Effective Date: 01/06/2014

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

Certificate in Medical Assistant

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

Program Outcomes:

1. Upon successful completion of this program, graduates should be able to: demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical fields and medical assisting.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical assistant in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the clinical skills, diagnostic procedures, and appropriate operational functions of medical assisting as defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1001</td>
<td>Medical Terminology Fundamentals</td>
<td>50</td>
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</tr>
<tr>
<td>MA1110</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1120</td>
<td>Administrative Procedures</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1130</td>
<td>Medical Insurance Billing Essentials</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1320</td>
<td>Patient Care Concepts</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1340</td>
<td>Specimen Collection and Analysis</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1420</td>
<td>Minor Surgical Procedures</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1520</td>
<td>Pharmacology</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1620</td>
<td>Medical Office Emergencies</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1640</td>
<td>Cardiac Care</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1920</td>
<td>Medical Assisting Review</td>
<td>55</td>
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</tr>
<tr>
<td>MA1990</td>
<td>Medical Assistant Externship</td>
<td>180</td>
<td>6.0</td>
</tr>
<tr>
<td>SS1001</td>
<td>Student Success Strategies</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1110</td>
<td>Technology Fundamentals</td>
<td>50</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1210</td>
<td>Professional Success Strategies</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>920</strong></td>
<td><strong>69.0</strong></td>
</tr>
</tbody>
</table>

**MA1001 Medical Terminology Fundamentals**  
*Prerequisite: None*  
This course covers the pronunciation, spelling and usage of medical terms and abbreviations, including the building of medical terms using wood roots, suffixes, prefixes and combing forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms. Proper CPR techniques will also be thoroughly examined.

**MA1110 Introduction to Anatomy & Physiology**  
*Prerequisite: None*  
This course presents an integrated approach to the structure and function of the human body. Emphasis is placed on the structural makeup of the human body, disease process, and the organic processes of living matter. Body planes, direction, and position are also discussed.

**MA1120 Administrative Procedures**  
*Prerequisite: MA1001 Medical Terminology Fundamentals*  
This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the healthcare team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of healthcare are also introduced.

**MA1130 Insurance and Billing Procedures**  
*Prerequisites: None*  
This course is a study of insurance and billing processes. Emphasis is placed on the major insurance companies, claim submission, reimbursement practices, and the coding systems used in healthcare. Bookkeeping procedures are also discussed.
MA1320 Patient Care Concepts
Prerequisites: MA1001 Medical Terminology Fundamentals, MA1110 Introduction to Anatomy and Physiology
This course introduces the medical assistant’s role in patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

MA1340 Specimen Collection and Analysis
Prerequisites: MA1001 Medical Terminology Fundamentals, MA1110 Introduction to Anatomy and Physiology
This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented.

MA1420 Minor Surgical Procedures
Prerequisites: MA1001 Medical Terminology Fundamentals, MA1110 Introduction to Anatomy and Physiology
This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.

MA1520 Pharmacology
Prerequisites: MA1001 Medical Terminology Fundamentals, MA1110 Introduction to Anatomy and Physiology
This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

MA1620 Medical Office Emergencies
Prerequisites: MA1001 Medical Terminology Fundamentals, MA1110 Introduction to Anatomy and Physiology
This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment, and diagnostic testing for the cardiac and respiratory systems. The medical assistant’s role in emergency preparedness and response is emphasized throughout.

MA1640 Cardiac Care
Prerequisites: MA1001 Medical Terminology Fundamentals, MA1110 Introduction to Anatomy and Physiology
This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, Circulatory, Respiratory, and Lymphatic) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.

MA1920 Medical Assisting Review
Prerequisites: Completion of all Core Medical Assisting Certificate Courses
This course provides a basic introduction to the different medical specialties as well as a final review of all the skills learned through the program. Topics include a supervisory skill review, preparation for medical assistant certification and preparation for externship. Upon completion of this course, students will be able to demonstrate competency in specialty examinations, set up rooms properly, and prepare patients for examination.
MA1990 Externship  6.0 Quarter Credit Hours

Prerequisite: Completion of all Core Medical Assisting Certificate Courses

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

SS1001 Student Success Strategies  4.5 Quarter Credit Hours

Prerequisite: None

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

SS1110 Technology Fundamentals  4.5 Quarter Credit Hours

Prerequisite: None

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

SS1210 Professional Success Strategies  4.5 Quarter Credit Hours

Prerequisite: None

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.
Effective Date: 02/10/2014

The following course descriptions were added:

**Course Descriptions**

**HS1000 Introduction to Hospitality, Travel and Tourism**
*Prerequisite: None*
4.5 Quarter Credit Hours
This course focuses on hospitality operations while offering a broad, comprehensive foundation of current knowledge about the world’s largest industry. The course is organized into five sections: the hospitality industry and tourism; lodging; restaurants, managed services, and beverages; recreation, theme parks, clubs, and gaming entertainment; and assemblies and event management. Each section will involve insight from industry professionals, contain up-to-date information on career opportunities, and include many examples illuminating current industry trends and realities.

