

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 91

EFFECTIVE DATE: 5.2.13

COURSE DESCRIPTION

CMP235

SonicWALL Security Administration

3.5 Quarter Credit Hours

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

Prerequisite: CMP133 Security+: Network Security Fundamentals

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG REFERENCE PAGE: 79-81

EFFECTIVE DATE: 5.17.13

SAP POLICY

In addition to the SAP policy listed in the catalog, the following information is added to the SAP policy:

Changing Programs

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

Additional Program / Credentials

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those course that apply toward the new program will be counted in calculating the number of credits attempted in calculating the cumulative GPA.

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CHARTER COLLEGE - WASILLA

CATALOG REFERENCE PAGE: 71

EFFECTIVE DATE: 5.27.13

TITLE IV 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 a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account at the College within 45 days of the student's withdrawal date or graduation date.

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

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 8.1.13

PROGRAM OFFERING

The following programs are no longer accepting enrollments and/or re-enters:

Certificate in Computerized Office Specialist

Certificate in Computerized Accounting Specialist

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

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 5.27.13

PROGRAM DESCRIPTION

Certificate in Business Administration

The Certificate in Business Administration program provides the information and skills in business administration, financial transaction reporting, computerized accounting, office software, and personal and professional development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a business administration career may require the completion of a degree program. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
Concentration Requirements			
AC1110	Accounting Fundamentals	50	4.5
AC1160	Advanced Accounting Fundamentals	55	4.5
AC1210	Payroll Fundamentals	55	4.5
AC1320	Accounting Software Systems and Principles	55	4.5
AC1510	Cost Accounting Fundamentals	55	4.5
AC1520	Managerial Accounting and Decision-Making	55	4.5
BA1110	Business Fundamentals	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2580	Microeconomics	45	4.5
		Total	550
			49.5
Other Requirements			
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
		Total	140
		Grand Total	690
			63.0

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 5.27.13

COURSE DESCRIPTIONS

AC1110

Accounting Fundamentals

4.5 Quarter Credit Hours

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

AC1160

Advanced Accounting Fundamentals

4.5 Quarter Credit Hours

This course is a continuing study of Accounting Fundamentals with emphasis on more complex aspects of financial transactions. Topics include long term assets, short and long term liabilities, investments, statement of cash flow, analyzing financial statements, business structures, accounting for stocks and dividends, and fair value accounting.

Prerequisite: AC1110 - Accounting Fundamentals

AC1210

Payroll Fundamentals

4.5 Quarter Credit Hours

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

Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals

AC1320

Accounting Software Systems and Principles

4.5 Quarter Credit Hours

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

Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals

AC1510

Cost Accounting Fundamentals

4.5 Quarter Credit Hours

This course provides an introduction to cost accounting by exploring cost accounting principles and methods. Students are exposed to cost accounting concepts used to analyze data and assist with managerial decision making. Topics include variable, activity based, job order, and process costing, as well as, standard costing and variable analysis. Break-even point and cost-volume-profit analysis will also be presented.

Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals

CATALOG ADDENDUM

AC1520

Managerial Accounting and Decision-Making 4.5 Quarter Credit Hours

This course is an advanced study of managerial cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard versus actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior.

Prerequisites: AC1110 - Accounting Fundamentals, AC1160 - Advanced Accounting Fundamentals & AC1510 - Cost Accounting Fundamentals

BA1110

Business Fundamentals 4.5 Quarter Credit Hours

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

BA1220

Leadership and Followership 4.5 Quarter Credit Hours

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

BA1410

Marketing Fundamentals 4.5 Quarter Credit Hours

This course provides an introduction to marketing theory and strategies. Students will explore the development of a marketing plan from the initial environmental analysis to the final implementation and evaluation stages. Topics include target marketing, consumer behavior, product development, branding, ethics, global marketing, and the marketing mix.

BA2320

Business Law and Ethics 4.5 Quarter Credit Hours

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

BA2580

Microeconomics 4.5 Quarter Credit Hours

This course provides an introduction to the fundamentals of microeconomic theory. The course focuses on theories related to the consumer, the producer, and the market to include such topics as supply and demand analysis, market forms, consumer choice theory, production costs, elasticity, competition, international trade, and the role of government in public policy.

SS1001

Student Success Strategies 4.5 Quarter Credit Hours

This class presents students with the skills and behaviors necessary for personal and academic success. Students will be introduced to strategies focused on retaining information, improving study skills, organizing time, setting goals, assisting in personal financial planning, effective communication, and applying critical thinking skills in problem solving. A strong emphasis is also placed on the techniques and strategies for successful online learning and information literacy.

SS1110

Technology Fundamentals 4.5 Quarter Credit Hours

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

CATALOG ADDENDUM

SS1210

Professional Success Strategies

4.5 Quarter Credit Hours

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 84

EFFECTIVE DATE: 5.31.13

COURSE DESCRIPTION

ACC300

Governmental and Non-Profit Accounting

3.5 Quarter Credit Hours

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

Prerequisite: ACC 121 - Principles of Accounting

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CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 88-90

EFFECTIVE DATE: 6.3.13

COURSE DESCRIPTION

CJ204

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

CJ406

Criminal Justice Practicum

3.0 quarter credit hours

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

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

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 87

EFFECTIVE DATE: 6.3.13

COURSE DESCRIPTION

BUS400

Capstone: An Integration of Learning

3.0 Quarter Credit Hours

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

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

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CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 77

EFFECTIVE DATE: 6.3.13

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 Career Services requirements
6. complete all required certifications (if applicable).

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 66

EFFECTIVE DATE: 6.4.13

CHARTER COLLEGE 2013 HIGH SCHOOL SCHOLARSHIP

Scholarship Eligibility Requirements:

High School graduate from accredited high school in 2013.

Complete essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: 1-2 pages, typed.

Deadline for submitting application with essay and official high school transcript are no later than July 19, 2013 to start no later than August 5, 2013, or September 6, 2013 to start no later than October 14, 2013. Application with documents are accepted via mail, fax, or at the campus.

All applicants must complete an admission interview with an Admissions Representative at Charter College prior to July 9, 2013 for the July 19, 2013 submission, or September 3, 2013 for the September 6, 2013 submission.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 22, 2013 for the August 5, 2013 start and September 16, 2013 for the October 14, 2013 start. Scholarship funds are limited. Applicants are encouraged to apply early.

Conditions of Award:

All scholarship recipients must be enrolled as full-time students, 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 do so will result in forfeit of the scholarship, or the remaining portion.

Award Amounts:

For Certificate program, the scholarship amount is \$1,500, for the Associate program the scholarship amount is \$3,000, and Bachelor program, the scholarship amount is \$5,000.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 61

EFFECTIVE DATE: 7.5.2013

STUDENT'S RIGHT TO CANCEL

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

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, 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 Enrollment Agree-

ment. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 7 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 7.day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

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

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CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 72

EFFECTIVE DATE: 7.22.13

ACADEMIC AWARD

President's Award

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

Certificate Program – 4.0

Associate Degree – 3.9

Bachelor Degree – 3.8

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CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 81

EFFECTIVE DATE: 7.24.13

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, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan (i.e. UNISA), a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

CATALOG PAGE REFERENCE: 62

EFFECTIVE DATE: 7.30.13

CHARTER COLLEGE ALUMNI TUITION DISCOUNT

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**. 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.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 7.31.13

ADMISSIONS REQUIREMENTS

Associate of Applied Science in Allied Health

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program. The enrollee must be able to transfer a minimum of 54 quarter credit hours with a grade of "C" or above in each course from an accredited postsecondary institution recognized by the U.S. Department of Education or be a graduate of an accredited institution in an allied-health related field.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in an allied healthcare concentration or be a graduate of an accredited institution in an allied-health related field.
2. A completed certificate or coursework completed in the last eight years.
 - a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 7.31-13

PROGRAM DESCRIPTION

Associate of Applied Science in Allied Health

The Associate of Applied Science in Allied Health program provides healthcare professionals with complementary skills in critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their chosen career field. Core content may be transferred in from any of several health-related programs. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an allied health related field.

Program Outcomes

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

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

REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
Concentration Requirements			
AH2110*	The Health Care System	45	4.5
AH2120*	Legal and Ethical Issues in Healthcare	45	4.5
Transfer Credit	Transfer in 54 quarter credit hours in an allied healthcare concentration		54.0
		Total	90
General Education Requirements			
GE2110*	College Mathematics	50	4.5
GE2210*	Environmental Science	55	4.5
GE2310*	Written and Oral Communication Practices	45	4.5
GE2510*	Introduction to Sociology	45	4.5
GE2410*	Ethical Principles Across Societies	45	4.5
		Total	240
Other Requirements			
SS2110	Software Fundamentals	50	4.5
		Total	50
		Grand Total	380
			90.0

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

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 7.31.13

COURSE DESCRIPTIONS FOR ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

AH2110

The Health Care System

4.5 Quarter Credit Hours

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

between stakeholders, and the general continuum of health care. Healthcare administration and management practices are examined, and the goals of health research discussed.

AH2120

Legal and Ethical Issues in Healthcare

4.5 Quarter Credit Hours

This course focuses on the laws, regulations, guidelines, ethics and bioethics in the health care industry. Legal topics include the various components of the US legal system, sources of law, licensure and certification requirements, laws specific to health care, and the legal responsibilities of medical personnel. Concepts related to health care ethics, such as ethical decision-making in various medical areas, AMA's ethical principles, the protection of patient's rights, and standard of care will be discussed. The additional topics of managed health care and plans, medical record-keeping, charting, and rules and regulations in the workplace will be explored.

GE2110

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.

GE2210

Environmental Science

4.5 Quarter Credit Hours

This course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

GE2310

Written and Oral Communication Practices

4.5 Quarter Credit Hours

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

CATALOG ADDENDUM

GE2510

Introduction to Sociology

4.5 Quarter Credit Hours

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others

GE2410

Ethical Principles Across Societies

4.5 Quarter Credit Hours

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

SS2110

Software Fundamentals

4.5 Quarter Credit Hours

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 7.31.13

ADMISSIONS REQUIREMENTS

Associate of Applied Science in Applied Technology

The enrollee must have completed a certificate of at least 54 quarter credit hours with a grade of "C" or above in each course from an accredited postsecondary institution recognized by the U.S. Department of Education or be a graduate of an accredited institution in a trade or craft related field.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a trade or craft concentration or be a graduate of an accredited institution in a trade or craft related field.
2. A completed certificate or coursework completed in the last eight years.
 - a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 7.31-13

PROGRAM DESCRIPTION

Associate of Applied Science in Applied Technology

The Associate of Applied Science in Applied Technology program is designed for trade and craft professionals with a certificate or substantial coursework in a trade program such as welding, plumbing, electrician, or HVAC. The program includes coursework in project management and customer services, as well as, coursework in oral and written communication, ethics, and advanced office software. Upon successful completion of the program, students could seek or obtain entry-level employment in a trades related field.

Program Outcomes

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

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

REQUIREMENTS

COURSE CODE	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
Concentration Requirements			
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in a trade or craft concentration		54.0
		Total	95
General Education Requirements			
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
		Total	240
			63.0

CATALOG ADDENDUM

Other Requirements

SS2110	Software Fundamentals		50	4.5
		Total	50	4.5
		Grand Total	385	90.0

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 7.31.13

COURSE DESCRIPTIONS FOR ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY

BA2420

Customer Focused Management
4.5 Quarter Credit Hours

This course provides an introduction to the concepts of customer services and is designed to promote professional customer service knowledge and skills. Topics include the role of customer service in the value chain within profitable business operations; the current theories, techniques, methods, and concepts of effective customer service; and the necessary communication skills to be a successful customer service professional. Emphasis is placed on meeting the needs and wants of the diverse and sometimes difficult customer; and effective strategies for anticipating, preventing, or solving customer problems will be presented. The unique if often overlooked role of customer service in marketing is also explored.

Prerequisite: None

BA2720

Developing and Implementing Projects
4.5 Quarter Credit Hours

This course presents the design, set up, and maintenance of a business management project to completion. The project process to include initiating, planning, controlling, reporting, and closing a project are introduced. Topics include integration, scope, time management, cost, quality, human resources, communications, risks, procurement, planning, executing, controlling and closing. A project management software shall be introduced and utilized throughout the study and application of project management.

Prerequisite: None

GE2110

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.

Prerequisite: None

GE2210

Environmental Science
4.5 Quarter Credit Hours

This course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

Prerequisite: None

CATALOG ADDENDUM

GE2310

Written and Oral Communication Practices

4.5 Quarter Credit Hours

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

Prerequisite: None

GE2510

Introduction to Sociology

4.5 Quarter Credit Hours

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others

Prerequisite: None

GE2410

Ethical Principles Across Societies

4.5 Quarter Credit Hours

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

Prerequisite: None

SS2110

Software Fundamentals

4.5 Quarter Credit Hours

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.

Prerequisite: None

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 8.1.13

ADMISSIONS REQUIREMENTS

Associate of Applied Science in Business Administration

The enrollee must have completed a certificate of at least 54 quarter credit hours with a grade of "C" or above in each course from an accredited postsecondary institution recognized by the U.S. Department of Education or be a graduate of an accredited institution in business administration.

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in business administration or be a graduate of an accredited institution in business administration.
2. A completed certificate or coursework completed in the last eight years.
 - a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 8.1.13

Associate of Applied Science in Business Administration

The Associate of Applied Science Degree in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, and evaluation, as well as, customer service management and office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

COURSES:

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

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 8.1.2013

Course Listing for Associate of Applied Science in Business Administration

BA2220

Managing People: Human Resources Development

4.5 Quarter Credit Hours

This course introduces how to hire, train, supervise, motivate, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling. The strategic planning process, with an emphasis on mission, vision, and goal setting will be emphasized. Management by objectives will be examined, and the global environment and the need to manage across borders will be presented.

Prerequisite: None

BA2420

Customer Focused Management

4.5 Quarter Credit Hours

This course provides an introduction to the concepts of customer services and is designed to promote professional customer service knowledge and skills. Topics include the role of customer service in the value chain within profitable business operations; the current theories, techniques, methods, and concepts of effective customer service; and the necessary communication skills to be a successful customer service professional. Emphasis is placed on meeting the needs and wants of the diverse and sometimes difficult customer, and effective strategies for anticipating, preventing, or solving customer problems will be presented. The unique if often overlooked role of customer service in marketing is also explored.

Prerequisite: None

GE2110

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.

Prerequisite: None

GE2210

Environmental Science

4.5 Quarter Credit Hours

This laboratory course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

Prerequisite: None

GE2310

Written and Oral Communication Practices

4.5 Quarter Credit Hours

This course is designed to improve the student's reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.

Prerequisite: None

CATALOG ADDENDUM

GE2510

Introduction to Sociology

4.5 Quarter Credit Hours

This course surveys major sociological perspectives, theories, methods, and ideas and provides an overview of sociology and how it applies to everyday life. Major theoretical theories and concepts are presented, including social imagination, culture and its components, social change, social structure, social institutions, social class, and media influence among others

Prerequisite: None

GE2410

Ethical Principles Across Societies

4.5 Quarter Credit Hours

This course provides an introduction to ethics across multiple societal perspectives. Topics include the role of ethics in philosophical thinking, dominant and alternative approaches to ethical reasoning, the critical thinking process, and current ethical issues facing a plurality of cultures.

Prerequisite: None

SS2110

Software Fundamentals

4.5 Quarter Credit Hours

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.

Prerequisite: None

CATALOG ADDENDUM

CHARTER COLLEGE - WASILLA

EFFECTIVE DATE: 8.15.13

TUITION DISCOUNT

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

iPay Discount

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

To be eligible for iPay, a student must have their tuition funded by a third party (Title IV, State Grants, VA, WIA, etc.). Students eligible for a cash discount (i.e. paying all tuition prior to starting school or a given module) do not qualify for the iPay Discount. Students must be current on their in-school payments as of their last date of attendance (graduation) in order to be eligible for the iPay Discount. Any iPay Discount will be credited to the student's account within 30 days of graduation.

THE GIFT

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