business Communication   **4.0 Quarter Credit Hours**
Prerequisite: ENG100 Written Communication
This course covers writing skills geared toward Information Technology (IT) students. The focus is on effective communication with technical and non-technical individuals and groups. Topics include communication strategies, various methods for communication (written, multi-media, and oral), and understanding how effective communication supports business needs. Writing projects are geared toward both internal and external customers and require documents to be on the appropriate level of complexity for the intended audience.

GE1105 Human Growth and Development   **4.5 Quarter Credit Hours**
Prerequisites: None
The course provides a foundation of human psychological development theory in the context of case examples. The theories are connected to the developmental domains each theory addresses and develop the understanding that no one theory currently in existence adequately addresses all of the developmental domains. The domains addressed in this course include personality, social, emotional, cognitive, language, moral, and gender role development. Subjects including perceptual, neuropsychological, genetic, environmental, psychobiological, and ecological development are also addressed to provide additional perspectives to help the student increase understanding of the complex nature of human psychological development.

GE1115 Sociology of the Family   **4.5 Quarter Credit Hours**
Prerequisites: None
The course is an introduction to the sociology of the family. The course is designed to be an overview of the major models used to define and understand the interactions taking place in family units. Students develop an understanding of the basic functions all families perform including how values and beliefs are formed within and across cultures and the stages through which families develop. Students also gain an appreciation for the wide range of forms families can take and the circumstances under which the family units survive and develop.

GE2002 Psychology   **4.5 Quarter Credit Hours**
Prerequisite: None
This is an introduction to a scientific study of behavior with emphasis on terminology and principles that are fundamental to psychological thinking. Topics include: the scientific method, sensation, perception, consciousness, intelligence, learning, memory, personality, motivation, and emotion.

GE2110 College Mathematics   **4.5 Quarter Credit Hours**

Prerequisite: None

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

GE2210 Environmental Science   **4.5 Quarter Credit Hours**

Prerequisite: None

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

GE2310 Written and Oral Communication Practices   **4.5 Quarter Credit Hours**

Prerequisite: None

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

GE2410 Ethical Principles Across Societies   **4.5 Quarter Credit Hours**

Prerequisite: None

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

GE2510 Introduction to Sociology   **4.5 Quarter Credit Hours**

Prerequisite: None

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

GE3110 College Algebra   **4.5 Quarter Credit Hours**

Prerequisites: None

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

GE3210 Scientific Discovery   **4.5 Quarter Credit Hours**

Prerequisites: None

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

GE3310 Interpersonal Communication   **4.5 Quarter Credit Hours**
Prerequisites: None
This course covers the dynamics and skills needed for effective interpersonal communications. The principle tools and skill of interpersonal communication will be examined and application methods for various situations are explored. Topics include communication and self, verbal and nonverbal communications, the importance of perception, conflict management, cross cultural communication and the influence of the media and technology on interpersonal communication.

GE3330 Advanced Written and Oral Communication Practices   **4.5 Quarter Credit Hours**
Prerequisite: None
In this course, students deepen their understanding of oral and written communication by extending their critical thinking ability, researching to a greater depth, and producing both written and oral presentations, including literature reviews. Development of pertinent research questions is stressed, as is the development of well written and organized reports, essays, case studies, speeches, and presentations based on research information. As a further extension, students will be encouraged to learn and practice principles of participating in and conducting effective meetings and conferences. Interpersonal communication skills to accompany oral presentations are presented and practiced. APA publication format is stressed throughout.

GE3410 Logic and Reasoning   **4.5 Quarter Credit Hours**
Prerequisites: None
This course explores the principles of good and orderly reasoning. Fallacious reasoning and evaluation of the rhetoric of others are investigated. Topics include claims, arguments, evaluation, cogency, cognitive and emotive meanings, and evaluating advertising.

GE3510 Macroeconomics   **4.5 Quarter Credit Hours**
Prerequisites: None
This course provides an introduction to the principles of macroeconomics, focusing on economic factors including the functioning of markets, economic growth, inflation, unemployment, recession, economic institutions, and the policies that define and affect them. Various economic models are presented and their application to current events and situations explored. The United States' role in the world economy is also emphasized.

GE4560 Economic Performance, Political Structures, and Personal Responsibility
           4.5 Quarter Credit Hours
Prerequisites: None
We live in a society where our attention focuses almost equally on economic performance and our political system, with much less thought given on a daily basis to the personal responsibility of our citizens to contribute to the economy and political life. This course explores the intersection of economics, political systems, and personal values and responsibilities. Philosophical, economic and political discussions are framed in the issues of everyday life. Students will be challenged to consider their own obligations to those they work with, those they live with, and those with whom they share our political system.

HCA300 The Health Care System   **4.5 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.

HCA305 Health Care Economics   **4.5 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.

HCA403 Research Methodologies in Healthcare Applications   **4.5 Quarter Credit Hours**
Prerequisite: None
This is a study of qualitative and quantitative research methods needed to design, interpret and analyze research in the healthcare world. Topics include electronic research, designing, sampling methodologies, analyzing data, and interpreting results.

HCA499 Capstone Project   **3.0 Quarter Credit Hours**
Prerequisite: None
This is an advanced course that addresses the special skills and attitudes that a worker must possess to be recognized as a healthcare professional. This course stresses the idea that professional recognition is not automatically bestowed upon a person when he or she completes an educational program. When finished you will have a grasp of meeting that challenge by describing the professional standards that apply to all health care workers, the common ground that everyone shares in providing the quality care and service excellence that today's patients deserve and demand.

HS1000 Introduction to Hospitality, Travel and Tourism   **4.5 Quarter Credit Hours**
Prerequisite: None
This course focuses on hospitality operations while offering a broad, comprehensive foundation of current knowledge about the world's largest industry. The course is organized into five sections: the hospitality industry and tourism; lodging; restaurants, managed services, and beverages; recreation, theme parks, clubs, and gaming entertainment; and assemblies and event management. Each section will involve insight from industry professionals, contain up-to-date information on career opportunities, and include many examples illuminating current industry trends and realities.

HS1100 Hotel Front/Back Office Management   **4.5 Quarter Credit Hours**
Prerequisite: None
This course involves an in-depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. It also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management.

HS1130 Food and Beverage Operations   **4.5 Quarter Credit Hours**
Prerequisite: None
This course focuses on how food service professionals create and deliver guest-driven service; enhance value, build guest loyalty, and promote repeat business; and continuously improve the process of providing excellent service. The course shows how every aspect of a food service operation contributes to the guest experience and explores unique features of a variety of food and beverage operations.