**HS1100 Hotel Front/Back Office Management**
*Prerequisite: None*
4.5 Quarter Credit Hours
This course involves an in-depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. It also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management.

**HS1130 Food & Beverage Operations**
*Prerequisite: None*
4.5 Quarter Credit Hours
This course focuses on how food service professionals create and deliver guest-driven service; enhance value, build guest loyalty, and promote repeat business; and continuously improve the process of providing excellent service. The course shows how every aspect of a food service operation contributes to the guest experience and explores unique features of a variety of food and beverage operations.

**HS1140 Housekeeping Management**
*Prerequisite: None*
4.5 Quarter Credit Hours
This course includes management concepts and responsibilities in the housekeeping department. Students will be exposed to content relating to inventory and equipment management, cost control, risk management, safety, security, topical environmental issues, characteristics of materials and supplies, linen and laundry room management, and cleaning functions. In addition to operational practices, personnel administration, including employee motivation, turnover, satisfaction, absenteeism, and cultural diversity issues are addressed.
HS1160 Event Management and Conference Planning  
4.5 Quarter Credit Hours  
*Prerequisite: None*

This course illustrates the skills needed to become a successful event manager. Students will learn how to design, plan, market, and stage an event. In addition, students will learn how to manage staff and staffing problems and to ensure the safety of everyone involved.

HS1170 Hotel Property Management Systems  
4.5 Quarter Credit Hours  
*Prerequisite: None*

This course focuses on policies and procedures that address the front desk department's critical role of serving guests, coordinating employee communication and utilizing technology to benefit guests, staff and owners. Students will become proficient in the use of a hotel’s computer property management system.

HS1180 Hospitality Sales and Marketing  
4.5 Quarter Credit Hours  
*Prerequisite: None*

This course focuses on hospitality sales and marketing using a customer-oriented and practical approach. The course explores the “four Ps” (price, product, promotion, and place) as they relate to specific market segments, providing students with a customer focused perspective.

HS1200 Hospitality Externship  
6.5 Quarter Credit Hours  
*Prerequisite: All core hospitality courses or the approval of the Education Department*

This is an advanced course applying hospitality knowledge and skills at a service industry facility. The course provides 200 hours of supervised work involving practical application of lodging, restaurants, event planning, tourism and a variety to tasks related to service operations.
Effective Date: 02/10/2014

The following course descriptions were added:

**Course Descriptions**

**HUM120 Twentieth-Century Fiction**
*Prerequisite: None*
This is an in-depth study of the essentials of fiction of the twentieth century. This course includes films and short stories and novels from various countries written between 1900 and 2000. The issues that have faced cultures and the various experiments that writers have explored to express dilemmas are discussed.

**HUM122 Ethics and Society**
*Prerequisite: None*
This is an introduction to the study of ethics in particular social responsibility. Topics include moral principles, ethical theories, and moral decision-making.

**HUM175 Music Appreciation**
*Prerequisite: None*
This course is an introduction to the elements, forms, styles and periods of Western music from the medieval period to present day, with focus on the popular music of the last 100 years. The different families of instruments and how composers employ those instruments to create certain effects will be explored. Students will be given the tools to develop critical listening skills and an understanding of how music and musicians shape society.

**HUM202 Logic and Reasoning**
*Prerequisite: None*
This course explores the principles of good and orderly reasoning. Fallacious reasoning and evaluation of the rhetoric of others are investigated. Topics include claims, arguments, evaluation, cogency, cognitive and emotive meanings, and evaluating advertising.

**OFM1995 Capstone Project**
*Prerequisite: All core business core courses or the approval of the Education Department*
This is an advanced course integrating the collegiate learning experience. Students collect, select, organize and develop a professional portfolio to showcase their knowledge, skills, and competencies to prospective employers.

**SCI102 Introduction to Human Anatomy & Physiology**
*Prerequisite: None*
This is an introduction to the anatomical structure and physiological functions of the human body. Topics include integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, urinary, reproductive, endocrine, and digestive systems. Gross and microscopic anatomy and physiology of the cell are investigated.
SOC102 Interpersonal Psychology 4.0 Quarter Credit Hours

Prerequisite: None

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

SOC300 US History Since the Civil War 4.0 Quarter Credit Hours

Prerequisite: None

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 work 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.
The following was revised to read:

**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. For students who are pregnant at the time of externship, the externship site may or may not accept a student who is pregnant. If the student/school is not able to find a suitable externship site, the student will be withdrawn from the College and can re-enter at an appropriate time (See Re-Entry section of the catalog for more information).

In order to be eligible for externship, students must meet the requirements of Satisfactory Academic Progress (SAP) and 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.
Catalog Page Reference: 17
Effective Date: 02/24/2014

The following was revised to read:

**Cash Paying Students**

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

Effective immediately the options listed in the *Cash Paying Students* section of the catalog are discontinued.
The following was revised to read:

**Admissions Requirements**

**Admissions Requirements for the Associate of Applied Science in Applied Technology**
This program is designed for trades professionals with a certificate or coursework in a trades related program.

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

**Admissions Requirements for the Associate of Applied Science in Business Administration**
This program is designed for business professionals with a certificate or coursework in a business related program.

Minimum requirements for admission to the program:
1. Must have 54 quarter credit hours in a business administration concentration or be a graduate of a business administration related field program (i.e., Business Administration, Hospitality, Office Administration, etc.).
2. A completed certificate/diploma or coursework:
   a. Coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts.
3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.
Catalog Page Reference: 28  
Effective Date: 03/03/2014

The following was revised to read:

**Academic Awards**

**Perfect Attendance Award**  
Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate. This award does not apply to online/blended courses and/or programs.

**Perfect Attendance List**  
After each module, Charter College students with perfect attendance for the module are placed on the Perfect Attendance List. Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate. This award does not apply to online/blended courses and/or programs.
Catalog Page Reference: 87
Effective Date: 03/07/2014

The following was revised to read:

**Bachelor of Science in Nursing**
(Online Modality Only - Charter College is not enrolling new or returning students into this program)
The following was revised to read:

**Certificate in Business Administration**  
*(Online Modality Only)*

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. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business administration related field.

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

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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>AC1110</td>
<td>Accounting Fundamentals</td>
<td>50</td>
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<tr>
<td>AC1160</td>
<td>Advanced Accounting Fundamentals</td>
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<tr>
<td>AC1210</td>
<td>Payroll Fundamentals</td>
<td>55</td>
<td>4.5</td>
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<tr>
<td>AC1320</td>
<td>Accounting Software Systems and Principles</td>
<td>55</td>
<td>4.5</td>
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<tr>
<td>AC1510</td>
<td>Cost Accounting Fundamentals</td>
<td>55</td>
<td>4.5</td>
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<tr>
<td>AC1520</td>
<td>Managerial Accounting and Decision-Making</td>
<td>55</td>
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</tr>
<tr>
<td>BA1110</td>
<td>Business Fundamentals</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>BA1220</td>
<td>Leadership and Followership</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>BA1410</td>
<td>Marketing Fundamentals</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>BA2320</td>
<td>Business Law and Ethics</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>BA2580</td>
<td>Microeconomics</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>SS1001</td>
<td>Student Success Strategies</td>
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<td>4.5</td>
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<td>SS1110</td>
<td>Technology Fundamentals</td>
<td>50</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1210</td>
<td>Professional Success Strategies</td>
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<td>4.5</td>
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<td><strong>Grand Total</strong></td>
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<td><strong>690</strong></td>
<td><strong>63.0</strong></td>
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</tbody>
</table>
Effective Date: 03/21/2014

The following course descriptions were revised to read:

Course Descriptions

GE3330 Advanced Written and Oral Communication Practices 4.5 Quarter Credit Hours

Prerequisite: None

In this course, students deepen their understanding of oral and written communication by extending their critical thinking ability, researching to a greater depth, and producing both written and oral presentations, including literature reviews. Development of pertinent research questions is stressed, as is the development of well written and organized reports, essays, case studies, speeches, and presentations based on research information. As a further extension, students will be encouraged to learn and practice principles of participating in and conducting effective meetings and conferences. Interpersonal communication skills to accompany oral presentations are presented and practiced. APA publication format is stressed throughout.
Effective Date: 03/27/2014

The following was added:

Scholarships

Charter College Career-Focused Educational Scholarship - $1,500 Award

Eligibility Requirements:

- High School graduate from accredited high school in 2014.
- Complete essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: 1-2 pages, typed.
- Submit application with essay and official high school transcript no later than June 27, 2014, to start no later than September 8, 2014 OR submit by August 29, 2014, to start no later than November 17, 2014. Application with documents are accepted via mail or at the campus.
- All applicants must complete an admission interview with an Admissions Representative at Charter College prior to June 20, 2014 or August 22, 2014, respective to anticipated start date.

Selection:

- The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 18, 2014, for the August 4th and September 8th starts and September 19, 2014, for the October 13th and November 17th starts. 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 forfeiture of the scholarship, or the remaining portion.
Effective Date: 03/31/2014

The following course descriptions were revised to read:

Course Descriptions

GE3110 College Algebra 4.5 Quarter Credit Hours  
Prerequisites: None

This course focuses on the development of mathematical understandings and mathematical operations. Topics include signed numbers, algebraic expressions, equations and inequalities, linear equations, exponents, power functions, logarithms, and exponential functions.
The following was revised to read:

**Charter College Allied Health Professional Program Campus Dress Code**

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; non-porous, solid top 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.

<table>
<thead>
<tr>
<th><strong>Appropriate</strong></th>
<th><strong>Inappropriate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uniforms</strong></td>
<td></td>
</tr>
<tr>
<td>• Neat</td>
<td>• Wrinkled uniform</td>
</tr>
<tr>
<td>• Clean and pressed</td>
<td>• Dirty, bleached or torn uniform</td>
</tr>
<tr>
<td><strong>Shirts, Tops and Jackets</strong></td>
<td></td>
</tr>
<tr>
<td>• White T-shirts</td>
<td>• Colored shirts or jackets</td>
</tr>
<tr>
<td>• White sweaters</td>
<td>• Jackets or sweatshirts over uniforms</td>
</tr>
<tr>
<td>• Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)</td>
<td>• T-shirts must be tucked in and may not hang below the uniform</td>
</tr>
<tr>
<td><strong>Shoes and Footwear</strong></td>
<td></td>
</tr>
<tr>
<td>• Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)</td>
<td>• Any other shoes</td>
</tr>
<tr>
<td><strong>Personal Hygiene</strong></td>
<td></td>
</tr>
<tr>
<td>• Fingernails:</td>
<td>• No strong perfume or deodorants</td>
</tr>
<tr>
<td>o Short cut</td>
<td>• Gel or acrylic fingernails</td>
</tr>
<tr>
<td>o Natural</td>
<td>• Colored fingernails</td>
</tr>
<tr>
<td>o Neutral colored and well maintained at all times</td>
<td>• Long fingernails</td>
</tr>
<tr>
<td><strong>Hair and Hats</strong></td>
<td></td>
</tr>
<tr>
<td>• Hair:</td>
<td>• Long, loose hair that is not clean</td>
</tr>
<tr>
<td>o Kept up off shoulders</td>
<td>• Hats are never appropriate</td>
</tr>
<tr>
<td><strong>Jewelry</strong></td>
<td></td>
</tr>
<tr>
<td>• Pierced ears</td>
<td>• No large hoops</td>
</tr>
<tr>
<td>o One (1) earring per ear</td>
<td>• No facial piercings</td>
</tr>
<tr>
<td>o Earrings should be small and professional</td>
<td></td>
</tr>
<tr>
<td>o Piercings kept to earlobes</td>
<td></td>
</tr>
<tr>
<td><strong>Tattoos</strong></td>
<td></td>
</tr>
<tr>
<td>• Be aware that visible tattoos will impede your job search</td>
<td>• Offensive tattoos must be covered at all times</td>
</tr>
</tbody>
</table>

*Charter College ID must be worn at all times*
The following was revised to read:

**Admissions**

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

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 (17) years of age.

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

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

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

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. Once the first class begins, the student will have a maximum of thirty (30) calendar days to have the official evaluation submitted, evaluated and returned to Charter College. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to a foreign credential evaluation organization. There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official
documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma or the process is not completed within the allotted timeframe, the student’s enrollment will be cancelled. When the enrollment is cancelled, the student is expected to return all materials (books, uniforms, supplies, etc.) within two weeks to avoid charges. Further, when the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.
Effective Date: 04/22/2014

The following was revised to read:

**Certificate in Medical Assistant**

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

Program Outcomes:

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH1200</td>
<td>Math for Medical Professionals*</td>
<td>55</td>
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<td>AH1400</td>
<td>Compliance in Healthcare Environments*</td>
<td>45</td>
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<tr>
<td>AH1600</td>
<td>Ethical Decision Making in Healthcare*</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1120</td>
<td>Administrative Procedures*</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1130</td>
<td>Medical Insurance Billing Essentials*</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1320</td>
<td>Patient Care Concepts*</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>MA1340</td>
<td>Specimen Collection and Analysis*</td>
<td>55</td>
<td>4.5</td>
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<td>MA1420</td>
<td>Minor Surgical Procedures*</td>
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<tr>
<td>MA1520</td>
<td>Pharmacology*</td>
<td>55</td>
<td>4.5</td>
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<tr>
<td>MA1620</td>
<td>Medical Office Emergencies*</td>
<td>55</td>
<td>4.5</td>
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<tr>
<td>MA1640</td>
<td>Cardiac Care*</td>
<td>55</td>
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<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Units</td>
<td>Units Credit</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------</td>
<td>-------</td>
<td>--------------</td>
</tr>
<tr>
<td>MA1990</td>
<td>Medical Assistant Externship</td>
<td>180</td>
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</tr>
<tr>
<td>SS1001</td>
<td>Student Success Strategies*</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1110</td>
<td>Technology Fundamentals*</td>
<td>50</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1210</td>
<td>Professional Success Strategies*</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>905</strong></td>
<td><strong>69.0</strong></td>
</tr>
</tbody>
</table>

*In any given quarter, courses for this program may be offered in a blended format, depending on scheduling and class size. Check with your department head to determine when these courses are offered in which modality.
Effective Date: 04/22/2014

The following was revised to read:

**Certificate in Paralegal Studies**  
*(Online Modality Only)*

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA2320</td>
<td>Business Law and Ethics</td>
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<tr>
<td>CJ1160</td>
<td>American Legal System and Constitutional Law</td>
<td>45</td>
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<tr>
<td>CJ1310</td>
<td>Criminal Law and Evidence</td>
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<td>4.5</td>
</tr>
<tr>
<td>PA1220</td>
<td>Legal Research and Writing</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>PA1320</td>
<td>Civil and Federal Litigation</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>PA1340</td>
<td>Contracts and Remedies</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>PA1360</td>
<td>Torts</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>PA1520</td>
<td>Wills and Trusts</td>
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<tr>
<td>PA1540</td>
<td>Real Estate Law</td>
<td>45</td>
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<tr>
<td>PA1620</td>
<td>Family Law</td>
<td>45</td>
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<tr>
<td>PA1820</td>
<td>Dispute Resolution</td>
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### Paralegal Externship
- **Course Code**: PA1990
- **Description**: Paralegal Externship*
- **Credit Hours**: 6.0

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<tr>
<th>Course Code</th>
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<th>Hours</th>
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</thead>
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<tr>
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<td>Paralegal Externship*</td>
<td>180</td>
<td>6.0</td>
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<tr>
<td>SS1001</td>
<td>Student Success Strategies</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1110</td>
<td>Technology Fundamentals</td>
<td>50</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1210</td>
<td>Professional Success Strategies</td>
<td>45</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Grand Total** 815 69.0

*This course is taught off-site in a paralegal/legal facility.*
Effective Date: 04/22/2014

The following was revised to read:

Certificate in Welding

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE1110</td>
<td>Welding Safety and Equipment*</td>
<td>45</td>
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<tr>
<td>WE1210</td>
<td>Trades Math and Welding Details*</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>WE1310</td>
<td>Basic Welding*</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>WE1320</td>
<td>Cutting Procedures*</td>
<td>55</td>
<td>4.5</td>
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<td>WE1340</td>
<td>Beads and Fillet Welds*</td>
<td>55</td>
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<td>WE1350</td>
<td>Groove Welds and Joint Fit*</td>
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<td>WE1410</td>
<td>Open V Groove Welds I: (Flat and Horizontal) *</td>
<td>55</td>
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<tr>
<td>WE1420</td>
<td>Open V Groove Welds II: (Vertical and Overhead) *</td>
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<td>WE1430</td>
<td>Open-Root V-Groove Pipe Welds*</td>
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<tr>
<td>WE1510</td>
<td>Gas Metal Arc Welding*</td>
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<tr>
<td>WE1520</td>
<td>Flux-Cored Arc Welding*</td>
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<td>4.5</td>
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<tr>
<td>WE1530</td>
<td>Shielded Metal Arc Welding-Pipe*</td>
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<td>4.5</td>
</tr>
<tr>
<td>WE1540</td>
<td>Gas Tungsten Arc Welding*</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1001</td>
<td>Student Success Strategies*</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1110</td>
<td>Technology Fundamentals*</td>
<td>50</td>
<td>4.5</td>
</tr>
</tbody>
</table>
### Professional Success Strategies*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS1210</td>
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<tr>
<td>Grand Total</td>
<td>835</td>
<td>72.0</td>
</tr>
</tbody>
</table>

*In any given quarter, courses for this program may be offered in a blended format, depending on scheduling and class size. Check with your department head to determine when these courses are offered in which modality.
Effective Date: 04/22/2014

The following program was revised to read:

**Certificate in Hospitality**  
*(Online Modality Only)*

The Certificate in Hospitality program prepares students to seek entry-level employment in the hospitality industry. The program provides training in all aspects of the hospitality industry including food and beverage, housekeeping, sales and marketing and business fundamentals. Prior to graduation, students are required to complete a 200-hour externship in a hospitality environment.

**Program Outcomes:**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BA1110</td>
<td>Business Fundamentals</td>
<td>45</td>
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<td>BA1220</td>
<td>Leadership and Followership</td>
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<td>BA2220</td>
<td>Managing People: Human Resources Development</td>
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<td>BA2420</td>
<td>Customer Focused Management</td>
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<td>HS1000</td>
<td>Introduction to Hospitality, Travel and Tourism</td>
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<tr>
<td>HS1100</td>
<td>Hotel Front/BackOffice Management</td>
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<tr>
<td>HS1130</td>
<td>Food &amp; Beverage Operations</td>
<td>55</td>
<td>4.5</td>
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<tr>
<td>HS1140</td>
<td>Housekeeping Management</td>
<td>55</td>
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<td>HS1160</td>
<td>Event Management and Conference Planning</td>
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<td>HS1170</td>
<td>Hotel Property Management Systems</td>
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<td>HS1180</td>
<td>Hospitality Sales and Marketing</td>
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<tr>
<td>HS1200</td>
<td>Hospitality Externship*</td>
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<td>SS1001</td>
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<td>SS1110</td>
<td>Technology Foundations</td>
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<tr>
<td>SS1210</td>
<td>Professional Success Strategies</td>
<td>45</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Grand Total**  
905  
69.5

*This course is taught off-site in a hospitality facility.*
The following was revised to read:

**Re-Entry**

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

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedure and current program.

Students re-entering the College on or after May 5, 2014, will not be charged a re-entry fee of $100. Re-entry fees paid prior to May 5, 2014 will not be refunded.
The following was revised to read:

**Admissions Requirements for the Associate of Applied Science in Nursing**

The Associate of Applied Science in Registered Nursing program is designed to assist students in successfully passing the NCLEX exam. The NCLEX exam is a nationally recognized exam and successfully passing the NCLEX exam is required for employment opportunities and state licensure. Applicants enrolling in the Associate of Applied Science in Registered Nursing program must meet the requirements established in the College Catalog, along with the following:

1. Applicant must attend an information seminar.
2. Applicant must obtain a passing composite score of sixty (60) or greater on the TEAS entrance exam. An applicant may take the TEAS exam no more than two times per admission period.
3. Applicant must successfully pass a drug screen as administered by a designee of the College.
4. Applicant must successfully pass a background check as administered by a third party vendor of the College.
   a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12 AAC 44.705.
5. Applicant must complete an interview with the Director of Nursing or designee.
6. Applicant must sign disclosure, agreeing to provide documentation demonstrating:
   a. No active tuberculosis
   b. First vaccination of Hepatitis B series or a positive titer. Students must complete this three part vaccination series before beginning clinical rotations.

The deadline for submission of health requirements is 15 days prior to the first day of scheduled classes. Enrolled students who fail to provide documentation by 15 days prior to the first day of scheduled classes will be cancelled and their places will be given to alternates.
The following was revised to read:

**Attendance**

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

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

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

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

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.

The attendance in an online course is based on graded activity in the course. Please contact the Education Department for details.

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

**Admissions Requirements for the Master in Business Administration**

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

Minimum requirements for admission to the program:

1. A confirmed bachelor’s degree in a business related field or:
   a. A confirmed bachelor’s degree with 12 quarter credits in business coursework or;
   b. A confirmed bachelor’s degree with three to five years of work experiences in business as evidenced through a resume or Curriculum Vitae.

2. Coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts with a minimum 2.5 GPA.

3. Three (3) letters of recommendation from a professional and/or academic reference stating how a prospective student would be successful in a master’s level program.

4. A current copy of the resume or Curriculum Vitae.
The following was revised to read:

**Master in Business Administration**  
*(Online Modality Only)*

The MBA program is designed to enable graduates for career growth from supervisory to management or leadership positions in an organization or business. The program presents theory and practical skills for managing a business. The concepts covered in this program include but are not limited to; organizational communication, marketing, using information technology to manage, strategy planning, and human resources. In addition to attendance in all courses, students will be required to complete out-of class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

**Program Outcomes:**

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

1. Communicate effectively in a variety of business environments.
2. Analyze and interpret data and information related to organizational activities.
3. Utilize qualitative and quantitative methods to investigate and solve critical business problems.
4. Integrate tools and concepts from multiple functional areas (i.e., finance, marketing, economics, information technology, and human resources,) to support business operations.
5. Evaluate and integrate ethical considerations when making business decisions.
6. Incorporate diversity and multicultural perspectives as a holistic approach to organizational culture and business operations. Apply knowledge to various business circumstances through a conceptual understanding of relevant business concepts and practical application.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
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<tr>
<td>MBA500</td>
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<td>MBA510</td>
<td>Organizational Communication</td>
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<td>MBA520</td>
<td>Marketing for Management</td>
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<td>MBA530</td>
<td>Information Technology and Business</td>
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<td>MBA540</td>
<td>Human Resource Management</td>
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<td>MBA550</td>
<td>Organizational Development</td>
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<tr>
<td>MBA620</td>
<td>Leadership Theory and Practice</td>
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<tr>
<td>MBA635</td>
<td>Accounting for Managers</td>
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<tr>
<td>MBA645</td>
<td>Managerial Economics</td>
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<tr>
<td>MBA650</td>
<td>Statistics for Business</td>
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<td>MBA665</td>
<td>Organization Strategic Planning</td>
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<td>MBA680</td>
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<td>MBA690</td>
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</table>
Effective Date: 06/17/2014

The following were revised to read:

**Course Descriptions**

**SS2110 Software Fundamentals**

*Prerequisite: None*

This course explores Microsoft Office, Word and Excel. Topics covered in Microsoft Word include formatting text, styles, mail merge, protecting documents, macros, tables, auto correct, spell and grammar check, and table of contents. Topics covered in Microsoft Excel include functions in formula, headers and footers, conditional formatting, charts, IF statements, and protecting worksheets and workbooks.

**CJA301 Substantive Criminal Law**

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

**MED230 Institutional Billing, Coding and Reimbursement**

*Prerequisites: None*

This is an introduction to CMS-1450 (UB04), ICD-9-CM for diagnosis, ICD-9-CM volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. Topics include the hospital billing process, confidentiality issues, admission procedures, coding procedures, billing and reimbursement. The course presents how to locate and sequence diagnostic codes, identify hospital departments that input data for the CMS-1450 (UB04) claim form block data and locate errors on a computer-generated CMS-1450 (UB04) claim form.
Effective Date: 06/19/2014

The following information was revised to read:

Certificate in Heating, Ventilation, Air Conditioning and Refrigeration

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

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

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

*All courses are taught in a blended format, 50% onsite and 50% online. Check with your department head to determine the days these courses are offered on-ground.
Effective Date: 06/19/2014

The following information was revised to read:

Course Descriptions

**HV1110 Basic HVAC Science and Electrical**  
*Prerequisite: None*  
This course introduces the basic principles and theories of electricity and HVAC, and emphasizes safety concepts and practices. Appropriate mathematics will be introduced and practiced through study and use of Ohm’s Law and its application to electrical circuits; and gas laws and their application to the HVAC industry.

**HV1220 Refrigeration Pipe, Duct and Flue Systems**  
*Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*  
This course introduces the student to refrigeration pipe technology, duct and flue systems. Safety procedures and practices will be emphasized, and those of oxy and acetylene equipment focused upon. Materials covered include soft and hard drawn copper, PVC and black iron pipe. Procedures for how to size, handle, cut, bend, thread, and fit different pipe materials are presented. The student will learn to identify different duct systems used in the HVAC industry and the various materials used in the construction of residential and commercial duct systems. Identification of flue systems used for combustion heating systems is covered. The need for Make-air in systems is presented as are the different materials used based on application.

**HV1230 Refrigerants and Oils**  
*Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*  
This course introduces the student to the basics of refrigeration chemicals and types as described by the Environmental Protection Agency. This class will overview correct refrigerant and refrigerant oil handling procedures and prepare the student for the US EPA refrigerant handling test and certification. The student will sit for the EPA test in this module. The student will be introduced to the specific high pressure safety concerns and systems that operate with R410A refrigerants.

**HV1240 Mid Temperature and Low Temperature Commercial Refrigeration Systems**  
*Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*  
This course introduces the student to the basics of refrigeration systems used for product cooling and making ice. The entire course will be detailed in mid and low temp refrigeration cycles. Four components of compressor, evaporator, condenser, and metering devices will be discussed within the context of the product cooling segment of the refrigeration industry. Safety precautions and procedures will be emphasized. System maintenance and troubleshooting procedures will provide focus.

**HV1310 Maintenance and Start-up Skills**  
*Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties*  
This course introduces the student to the basics of residential, commercial HVAC maintenance and start up skill sets. This course is centered on the basic skills needed for entry into the HVAC construction trade. Emphasis is on evacuation, charging, cleaning and troubleshooting using industry key performance Indicators such as superheat, sub cooling, condenser split, delta t and temperature difference, humidity, and amp draw to determine system performance.
HV1410 Residential and Commercial Controls 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the basics of residential, commercial HVAC safety controls and operational controls and components. In addition there will be a fan and compressor motor segment focusing on how motors operate and start controls for fans and compressors. The student will learn basic ladder diagram development.

HV1420 Introduction to DDC, PLC, and Pneumatic Control Logic 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the basics of Direct Digital Control (DDC), Pneumatic Logic Controllers (PLC) and Pneumatic Control Logic. The student will learn terminology, applications, control loops, input and output schedules and comparison to set point controls. This course will give the HVAC student needed knowledge to interface with the controls industry in the field.

HV1510 Construction Drawings, Building Specifications, and Design Considerations 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the construction process. Building drawings and specifications for work will be presented and practiced. The authority chain of the construction project and design considerations when constructing an HVAC project will provide a focus.

HV1610 Gas and Oil Heating Systems 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the basics of Gas and Oil heating systems in residential and commercial applications. Fuels, circuits, combustion systems, thermostats, electronic modules and boards, and ignition approaches will be presented. New system technology will be discussed. Emphasis will be placed on safety concerns and procedures with both gas and oil heating systems, particularly their fuels. Troubleshooting problems associated with both systems will be presented, discussed, and demonstrated.

HV1620 Boiler, Chiller, and Cooling Tower Systems 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the basics of low pressure and high pressure boiler systems, and low pressure, high pressure, absorption, and cooling towers in chilled water systems. The course will cover application in residential, commercial and industrial systems. Troubleshooting problems associated with the same systems as well as specific safety issues and procedures will be emphasized.

HV1630 Residential and Commercial AC and Heat Pumps 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the basics of Air Conditioning and Heat Pump systems. The entire course will be detailed in high temp refrigeration cycles. Compressors, Evaporators, Condensers, and metering devices will be presented as the four major components within AC and Heat Pump Systems. Troubleshooting, maintenance, and service provide a foundation for the course.

HV1710 Energy Conservation, Heat Recovery, and Air Quality 4.5 Quarter Credit Hours
Prerequisite: HV1110 Basic HVAC Science and Electrical; HV1210 Basic Refrigeration and Air Properties
This course introduces the student to the basics of Energy Conservation practice and equipment. Indoor Air Quality practice, testing, and equipment as well as the effects of humidity on human comfort and methods of control are investigated. Heating Recover Ventilators and Energy Recovery Ventilators will be presented. Service and corrective action measures will provide a focus.
Catalog Page Reference: 7
Effective Date: 06/20/2014

The following information was revised to read:

Accreditation and Licensure
Charter College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award master’s degrees, bachelor of science degrees, associate of applied science degrees, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. In addition, the College is approved by the United States Immigration and Naturalization Service to enroll qualified non-immigrant alien students.

Charter College is authorized by the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316, to offer bachelor degrees, associate degrees, and certificates and is approved to provide education for veterans who use special funding established for veterans.
The following information was revised to read:

**Advanced Academic Standing**
Course credit may be awarded by examination and transfer of credit. The Education Department 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 could 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.
Effective Date: 06/30/2014

The following information was added:

**Academics**

**Institutional Leave of Absence**

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

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

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

The Catalog Addendum is part of the College Catalog & Student Handbook.
The following information was added:

**Refunds**

**Institutional Leave of Absence**

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

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

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

**Associate of Applied Science in Nursing**

The Associate of Applied Science in Nursing program prepares students to become a registered nurse. The program covers how to assess health outcomes, teach, administer, supervise, delegate, and evaluate nursing practice. The program includes general and specific health care needs of individuals from birth to the oldest adult. Emphasis is placed on Medical-Surgical nursing and specialty areas including, obstetrical nursing, pediatric nursing, psychiatric mental health nursing, and gerontological nursing. The program consists of didactic instruction, lab application, and clinical rotations in hospitals, clinics, and healthcare agencies in the region. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a nursing related field.

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<tr>
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<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
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<td>RN200</td>
<td>Fundamentals of Nursing</td>
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<td>RN210</td>
<td>Gerontological Nursing</td>
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<td>RN220</td>
<td>Adult Nursing 1</td>
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<td>RN230</td>
<td>Adult Nursing 2</td>
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<td>RN240</td>
<td>Family Centered Care – Maternal / Newborn</td>
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<tr>
<td>RN250</td>
<td>Family Centered Care – Pediatrics</td>
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<td>RN260</td>
<td>Psychiatric Mental Health Nursing</td>
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<td>RN270</td>
<td>CAPSTONE: Transition to Nursing Practice – Leadership</td>
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<td>RN280</td>
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<tr>
<td>SCI231</td>
<td>Microbiology</td>
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<td>SOC102</td>
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<td>SOC230</td>
<td>Cultural Anthropology</td>
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<td>HUM</td>
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To pass a course in the Nursing program, a grade of C+ (76.5-79.4) or higher in the concentration course requirements (RN/PHRM) and progression requirements must be met.

Charter College and this Nursing program are accredited through Accrediting Council for Independent Colleges and Schools, approved by the Alaska Commission on Postsecondary Education, and approved by the Alaska Board of Nursing. The program has also applied for candidacy status with the Accrediting Commission for Education in Nursing. The nursing program at Charter College Anchorage could prepare you to successfully pass the NCLEX exam.
Catalog Page Reference: 32
Effective Date: 06/30/2014

Immediately following the Grading System chart, the following was added:

**Grading System**

**Nursing**
To pass a course in the Nursing program, a grade of C+ (76.5-79.4) or higher in the concentration course requirements (RN/PHRM) and progression requirements must be met.
The following was revised to read:

**Online/Blended Courses**

Charter College offers several programs in an online or blended format. These programs are equal to those taught at any of our campuses. Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Student assignments and/or projects are typically responded to within 48-72 hours of receipt.

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. For a list of online or blended programs, contact the Education Department. Students who desire to attend online or blended courses should contact the Education Department for registration. Course requirements are the same whether the course is taken online, on-campus or in a blended modality. Student fees, textbook requirements, grade, and credit hour awards for courses taken in an online or blended format are equal to the same courses taken on-campus. Students taking courses online or blended must complete the online orientation. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in blended or online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Mozilla Firefox, Internet Explorer, Chrome, and Safari). Other system requirements include the following:

- A functioning e-mail account
- Access to Microsoft Office Word, Excel, and PowerPoint
- Intel Pentium 4 Processor
- 1 GB of RAM (recommended)
- High-speed internet access
- While dial-up may work, it may not be suitable for many applications
- A supported web browser
  - