

CHARTER COLLEGE

is my college.



2012-2013 CATALOG & STUDENT HANDBOOK

PASCO, WA CAMPUS | REVISED JULY 1, 2012

CHARTER COLLEGE

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CHARTER COLLEGE - PASCO



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Catalog 2012-2013 & Student Handbook

July 2012

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

www.CharterCollege.edu

Revision Date July 1, 2012

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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

Mission

This catalog was prepared by Prospect Education, LLC with the assistance of the leadership at Charter Colleges. Policies, curricula, fees,

and other content is subject to change without notice at the discretion of Charter Colleges and Prospect Education.

Catalog Preparation

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 bachelor of science degrees, associate of applied science degrees, and certificates. 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.

Charter College is authorized by the Washington Higher Education Coordinating Board (HECB) 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 the following degree programs: Bachelor of Science in Business Management Accounting; Bachelor of Science in Business Management and Technology; Bachelor of Science in Information Technology

Engineering; Bachelor of Science in Health Care Administration; Associate of Applied Science in Business Management Practice; Associate of Applied Science in Computer Science; Associate of Applied Science in Computerized Accounting; Associate of Applied Science in Health Information Technology; and Associate of Applied Science in Medical Office Administration. Authorization by the HECB does not carry with it an endorsement by the board 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 HECB 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 Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, wtb.wa.gov, phone: 360-753-5662, e-mail address: wtech@wtb.wa.gov.

Accreditation and Licensure

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-member Board of Managers. The members are Gunnar Bjorklund, Chairman, Michael L. Dawson, CEO, Leslie Pritchard, Manager and Jordan Richards, Manager.

Ownership

Charter College – Pasco is located at 5278 Outlet Drive, Pasco, WA 99301. The campus includes classrooms, laboratories, clinics, a library resource center, and computer laboratories. The classrooms and laboratories contain modern technology including instructor computers with projectors for visual aids.

The campus mimics professional settings such as a modern medical office examination room, infection control area, and a medical office laboratory. The dental assisting laboratory is equipped to reflect a real-world environment with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, labora-

Locations and Facilities

tory dental engines and X-ray daylight automatic processing units. The medical assistant laboratory has an EKG machine, microscopes, centrifuges, hematocrits and scales. The

College houses a visitor reception area, admissions, financial aid, academics, career services and executive offices.

**Campus
Administration**

President
Kevin Jones
Tonio Vegas
Cindy Neorr
Associate Deans of Education
Shane Smith
Director of Admissions

John Hengst
Director of Career Services
Angela Arnott
Director of Financial Aid
Tracy McClenathan
Director of Student Success
Jennifer Bateman
Registrar

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 hours of out-of-class activities for every one hour of lecture.

The six character course number assigned to each course provides substantial information.

The first three characters are letters that indicate the area of study. They are as follows:

Course Codes

ACC: Accounting	BSM: Business Management
BUS: Career Development	CJA: Criminal Justice
CMP: Computer Science	DAP: Dental Assisting
DET: Digital Electronics	ENG: Communications
HUM: Humanities	HVC: Heating, Ventilation, Air Conditioning and Refrigeration
MAP: Medical Assistant	MED: Medical Administration
MTH: Mathematics	OFM: Office Administration
PAR: Paralegal Studies	SCI: Laboratory Science
SOC: Social Science	

The three numeric digits indicate the level of the course. Course numbers that are 100-level and 200-level indicate lower division courses generally taken early in a program. Course

numbers that are 300-level and 400-level indicate courses that are more advanced than 100-level and 200-level courses and are generally taken later in a program.

Coursework at Charter College is measured in quarter credit hours, one quarter credit hour equals 10 contact hours of lecture, 20 hours

of laboratory, or 30 hours of externship. One contact hour is 50 minutes.

Credit Hours

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.

Program Modification

Associate of Applied Science in Business Management Practice

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM204	Managing Small Businesses: Entrepreneurship	40	4
BSM205	Statistics for Business	40	3
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
Total		760	67.5

General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
Total		225	22.5
Grand Total		985	90

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

The Associate of Applied Science in Computer Science: Concentration in Business Applications program prepares students to seek careers in receiving, processing, delivering, and storing information that is vital in both the short-term and the long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People: Human Resource Development	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM203	Marketing with Technology	40	4
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
Total		760	68

General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
Total		225	22.5
Grand Total		985	90.5

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

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Window Environment	45	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP211	Linux Networking	45	4
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP237	Microsoft Small Business Server	40	3.5
CMP334	Computer Forensics and Investigations	40	3
DET124	A+ Fundamentals	45	4
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
DET218	Virtualization	40	3.5
ENG121	Technical Writing and Presentation	40	4
Total		785	67.5

General Education Requirements				
ENG100	Written Communication		45	4.5
MTH100	College Mathematics		45	4.5
	Humanities Requirement		45	4.5
	Physical Science Requirement		45	4.5
	Social Science Requirement		45	4.5
		Total	225	22.5
		Grand Total	1010	90

Associate of Applied Science in Computerized Accounting

The Associate of Applied Science in Computerized Accounting program prepares students to seek careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental agencies and enterprises.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC200	Income Tax Preparation	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4
BSM206	Business Law	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	Access and PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
CMP305	Advanced Microsoft Office Applications	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
Total		760	67.5

General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
Total		225	22.5
Grand Total		985	90

Associate of Applied Science in Criminal Justice

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
BSM206	Business Law	40	4
CJA100	Introduction to Criminal Justice and Law Enforcement	40	4
CJA101	Introduction to Policing and Corrections	40	4
CJA103	Criminal Justice and Public Policy	40	4
CJA105	Crime Scene and Investigations	40	4
CJA201	Juvenile Justice	40	4
CJA202	Criminology	40	4
CJA203	Criminal and Delinquent Behavior	40	4
CJA204	Corrections	40	4
CJA205	Constitutional Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint for Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP133	Security+: Network Security Fundamentals	40	3
CMP233	Advanced Word and Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
Total		760	70

General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
Total		225	22.5
Grand Total		985	92.5

Associate of Applied Science in Health Information Technology

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.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM200	Leadership and Team Management	40	4
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
MED103	Professional Billing, Coding and Reimbursement	40	3.5
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5
MED150	Introduction to Health Records Management	40	3
MED151	Function of Health Records Management	40	3
MED212	AHIMA Professional Practice	40	3.5
MED216	Medical Office Skills	40	3.5
MED230	Institutional Billing, Coding and Reimbursement	40	4
MED270	Confidentiality of Health Care Records (HIPAA)	40	4
MED285	Pathophysiology and Pharmacology	50	4
MED310	Legal and Ethical Issues in Health Care	40	4
OFM102	Customer Service	40	4
Total		770	68.5

General Education Requirements			
ENG100	Written Communication	45	4.5
MTH100	College Mathematics	45	4.5
	Humanities Requirement	45	4.5
	Physical Science Requirement	45	4.5
	Social Science Requirement	45	4.5
	Total	225	22.5
	Grand Total	995	91

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

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BUS101	Career Development	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
MAP101	Record Management and Ethics	40	3.25
MAP102	Patient Care Concepts	40	3.25
MAP103	Office Management and Communications	40	3.25
MAP104	Minor Office Surgery	40	3.25
MAP107	Fundamentals of Office Accounting	40	3.25
MAP109	Hematology and Phlebotomy	40	3
MAP111	Specimen Collection and Analysis	40	3
MAP113	Pharmacology	40	3.25
MAP115	Office Emergencies	40	3
MAP116	Cardiac Care	40	3
MAP200	Medical Assistant Externship	180	6
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
MED122	ICD-9-CM Coding Essentials	40	3.5
MED123	CPT Coding Essentials	40	3.5
MED211	Reimbursement Methodologies	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
Total		915	68

General Education Requirements				
ENG100	Written Communication		45	4.5
MTH100	College Mathematics		45	4.5
	Humanities Requirement		45	4.5
	Physical Science Requirement		45	4.5
	Social Science Requirement		45	4.5
			Total	225
			Grand Total	1140
				90.5

Associate of Applied Science in Paralegal Studies

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.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BSM206	Business Law	40	4
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
PAR100	American Legal System	40	4
PAR101	Substantive Law Overview	40	4
PAR102	Legal Research and Writing	40	3.5
PAR103	Wills and Trusts	40	3.5
PAR104	Civil and Federal Litigation	40	3.5
PAR106	Contracts	40	3.5
PAR107	Contract Terms and Remedies	40	3.5
PAR108	Torts	40	3.5
PAR109	Chapter 7 Bankruptcy	40	3.5
PAR110	Criminal Law	40	3.5
PAR111	Criminal Law and Evidence	40	3.5
PAR112	Real Estate Law and Transactions	40	3.5
PAR113	Family Law	40	3.5
PAR114	Dispute Resolutions	40	3.5
PAR115	Paralegal Externship	180	6
Total		860	66

General Education Requirements				
ENG100	Written Communication		45	4.5
MTH100	College Mathematics		45	4.5
	Humanities Requirement		45	4.5
	Physical Science Requirement		45	4.5
	Social Science Requirement		45	4.5
		Total	225	22.5
Other Requirements				
BUS101	Career Development		40	4
OFM102	Customer Service		40	4
		Total	80	8
		Grand Total	1165	96.5

Certificate in Computerized Accounting Specialist

The Certificate in Computerized Accounting Specialist program provides the information and skills in financial transaction reporting, computerized operations, computerized accounting, computerized business software, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a financial accounting career may require the completion of a degree program.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
BSM206	Business Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
Total		480	43

Certificate in Computerized Office Specialist

The Certificate in Computerized Office Specialist program is for students seeking rapid computer literacy and operational skills. The program includes skills in mathematics and communications, word processing, computer operations, the use of essential business computer software, payroll reporting, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a career in the office professions may require the completion of a degree program.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM202	Managing Projects: Development and Implementation	40	4
BSM206	Business Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
Total		480	43.5

Certificate in Dental Assisting

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
DAP101	Introduction to Dentistry, Concepts of Health and Safety	40	2.3
DAP102	Dental Sciences 1	40	3.4
DAP103	Dental Sciences 2, Basics of Dental Care Delivery	40	2.8
DAP104	Pharmacology, Emergency Management, Local Anesthesia	40	2.8
DAP105	Introduction to General Dentistry	40	2.8
DAP106	Introduction to Fixed Prosthodontics	40	2.8
DAP107	Prosthodontics 2, Esthetics, Intro to Lab Procedures	40	2.8
DAP108	Business Operations, Communication, Orthodontics	40	2.6
DAP109	Pedodontics, Coronal Polishing	40	2.9
DAP110	Financial Management, Endodontics	40	2.8
DAP111	Periodontics, Oral and Maxillofacial Surgery	40	2.8
DAP112	Ethical-Legal-Professional Issues, Special Patients	40	4
DAP113	Concepts of Prevention, Oral Pathology	40	3.8
DAP114	Fluorides, Pit and Fissure Sealants	40	2.2
DAP115	Dental Radiology 1	40	2.18
DAP116	Dental Radiology 2	40	2.2
DAP117	Externship	180	6
Total		820	51.18

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HVC101	Core Knowledge and Skills	40	4
HVC102	Trade Mathematics and Tools	40	3.5
HVC103	Piping Practices	40	3.5
HVC104	Duct Systems, Vents, and Flues	40	3.5
HVC105	Cooling and Heat Pump Systems	40	3.5
HVC106	Heating and Refrigeration Systems	40	3.5
HVC107	Electrical Essential	40	3.5
HVC108	HVAC Control Circuits	40	3.5
HVC109	Trouble Shooting Gas Heating and Cooling	40	3.5
HVC110	Trouble Shooting Heat Pumps and Oil Heating	40	3.5
HVC111	Maintenance Skills	40	3.5
HVC112	Refrigerants Systems and Air Balancing Essentials	40	3.5
HVC113	Environmental Systems	40	3.5
HVC114	Water Treatment and Energy Conservation Systems	40	3.5
HVC115	Refrigerants/Oils and Hydronics Systems	40	3.5
HVC116	Air Distribution and Compressor/Metering Devices	40	3.5
HVC117	Construction Drawings, Building Management/Hydronics/Steam Systems	40	3.5
HVC118	Heating/Cooling System Design and Commercial Refrigeration	40	3.5
Total		720	63.5

Certificate in Medical Assistant

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

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP102	Computer Essentials with Microsoft Windows	40	3
MAP101	Record Management and Ethics	40	3.25
MAP102	Patient Care Concepts	40	3.25
MAP103	Office Management and Communications	40	3.25
MAP104	Minor Office Surgery	40	3.25
MAP107	Fundamentals of Office Accounting	40	3.25
MAP109	Hematology and Phlebotomy	40	3
MAP111	Specimen Collection and Analysis	40	3
MAP113	Pharmacology	40	3.25
MAP115	Office Emergencies	40	3
MAP116	Cardiac Care	40	3
MAP200	Medical Assistant Externship	180	6
MED100	Medical Terminology Essentials	40	4
MED101	Medical Insurance Billing Essentials	40	4
SCI102	Introduction to Human Anatomy and Physiology	55	4.5
Total		755	53

Certificate in Network Security

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.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP125	Programming Essentials	40	3.5
CMP129	Microsoft Server Windows Environment	45	4
CMP133	Security+: Network Security Fundamentals	40	3
CMP134	Network+: Network Essentials	45	4
CMP210	Wireless Essentials	45	4
CMP235	Checkpoint Security Administration	40	3.5
CMP236	Server+	40	3.5
CMP334	Computer Forensics and Investigations	40	3
DET124	A+ Fundamentals	45	4
DET216	Tactical Perimeter Defense	40	3.5
DET217	Network Defense and Countermeasures: SPC-NDC	40	3.5
Total		500	42.5

Certificate in Paralegal Studies

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, real estate law, contracts, business law, and criminal law.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
CMP130	Word for Windows	40	3
BSM206	Business Law	40	4
PAR100	American Legal System	40	4
PAR101	Substantive Law Overview	40	4
PAR102	Legal Research and Writing	40	3.5
PAR103	Wills and Trusts	40	3.5
PAR104	Civil and Federal Litigation	40	3.5
PAR106	Contracts	40	3.5
PAR108	Torts	40	3.5
PAR110	Criminal Law	40	3.5
PAR112	Real Estate Law and Transactions	40	3.5
PAR113	Family Law	40	3.5
Total		480	43

ADMISSIONS

Admission Requirements

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) or official documentation of California High School Proficiency Examination
3. Provide documentation of an official passing score for an approved ability to benefit test

NOTE: Students who have passed an ability to benefit (ATB) test may enroll in Charter College. ATB students may be eligible to receive Title IV financial aid only if they have received Title IV funds prior to July 1, 2012. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information).

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

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the matu-

rity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

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

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

Because most employers conduct background checks prior to hiring, it is important to make prospective students aware that many career fields prohibit or discourage hiring individuals with a criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of the 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 one of the following programs. A prospective student with any felony and/or drug or monetary theft related misdemeanor may not enroll into:

- Criminal Justice Programs
- Allied Health Programs
 - * Medical Assistant

Admissions Disclosure

New students 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 calendar day 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 Agreement. A student can

do this by mail, hand delivery, or fax. 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 Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College

Student's Right to Cancel

within 30 days following the date of Notice of Cancellation. If a student fails to return this equipment, including books, or other materials, in good condition within the 30-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.

If a student cancels an Enrollment Agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within 30 days after Notice of Cancellation is received.

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 consid-

ered a rejection by the College and will entitle students to a full refund of all money paid.

TUITION AND FEES

Certificate Programs

Program	Credit Hours	Tuition	Books / Supplies	Fees	Total
Computerized Accounting Specialist	43	\$17,600	\$0	\$0	\$17,600
Computerized Office Specialist	43.5	\$17,600	\$0	\$0	\$17,600
Dental Assisting	51.18	\$18,600	\$0	\$0	\$18,600
Heating, Ventilation, Air Conditioning and Refrigeration	63.5	\$18,600	\$0	\$0	\$18,600
Medical Assistant	53	\$21,000	\$0	\$0	\$21,000
Network Security	42.5	\$17,600	\$0	\$0	\$17,600
Paralegal Studies	43	\$17,600	\$0	\$0	\$17,600

Associate of Applied Science Programs

Program	Credit Hours	Tuition	Books / Supplies	Fees	Total
Business Management Practice	90	\$35,200	\$0	\$0	\$35,200
Computer Science: Concentration in Business Applications	90.5	\$35,200	\$0	\$0	\$35,200
Computer Science: Concentration in Network Security	90	\$35,200	\$0	\$0	\$35,200
Computerized Accounting	90	\$35,200	\$0	\$0	\$35,200
Criminal Justice	92.5	\$35,200	\$0	\$0	\$35,200
Health Information Technology	91	\$35,200	\$0	\$0	\$35,200
Medical Office Administration – Concentration in Medical Assistant	90.5	\$36,700	\$0	\$0	\$36,700
Paralegal Studies	96.5	\$35,200	\$0	\$0	\$35,200

Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program. Full time students must take a minimum of twelve (12) quarter credit hours. Although Charter College encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Freshmen have successfully completed less than thirty-six (36) quarter credit hours. Sophomores have successfully completed at least thirty-six (36) quarter credit hours, but fewer than ninety (90) quarter credit hours. Juniors are those students who have successfully completed at least ninety (90) quarter credit hours. Seniors have successfully completed at least one hundred thirty-six (136) quarter credit hours.

Other Costs	Amount
Credit Earned by Proficiency Exam** (per course)	\$100
Duplication of Student File	\$20
Official Transcript Fee	\$7
Official Transcript Fee (24-hour processing)	\$25
Student ID Replacement Fee	\$20
Administration fee*	\$75
Book Replacement	\$75

**This fee is assessed when a student officially withdraws or is involuntarily withdrawn or dismissed. See the Withdrawal or Dismissal section.*

***Non-refundable; charge is per attempt*

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.

FINANCIAL INFORMATION

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 students and their families develop a payment plan to enable students to complete their programs. 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.

Cash Paying Students

Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. Various 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 will be assessed a non-refundable late payment service charge of \$5.00 per occurrence and may be subject to dismissal for non-payment.

To encourage student to make substantial commitment to their own education, Charter College will offer the following discounts to cash payers:

- Full cash payment of program tuition at onset of program = 10% discount. To qualify, the payment must be made in the first 5 days of instruction. Students are not eligible if they are receiving Title IV

loans. A student may receive a Pell Grant and still be eligible, but the 10% discount is based on the program cost, not the total tuition. For example, \$17,725.00 (program costs) - \$5550.00 (Pell) = \$12,175. The 10% discount is \$1217.50.

- Full cash payment of tuition for a given quarter = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. Full cash payment of the quarter amount. Discount amount may vary by quarter as cost is based on amount per credit.
- Cash down payment of \$5,000 = 5% discount. To qualify, students must be enrolled in a certificate program. The payment must be made in the first 5 days of instruction. 5% discount is calculated off of the total GAP amount.

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students who enroll in another program with Charter College before graduating from the institution will receive a 15% discount of the next program's tuition cost. Students who enroll in another program with Charter College after graduating from the institution will receive a 10% discount of 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** (attached). This form is available through the Student Success and Admissions departments. This can be completed at any time prior to 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 discount as the discount is per program.
6. Student must complete entire program (graduate) to receive the discount.

Charter College Alumni Tuition Discount

Charter College Military Tuition Discount

This discount applies to veterans, active military, students in the Reserve or National Guard, or a spouse of a military member. The amount of this discount is 25% of total tuition. Current and newly enrolled students may apply for the discount; the discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Military Tuition Discount (25%) applies to military veterans, active military members, and their spouses. Proof of eligibility is required as follows:
 - Veterans: Valid DD214 (discharge papers)
 - Active military members: Valid Certificate of Eligibility OR military identification card
 - Spouses: Valid military identification card
2. The tuition discount applies to program charges only and can result in a cash payment to the student. Discount will be applied to the student's account prorated over the remaining billing periods for his/her program.

3. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program.
4. If a military member and his/her spouse are both enrolled at Charter College, they are both eligible for the tuition discount provided proper documentation is submitted.
5. Standard Withdrawal and Re-entry policies, procedures and fees may apply to military personnel when deployed. See Re-Entry in the catalog.
6. Students participating in the Military Tuition Discount program are eligible for Title IV funds, but should be advised from accepting funding that exceed program charges.

Students participating in the Military Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members, however, are eligible for the Share the Knowledge Tuition Discount.

Charter College Share the Knowledge Tuition Discount

Charter College recognizes the challenges families face when multiple members decide to attend college together. In order to provide additional financial assistance to families with multiple members attending Charter College together, the Share the Knowledge Tuition Discount is available. The amount of this discount is 10% of total tuition costs for each family member that attends the college. Current and newly enrolled students may apply for discount, but the discount only applies to remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. Applicable to immediate family members only (father, mother, son, daughter, brother, sister, stepchildren, spouses, and grandparents/grandchildren) of an attending or enrolling student.
2. If one student is currently attending, s/he must have a cumulative GPA of 2.5 or greater with no less than 80% attendance at the time of application for Share the Knowledge Tuition Discount.
3. Tuition discount applies to program charges only and will not result in any

cash payment to the student. Discount will be applied to the student's account prorated over the remaining billing periods for their program.

4. Recipients may attend different Charter College campuses.
5. To apply, enrolling and/or current students must complete a Tuition Discount Application. This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Each family member must complete an application.
6. Effective for the April 23, 2011 start date, any newly enrolled family member(s) of a current student receiving a Share the Knowledge Tuition Discount is eligible for a 10% STK tuition discount.
7. If all but one family member drops or withdraws from the College, the earned discount completed will be applied, but any balance remaining will be forfeited by remaining student.
8. Students receiving Share the Knowledge

Tuition Discount must be current on monthly payment plans for balances owed towards tuition. A student will not receive tuition discount until all monthly payments are current.

9. If the recipient petitions for a change in program, the tuition discount will adjust to percent of new total tuition charges remaining for their program.

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 disbursement requirements including entrance counseling and verification (if applicable).

In accordance with Title IV regulations, students are also required to complete all documentation, verification process (if applicable) and must have attended for 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 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 financial aid programs are available to qualifying students at Charter College.

PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan/Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs

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 academic year, 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 and during the six-month grace period (after the last date of attendance), interest is subsidized (paid) by the federal government. After the grace period, minimum payments are \$50 per month 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 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, students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans in lieu of subsidized loans. There is a six-month grace period after the last date of attendance during which no principal payments are due. Students may choose to pay the interest while in school or they can 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 months after the student ceases to be enrolled.

Federal Work Study

Federal Work-Study (FWS) provides part-time jobs for undergraduate 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://www.gibill.va.gov/GI_Bill_Info/programs.htm 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 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 who remain in attendance after the 30 day waiting period are eligible for their first disbursement of financial aid, if all other eligibility requirements are met. All subsequent disbursements are subject to attendance requirements and satisfactory academic progress.

Exit Counseling

All students using federal loans to fund any part of their educational costs are required to complete exit counseling within 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.

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 loan option called *Retail Installment Contracts*. A Retail Installment Contract without credit worthiness is available.

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

Institutional Educational Funding Option

Charter College 2013 High School Scholarship

Each campus will award 10 **Career Focused Educational Scholarships** to qualified 2013 high school graduates from area high schools. Each award is \$2,000. See Admissions for eligibility and application information.

Charter College Community Scholarship

Scholarship Eligibility Requirements:

- High School graduate, GED recipient, or pass an approved ability to benefit test no later than January 4, 2013.
- Complete and submit all required documents no later than January 4, 2013.
- Complete an Admissions Interview at Charter College campus and apply for admission.
- Begin classes with Charter College no later than January 7, 2013.

Applicants must submit the following required documents by January 4, 2013:

- A two-page (double-spaced with 1" margins) essay describing their academic plans and career goals. Please give specific examples.
- Completed Charter College Scholarship Application
- Official High School or GED Certificate

Submit documents to the College by January 4, 2013 deadline via mail or delivery to:

Charter College - Pasco
Attn: Scholarship Selection Committee
5278 Outlet Drive
Pasco, WA 99301

All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to January 4, 2013, and complete the enrollment process. The applicant may contact the College at the number listed above to schedule an interview.

All scholarship recipients must be enrolled as a full-time student, maintain a cumulative grade point average of at least 2.5 on a 4.0 scale, meet attendance requirements and successfully complete the program of study. Failure to meet these requirements will result in the full scholarship, or the remaining portion of it, to be withdrawn.

Current Charter College students are not eligible.

Notification and Awarding

The Scholarship Selection Committee will determine award recipients. All recipients will be notified via phone and mail no later than January 10, 2013.

The scholarship award is equal to 50% of the cost of a certificate program of an applicant's choice.

Northwest Veterans Appreciation Scholarship

The Northwest Career Colleges Federation offers the Veterans Appreciation Scholarship to recognize veterans for their service. A student

Scholarships

is eligible if he or she is active duty military or has separated from the U.S. armed services post 9/11. Students must provide their DD 214 (honorable discharge) form to Charter College.

Scholarship Eligibility Requirements:

1. Before starting classes complete an online application found on the NWCCF's website www.nwcareercolleges.org.
2. Must complete the admissions process and meet all admissions requirements.

3. The deadline for application is March 2013.

Notification and Awarding

Once the application is submitted, the NWCCF will process the application and send the College an e-mail notification. The College will determine if the applicant is eligible.

The award is \$500 and will be granted after the student begins classes.

**Students Using
Third-Party
Funding**

A student sponsored by foundations, companies or governmental agencies, including, but not limited to, the Washington State Department of Vocational Rehabilitation (DVR), the Veteran's Administration 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 the academic year. Any portion of tuition and fees

not covered by the sponsoring agency will need to be paid by the student.

Charter College must receive verbal authorization from an official of the agency/foundation to sponsor a student before said student may attend class. Within two weeks after the verbal authorization, the College must receive written authorization in order for a sponsored student to continue attending class. The agency/foundation will be billed within 30 days of receipt of signed authorization.

**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***. Many payment options

are available and students are encouraged to consult with the Department of Financial Aid for assistance.

**Withdrawal or
Dismissal**

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 or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars (\$75).

The amount of tuition and fees owed to the College is based on the week of the last day of attendance. If a student attends after the sixth week of a quarter, the student is obligated to pay for all of the institutional charges for the quarter. Students in the dental assisting program are obligated to pay for all of the institutional charges 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 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 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 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 available to the student within 30

days of withdrawal (see Post Withdrawal Disbursements).

The following schedule is used to calculate refunds of tuition and fees. For example, if a student's last day of attendance is during week 2 of the quarter, the student will be refunded 80% of the tuition and fees for that quarter. A student that attends after the sixth week will not receive a refund of tuition and fees.

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

Return of Title IV Funds

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

The *percentage of Title IV aid earned* is calculated as follows:

- 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*.
- The *total number of days in the period* excludes any scheduled breaks of more than five days, but includes all weekend days within the beginning and ending dates of each period.
- For example, if a student attends the 17th day of a period with 67 days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
- 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 Supplemental Educational Opportunity Grant
5. Federal Pell 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 Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

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

Post Withdrawal Disbursements

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

If a student is eligible for the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money.

If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College.

After outstanding institutional charges are paid and if excess funds remain, the funds will be offered in writing to the student within 30

days of the student's withdrawal. Students must accept this amount within 14 days of notification. If students accept, Charter College will provide the excess funds to the student within 30 days of the acceptance. If the student does not accept the disbursement within 14 days, Charter College is not required to make the disbursement to the student.

ACADEMICS

President's Award

Upon graduation a student with a cumulative grade point average (CGPA) of 4.0 or higher is recognized at commencement and receives a printed certificate.

Honors

Upon graduation a student with a cumulative grade point average (CGPA) of 3.7 or higher is recognized at commencement and receives a printed certificate.

Perfect Attendance Award

Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate.

Dean's List

After each module, full time Charter College students who have earned a grade point average of 4.0 or higher for the module are placed on the Dean's List.

Perfect Attendance List

After each module, full time Charter College students with perfect attendance for the module are placed on the Perfect Attendance List.

Academic Awards

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 identify 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 will result in an "F" grade for the course and may be grounds for dismissal from the College. Plagiarism will result in zero points for any research and may be grounds for dismissal from the College.

Academic Dishonesty

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 Freedom

Course credit may be awarded by examination and transfer of credit. The Dean of Education is responsible for approving all advanced academic standing. Advanced standing credit is assigned a grade of "T." Advanced academic standing counts toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section). Tuition will be adjusted accordingly for course credit.

No more than 75% of the credit hours in a program may be awarded either by transfer of

credit and/or by examination.

Transfer of Course Credit from Other Institutions

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Tech-

Advanced Academic Standing

nical coursework should be current and no older than 8 years. Course prerequisites and course sequencing must be observed to ensure appropriate skill development.

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

Proficiency Credit

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$100

per course. Students must test out of a course prior to the first day of the course.

In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once.

Credit by Certification Examination

Students may receive credit for courses that cover certification examinations. The courses that may be challenged by passing the official certification exams are listed in the table below. Students may attempt certification exams as many times as permitted by the vendors. See the Tuition and Fees section for certification examination fees.

Charter College Course Name	Corresponding Official Certification
PowerPoint for Windows (CMP126)	Microsoft Certified Application Specialist (MCAS) Access and PowerPoint
Word for Windows (CMP130)	Microsoft Certified Application Specialist (MCAS) Word
Excel for Windows (CMP131)	Microsoft Certified Application Specialist (MCAS) Excel
Microsoft Server Windows Environment (CMP129)	Microsoft Exam 70-290: Managing and Maintaining a Microsoft Windows Server 2003 Environment (MCP)
Network+: Network Essentials (CMP134)	Network+
Security+: Network Security Fundamentals (CMP133)	Security+
A+ Fundamentals (DET124)	A+

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 Dean of Education and be current (within the last 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. Institutional and official Microsoft certification exams, as indicated on the chart, are offered only to students who have been officially admitted to Charter College.

Fees for official Microsoft certification exams

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

Credit by National Examination

Students who have taken an Advanced Placement Test may receive course credit by scoring 3 or higher. Students who have scored 50 or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of 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.

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.

Students at Charter College are responsible for completing all course assignments. Students

who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the administrative offices of Charter College when they are going to be absent from their course(s). 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. A message may be left with anyone answering the phone.

Students who fail to attend classes for more than 14 consecutive 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 Dean of Education. The student must complete this process within the first two weeks of the following module. All grades are considered final 30 days after the end of the module.

Change of Program

Only students making satisfactory academic progress (See Satisfactory Academic Progress section) may transfer from one program to another. Because the program requirements

differ, not all of the course credits may transfer. A student should check with the Dean of Education for information.

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. Days and times of attendance may vary by program and may change from module to module.

Students are registered for courses by the Registrar. Students wishing to change their schedules must meet with the Registrar on or before the first day of a module.

Degrees and Certificates

A diploma is awarded to graduates when all program requirements 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

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

Some externships require students to have immunizations and/or a health clearance. Check with Career Services and the externship site to obtain a list of required immunizations.

All costs for immunizations and a health clearance are the responsibility of the student.

In order to be eligible for externship, students must be current in their financial obligations to the College. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until such time as their financial obligations are met. Once the financial situation is resolved and a student is in good standing, the student is eligible for readmission to the College through the re-entry process. See the Re-Entry section.

Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

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 the first two weeks of the following module (see Change of Grade.) All grades are considered final 30 days after the end of the module.

Grade	Quality	Points
A	Superior	4
A-		3.7
B+		3.3
B	Excellent	3
B-		2.7
C+		2.3
C	Satisfactory	2
C-		1.7
D+		1.3
D	Min Passing Grade	1
F	Fail	0
G	Graduate	0
I	Incomplete	0
P	Pass	0
T	External Transfer Credit	0
W	Withdrawal	0
WN	Withdrew (No Attend)	0

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 most 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 Dean of Education (or Associate Dean). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Academic 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; example: "I/D." Students must submit all missing course requirements to the instructor within two weeks after the end of the module. Students officially enrolled in an externship may petition

for up to five weeks to complete the externship with the permission of the Dean of Education. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade.

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 withdrawal 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.

Transfer Credit

When a student receives advanced academic standing a grade of "T" is assigned for the course. Advanced academic standing counts

toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section).

Dental Assisting

Dental Assisting students are required to repeat any course in which the grade they receive is below a "C."

Grade Point Average

To calculate a grade point average, multiply the points associated with each grade times the number of credit hours for each course.

Add these grade 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 2.0;
2. meet the specific grade and other program requirements for specific modules (if applicable);

3. successfully complete the externship or clinical requirement (if applicable);
4. achieve Satisfactory Academic Progress;
5. meet all financial and other obligations to the College
6. meet all Career Services requirements
7. complete all required certifications (if applicable).

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 on Fridays; see the Academic Calendar section in this catalog for the Fridays when classes will meet. If the College closes for more than one day, classes will meet on an unscheduled

Friday. In the case of an unexpected closure, if possible, students will be given notice at least one 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.

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 hours for every 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.

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 14 consecutive calendar days
- academic dismissal (see Satisfactory Academic Progress)

- certification test not successfully completed (if applicable to program)

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

Online Courses

Charter College offers several programs in an online format. These programs are equal to those taught at any of our campuses. Students, who are unable to attend certain courses or wish to have some more flexibility when it comes to learning, may want to consider taking

some courses online. Students have the option of taking up to 75 percent of their courses online. For a list of online courses, contact the Registrar. Students who desire to attend online courses should contact the Registrar for registration.

Course requirements are the same whether the course is taken online or on-campus. Student fees, textbook requirements, and grade and credit hour awards for courses taken in an online format are equal to the same courses taken on campus. Students taking courses online must complete the online orientation. The online orientation is available through the campus library website.

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 Internet Explorer, Mozilla, and Safari). Other system requirements include the following:

- Microsoft® Windows 2000 or Windows XP (recommended)
- Intel® or AMD® CPU at 266MHz or better
- 128 MB RAM
- Web browser: Microsoft Internet Explorer 6.0-7.0; Mozilla Firefox® 1.0-2.0; Mozilla 1.2.1-1.7.12 116 Revised 4/4/2011
- Java JRE 1.4.1_02-1.5/5.0 required for instructors and recommended for

students

- Adobe® Flash® Player strongly recommended
- To print tests, Adobe Acrobat® Reader 4.05b or higher.
- Screen Resolution of 800 x 600 or higher, and color quality of 16-bit or higher.
- Pop-up blocking software turned off or configured to allow *.ilrn.com to display pop-ups.
- Recommended: Apple® QuickTime®, Real Player®, and Adobe® Shockwave® player. These free browser plug-ins are used to display multimedia components in some products, including TLE and Personalized Study courseware.
- Sound card for products with audio features (for example, The Learning Equation).

The platform for online courses is Moodle. Students enrolled in online courses must sign in the course during the first week of the course. Additionally, students who have not yet completed the Moodle Orientation are required to complete that during the first week of the course.

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

When a student has been approved to return, the student must sign a new Enrollment Agree-

ment and meet with Financial Aid. The student is subject to the current tuition rate on the new Enrollment Agreement, a \$100 re-entry deposit and the current catalog.

Exceptions to the re-entry deposit are listed below.

- The student was withdrawn due to no fault of their own such as an extern site or course was not available
- The student had a pre-arranged agreement with the College to leave for medical reasons, etc.

Re-Entry

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. Dental Assisting students are required to repeat any course in which they receive a grade below "C." When a course is repeated the higher of the two grades will be counted for purposes of calculating the student's cumulative grade point average. If repeating a course is required, the length of the program must not exceed 1½

times the scheduled program (see Satisfactory Academic Progress).

A course in which a student has received a "W" or "F" grade may be attempted only **three** 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.

Repeating a Course

Satisfactory Academic Progress

In order to graduate a student must have a cumulative grade point average of 2.0 or higher and complete all the 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 and rate of progress. 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 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	Evaluation Point	Benchmarks
		CGPA and % Rate of Progress
Certificate	1st	Minimum of 1.6 and 50%
	2nd	Minimum of 1.8 and 60%
	3rd and thereafter	Minimum of 2.0 and 67%
AAS Degree	1st	Minimum of 1.0 and 33.4%
	2nd	Minimum of 1.6 and 50%
	3rd	Minimum of 1.8 and 60%
	4th and thereafter	Minimum of 2.0 and 67%
BS Degree	1st	Minimum of 1.0 and 33.4%
	2nd	Minimum of 1.6 and 50%
	3rd	Minimum of 1.8 and 60%
	4th and thereafter	Minimum of 2.0 and 67%

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Head, Associate Dean or Dean of Education (see the Academic Advising section).

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid warning or financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal.

Students placed on financial aid probation must appeal in order to continue receiving financial aid. See the Appeal Financial Aid Probation section of the catalog for details.

Students on academic probation have until the next evaluation point to meet or exceed the SAP benchmark. If they do so, they are taken off academic probation. If a student does not make SAP, the student is dismissed from the College. A dismissed student is notified via the student portal and contacted by the Dean of Education.

A dismissed student may appeal the dismissal. See the Appealing Academic Dismissal section of the catalog for details. If a student's appeal is denied, the student may appeal again after one 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 will be eligible for financial aid with an

academic plan until the next evaluation point.

Satisfactory Academic Progress and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a “W” grade. This grade has no grade points and therefore does not impact a student’s cumulative grade point average. 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 cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student’s cumulative grade point average. The total number of allowable credit hours attempted, however, decreases 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 $50 - 15 = 40$, and $1.5 \text{ times } 40 = 60$ credits hours allowed.

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances 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 appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should give the appeal letter to the Dean of Education or a Program Head. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes.

If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point.

At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the

student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student’s control and are unavoidable such as death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. The student should give the appeal letter to the Dean of Education or a Program Head. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Dean of Education will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal immediately will be involuntarily withdrawn from the College. When an academically dismissed student wishes to return to the College, the student must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Dean of Education will inform the student of the appeal approval and will direct the student in the re-admission process.

If a student’s appeal is denied, the student may appeal again after one 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 applicable on financial aid with academic plan until the next evaluation point.

Academic Advising

Students not making satisfactory academic progress must meet with the Dean of Education or a Program Head for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student’s academic file.

Students with an academic improvement plan must meet weekly with the Dean of Education

or their Program Head to determine progress toward completing 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 can be provided

directly to a student upon graduation. Student accounts must be paid in full to receive an official transcript. The College archives academic transcripts indefinitely.

Transfer Credit from Charter College to another Institution

The transferability of credits earned at Charter College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate earned at Charter College are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat

some or all of the coursework at that institution. For this reason a student should make certain that attendance at Charter College will meet his or her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Charter College to determine if the credits or degree, diploma or certificate will transfer. A student should assume that no credits or degree, diploma or certificate will transfer to another institution.

Transfer from One Charter College to another Charter College

Only students making satisfactory academic progress may transfer from one 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 Registrar or Dean of Education official notification either orally or in writing of their intent to withdraw. The Registrar will determine the last date of atten-

dance based on the date of the official notice.

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

COURSE DESCRIPTIONS

Accounting

ACC100

Accounting Essentials

4.0 Quarter Credit Hours

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 is a continuing study of accounting, converting manual systems to automation. Widely recognized accounting software is introduced. Topics include general, payable, receivable, inventory, payroll and systems.

Prerequisite: ACC100 Accounting Essentials

ACC121

Principles of Accounting

4.0 Quarter Credit Hours

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.

Prerequisite: ACC100 Accounting Essentials

ACC200

Income Tax Preparation

4.0 Quarter Credit Hours

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

Prerequisite: ACC100 Accounting Essentials

ACC201

Advanced Principles of Accounting

4.0 Quarter Credit Hours

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

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC202

Managerial Accounting

3.5 Quarter Credit Hours

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

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC203

Advanced Managerial Accounting
3.5 Quarter Credit Hours

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

Prerequisites: ACC202 Managerial Accounting

ACC204

Audit Preparation
4.0 Quarter Credit Hours

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

Prerequisite: ACC120 Automated Accounting, ACC121 Principles of Accounting

Business Management

BSM200

Leadership and Team Management
4.0 Quarter Credit Hours

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

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

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

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

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.

Prerequisite: ENG100 Written Communication

BSM205

Statistics for Business
3.0 Quarter Credit Hours

The use of spreadsheets to analyze real world business data sets is introduced. Topics include statistical formulas, proper commands, and drawing conclusions from the results for business management decision-making.

Prerequisite: CMP131 Excel for Windows

BSM206

Business Law
4.0 Quarter Credit Hours

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.

Career Development

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.

Criminal Justice

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**

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.

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

CJA202

Criminology

4.0 quarter credit hours

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.

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

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

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.

Prerequisite: Approval of the Dean of Education

CJA205

Constitutional Law

4.0 quarter credit hours

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.

Prerequisite: CJA100 Introduction to Criminal Justice and Law Enforcement

Computer Science

CMP102

Computer Essentials with Microsoft Windows

3.0 Quarter Credit Hours

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

CMP125

Programming Essentials

3.5 Quarter Credit Hours

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

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

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.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

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 advanced 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.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP134

Network+: Networking Essentials

4.0 Quarter Credit Hours

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

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP210

Wireless Essentials

4.0 Quarter Credit Hours

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

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP211

Linux Networking

4.0 Quarter Credit Hours

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

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP233

Advanced Word and Excel for Windows

3.0 Quarter Credit Hours

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.

Prerequisites: CMP130 Word for Windows, CMP131 Excel for Windows

CMP235

Checkpoint Security Administration **3.5 Quarter Credit Hours**

This is a study of Checkpoint Software's security products. This is a software-centric approach to network security administration. Topics include the differences and similarities between hardware and software security solutions and backups and disaster recovery. This course covers the material for the Checkpoint Certified Security Administrator (CCSA) Certification exam sponsored by Checkpoint Software

Prerequisite: CMP133 Security+: Network Security Fundamentals

CMP236

Server+ **3.5 Quarter Credit Hours**

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

CMP237

Microsoft Small Business Server **3.5 Quarter Credit Hours**

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

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP305

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

This is a study of Microsoft Access and a review of Microsoft Office suite of applications including Word, Excel, 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.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP334

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

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.

Prerequisite: CMP133 Security+: Network Security Fundamentals

ss networks and wide-area networks. Topics include remote access theory, device programming and inter-office communications. Hands-on experience with state-of-the-art Cisco ISCW devices or netlab is provided.

Prerequisite: CMP303 Interconnecting Cisco Network Devices

Dental Assisting

DAP101

Introduction to Dentistry, Concepts of Health and Safety **2.3 Quarter Credit Hours**

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

Co-requisite: DAP104 Pharmacology, Emergency Management, Local Anesthesia

DAP102

Dental Sciences 1 **3.4 Quarter Credit Hours**

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

Co-requisite: DAP103 Dental Sciences 2, Basics of Dental Care Delivery

DAP103**Dental Sciences 2, Basics of Dental Care Delivery
2.8 Quarter Credit Hours**

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

Co-requisite: DAP102 Dental Sciences 1

DAP104**Pharmacology, Emergency Management, Local Anesthesia
2.8 Quarter Credit Hours**

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.

Co-requisite: DAP101 Introduction to Dentistry, Concepts of Health and Safety

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

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

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

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

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

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

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

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

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

DAP108**Business Operations, Communication, Orthodontics**

2.6 Quarter Credit Hours

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

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

DAP109

Pedodontics, Coronal Polishing

2.9 Quarter Credit Hours

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

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

Co-requisite: DAP114 Fluorides, Pit and Fissure Sealants

DAP110

Financial Management, Endodontics

2.8 Quarter Credit Hours

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

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

DAP111

Periodontics, Oral and Maxillofacial Surgery

2.8 Quarter Credit Hours

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

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

DAP112

Ethical-Legal-Professional Issues, Special Patients

4.0 Quarter Credit Hours

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

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

DAP113

Concepts of Prevention, Oral Pathology

3.8 Quarter Credit Hours

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

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

DAP114

Fluorides, Pit and Fissure Sealants

2.2 Quarter Credit Hours

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

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

Co-requisite: DAP109 Pedodontics, Coronal Polishing

DAP115

Dental Radiology 1

2.18 Quarter Credit Hours

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.

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

Co-requisite: DAP116 Dental Radiology 2

DAP116

Dental Radiology 2

2.2 Quarter Credit Hours

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.

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

Co-requisite: DAP115 Dental Radiology 1

DAP117

Externship

6.0 Quarter Credit Hours

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

Prerequisite: Approval of the Dean of Education

Digital Electronics

DET124

A+ Fundamentals

4.0 Quarter Credit Hours

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

DET216

Tactical Perimeter Defense

3.5 Quarter Credit Hours

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

Prerequisite: CMP133 Security+: Network Security Fundamentals

DET217

Network Defense and Countermeasures: SPC-NDC

3.5 Quarter Credit Hours

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

Prerequisite: CMP133 Security+: Network Security Fundamentals

DET218

Virtualization

3.5 Quarter Credit Hours

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

Prerequisite: CMP129 Managing and Maintaining a Microsoft Windows Server

Communications

ENG100

Written Communication

4.5 Quarter Credit Hours

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.

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.

Humanities

HUM125

Foreign Language

4.5 Quarter Credit Hours

This course examines the structural format of non-English languages. Examples include nouns, verbs, adjectives, statements, questions, subordinate clauses, and so on. Higher order linguistic competency is practiced (pronunciation, vocabulary, grammar, and discourse) in communication activities – applying language skills to common situational activities and conversation such as ordering meals or traveling.

HUM135

Western Civilization

4.5 Quarter Credit Hours

This course explores the most important events, individuals and ideas in the history of Western Civilization from its beginnings to about the 17th century. The focus is on political, religious, intellectual, social, and economic factors that have influenced and shaped Western Civilization.

HUM155

Introduction to Philosophy

4.5 Quarter Credit Hours

This course introduces philosophical thinking by examining the views of many famous philosophers. The focus is on illustrating how classical and modern thinkers formulate their questions and how they grapple with their issues.

HUM175

Music Appreciation

4.5 Quarter Credit Hours

This course provides an understanding of music and its purpose in our world through study of musical vocabulary, styles, composers, and performers. The focus is on music in Western civilization.

HUM202

Logic and Reasoning

4.5 Quarter Credit Hours

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.

HUM215

Survey of Art History

4.5 Quarter Credit Hours

This course covers how historical events, intellectual history, and scientific and cultural trends have influenced Western European art. Art vocabulary is covered as well as techniques to enhance visual literacy and critical thinking skills. Key works of art, their artists, styles, materials, and working methods are covered.

HUM225

Music History

4.5 Quarter Credit Hours

This course studies the development of western music from its beginnings through the end of the Baroque period. Emphasis is placed on a thorough exposure of music literature.

HUM235

Early Civilizations

4.5 Quarter Credit Hours

This course reviews the origins of agriculture, urban life and state level societies. Theories, processes and the archaeological evidence for changes in human economic and social organization is discussed. The focus is on the essential relationship between economy, environment, and the society.

HUM245

American Immigration Experience

4.5 Quarter Credit Hours

This course exposes students to recent social science literature on contemporary immigration to the United States, its origins, adaptation patterns, and long-term effects on American society. As the United States is a nation comprised almost entirely of immigrants and descendants of immigrants, this course explores how immigrants shaped and were shaped by American ideals of citizenship, freedom, and independence.

HUM265

Contemporary Art History

4.5 Quarter Credit Hours

This course concentrates primarily on the meanings as well as stylistic, historical, and theoretical developments of painting, sculpture, mixed media works, performance art, and non-traditional photography and video/film extending from about 1965 to the present.

HUM295

History of the Theater

4.5 Quarter Credit Hours

This course is an examination of theater history from pre-writing through the English Renaissance. The focus is on dramatic literature, examining theatre aesthetics, architecture, and developments in theatrical production (directing, acting, scenery, costume, etc.).

HUM305

Western History – Medieval to Renaissance

4.5 Quarter Credit Hours

A study and examination of the intellectual, economic, social, artistic, and religious ramifications of the upheavals that characterized the period between 1300 and 1600 in Europe leading to the two great intellectual movements of early modern Europe: the Renaissance and the Reformation. An examination of the religious and social context in which the developments associated with these movements took place, as well as their impact on European society.

HUM315

Western History – Renaissance to 1900

4.5 Quarter Credit Hours

This course examines Western history between the time of the Renaissance and the present day. Main topics include the evolution of the nation-state, the Enlightenment, the Industrial Revolution, colonization and decolonization, war and society, the post-Cold War era, and autobiographical writings.

HUM325

Eastern History

4.5 Quarter Credit Hours

This course examines the major trends in the development of civilization in East Asia from prehistory to the end of the sixteenth century. It continues with an examination of the Qing dynasty, the last major dynasty in Chinese history, and an exploration of the forces, internal and external, driving China toward a major revolution in the twentieth century. A secondary focus is on the political, economic, social, religious, philosophical, and artistic developments contributing to and arising from this history.

HUM335

Modern World History –World War I to Present

4.5 Quarter Credit Hours

This course covers events and political, economic, environmental, and cultural trends in World History since the end of World War I. Specific topics include: the Cold War, independence and national movements in developing countries, the globalization of the world economy, scientific and technological innovations, wealth and poverty, pandemics and disease control, the fall of the Soviet Union, Middle East turmoil, and the emergence of environmental issues as a growing dimension of global affairs.

HUM345

African History

4.5 Quarter Credit Hours

This course provides an historical framework for interpreting the current state of African societies and their relations with the World. The course focuses on historical developments such as the African slave trade, European conquest and colonialism, African participation in World Wars I and II, the struggle for independence, and the era of the Cold War and post-Cold War politics.

HUM365

History of Central and South America

4.5 Quarter Credit Hours

This course examines the history of indigenous peoples of the Americas and the impact of the European colonization of the American continents to shed light on reasons behind current conflicts and social and political aspirations. The focus is on how states are formed from colonial territories and how nations, national identities, and national communities are constructed. It also focuses on questions of democratic representation, the struggles by many sectors for political, social, and economic inclusion, and the ways in which these struggles have been repressed, accommodated, absorbed, or ignored.

HUM415

Existentialism

4.5 Quarter Credit Hours

This course examines the “philosophy of existence,” by examining the works of several “existentialist” philosophers: Kierkegaard, Nietzsche, Heidegger and Sartre. Covered are philosophies whose attempt has been to make sense of the human existence in a world caught up and focused on rational or cognitive thought. The focus is on comparing and contrasting how such philosophers view the role of emotion, desire and choice in interpersonal relations.

HUM425

World Religions

4.5 Quarter Credit Hours

This course introduces students to a number of religious traditions in their classical formulations and their contemporary practices. Consideration of how various disciplines approach the myths, stories, symbols, rituals, ideas, and ethical practices of these religions is covered. Also included is an overview of traditions from world religions including: Hinduism, Buddhism, Judaism, Christianity, and Islam.

HUM445

Constitutional History since 1910

4.5 Quarter Credit Hours

This course examines U.S. constitutional developments from the Progressive Era to the present. Emphasized are: amendments to the Constitution, the growth of the national government, and Supreme Court cases involving economic affairs, civil liberties, and civil rights.

Heating, Ventilation, Air Conditioning, and Refrigeration

HVC101

Core Knowledge and Skills

4.0 quarter credit hours

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

HVC102

Trade Mathematics and Tools

3.5 quarter credit hours

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

HVC103

Piping Practices

3.5 quarter credit hours

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

HVC104

Duct Systems, Vents, and Flues

3.5 quarter credit hours

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

HVC105

Cooling and Heat Pump Systems

3.5 quarter credit hours

This course introduces the basic principles of heat transfer, refrigeration, pressure-temperature relationships and components used in air conditioning systems. Topics include the principles of reverse cycle heating, types of heat pumps, and installing and servicing control circuits.

HVC106

Heating and Refrigeration Systems

3.5 quarter credit hours

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

HVC107

Electrical Essentials

3.5 quarter credit hours

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

HVC108

HVAC Control Circuits

3.5 quarter credit hours

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

HVC109

Trouble Shooting Gas Heating and Cooling

3.5 quarter credit hours

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

HVC110

Troubleshooting Heat Pumps and Oil Heating

3.5 quarter credit hours

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

HVC111

Maintenance Skills

3.5 quarter credit hours

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

HVC112

Refrigerants Systems and Air Balancing Systems

3.5 quarter credit hours

This course covers the common types of leak detectors and how each is used. The course covers a range of tasks including, but not limited to, refrigerant recovery, balancing of air and water distribution, system evacuation and dehydration.

HVC113

Environmental Systems

3.5 quarter credit hours

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

HVC114

Water Treatment and Energy Conservation Systems

3.5 quarter credit hours

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

HVC115

Refrigerants/Oils and Hydronics Systems

3.5 quarter credit hours

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

HVC116
Air Distribution and Compressors/Metering Devices
3.5 quarter credit hours

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

HVC117
Construction Drawings, Building Management/ Hydronics/Steam Systems
3.5 quarter credit hours

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

HVC118
Heating/Cooling Systems Design and Commercial Refrigeration
3.5 quarter credit hours

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

Medical Assistant

MAP101
Record Management and Ethics
3.25 Quarter Credit Hours

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

Prerequisite: MED100 Medical Terminology Essentials

MAP102
Patient Care Concepts
3.25 Quarter Credit Hours

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

Prerequisite: MED100 Medical Terminology Essentials

MAP103
Office Management and Communications
3.25 Quarter Credit Hours

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

Prerequisite: MED100 Medical Terminology Essentials

MAP104
Minor Office Surgery
3.25 Quarter Credit Hours

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

Prerequisite: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP107**Fundamentals of Office Accounting****3.25 Quarter Credit Hours**

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

MAP109**Hematology and Phlebotomy****3.0 Quarter Credit Hours**

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

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP111**Specimen Collection and Analysis****3.0 Quarter Credit Hours**

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

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP113**Pharmacology****3.25 Quarter Credit Hours**

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

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MAP115**Office Emergencies****3.0 Quarter Credit Hours**

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

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

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

This course introduces cardiac care. Topics include performing electrocardiograms and pulmonary function tests and diagnostic procedures of the circulatory and respiratory systems.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

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

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

Prerequisite: Approval of the Dean of Education

Medical Administration

MED100

Medical Terminology Essentials

4.0 Quarter Credit Hours

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

MED101

Medical Insurance Billing Essentials

4.0 Quarter Credit Hours

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

MED103

Professional Billing, Coding and Reimbursement

3.5 quarter credit hour

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

MED122

ICD-9-CM Coding Essentials

3.5 Quarter Credit Hours

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

Prerequisites: MED100 Medical Terminology Essentials, MED101 Medical Insurance Billing Essentials

MED123

CPT Coding Essentials

3.5 Quarter Credit Hours

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.

Prerequisites: MED100 Medical Terminology Essentials, MED101 Medical Insurance Billing Essentials

MED150

Introduction to Health Records Management

3.0 Quarter Credit Hours

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

MED151

Function of Health Records Management

3.0 Quarter Credit Hours

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

Prerequisite: MED150 Introduction to Health Records Management

MED211

Reimbursement Methodologies

4.0 quarter credit hours

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

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

MED212

AHIMA Professional Practice

3.5 quarter credit hours

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

Prerequisites: MED122 ICD Coding Essentials, MED123 CPT Coding Essentials, MED230 Institutional Billing, Coding and Reimbursement

MED216

Medical Office Skills

3.5 Quarter Credit Hours

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

MED230

Institutional Billing, Coding and Reimbursement

4.0 Quarter Credit Hours

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

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

MED270

Confidentiality of Health Care Records (HIPAA)

4.0 Quarter Credit Hours

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

MED285

Pathophysiology and Pharmacology

4.0 quarter credit hours

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.

Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology

MED310

Legal and Ethical Issues in Health Care

4.0 Quarter Credit Hours

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

Mathematics

MTH100

College Mathematics **4.5 Quarter Credit Hours**

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.

MTH130

Trigonometry **4.5 Quarter Credit Hours**

Trigonometry is the study of the relationship between length and angle. Topics include: triangles, angles, degrees, radians, the unit circle, trigonometric functions, analytic trigonometry, and polar coordinates and the complex plane. The focus is on function notation, transformations and inverses, definitions and graphs of the trigonometric functions, modeling periodic behavior, and solving triangle problems with the Laws of sines and cosines.

MTH150

Calculus **4.5 Quarter Credit Hours**

Calculus is the branch of mathematics used to describe motion. Topics covered include: particles, velocities, limits, definite and indefinite integrals, and derivatives. Discussions include application of formulas in mathematics, the physical sciences, engineering, and the social and biological sciences.

MTH160

Introduction to Statistics **4.5 Quarter Credit Hours**

Statistics is the science of collecting, organizing and interpreting numerical data. Statistical literacy is an essential skill that enables people to understand and make sensible decisions based on the analysis of numerical information. This course covers organizing, analyzing, and interpreting hypotheses developed in research environments. Descriptive statistics, inferential statistics, and probability theories are discussed along with ANOVA, regression analysis, and chi-square tests.

Office Administration

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.

Paralegal Studies

PAR100

American Legal System **4.0 quarter credit hours**

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

PAR101

Substantive Law **4.0 quarter credit hours**

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

PAR102

Legal Research and Writing **3.5 quarter credit hours**

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

PAR103
Wills and Trusts
3.5 quarter credit hours

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

PAR104
Civil and Federal Litigation
3.5 quarter credit hours

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

PAR106
Contracts
3.5 quarter credit hours

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

PAR107
Contract Terms and Remedies
3.5 quarter credit hours

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

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR108
Torts
3.5 quarter credit hours

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

PAR 109
Chapter 7 Bankruptcy
3.5 quarter credit hours

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

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR110
Criminal Law
3.5 quarter credit hours

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

PAR111
Criminal Law and Evidence
3.5 quarter credit hours

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

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR112
Real Estate Law and Transactions
3.5 quarter credit hours

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

PAR113
Family Law
3.5 quarter credit hours

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

PAR114
Dispute Resolution
3.5 quarter credit hours

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

Prerequisites: PAR100 American Legal System, PAR101 Substantive Law

PAR115
Paralegal Externship
4.0 quarter credit hours

This is an advanced course applying paralegal and legal office skills at a sponsoring law office under the direction of a site supervisor. The course provides 120 hours of supervised work involving law office and paralegal practical/procedural skills and career professionalism.

Prerequisite: Approval of the Dean of Education

Physical Sciences

SCI100
Introduction to Biology
4.5 Quarter Credit Hours

This course is a basic survey of the world of biology, ranging from biological molecules to entire ecosystems, including basic organism function and biological diversity. The focus is on the study of living organisms and the interactions between an organism and its environment. Discussions include how biotechnology is used to improve our health and daily lives.

SCI102
Introduction to Human Anatomy and Physiology
4.5 Quarter Credit Hours

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

SCI115
Nutrition
4.5 Quarter Credit Hours

This course is a study of the relationship of nutrition to the health of the individual as related to food and the ability of the body to utilize it. Emphasis is on normal nutrition and the interrelationships of nutrients. Nutritional concepts such as classes of nutrients, proportions, deficiencies, and toxicities will be covered along with the role of diet and nutrition in health and disease.

SCI125
Geography
4.5 Quarter Credit Hours

This course examines connections between people, places, and environments to study the why and how of where things are located. Topics included are: climate change, water shortages and loss of biodiversity, globalization and economic systems, urban and regional development, immigration and social change, and poverty and inequality.

SCI130
Earth Science
4.5 Quarter Credit Hours

This course investigates the scientific concepts, rules, and principles which are associated with planet Earth as well as other celestial bodies. Major units of study include; astronomy, earth's landforms, earthquakes and volcanoes, earth's geologic history, natural resources, and meteorology.

SCI140
Environmental Science
4.5 Quarter Credit Hours

This course emphasizes the impact of humans on the environment. Ecosystems are examined in terms of the impact of population growth, food supply, energy issues, water issues, air pollution, extinction, solid waste disposal, and hazardous materials.

SCI150
Chemistry
4.5 Quarter Credit Hours

This course studies selected elements and their properties. Topics such as chemical equilibrium, kinetics, thermochemistry, electrochemistry, nuclear chemistry, organic chemistry, and biochemistry are discussed. Also included are topics such as: chemical equations and reactions, atoms, molecules and ions, mass relationships, molecular geometry and molecular orbits, and chemical bonding.

SCI210

Botany

4.5 Quarter Credit Hours

This course is a study of plants including structure, physiology, development, genetics, ecology, and evolution. Specific topics include: taxonomy and identification, morphology, anatomy and growth, breeding and genetic engineering, medical and euphoric plants, and uses of algae and fungi.

SCI220

Physics

4.5 Quarter Credit Hours

This course is an overview of our understanding of the physical world, covering many of the main concepts and theories. The following topics are explored: kinematics, dynamics, gravitation, energy, momentum and heat, and quantum theory. The course also explores some of its historical, technological, philosophical, and aesthetic aspects of physics, and its place in the history of ideas.

SCI231

Microbiology

5.0 Quarter Credit Hours

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. The supplemental Microbiology Coloring Book will help students learn and retain more information on standard microbiological concepts such as immune response and viral replication. It includes coloring plates, glossary and a pronunciation guide.

SCI240

Astronomy

4.5 Quarter Credit Hours

This course is an introduction to the structure and content of the Universe, emphasizing the concepts, principles, and experimental techniques of modern observational astronomy and astrophysics. Topics include astrometry, multi-wavelength instrumentation and imaging, and data analysis techniques. Also covered is the history of astronomy, gravity and motion, planets, stars, and galaxies.

SCI250

Genetics

4.5 Quarter Credit Hours

This course covers the three branches of genetics, Mendelian (classical or transmission) genetics, molecular genetics, and population genetics. The focus is on aspects of heredity as expressed in DNA code and how DNA transmits across generations and through populations. Critical thinking and problem-solving skills are used throughout the course.

SCI280

Zoology

4.5 Quarter Credit Hours

This course covers structure, function and diversity of animals including the study of biological concepts and processes such as evolution, cellular metabolism, reproduction, heredity, development, and homeostasis. The taxonomy, anatomy, physiology, ecology and evolution of the protistan and animal kingdoms are discussed.

SCI300

Human Development

4.5 Quarter Credit Hours

This course explores the patterns and theories of development from conception through late adulthood emphasizing early childhood through adolescence. Contemporary issues and topics in the field of human development from birth to old age will be covered. Using an interdisciplinary approach, the course explores social, cognitive, physical, and biological factors that shapes and gives meaning to development.

SCI310

Human Sexuality

4.5 Quarter Credit Hours

This course examines human sexuality from an anthropological point of view, emphasizing the biological and cultural dimensions of what it means to be human. Discussions consider the genetic, physiological, psychological, social, and cultural dimensions of human sexuality and the interactions between these dimensions.

SCI330

Meteorology

4.5 Quarter Credit Hours

This course is an overview of current weather maps, structure of the atmosphere, and the role of moisture in the development of dew, clouds, and precipitation. Interactions between hot and cold air masses, fronts, cyclones, thunderstorms, tornadoes, and hurricanes are explored. Also covered are the basics of weather forecasting using instrumentation and satellite communication.

Social Sciences

SOC100

Introduction to Psychology

4.5 Quarter Credit Hours

This course introduces the field of psychology; its basic concepts and theories of human behavior. Topics include the nervous system, perception, motivation, learning and memory, social behavior, personality and clinical psychology. Past and current theories and contributions of major psychologists are also explored.

SOC101

Introduction to Economics

4.5 Quarter Credit Hours

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

SOC102

Interpersonal Psychology

4.0 Quarter Credit Hours

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

SOC120

Introduction to Sociology

4.5 Quarter Credit Hours

This course focuses on basic concepts and theories involved in increasing the understanding of human behavior and societies. Explored are the relationships among societies, individuals, organizations, and groups. Topics include culture, social interaction, social institutions, social stratification, community, and social change strategies. Social issues such as racial and ethnic relations, sexism, class bias, and homophobia are discussed.

SOC140

American Government

4.5 Quarter Credit Hours

This course provides students with a broad understanding of American government. The origins, development and functions of the executive, judicial and legislative branches of government are examined. The course also explores how the role of federalism, the media, public opinion, elections and voting play a part in the American political system.

SOC180

Political Science

4.5 Quarter Credit Hours

This course is a study of politics, specifically examining political ideology, political parties, interest groups, voting, campaigns and elections, civil liberties, public opinion, media and public policy and the interactions between them. Through critical reading, thinking and writing, the course discusses how politicians respond to those forces.

SOC210

Journalism

4.5 Quarter Credit Hours

This course is a study of journalistic styles, procedures, mediums, techniques of information gathering, and the analysis of presentation of news information and opinion in print and electronic media. Also covered are the complexities of having a free press and its impact on governmental, social and economic systems.

SOC240

Understanding the Law

4.5 Quarter Credit Hours

This course introduces students to basic legal concepts, principles and procedures as well as the structure of the U.S. legal system including the role of the judicial, legislative, and executive branches. The role of attorneys, law enforcement and other legal professionals, litigation principles, and dispute resolution are covered as well as the process of legal reasoning and analysis.

SOC280

Introduction to Anthropology

4.5 Quarter Credit Hours

This course is an introduction to the four sub-disciplines of anthropology: biological, archaeological, linguistic, and cultural, in an attempt to explain some of the variety and similarities found in the human condition around the world. Topics include: human biology, language, economies, social organizations, politics, and belief systems.

SOC300

US History since the Civil War

4.0 Quarter Credit Hours

This course presents an overview of how America transformed itself, in a relatively short time, from a land inhabited by agricultural yeoman into the most powerful industrial nation on earth and dominated world politics by the latter half of the Twentieth century. The course will focus on how dominant and subordinate groups have affected the balance of power in America since the American Civil War.

SOC310

Gender and Society

4.5 Quarter Credit Hours

This course explores how various societies have defined and promoted the concept of gender in terms of their social culture. This is a study of many of the diverse contemporary issues and experiences of women and men as gendered individuals, including such topics as power, beauty, workforce relations, and social expectations.

SOC320

Diversity in the U.S.

4.5 Quarter Credit Hours

This class explores identity formation in the United States and the ways in which the process of "Americanization" occurs. Diversity is examined from a sociological perspective and includes such concepts as prejudice and discrimination, privilege, institutional racism/sexism, and internal colonialism. The focus is on race and ethnicity, social class, sex, and age as they lead to social stratification as it functions within the United States.

SOC335

Archaeology

4.5 Quarter Credit Hours

Archaeology is the study of past cultures and societies through their material remains. This course examines the theory, methods, and techniques for investigating, reconstructing, interpreting, and preserving artifacts. General ways in which archaeologists reconstruct human behavior and explain the social relevance of archaeology to today's world is covered.

SOC340

Social Change

4.5 Quarter Credit Hours

This course is designed to cover the major theoretical traditions and studies of social differentiation, and social, economic and political change. The focus uses sociology, political science, economy, and philosophy, to identify the dominant paradigms, examine various sub-theories of each, and contrast perspectives with one another. Also examined are the influences of social, geographical, and biological processes and conditions.

SOC410

Race and Ethnicity

4.5 Quarter Credit Hours

This course examines how race and ethnicity are defined, and the dynamics of stereotyping, prejudice, discrimination, and the forms of racism. Theories of prejudice and racism, minority group histories, patterns of race-ethnic relations, and approaches to race-ethnic equality are considered as is the cultural basis of ethnicity and political claims upon territory by nationalists. Race and ethnicity are viewed in light of struggles over economic resources, political access, and cultural identity.

SOC420

Intercultural Communications

4.5 Quarter Credit Hours

Under the broad headings of globalization and diversity, this course is a study of cross cultural contacts and interactions when individuals are from different cultures. Topics addressed include: perceptions, communication, linguistic differences, ecological influences, and stereotyping.

SOC440

International Relations

4.5 Quarter Credit Hours

This course covers the theoretical perspectives in international relations, and major events that have shaped the contemporary international system. Discussions include: how foreign policy is made, the role of power, and how neo-realism and neo-liberalism, neo-Marxist, postmodernist, and feminist movements have influenced dominant paradigms. Current global issues of terrorism, trade, development, environment, gender, and human rights are explored.

SOC450

Abnormal Psychology

4.5 Quarter Credit Hours

This course provides a broad survey of what is considered to be abnormal behavior including sociocultural, spiritual, emotional, cognitive, and behavioral deviations. The focus describes various symptoms, syndromes, and illnesses and to discusses research and theories regarding patterns of development, measurement, and treatment methods.

STUDENT SERVICES

Career Services

The Campus President, Dean of Education and Director of 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 Coordinator work hand-in-hand with students during the last two months of their program.

Career Services administers a mandatory Exit Interview process prior to graduation whereby

a student:

- completes a resume,
- prepares for interviews,
- charts a short and long term career plan,
- learns job search techniques,
- arranges a plan of contact to maintain relationships with Career Services after graduation in order to continue to receive notice 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 Director of Career Services sends out surveys to both graduates and employers to provide additional feedback to the College.

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 Dean of Education 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 Dean/ Director of Education or 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. Addition-

ally, 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. Students who are current clients of the

Policy on Accommodation for Disabled Individuals

Washington state Department of Vocational Rehabilitation (DVR) may thereby have satisfied the requirement of the documentation of the disability. However, in order to verify the status of the students with the Department of Vocational Rehabilitation, Charter College reserves the right to request from those students who are seeking accommodation the release of documentation of their disability.

4. Once a disability is verified, 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 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. If a student is a current client of DOR, it may be necessary to coordinate the Accommodation Plan with DOR as well.

5. 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 Dean of Education 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.

Library

The Charter College Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The 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 library for educational and professional development purposes. All materials in the 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 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 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 librarian 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 classes, to use placement 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.

Tutoring

Tutoring 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.

STUDENT CONDUCT

Students are expected to observe the following policies and those described in the Catalog and Student Handbook:

- Accept assigned duties and responsibilities.
- Demonstrate initiative and productivity.
- Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
- Maintain professional grooming and personal hygiene at all times.
- 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 or externship property:

- All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
- Theft or destruction of College or the private property of individuals associated with the College.
- The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
- 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.
- The use of profanity, insubordination, dishonesty and violation of safety rules.

- Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
- Smoking on campus.
- No visible body piercings are acceptable (including tongue piercing). Only pierced ears are permitted.
- Food or drink in the classrooms.
- Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
- 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.

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.

Weapons

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.

Illegal Drugs and Alcohol

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.”

Business/IT Programs Dress Code

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 employees is unacceptable. Failure to comply with the Charter dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate

Inappropriate

Clothing

- | | |
|---|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Jeans • Sweatpants. Exercise pants • Shorts • Leggings or any spandex or other form-fitting pants • Tank tops, Midriff tops • Shirts with potentially offensive words, terms, logos, picture, 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

- | | |
|--|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Short/mini, tight skirts that rides halfway up the thigh when sitting or standing • Skorts • Sundresses, beach dresses • Spaghetti-strap dresses |
|--|---|

Shoes and Footwear

- | | |
|--|---|
| <ul style="list-style-type: none"> • Conservative walking shoes • Loafers, Leather deck-type shoes • Boots • Flats/dress sandals • Dress heels. | <ul style="list-style-type: none"> • Athletic shoes • Thongs, flip-flops, and slippers • Clogs • Sneakers, tennis shoes |
|--|---|

Hats, Jewelry, Perfume, and Cologne

- Should be in good taste
- Pierced ears:
- One earring per ear
- Earrings should be small and professional
- 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

Charter College expects Allied Health students to dress professionally at all times. Our dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are free of tears or stains; hair that is off the

collar; white, non-canvas topped shoes and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Charter College Allied Health Professional Program Dress Code

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

- White solid top shoes
- Any other shoes

Personal Hygiene

Fingernails:

- Short cut
- Natural
- 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:

- Kept up off shoulders
- Long, loose hair that is not clean
- Hats are **never** appropriate

Charter College HVAC-R Program Dress Code

Charter College expects HVAC-R students to dress professionally at all times. Our dress code is based on the expectations of the employers in the Heating, Ventilation, Air Conditioning and Refrigeration field. Students should maintain a professional appearance by wearing clean, pressed uniforms that are have

no tears or stains; hair that is off the collar; black, steel-toed boots and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Jewelry

- Pierced ears: One earring per ear
- Earrings should be small and professional
- 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

Appropriate

- Neat
- Clean and pressed

Inappropriate

Uniforms

- 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: One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes
- No facial piercings

Charter College ID must be worn at all times

GRIEVANCE AND APPEALS POLICY

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

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

Step 2: Communicate with the Dean of Education. A "Complaint Form" can be obtained from the Dean of Education or the Academic Office.

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

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

The following steps must be followed:

- a. All parties involved must complete an "Incident Report" 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 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 Regional Vice President of Operations, Mr. Joshua Swayne at 775-525-2109.

Step 6: 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. Direct all inquiries to:

Accrediting Council for Independent Colleges and Schools

750 First Street N.E., Suite 980

Washington, DC, 20002-4242

202-336-6780

Students in certificate programs may refer grievances directly to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, WA 98504-3105, (360) 753-5662.

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.

STUDENT SEXUAL HARASSMENT POLICY

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. 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. Examples of sexual harassment include but are not limited to 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.

Charter College is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Dean of Education serves as one of the Title IX Coordinators. If students feel that they have experienced sexual harassment, students must report any violations to the Dean of Education immediately. If the potential sexual harassment incident involves the Dean of Education, directly or indirectly, the student should report the violation to the Campus President the other Title IX Coordinator. The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. 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.

Students, staff and faculty 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.

Students, staff and faculty 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 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. 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.

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/>.

Prospect Education and Charter College Student Sexual Harassment Policy

Introduction

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

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

Definitions

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

All acts of sexual violence are considered forms of sexual harassment under Title IX.

Sexual violence is a sexual act perpetrated against a person’s will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

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

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
Pasco	Dean of Education	509-546-3900	5278 Outlet Drive Pasco, WA 99301

Response to Sexual Harassment Allegations False Reports

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.

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

Administrative Hours of Operation	Charter College's 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, 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 disturbing 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	<p>Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Registrar. Charter College will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Registrar in writing. After evaluations of these requests, students will be notified in writing of the outcome.</p> <p>In compliance with FERPA, Charter College will release "directory information" on all students. Directory information includes student names, program goals, student statuses, professional certifications, Charter College High School Scholarship awards, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information. Students who wish to decline to release directory information must complete a separate form.</p> <p>Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.</p> <p>Under FERPA, Charter College may release student information without student consent to school officials. This includes Charter College officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. 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.</p> <p>Charter College's responses to student requests for academic record amendments may be appealed in accordance with Charter's Career College Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information 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.</p>
Message for Students	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 7:30 p.m., Monday through Thursday, 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.

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.

Non-Discriminatory Policy

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.

Photo 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.

Placement Release

As mentioned above under “Reporting Criminal Actions” the best method of reporting a non-emergency criminal action is to fill out an “Incident Report” located in Academics. 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.

Report a Criminal Offense

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 on Campus

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three 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.

must be reported:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Security Report

The occurrence of the following crimes

In addition, Charter College has 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).

No criminal offenses or arrests have been reported in the following categories on the College premises: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability. This information was reported to the Department of Education in the crime statistics report.

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 calendar year is 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 Presidents.

FACULTY

Name	Title	Credentials	Program Area
Anderson, Cara	Instructor	JD-Rutgers School of Law, Masters in Business Administration - Oregon State University	Paralegal
Balentine, Elias	Instructor	Associate of Applied Science in Information Systems/Network Administration - Vance-Granville Community College	Network Security
Brown, Sheryl	Instructor	Associate of Arts in Nursing - Columbia Basin College	Medical
Bushman, Ann	Instructor	Bachelor of Arts in Nursing - Brigham Young University	Medical
Combs, Angela	Instructor	Bachelor of Arts in Nursing - Washington State University ADN & Associate of Applied Science in Nursing - Columbia Basin College	Medical
Draper, Seth	Instructor	Certificate in JMC Venitlation/Refrigeration - Bitzer International	HVAC
Harter, Ron	Instructor	Bachelor of Science in Mechanical Engineering - Kennedy University, Associate of Applied Science in Computer Science - Columbia Basin College	Network Security
Isaacson, Teresa	Instructor	Bachelor of Arts in Business Admin - Washington State University	Business/ Medical
Jones, Kevin	Associate Dean	Bachelor of Arts in Portuguese & Spanish - Brigham Young University Masters in Business Management - American Graduate School of Internal Management	Business
Lepper, Cindi	Instructor	Certificate in Dental Assisting - United Health Careers Institute	Dental
McDow, Audrey	Instructor	Associate of Arts in Core Cert, Acct, Network Support Technology - College of Southern Idaho Bachelor of Science in Healthcare Administration - Idaho State University	Network Security
Melton-Mahoney, Kelly	Associate Dean	Master of Science in Criminal Justice - Everest University Bachelor of Science in Criminal Justice-Minot State University	Criminal Justice
Pritchard, Bruce	Instructor	Certificate in Refrigeration, AC & Heating - J.M. Perry Institute	HVAC
Thompson, Melissa	Instructor	Bachelor of Arts in Healthcare Management - American Intercontinental University Online Certificate in Dental Assisting - Tri-Tech Skills Center & Columbia Basin College	Dental
West, Amber	Instructor	Associate of Arts in Dental Assisting - Columbia Basin College Certificate in Dental Assisting - Tri-Tech Skills Center	Dental

ACADEMIC CALENDAR

Program Start Dates

Charter College schedules ten modules in a calendar year. Each module meets for five weeks.

Charter College observes Constitution and Citizenship Day on September 17th of each year to

commemorate the September 17, 1787 signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the College will celebrate Constitution Day during the preceding or following week.

YEAR	Mod Dates	
	Start	End
2012	05/28/12	07/01/12
	07/02/12	08/05/12
	08/06/12	09/09/12
	09/10/12	10/14/12
	10/15/12	11/18/12
	11/19/12	12/23/12
2013	01/07/13	02/10/13
	02/11/13	03/17/13
	03/18/13	04/21/13
	04/22/13	05/26/13
	05/27/13	06/30/13
	07/01/13	08/04/13
	08/05/13	09/08/13
	09/09/13	10/13/13
	10/14/13	11/17/13
	11/18/13	12/22/13

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

2012 Holidays	Make-Up Friday
Memorial Day - May 28, 2012	June 1, 2012
Independence Day - July 4, 2012	July 6, 2012
Labor Day - September 3, 2012	September 7, 2012
Thanksgiving - November 22, 2012 to November 25, 2012	November 30, 2012
Winter Break - December 24, 2012 to January 4, 2013	N/A

2013 Holidays	Make-Up Friday
Memorial Day - May 27, 2013	May 31, 2013
Independence Day - July 4, 2013	July 5, 2013
Labor Day - September 2, 2013	September 6, 2013
Thanksgiving - November 28, 2013 to December 1, 2013	December 6, 2013
Winter Break - December 23, 2013 to January 5, 2014	N/A

PROGRAM DISCLOSURES

A.A.S. Degree in Business Management Practice

Program CIP Number: 52.0201

Program Name: Business Management Practice

The Associate of Applied Science in Business Management Practice program covers how to hire, support, and evaluate personnel; to supervise working teams of staff; to identify, develop, and implement vital projects; to comply with complex business laws and regulations; to review financial data for decision-making; to use information technology to communicate and market; to apply the critical elements of leadership; to use advanced computer technology to manage; and to start and manage a small business. This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

Program Length: Fifteen months

Related Occupations:

General and Operations Managers

SOC Code 11-1021.00

<http://www.onetonline.org/link/summary/11-1021.00>

First-Line Supervisors/Managers of Office and Administrative Support Workers

SOC Code 43-1011.00

<http://www.onetonline.org/link/summary/43-1011.00>

Administrative Services Managers

SOC Code 11-3011.00

<http://www.onetonline.org/link/summary/11-3011.00>

Regulatory Affairs Managers

SOC Code 11-9199.01

<http://www.onetonline.org/link/summary/11-9199.01>

Compliance Managers

SOC Code 11-9199.02

<http://www.onetonline.org/link/summary/11-9199.02>

Supply Chain Managers

SOC Code 11-9199.04

<http://www.onetonline.org/link/summary/11-9199.04>

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty-one thousand six hundred twenty-five dollars and zero cents

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: Five hundred ninety-three dollars and eighty-three cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 5%

Job placement for graduates and completers of this program: 100%

**A.A.S. Degree
in Computer
Science:
Concentration
in Business
Applications**

Program CIP Number: 52.0407

SOC Code 11-3021.00

Program Name: Computer Science: Concentration in Business Applications

<http://www.onetonline.org/link/summary/11-3021.00>

The Associate of Applied Science in Computer Science: Concentration in Business Applications program prepares students to seek careers in receiving, processing, delivering, and storing information that is vital in both the short-term and the long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises. This program requires that the student achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Program Length: Fifteen months

Normal Program Completion Time: Fifteen months

Related Occupations:

Information Technology Project Managers

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 0%

SOC Code 15-1099.11

<http://www.onetonline.org/link/summary/15-1099.11>

Job placement for graduates and completers of this program: No graduates in this reporting period

Computer and Information Systems Managers

**A.A.S. Degree
in Computer
Science:
Concentration
in Network
Security**

Program CIP Number: 11.0003

SOC Code 15-1071.01

Program Name: Computer Science: Concentration in Network Security

<http://www.onetonline.org/link/summary/15-1071.01>

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

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nineteen thousand nine hundred eighty-six dollars and sixty-eight cents

Median cumulative debt for private loans: One thousand one hundred ninety-seven dollars and forty-eight cents

Median cumulative debt for institutional finance plans: One thousand nine hundred twenty-three dollars and forty-nine cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 24%

Job placement for graduates and completers of this program: 73%

Program Length: Fifteen months

Related Occupations:

Computer Security Specialists

A.A.S. Degree in Computerized Accounting

Program CIP Number: 52.0301

Program Name: Computerized Accounting

The Associate of Applied Science in Computerized Accounting program prepares students to seek careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental agencies and enterprises. This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

Program Length: Fifteen months

Related Occupations:

Bookkeeping, Accounting, and Auditing Clerks

SOC Code 43-3031.00

<http://www.onetonline.org/link/summary/43-3031.00>

Billing, Cost, and Rate Clerks

SOC Code 43-3021.02

<http://www.onetonline.org/link/summary/43-3021.02>

Statement Clerks

SOC Code 43-3021.01

<http://www.onetonline.org/link/summary/43-3021.01>

Tellers

SOC Code 43-3071.00

<http://www.onetonline.org/link/summary/43-3071.00>

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty thousand eight hundred seventy-four dollars and fifty cents

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 20%

Job placement for graduates and completers of this program: 50%

A.A.S. Degree in Criminal Justice

PProgram CIP Number: 43.0103

Program Name: Criminal Justice

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. 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 Length: Fifteen months

Related Occupations:

Detectives and Criminal Investigators

SOC Code 33-3021.00

<http://www.onetonline.org/link/summary/33-3021.00>

Police Detectives

SOC Code 33-3021.01

<http://www.onetonline.org/link/summary/33-3021.01>

Police Identification and Records Officers

SOC Code 33-3021.02

<http://www.onetonline.org/link/summary/33-3021.02>

Police and Sheriff's Patrol Officers

SOC Code 33-3051.00

<http://www.onetonline.org/link/summary/33-3051.00>

Police Patrol Officers

SOC Code 33-3051.01

<http://www.onetonline.org/link/summary/33-3051.01>

Sheriffs and Deputy Sheriffs

SOC Code 33-3051.03

<http://www.onetonline.org/link/summary/33-3051.03>

Private Detectives and Investigators

SOC Code 33-9021.00

<http://www.onetonline.org/link/summary/33-9021.00>

Gaming Surveillance Officers and Gaming Investigators

SOC Code 33-9031.00

<http://www.onetonline.org/link/summary/33-9031.00>

Transit and Railroad Police

SOC Code 33-3052.00

<http://www.onetonline.org/link/summary/33-3052.00>

Parking Enforcement Workers

SOC Code 33-3041.00

<http://www.onetonline.org/link/summary/33-3041.00>

Police, Fire, and Ambulance Dispatchers

SOC Code 43-5031.00

<http://www.onetonline.org/link/summary/43-5031.00>

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty thousand dollars and zero cents

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: Four thousand thirty-eight dollars and forty-nine cents

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 30%

Job placement for graduates and completers of this program: 50%

A.A.S. Degree in Health Information Technology

Program CIP Number: 51.0707

Program Name: Health Information Technology

The Health Information Technology program will prepare students to identify and use technology to perform entry-level skills in health information positions. The program of study will expose students to basic training in computers, health information content and management, quality improvement, statistics, coding and reimbursement, and legal aspects of health information. Students will learn to compile, analyze, and present health information for use by various health care professionals.

Program Length: Fifteen months

Related Occupations:

Medical Records and Health Information Technicians

SOC Code 29-2071.00

<http://www.onetonline.org/link/summary/29-2071.00>

Medical Transcriptionists

SOC Code 31-9094.00

<http://www.onetonline.org/link/summary/31-9094.00>

Billing, Cost, and Rate Clerks

SOC Code 43-3021.02

<http://www.onetonline.org/link/summary/43-3021.02>

Medical Secretaries

SOC Code 43-6013.00

<http://www.onetonline.org/link/summary/43-6013.00>

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

**A.A.S. Degree in
Medical Office
Administration:
Concentration
in Medical
Assistant**

Program CIP Number: 51.0710

Program Name: Medical Office Administration:
Concentration in Medical Assistant

The Associate of Applied Science in Medical Office Administration: Concentration in Medical Assistant program prepares students to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance the students' potential for placement, and the medical office administration orientation enhances graduates value in the fast-paced health care offices of today and the future. This program is broken into two phases, the first phase is the Certificate in Medical Assistant program, and the second phase is the medical office administration courses. Prior to advancing to the medical office administration courses, students must complete the Certificate in Medical Assistant program. This program requires that students achieve the following industry certification prior to their externship: NCCT National Certified Medical Assistant.

Program Length: Eighteen months

Related Occupations:

Medical Assistants

SOC Code 31-9092.00

[http://www.onetonline.org/link/
summary/31-9092.00](http://www.onetonline.org/link/summary/31-9092.00)

Medical Secretaries

SOC Code 43-6013.00

[http://www.onetonline.org/link/
summary/43-6013.00](http://www.onetonline.org/link/summary/43-6013.00)

Program Cost: Thirty-Six Thousand Seven Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Twenty-one thousand one hundred ninety-one dollars and zero cents

Median cumulative debt for private loans: Six thousand one hundred seventy-six dollars and fifty cents

Median cumulative debt for institutional finance plans: Two thousand four hundred twenty-five dollars and ninety-nine cents

Normal Program Completion Time: Eighteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 49%

Job placement for graduates and completers of this program: 77%

Program CIP Number: 22.0302

Program Name: Paralegal Studies

The Associate of Applied Science Degree in Paralegal Studies program has been designed to prepare graduates 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.

Program Length: Fifteen months

Related Occupations:

Paralegals and Legal Assistants

SOC Code 23-2011.00

<http://www.onetonline.org/link/summary/23-2011.00>

Law Clerks

SOC Code 23-2092.00

<http://www.onetonline.org/link/summary/23-2092.00>

Court, Municipal, and License Clerks

SOC Code 43-4031.00

<http://www.onetonline.org/link/summary/43-4031.00>

Court Clerks

SOC Code 43-4031.01

<http://www.onetonline.org/link/summary/43-4031.01>

Municipal Clerks

SOC Code 43-4031.02

<http://www.onetonline.org/link/summary/43-4031.02>

License Clerks

SOC Code 43-4031.03

<http://www.onetonline.org/link/summary/43-4031.03>

Legal Secretaries

SOC Code 43-6012.00

<http://www.onetonline.org/link/summary/43-6012.00>

Program Cost: Thirty-Five Thousand Two Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 0%

Job placement for graduates and completers of this program: No graduates in this reporting period

Certificate in Computerized Accounting Specialist

Program CIP Number: 52.0301

Program Name: Computerized Accounting Specialist

The Certificate in Computerized Accounting Specialist program covers financial transaction reporting, computerized accounting, computerized business software, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a financial accounting career may require the completion of a degree program.

Program Length: Seven months

Related Occupations:

Bookkeeping, Accounting, and Auditing Clerks

SOC Code 43-3031.00

<http://www.onetonline.org/link/summary/43-3031.00>

Billing, Cost, and Rate Clerks

SOC Code 43-3021.02

<http://www.onetonline.org/link/summary/43-3021.02>

Statement Clerks

SOC Code 43-3021.01

<http://www.onetonline.org/link/summary/43-3021.01>

Tellers

SOC Code 43-3071.00

<http://www.onetonline.org/link/summary/43-3071.00>

Program Cost: Seventeen Thousand Six Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Ten thousand two hundred twenty-nine dollars and zero cents

Median cumulative debt for private loans: Seven hundred fifteen dollars and twenty-two cents

Median cumulative debt for institutional finance plans: One thousand three hundred forty-nine dollars and one cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 78%

Job placement for graduates and completers of this program: 86%

Certificate in Computerized Office Specialist

Program CIP Number: 11.0101

Program Name: Computerized Office Specialist

The Certificate in Computerized Office Specialist program is for students seeking rapid computer literacy and operational skills. The program includes skills in mathematics and communications, word processing, computer operations, the use of essential business computer software, payroll reporting, customer service, and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a career in the office professions may require the completion of a degree program.

Program Length: Seven months

Related Occupations:

Office Clerks, General

43-9061.00

<http://www.onetonline.org/link/summary/43-9061.00>

Computer Support Specialists

SOC Code 15-1041.00

<http://www.onetonline.org/link/summary/15-1041.00>

Office and Administrative Support Workers, All Other

43-9199.00

<http://www.onetonline.org/link/summary/43-9199.00>

Executive Secretaries and Administrative Assistants

SOC Code 43-6011.00

<http://www.onetonline.org/link/summary/43-6011.00>

Secretaries, Except Legal, Medical, and Executive

43-6014.00

<http://www.onetonline.org/link/summary/43-6014.00>

Human Resources Assistants, Except Payroll and Timekeeping

43-4161.00

<http://www.onetonline.org/link/summary/43-4161.00>

Receptionists and Information Clerks

SOC Code 43-4171.00

<http://www.onetonline.org/link/summary/43-4171.00>

File Clerks

SOC Code 43-4071.00

<http://www.onetonline.org/link/summary/43-4071.00>

Program Cost: Seventeen Thousand Six Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand five hundred dollars and zero cents

Median cumulative debt for private loans: One thousand two hundred sixty dollars and twenty-three cents

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 42%

Job placement for graduates and completers of this program: 75%

Certificate in Dental Assisting

Program CIP Number: 51.0601

Program Name: Dental Assisting

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

Program Length: Ten months

Related Occupations:

Dental Assistants

SOC Code 31-9091.00

<http://www.onetonline.org/link/summary/31-9091.00>

Program Cost: Eighteen Thousand Six Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Ten months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

Program CIP Number: 15.0501

Program Name: Heating, Ventilation, Air Conditioning and Refrigeration

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

Program Length: Ten months

Related Occupations:

Sheet Metal Workers

SOC Code 47.2211.00

<http://www.onetonline.org/link/summary/47-2211.00>

Heating and Air Conditioning Mechanics and Installers

SOC Code 49-9021.01

<http://www.onetonline.org/link/summary/49-9021.01>

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

SOC Code 49-9021.00

<http://www.onetonline.org/link/summary/49-9021.00>

Refrigeration Mechanics and Installers

SOC Code 49-9021.02

<http://www.onetonline.org/link/summary/49-9021.02>

Program Cost: Eighteen Thousand Six Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period

Median cumulative debt for private loans: No private loans in this reporting period

Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Ten months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period

Job placement for graduates and completers of this program: No graduates in this reporting period

Certificate in Medical Assistant

Program CIP Number: 51.0801

Program Name: Medical Assistant

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 achieve the following industry certification prior to their externship: NCCT National Certified Medical Assistant.

Program Length: Ten months

Related Occupations:

Medical Assistants

SOC Code 31-9092.00

<http://www.onetonline.org/link/summary/31-9092.00>

Medical Secretaries

SOC Code 43-6013.00

<http://www.onetonline.org/link/summary/43-6013.00>

Program Cost: Twenty-One Thousand Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Thirteen thousand dollars and zero cents

Median cumulative debt for private loans: Five thousand sixty-seven dollars and twenty-five cents

Median cumulative debt for institutional finance plans: One thousand seven hundred seventy-six dollars and forty-five cents

Normal Program Completion Time: Ten months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 47%

Job placement for graduates and completers of this program: 75%

Certificate in Network Security

Program CIP Number: 11.1003

Program Name: Network Security

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. This program requires that the student achieve the following industry certification: Security+.

Program Length: Seven months

Related Occupations:

Computer Security Specialists

SOC Code 15-1071.01

<http://www.onetonline.org/link/summary/15-1071.01>

Program Cost: Seventeen Thousand Six Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand five hundred dollars and zero cents

Median cumulative debt for private loans: Three thousand three hundred sixty-eight dollars and zero cents

Median cumulative debt for institutional finance plans: Seven hundred forty-eight dollars and zero cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 54%

Job placement for graduates and completers of this program: 33%

Certificate in Paralegal Studies

Program CIP Number: 22.0302

Program Name: Paralegal Studies

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, real estate law, contracts, business law, and criminal law.

Program Length: Seven Months

Related Occupations:

Paralegals and Legal Assistants

SOC Code 23-2011.00

<http://www.onetonline.org/link/summary/23-2011.00>

Law Clerks

SOC Code 23-2092.00

<http://www.onetonline.org/link/summary/23-2092.00>

Court, Municipal, and License Clerks

SOC Code 43-4031.00

<http://www.onetonline.org/link/summary/43-4031.00>

Court Clerks

SOC Code 43-4031.01

<http://www.onetonline.org/link/summary/43-4031.01>

Municipal Clerks

SOC Code 43-4031.02

<http://www.onetonline.org/link/summary/43-4031.02>

License Clerks

SOC Code 43-4031.03

<http://www.onetonline.org/link/summary/43-4031.03>

Legal Secretaries

SOC Code 43-6012.00

<http://www.onetonline.org/link/summary/43-6012.00>

Program Cost: Seventeen Thousand Six Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Nine thousand five hundred dollars and zero cents

Median cumulative debt for private loans: Three thousand seven hundred forty-seven dollars and seventy-five cents

Median cumulative debt for institutional finance plans: Two thousand nine hundred sixty dollars and seventy-eight cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 58%

Job placement for graduates and completers of this program: 70%

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