HS1140 Housekeeping Management   **4.5 Quarter Credit Hours**
Prerequisite: None
This course includes management concepts and responsibilities in the housekeeping department. Students will be exposed to content relating to inventory and equipment management, cost control, risk management, safety, security, topical environmental issues, characteristics of materials and supplies, linen and laundry room management, and cleaning functions. In addition to operational practices, personnel administration, including employee motivation, turnover, satisfaction, absenteeism, and cultural diversity issues are addressed.

HS1160 Event Management and Conference Planning   **4.5 Quarter Credit Hours**
Prerequisite: None
This course illustrates the skills needed to become a successful event manager. Students will learn how to design, plan, market, and stage an event. In addition, students will learn how to manage staff and staffing problems and to ensure the safety of everyone involved.

HS1170 Hotel Property Management Systems   **4.5 Quarter Credit Hours**
Prerequisite: None
This course focuses on policies and procedures that address the front desk department's critical role of serving guests, coordinating employee communication and utilizing technology to benefit guests, staff and owners. Students will become proficient in the use of a hotel's computer property management system.

HS1180 Hospitality Sales and Marketing   **4.5 Quarter Credit Hours**

Prerequisite: None

This course focuses on hospitality sales and marketing using a customer-oriented and practical approach. The course explores the "four Ps" (price, product, promotion, and place) as they relate to specific market segments, providing students with a customer focused perspective.

HS1200 Hospitality Externship   **6.5 Quarter Credit Hours**

Prerequisite: Completion of all core (BA, HS and SS prefix courses) in the Hospitality Certificate Program

This is an advanced course applying hospitality knowledge and skills at a service industry facility. The course provides 200 hours of supervised work involving practical application of lodging, restaurants, event planning, tourism and a variety to tasks related to service operations.

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.

HV1220 Refrigeration Pipe, Duct and Flue 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 refrigeration pipe technology, duct and flue systems. Safety procedures and practices will be emphasized, and those of oxy and acetylene equipment focused upon. Materials covered include soft and hard drawn copper, PVC and black iron pipe. Procedures for how to size, handle, cut, bend, thread, and fit different pipe materials are presented. The student will learn to identify different duct systems used in the HVAC industry and the various materials used in the construction of residential and commercial duct systems. Identification of flue systems used for combustion heating systems is covered. The need for Make-air in systems is presented as are the different materials used based on application.

HV1230 Refrigerants and Oils   **4.5 Quarter Credit Hours**

Prerequisites: HV1110 Basic HVAC Science and Electrical and HV1210 Basic Refrigeration and Air Properties

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

HV1240 Mid Temperature and Low Temperature Commercial Refrigeration 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 refrigeration systems used for product cooling and making ice. The entire course will be detailed in mid and low temp refrigeration cycles. Four components of compressor, evaporator, condenser, and metering devices will be discussed within the context of the product cooling segment of the refrigeration industry. Safety precautions and procedures will be emphasized. System maintenance and troubleshooting procedures will provide focus.

HV1310 Maintenance and Start up Skills   **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 residential, commercial HVAC maintenance and start up skill sets. This course is centered on the basic skills needed for entry into the HVAC construction trade. Emphasis is on evacuation, charging, cleaning and troubleshooting using industry key performance indicators such as superheat, sub cooling, condenser split, delta t and temperature difference, humidity, and amp draw to determine system performance.

HV1410 Residential and Commercial Controls   **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 residential, commercial HVAC safety controls and operational controls and components. In addition there will be a fan and compressor motor segment focusing on how motors operate and start controls for fans and compressors. The student will learn basic ladder diagram development.

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.

HV1510 Construction Drawings, Building Specifications, and Design Considerations
                                                          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 construction process. Building drawings and specifications for work will be presented and practiced. The authority chain of the construction project and design considerations when constructing an HVAC project will provide a focus.

HV1610 Gas and Oil Heating 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 Gas and Oil heating systems in residential and commercial applications. Fuels, circuits, combustion systems, thermostats, electronic modules and boards, and ignition approaches will be presented. New system technology will be discussed. Emphasis will be placed on safety concerns and procedures with both gas and oil heating systems, particularly their fuels. Troubleshooting problems associated with both systems will be presented, discussed, and demonstrated.

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.

HV1630 Residential and Commercial AC and Heat Pumps   **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 Air Conditioning and Heat Pump systems. The entire course will be detailed in high temp refrigeration cycles. Compressors, Evaporators, Condensers, and metering devices will be presented as the four major components within AC and Heat Pump Systems. Troubleshooting, maintenance, and service provide a foundation for the course.

HV1710 Energy Conservation, Heat Recovery, and Air Quality   **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 Energy Conservation practice and equipment, Indoor Air Quality practice, testing, and equipment as well as the effects of humidity on human comfort and methods of control are investigated. Heating Recover Ventilators and Energy Recovery Ventilators will be presented. Service and corrective action measures will provide a focus.

MA1120 Administrative Procedures   **4.5 Quarter Credit Hours**

Prerequisite: None

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

MA1130 Insurance and Billing Procedures   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1320 Patient Care Concepts   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1340 Specimen Collection and Analysis   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1420 Minor Surgical Procedures   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1520 Pharmacology   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1620 Medical Office Emergencies   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1640 Cardiac Care   **4.5 Quarter Credit Hours**

Prerequisites: None

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

MA1920 Medical Assisting Review   **4.5 Quarter Credit Hours**
Prerequisites: Completion of all Core Medical Assisting Certificate Courses
This course provides a basic introduction to the different medical specialties as well as a final review of all the skills learned through the program. Topics include a supervisory skill review, preparation for medical assistant certification and preparation for externship. Upon completion of this course, students will be able to demonstrate competency in specialty examinations, set up rooms properly, and prepare patients for examination.

MA1990 Externship   **6.0 Quarter Credit Hours**
Prerequisite: Completion of all core (AH, MA and SS prefix courses) in the Medical Assistant Certificate Program
This is an advanced course applying medical assistant skills at a sponsoring medical facility. The course provides 180 hours of supervised work involving medical assistant practical/procedural skills, medical office management skills, and career professionalism. Students will be expected to perform entry-level medical assisting duties, as assigned by the designated supervisor.

MED1101 Medical Insurance Billing Essentials   **4.5 Quarter Credit Hours**
Prerequisite: MED1122 Medical Coding – Diagnosis and MED1123 Medical Coding – Procedural
This is an introduction to the process of billing medical insurance. Topics include managed health care organizations, the cycle of insurance claims, legal and regulatory issues, and CMS (Centers for Medicare and Medicaid Services) reimbursements. Several coding systems: ICD-9-CM (International Classification of Diseases, 9th Revision, and Clinical Modification), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Coding System) are presented. Medical Terminology and Anatomy and Physiology are also covered.

MED1103 Professional Billing, Coding and Reimbursement   **4.5 Quarter Credit Hours**
Prerequisite: MED1122 Medical Coding – Diagnosis and MED1123 Medical Coding – Procedural
This is a survey of the process of billing medical insurance for the medical office and professional components. Topics include the major types of medical insurance, managed health care organizations, the cycle of insurance claims and CMS (Centers for Medicare and Medicaid Services) reimbursements. The course introduces the preparation and submission of claims for payment including properly relating diagnoses to services. Emphasis is placed on the reasons why payers delay or deny claims and the billers' production of clean (perfect) claims at the time of first submission for optimum reimbursement and cash flow. Medical terminology and anatomy and physiology are also covered.

MED1115 Medical Terminology Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: None
This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

MED1123 Medical Coding – Procedural   **4.5 Quarter Credit Hours**
Prerequisite: None
This is an introduction to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are translated into CPT numeric codes. Topics include CPT coding procedures, section guidelines, medicine section, modifier usage and HCPCS (healthcare Common Procedural Coding System) levels, and computerized encoding software systems. Medical terminology and anatomy and physiology are also covered.

MED1150 Health Records Management   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is an introduction to the basic fundamentals associated with the Electronic Health Record. The course presents medical record history with an emphasis on legislative concerns and supportive outcomes. Students are introduced to the Electronic Medical Record inclusive of patient data setup, scheduling, insurance information and input of patient examination statistics, documentation and imaging. In addition, the course covers archiving unused medical records, performing basic medical research and creating correspondence.

MED1151 Functions of Health Records Management　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course provides a more detailed look at Electronic Health Records. The course examines the creation of a Superbill, adding comprehensive office visit information, entering of medical tests, sending faxes, accessing the bulletin board and the utilization of diagnoses and procedural coding information. In addition, the course covers archiving unused medical records, performing basic medical research and creating correspondence.

MED1160 Introduction to Healthcare Quality　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces the principles, processes, and procedures associated with measuring, managing, and improving quality of health care and healthcare services. Various systems and tools used in quality performance assessment and improvement measurements will be explored.

MED1230 Institutional Billing, Coding and Reimbursement　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This is an introduction to CMS-1450 (UB04), ICD-9/10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. The course presents how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and locate errors on a computer-generated CMS-1450 (UB04) claim form. Medical terminology, anatomy and physiology are also covered.

MED1270 Confidentiality of Health Care Records　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course covers concepts for correctly dealing with patient heath information utilized throughout multiple allied health careers. Emphasis is placed on communication, written and oral skills, how to handle requests for information release, effective patient interviews and the completion of authorization forms.

MED2220 Quality Assurance　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course covers quality assessment concepts as they relate to health information. Team concepts, risk management, utilization management, accreditation and licensure, data quality issues, and patient outcomes are important topics in this course. Health care and vital statistics from health care data will also be discussed.

MED2230 Institutional Billing, Coding and Reimbursement　　　　**4.5 Quarter Credit Hours**
Prerequisites: MED1122 Medical Coding – Diagnosis and MED1123 Medical Coding – Procedural
This course covers CMS-1450/UB04, ICD-9-CM for diagnosis, ICD-9-CM volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. Topics include the hospital billing process, confidentiality issues, admission procedures, coding procedures, billing and reimbursement. The course presents how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450/UB04 claim form block data and locate errors on a computer-generated CMS-1450/UB04 claim form.

MED2240 Reimbursement Methodologies　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course will show students the reimbursement side of health care and the importance of correct coding and billing practices to both the facility and the patient. Students will gain insight into the various types of health insurance plans, and also study compliance as it relates to reimbursement. How to complete, interpret, and process manual and automated insurance claim forms for government and third party payers are explored.

MED2250 Healthcare Informatics　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course is an introduction to health informatics; the application of computers, communication, and information technologies combined with operational systems used in problem solving, decision making, and healthcare process improvement. Topics discussed will include: data management, standards and tools to support health care delivery, information technology, and the emerging field of health informatics.

MED2270 Health Care Records – Ethical Practices　　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course covers the concepts for correctly dealing with patient heath information utilized throughout multiple allied health services Topics include privacy and security rules, avoiding fraud and abuse, and overall industry compliance policies. Emphasis is placed on communication, written and oral skills, how to handle requests for information release, effective patient interviews and the completion of authorizations forms. Laws and regulations addressing release of information and retention of records are examined, as are the legal and regulatory issues surrounding confidentiality of information.

MED2280 Healthcare Delivery Systems　　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course covers the history, and current issues in the U.S. healthcare delivery systems. Interrelationships among system components and care providers are explored. Licensing, accreditation and regulatory compliance activities are discussed, safety and security, and the role of health information professionals. The evolution, and emerging trends in health information systems are explored.

MED2285 Pathophysiology and Pharmacology　　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course is a study of human diseases using a systems approach. The course explores the basics of diseases, including causes, categories, terminology and pharmacological applications.

MED2290 Regulatory Issues in Health Information　　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course covers legal and regulatory issues in healthcare, with emphasis on delivery of healthcare services and documentation of care. Students explore the rights and responsibilities of providers, employees, payers, and patients in a healthcare context. Legal terminology pertaining to civil liability and the judicial and legislative processes are covered.

MK1005 Social Media and Society　　　　　**4.5 Quarter Credit Hours**
Prerequisites: None
This course explores the development and impact of social media on society: history, theory, and technology. The focus of exploration will be managing the message, communication with audiences, establishing relationships, and building networks. Legal and ethical parameters related to the message and audience communication will also be discussed.

MK1010 Social Media　　　　　**4.5 Quarter Credit Hours**
Prerequisite: None
This course covers the techniques of social media, in addition to the development and direction of social media as a creative industry. Topics explored are how to use the social media to market your company's services and products, different types of social media technologies, developing a marketing plan using social media, and how to measure the effectiveness of social media (ROI).

MK1020 Social Media and Mobile Marketing　　　　　**4.5 Quarter Credit Hours**
Prerequisites: BA1410 Marketing Fundamentals and MK1010 Social Media
This course covers social media related to mobile marketing and the integration into a digital marketing strategy. Student will develop marketing and branding strategies for projects related to a variety of business settings. Topics include mobile marketing, mobile websites, landing pages, SMS/texting, social media campaigns, campaign objectives, audience, and various social media tools.

MK1030 Social Media Marketing Strategy　　　　　**4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
This course focuses on the key elements of matching social media tactics with the appropriate target markets and developing strategies to engage those markets using relevant social media channels. The strategies implementation of online social media tools as they relate to a firm's integrated marking communication strategies is examined. Students learn how companies position their marketing mix in the online world to contribute to the ultimate bottom line.

MK1040 Marketing Communications   **4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
This course is designed to give students an understanding of advertising, public relations, branding, corporate communication, and sales promotions and the role media play in integrated marketing communication strategies.

MK1050 Media Planning   **4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
This course covers the connection between media and markets. Students work with statistical tools as a measurement of media data and media usage patterns. Topics covered: media selection criteria, effective reach and frequency, costs, and media budget planning.

MK1060 Social Media Policy and Practice   **4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
This course examines an organization's need for a social media policy. Topics explored: formulation of a plan, policies governing social media, regulatory compliance of the design, and enforcement of media policy. Student will also investigate and analyze legal and ethical issues in social media standards related to a social media policy.

MK1070 Social Media and Public Relations   **4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
This course explores public relations (PR), building beneficial relationships between organizations and their audiences; specifically using social media. Topics include spreading messages to the masses, development of PR content for all types of social media (i.e., blogs, newsrooms, wikis, twitters, website copy, search engine optimization (SEO), press releases, and taglines).

MK1080 Search Engine Optimization   **4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
This course examines the guidelines and techniques needed to plan and implement a comprehensive search engine optimization (SEO) strategy. SEO is necessary in the business world of products and services to boost marketing visibility and relevance.

MK1090 The Internet   **4.5 Quarter Credit Hours**
Prerequisite: BA1410 Marketing Fundamentals and MK1010 Social Media
In this course, students will develop media for the Web. Student learn how to use social media to create, edit, and process digital media content into effective marketing strategies.

MOA1101 Computerized Billing and Coding   **4.5 Quarter Credit Hours**
Prerequisite: None
The course will focus on the use of technology for computerized billing and coding procedures. Students will learn the basics of an electronic health record and practice management. It will incorporate the front office activities in a medical facility, information management, and billing and coding principles. Medical terminology, anatomy and physiology will also be covered.

MOA1102 Medical Insurance Processing and Coding   **4.5 Quarter Credit Hours**
Prerequisite: None
The course will focus on coding diagnostic and professional services rendered by the physician. Emphasis is placed on the use of procedural and diagnostic coding utilized in insurance claim processing. Managed care organization, medical terminology, anatomy, and physiology are covered in the course.

MOA1103 Insurance Billing and Bookkeeping   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will focus on the basics of accounting principles including the utilization of the 10-key to assist in solving math problems, developing speed, understanding charge slips and proficiency in the recording of accounting transactions. The application of basic bookkeeping, insurance billing, and reconciliation of bank statements are covered. Medical terminology, anatomy, and physiology are also covered.

MOA1105 Insurance Claims Processing   **4.5 Quarter Credit Hours**
Prerequisite: None
In this course, students will learn to process claims in accordance with benefit and claims requirements. Responsibilities are to research, interpret client directives, and determine correct action to be taken for adjudication. Input claims in payment system. Special claims projects are required. Document action taken in payment system and letters to members and submitters. Medical terminology, anatomy and physiology are also covered.

MOA1107 Office and Records Management and Medical Ethics   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will discuss the administrative functions of a medical office. Emphasis is placed on the types of medical practice, telephone etiquette and triage, and collaboration skills. The legal and ethical aspects of medical records and patient management are reviewed. Medical terminology, anatomy and physiology will also be covered.

MOA1108 – Office Accounting and Customer Service   **4.5 Quarter Credit Hours**
Prerequisite: None
This course will introduce the student to the fundamental concepts and practices of medical office billing procedures. Students will be introduced to the basic concepts of customer service, problem resolution, and building interpersonal skills. Medical terminology, anatomy, and physiology are also covered.

MOA1199 Medical Office Administrative Assistant Externship   **6.0 Quarter Credit Hours**
Prerequisites: Successful completion of all courses in the Medical Office Administrative Assistant Program
Students will extern 180 hours in a medical office setting under the direct supervision of the facility administrator. Students will receive hands-on application of their recently acquired medical office skills and will develop the confidence in them to secure a career position.

MT1025 Patient Consultation and Assessment   **3.5 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.

MT1125 Swedish Massage   **3.5 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.

MT1225 Anatomy and Physiology I: Four Body Systems   **3.5 Quarter Credit Hour**
Prerequisite: None
This course provides information on the content, function, and common pathologies of four body systems: integumentary, cardiovascular, nervous, and endocrine. Additionally, the indications and contraindications for massage concerning the four systems will be presented and studies. Appropriate massage techniques determined by the information provided on the four body systems will be discussed.

MT1235 Anatomy and Physiology II: Four Body Systems   **3.5 Quarter Credit Hours**
Prerequisite: None
This course provides information on the content, function, and common pathologies of four body systems: respiratory, digestive, excretory, and reproductive. Additionally, the indications and contraindications for massage concerning the four systems will be presented and studies. Appropriate massage techniques determined by the information provided on the four body systems will be discussed

MT1325 Reflexology and Energy Work   **3.5 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 reflexology, grounding and centering, as well as balance and treat chakras, zones, reflex points, and acupoints. Reiki techniques will be discussed.

MT1425 Soft Tissue Therapy   **3.5 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.

MT1445 Deep Tissue Massage and Myofascial Release   **3.5 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, somantic 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.

MT1525 Athletic Massage   **3.5 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 be discussed. Additional topics of hydrotherapy techniques, lymph massage, muscle energy techniques and supplemental non-manual therapies will be explored.

MT1625 Introduction to Kinesiology   **3.5 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.

MT1725 Spa Techniques   **3.5 Quarter Credit Hours**
Prerequisite: None
This course introduces the history, scientific foundations, benefits, and practical applications of spa practice and techniques. Focus will be given to the techniques and properties of hydrotherapy, exfoliation, and aromatherapy. Additionally, the student will be instructed on the benefits and techniques of pelotherapy, thalassotherapy and fangotherapy. The muscle groups of the human body will be explored.

MT1825 Prenatal and Special Populations   **3.5 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 populations with emphasis on safety considerations and relaxation. Populations with cancer, terminal 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.

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.

NU1000 Fundamentals of Nursing   **7.5 Quarter Credit Hours**
Prerequisites: None
Corequisite: SC2310 Microbiology
This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process. The clinical experience provides the application phase of the course objectives.

NU1005 Pharmacology for Nursing   **7.5 Quarter Credit Hours**
Prerequisite: GE2110 College Mathematics, NU1000 Fundamentals of Nursing
This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations.

NU1110 Gerontological Nursing   **4.0 Quarter Credit Hours**
Prerequisites: NU1005 Pharmacology for Nursing
This course provides a detailed study of the aging process including the health care needs and associated cultural considerations of our aging population. Analysis of the needs of the individual and family with associated community and system challenges will foster development of effective nursing interventions. The course uses evidence-based information that is pertinent to providing wellness-oriented cared for older adults with a major focus on promoting health and improving quality of life for older adults.

NU1200 Medical-Surgical Nursing I   **10.0 Quarter Credit Hours**
Prerequisites: NU1005 Pharmacology for Nursing
This course provides the evidence based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Students will master basic and intermediate nursing skills in a high-tech simulation and skills labs setting.

NU2300 Medical-Surgical Nursing Ii   **10.0 Quarter Credit Hours**
Prerequisites: NU1200 Medical Surgical Nursing I
This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence based practice, and interdisciplinary collaboration will be integrated throughout the course. It builds on the basic and intermediate skills learned in NU1200. Students will further master these skills in lab and clinical settings.

NU2400 Maternal/Child Nursing   **7.0 Quarter Credit Hours**
Prerequisites: NU2300 Medical Surgical Nursing II
This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention.

NU2500 Pediatric Nursing   **7.0 Quarter Credit Hours**
Prerequisites: NU2300 Medical Surgical Nursing II
This course presents evidence based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors. The students' clinical experiences will facilitate development of basic pediatric nursing skills.

NU2600 Mental Health Nursing   **6.0 Quarter Credit Hours**
Prerequisites: NU1200 Medical Surgical Nursing I
This course focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe client care.

NU2700 Leadership/Transition To Practice   **8.0 Quarter Credit Hours**
Prerequisites: NU2400 Maternal/Child Nursing, NU2500 Pediatric Nursing
This course focuses on refining leadership skills and assimilating all nursing education for the near graduate. This course assesses individual strengths in the core competencies of providing patient-centered care, working in interdisciplinary teams, employing evidence-based practice, applying quality improvement, and utilizing informatics as outlined in Institute of Medicine reports.

NU2800 NCLEX Review   **4.0 Quarter Credit Hours**
Prerequisites: NU1000 Fundamentals of Nursing, NU1005 Pharmacology for Nursing, NU1110 Gerontological Nursing, NU1200 Medical Surgical Nursing I, NU2300 Medical Surgical Nursing II, NU2400 Maternal/Child Nursing, NU2500 Pediatric Nursing, NU2600 Mental Health Nursing
Co-requisite: NU2700 Leadership/Transition to Practice
The NCLEX-RN Exam Review course covers the registered nursing curriculum from basic concepts to the complexities of specialty areas, while incorporating the nursing process throughout. The entire course is organized in a concise format to enhance study, and is followed by review questions. Practice online exams, focused reviews, and a comprehensive examination are included.

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.

OFM1050 Customer Service   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores the elements required to have great customer service skills. The intent of the topics covered in this course is to provide knowledge and skills to take a proactive approach to maintaining customer relations. Topics explored include communication (verbal, written, and technology), problem solving, handling different situations, professionalism, customer focus culture, managing stress, and developing a customer service team.

PA1220 Legal Research and Writing   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides an introduction to legal research and writing using primary and secondary sources. Emphasis is placed on the analysis of case law, the purpose and use of memorandum of law, the identification of various types of laws, and effective legal writing techniques and methods.

PA1320 Civil and Federal Litigation   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores civil and federal litigation. Students will examine the role of the paralegal in the civil law practice, as well as, the litigation process through the phases of planning, document study, discoveries, trial preparation, and post-trial procedures.

PA1340 Contracts and Remedies   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores the concepts of the law of contracts from formation to termination. Topics include contractual doctrines, the Uniform Commercial Code, performance and non-performance, warranties, breach, and remedies.

PA1360 Torts   **4.5 Quarter Credit Hours**
Prerequisite: None
This course examines various types of torts. Emphasis will be made on the concepts of negligence, intentional torts, damages, and liabilities.

PA1520 Wills and Trusts   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces students to the estate-planning process, and explores intestate and testate successions. Students will research laws governing estate law and practice legal writing skills by drafting estate-planning documents. In addition, students will explore the paralegal's role in estate planning, beginning with initial fact gathering through the process of administering an estate.

PA1540 Real Estate Law   **4.5 Quarter Credit Hours**
Prerequisite: None.
This course introduces students to the terms, concepts, principles, and laws of real estate. Different property ownership laws will be emphasized. An overview of how land ownership is recorded, the rights and limitations of landowners, and the laws regarding the financing of the purchase of land will be discussed.

PA1620 Family Law   **4.5 Quarter Credit Hours**
Prerequisite: None
This course provides an introduction to the practical and procedural aspects of family law practice. Topics explored include the role of the paralegal in family law, premarital agreements, marriage, separation and divorce, domestic partnerships, child custody and support, and family violence.

PA1820 Dispute Resolution   **4.5 Quarter Credit Hours**
Prerequisite: None.
This course offers students an overview of Alternative Dispute Resolution by presenting the theories defining negotiation, arbitration, and mediation. Topics include the types of conflict and the roles of participants. Students will learn the distinguishing characteristics of each of the alternative approaches to disputes and will consider the ethical and legal considerations that may arise with each. Negotiations, mediation, arbitration, barriers to conflict resolution, and ethical and legal considerations are covered.

PA1990 Paralegal Externship   **6.0 Quarter Credit Hours**
Prerequisite: Completion of all core (BA, CJ, PA and SS prefix courses, as applicable) in the Paralegal Studies Program
This is an advanced course applying paralegal and legal office skills at a sponsoring law office under the direction of a lawyer or site supervisor. The course provides 180 hours of supervised work involving paralegal practical skills and career professionalism. Students will be expected to perform entry-level paralegal duties, as assigned by the designated supervisor.

PA2320 Bankruptcy   **4.5 Quarter Credit Hours**
Prerequisite: None
This course familiarizes students with the common forms of bankruptcy under Chapters 7, 11, and 13 of the United States Bankruptcy Code. The course explores the evolution of bankruptcy law, multiple participants in bankruptcy, voluntary and involuntary bankruptcy, and the federal and local procedures associated with bankruptcy filings.

PT1110 Introduction to Pharmacy   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores the past, present, and future of the pharmacy professions. Medical terminology and abbreviations specific to the practice of pharmacy will be discussed. Additional topics include the evolution of the pharmacy technician, types of pharmacy practices, educational and licensure/certification requirements, and the regulations involved in maintaining confidentiality for healthcare patients.

PT1120 Pharmacy Operations and Administration   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces students to administrative components in the health-system pharmacy and includes the conceptual knowledge necessary to be a part of a successfully managed and operated pharmacy practice or facility. The fundamentals of record keeping, including customer service, patient confidentiality laws and policies, purchasing systems, pricing, and merchandising are presented. Accounting formulas and procedures, calculations, and insurance and other billing approaches and procedures are examined. The fundamentals of reading, processing, and filling prescriptions and medication orders, as well as dosing systems will be emphasized. Telepharmacy and other pharmacy technology approaches are also presented.

PT1130 Pharmacy Law and Ethics   **4.5 Quarter Credit Hours**
Prerequisite: None
This course examines the major federal regulations and regulating agencies relating to pharmacy practice. Additionally, patient rights, drug monographs, and the ethical and moral philosophies pertaining to the practice of pharmacy will be discussed.

PT1210 Infection Control and Safety   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces the concepts of infection control by examining modes of transmission and types of microorganisms. Proper IV preparation, sterile products, and patient safety relating to pharmacy practice will be discussed. A thorough examination of proper hand washing, basic first aid, and CPR is included.

PT1310 Pharmacy Calculations   **4.5 Quarter Credit Hours**
Prerequisite: None
This course exposes students to the concepts and theories involved in pharmaceutical calculations in the creation of medications. The fundamentals of drug dosage calculations and conversions, concentrations and dilutions and the use of the alligation grid will be discussed. Calculations for flow rates, TPN, and other IV medications will be explored.

PT1320 Pharmacy Measurements   **4.5 Quarter Credit Hours**
Prerequisite: None
This course presents the fundamental components used in measuring medications in the pharmacy practice. An emphasis will be placed on basic math skills needed by the pharmacy technician. Thorough discussions on the various systems of measurement will round out the course.

PT1330 Compounding   **4.5 Quarter Credit Hours**
Prerequisites: None
This course is a comprehensive exploration of compounding in pharmacy technology. The latest equipment, techniques and methods of compounding medication will be discussed. Students will learn to identify and use sterile, non-sterile, and cytotoxic products, as well as the important aspects of IV compounding. The fundamentals of dosage forms and medicinal flavoring are also presented.

PT1410 Pharmacology   **4.5 Quarter Credit Hours**
Prerequisites: None
This course focuses on the definitions, terms, and concepts of pharmacology, including drug nomenclature, sources, classifications, dosages, and administration. The particular challenges of neonatal, pediatric, and geriatric drug administrations and dosage adjustments are covered. Medication errors and prevention strategies are presented including the rights of medication administration. The description of drug addiction and dependency and the implications for the pharmacy industry are discussed. Legislation and regulations regarding drugs are emphasized.

PT1420 Pharmacodynamics   **4.5 Quarter Credit Hours**
Prerequisites: None
This course introduces the terms, concepts, and processes of pharmacodynamics. The class will focus upon the pathways by which drugs act upon the body. Factors affecting medication potency, efficacy, and response are emphasized, including age, body mass, gender, administration, genetic factors, and psychological factors are reviewed. The challenges of medication therapy in neonatal, pediatric, geriatric, pregnant, and lactating patients are considered. Specific disorders and abnormalities affecting the body are investigated, and actions and uses of drugs on each body system are covered.

PT1430 Pharmacokinetics   **4.5 Quarter Credit Hours**
Prerequisites: None
This course introduces the definition and concepts of pharmacokinetics. The course examines the basic body processes involved in drug uptake and elimination, and reviews the anatomy and physiology of the body systems involved. Specific disorders and abnormalities affecting the body are introduced to include actions and uses of drugs on each body system are covered.

PT1990 Pharmacy Technician Externship   **6.0 Quarter Credit Hours**
Prerequisite: Completion of all core (AH, PT and SS prefix courses) in the Pharmacy Technician Certificate Program
This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 180 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

SC1800 Anatomy & Physiology I   **5.0 Quarter Credit Hours**
Prerequisites: None
This laboratory course examines the structure and function of the systems in the human body. In this course cells and tissues, the urinary system, the musculoskeletal system, the nervous system, the senses, the integumentary system, and fluid and electrolyte balance will be covered. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

SC1900 Anatomy & Physiology Ii   **5.0 Quarter Credit Hours**
Prerequisites: SC1800 Anatomy & Physiology I
This laboratory course examines the structure and function of the systems in the human body. In this course, the circulatory system, respiratory system, metabolism and the endocrine system, digestive system, immunology and lymphatic system, reproductive system, the blood, and growth and development will be covered. This course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

SC2310 Microbiology   **4.5 Quarter Credit Hours**
Prerequisites: GE2110 College Mathematics
This course focuses on the essentials of diagnostic microbiology. Information progresses from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases to the development of problem-solving skills. The course explains basic principles and concepts to set-up a firm foundation in microbiology.

SS1001 Student Success Strategies   **4.5 Quarter Credit Hours**
Prerequisite: None
This course presents critical thinking strategies necessary for personal and academic success. Discussions will include ethical reasoning, assumptions, and errors in reasoning. Additionally, students will be introduced to critical thinking in research, mindful problem-solving and decision-making, and personal identification of learning style.

SS1110 Technology Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: None
This course introduces students to personal computer systems using Microsoft Windows and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets, word processing, spreadsheet, and presentation software.

SS1210 Professional Success Strategies   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

SS2110 Software Fundamentals   **4.5 Quarter Credit Hours**
Prerequisite: None
This course explores Microsoft Office, Word and Excel. Topics covered in Microsoft Word include formatting text, styles, mail merge, protecting documents, macros, tables, auto correct, spell and grammar check, and table of contents. Topics covered in Microsoft Excel include functions in formula, headers and footers, conditional formatting, charts, IF statements, and protecting worksheets and workbooks.

SS4900 Developing and Managing a Career   **4.5 Quarter Credit Hours**
Prerequisite: None
This course is intended as a study of career planning and management with a focus on portfolio production. Emphasis is placed on assisting students to improve their marketability in the job market. Topics include self-assessment, interviewing skills, networking, completing employment applications, writing cover letters, resumes, and follow up letters, and the creation of a professional portfolio to showcase their knowledge, skills, and competencies for prospective employers. Online and social media applications and websites are also explored as a method for networking and seeking employment.

VA1000 Veterinary Practice Management   **4.5 Quarter Credit Hours**
Prerequisite: None
In this introduction to the small animal hospital, students will explore the roles of the veterinary health-care team as well as the main organizations that play a part in veterinary medicine. This course will cover professional client communication skills, medical records, and general veterinary terminology. An overview of disinfection in the small animal clinic and universal safety precautions will be discussed and practiced. Students will learn about the procedures and emotional issues surrounding euthanasia in the small animal clinic.

VA1100 Small Animal Musculoskeletal and Circulatory Systems and Diseases

4.5 Quarter Credit Hours

Prerequisite: None

In this course, students will study the gross musculoskeletal anatomy of dogs and cats. This section will cover immunology and the cells that circulate in the blood stream. The student will gain an understanding of the most common diseases seen in the small animal clinic of bone, immune and blood origins upon completion of this course. Examples of topics covered include anemia, osteoarthritis and inflammation.

VA1120 Small Animal Cardiorespiratory and Nervous Systems and Diseases

4.5 Quarter Credit Hours

Prerequisite: None

In this course, students will learn the gross anatomy, function and terminology associated with the heart and lungs of both dogs and cats. Students will explore how the nervous system is organized. Upon completion of this section, students should be able to understand the most commonly encountered diseases of the cardiorespiratory and nervous systems in small animal medicine. Examples of topics include heart failure, murmurs and seizures in pets.

VA1130 Small Animal Digestive and Urogenital Systems and Diseases   4.5 Quarter Credit Hours

Prerequisite: None

In this course, students will explore the gross anatomy, function and terminology of the organs that make up the digestive system in dogs and cats. This section will also discuss the signs and symptoms of the diseases of the digestive system in small animals. An overview of small animal reproductive cycles, anatomy, pregnancy and birth will be presented. Students will be introduced to the anatomy and function of the urinary systems, as well as the most common diseases pertaining to the kidneys and bladder of dogs and cats. Topics covered include vomiting, principles of birthing, and kidney failure in pets.

VA1140 Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases

4.5 Quarter Credit Hours

Prerequisite: None

In this course, students will study the structure, function, terminology and common diseases of the small animal eye. This lesson will also explore the structure and common diseases of the skin and ears of pets and will demonstrate the skin tests that veterinarians perform on a daily basis. An introduction to dental terminology and disease in dogs and cats will be discussed. Topics covered in this section include glaucoma, ear cleanings and dental charting.

VA1150 Small Animal Endocrinology and Oncology   4.5 Quarter Credit Hours

Prerequisite: None

This course will cover the most common cancers seen in small animals and the principles of chemotherapy in pets. Students will learn about the most common endocrine diseases of dogs and cats and their respective treatments. Examples of topics include diabetes, thyroid disorders and sarcomas.

VA1200 The Veterinary Exam Room and Preventative Care   4.5 Quarter Credit Hours

Prerequisite: None

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

VA1300 Small Animal Nursing   4.5 Quarter Credit Hours

Prerequisite: VA1000 Veterinary Practice Management, VA1200 Veterinary Exam Room and Preventative Care

This course focuses on the essentials of nursing care that an assistant will provide to dogs and cats in veterinary hospitals. Students will explore medication administration, injection techniques and venipuncture. Topics include emergency care, bandaging and fluid therapy in small animals.

VA1400 Small Animal Pharmacology and Toxicology   **4.5 Quarter Credit Hours**
Prerequisite: VA1000 Veterinary Practice Management
In this course, students will learn about common calculations, proper prescription labels and the most common categories of drugs dispensed from a small animal clinic. This section will also explore how to handle poisoning emergencies and the most common toxins encountered by dogs and cats. Topics include antibiotics, oral pain medications and chocolate toxicity.

VA1500 Veterinary Laboratory Procedures   **4.5 Quarter Credit Hours**
Prerequisite: VA1000 Veterinary Practice Management
On a typical day, a trained veterinary assistant will spend more time in the laboratory than the doctor. This course will examine how blood chemistries, CBCs and the urinalysis aid in assessing a pet's health. Students will also review diagnostic testing of the skin and ears and blood smears. Identification and treatment of both internal and external parasites will be explored further in this section.

VA1600 Small Animal Radiology and Surgical Assisting   **4.5 Quarter Credit Hours**
Prerequisite: VA1000 Veterinary Practice Management, VA1200 Veterinary Exam Room and Preventative Care
This course will emphasize the safety, terminology and positioning in taking radiographs of dogs and cats. In the surgery room, topics such as aseptic technique, surgical instrumentation and monitoring of the surgical patient will be explored. Common surgical procedures and perioperative pain control will be addressed in this section.

VA1990 Veterinary Assistant Externship   **6.0 Quarter Credit Hours**
Prerequisite: Completion of all core (SS and VA prefix courses) in the Veterinary Assistant Certificate Program
This course allows students to apply veterinary assisting knowledge and skills at a sponsoring veterinary office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional veterinary assisting skills and front office procedures.

VNP101 Fundamentals of Nursing   **18.0 Semester Credit Hours**
Prerequisites: None
Fundamentals of Nursing is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care in nursing. Emphasis is placed upon the application of the nursing process utilized within the context of the Vocational Nursing scope of practice, the healthcare environment, critical thinking, the caring role and basic nursing skills and procedures including physical assessment. Also included is five (5) integrated hours of anatomy and physiology. Basic pharmacology is designed to provide the beginning student with thirty-five (35) hours of introduction to pharmacology principles and medication administration. At the successful completion of this term, the student is eligible to sit for the Nursing Assistant Certification Examination.

VNP102 Medical-Surgical Nursing Part A   **18.0 Semester Credit Hours**
Prerequisites: VNP101 Fundamentals of Nursing
Medical-Surgical Nursing Part A is comprised of three integrated components: Anatomy & Physiology, Medical-Surgical Nursing and Pharmacology presented via individual body systems. It is designed to provide the student with a foundation in medical and surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, and fluid and electrolyte imbalance. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, cardiovascular systems, blood and lymph systems and respiratory system, utilizing the nursing process as a unifying framework.

VNP103 Medical-Surgical Nursing Part B   **18.0 Semester Credit Hours**
Prerequisites: VNP101 Fundamentals of Nursing, VNP102 Medical-Surgical Nursing Part A
Medical Surgical Nursing Part B is a continuation of Medical-Surgical Nursing Part A and is comprised of three integrated components: Anatomy & Physiology, Medical-Surgical Nursing and Pharmacology presented via individual body systems. Emphasis is placed upon care of patients with musculoskeletal, neurological, eye and ear, gastrointestinal, urological and reproductive disorders, and AIDS-HIV, with the nursing process being the unifying framework for studies and patient care.

VNP104 Specialty Areas Nursing   **18.0 Semester Credit Hours**
Prerequisites: VNP101 Fundamentals of Nursing, VNP102 Medical-Surgical Nursing Part A, VNP103 Medical-Surgical Nursing Part B
Specialty Areas Nursing is designed to provide the senior nursing student with basic knowledge in various key areas. The components are: obstetrics, pediatrics, mental health, home health, hospice, rehabilitation, and to provide the core skills in leadership and supervision. In addition, career issues for the vocational nursing profession are discussed during preparation for professional practice.

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.

WE1320 Cutting Procedures   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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. Preheating, interpass temperature control, post heating procedures, weldment strength, ductility, and weld quality will also be covered throughout.

WE1340 Beads and Fillet Welds   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
This course provides the foundations for proper creation of 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. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1350 Groove Welds and Joint Fit   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
This course focuses on 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. Performing groove welds with backing in the flat, horizontal, vertical, and overhead positions using electrodes will also be discussed. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1410 Open V-Groove Welds I: Flat and Horizontal   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1420 Open V-Groove Welds II: Vertical and Overhead   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1430 Open-Root V-Groove Pipe Welds   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1510 Gas Metal Arc Welding   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1520 Flux-Cored Arc Welding   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
In this course students are presented with an overview of the equipment required for flux-cored 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-cored arc welding (FCAW) in all positions. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1530 Shielded Metal Arc Welding: Pipe   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1540 Gas Tungsten Arc Welding   **4.5 Quarter Credit Hours**
Prerequisite: WE1110 Welding Safety and Equipment; WE1210 Trades Math and Welding Details
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 and 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.

Course Descriptions - Graduate Programs

MBA500 Principles of Management   **4.0 Quarter Credit Hours**
Prerequisite: None
This course focuses on the theoretical and practical concepts of management. Issues and practices related to managing a business operation are examined. The role of the manager in today's business enterprise is emphasized.

MBA510 Organizational Communication   **4.0 Quarter Credit Hours**
Prerequisite: None
This course contains a practical approach to communication within the business enterprise. The students will be exposed to the principles of communication within an organization. Various strategies for effective communication are presented and practiced.

MBA520 Marketing for Management   **4.0 Quarter Credit Hours**
Prerequisite: None
The course presents the process by which a marketing plan is developed and implemented. All elements of marketing the organization are addressed. The metrics of successful marketing are discussed. The course also emphasizes the impact of modern information technology and telecommunications on marketing.

MBA530 Information Technology and Business   **4.0 Quarter Credit Hours**
Prerequisite: None
This course presents the key elements of information technology and its application to the business organization. The rapid complex changes brought on by ever evolving technology and its impact on business is emphasized.

MBA540 Human Resource Management   **4.0 Quarter Credit Hours**
Prerequisite: None
This course addresses all of the major concepts involved in managing human resources. Topics include equal employment opportunity, job analysis, recruitment, selection, orientation, training, and performance appraisal. Labor-management relations, compensation, safety and health are also covered. The role of Human Resources in the strategic planning process is also discussed.

MBA550 Organizational Development   **4.0 Quarter Credit Hours**
Prerequisite: None
This course surveys the concepts and practices of organizational development. Various organizational models are presented through the use of case studies and readings. The course content covers environmental, technological, and interpersonal elements of an organization's operation.

MBA620 Leadership Theory and Practice   **4.0 Quarter Credit Hours**
Co-requisite: MBA699 Capstone Project
This course addresses the theory and practice of leadership in organizations. Traditional and modern theories of leadership will be explored, as well as the practical application of these theories in the workplace. This course also examines the power and influence a leader has in an organization.

MBA635 Accounting for Managers   **4.0 Quarter Credit Hours**
Prerequisite: None
Accounting procedures related to recording, reporting, analyzing, and interpreting financial data are presented. The course examines the relationship between financial data and business decisions. Emphasis is placed on applying accounting procedures to the evaluation and analysis of business events.

MBA645 Managerial Economics   **4.0 Quarter Credit Hours**
Prerequisite: None
This course addresses the micro and macro concepts and their application to organizational decision-making. Methods of analysis of internal and external economic variables are emphasized. The impact of economic events on the organization is covered in the course.

MBA650 Statistics for Business   **4.0 Quarter Credit Hours**

Prerequisite: None

The application of statistical approaches to analyze business issues is presented. Students are exposed to tools for statistical analysis and utilization of these tools for solving business challenges is demonstrated. Features of the course include case studies, readings, and in-depth discussions of statistical models.

MBA665 Organization Strategic Planning   **4.0 Quarter Credit Hours**

Prerequisite: None

The development, formulation, and implementation of strategic planning is explored. Tools for conducting strategic planning are addressed. Students are exposed to the metrics by which the success of the strategic planning process is measured.

MBA670 Financial Management   **4.0 Quarter Credit Hours**

Prerequisite: None

In this course students will examine the importance of the concepts of corporate finance in the success of the organization. Students will apply these corporate finance topics to relevant business cases. The role of financial strategies in the overarching corporate strategic plan is emphasized.

MBA680 International Business Management   **4.0 Quarter Credit Hours**

Prerequisite: None

This course identifies the concepts and skills necessary to succeed in the global marketplace. Concepts such as multinational strategies, cross cultural management, risks analysis in international markets are addressed. Students are exposed to successful international organizational and operational management models.

MBA699 Capstone Project   **4.0 Quarter Credit Hours**

Perquisite: MBA500 Principles of Management, MBA510 Organizational Communication, MBA520 Marketing for Management, MBA530 Information Technology and Business, MBA540 Human Resource Management, MBA550 Organizational Development, MBA635 Accounting for Managers, MBA645 Managerial Economics, MBA650 Statistics for Business, MBA665 Organization Strategic Planning, MBA670 Financial Management, and MBA680 International Business Management

Co-requisite: MBA620 Leadership Theory and Practice

Students will be required to complete a project or write a thesis that integrates and demonstrates mastery of the basic learning objectives of the degree program.

Notes: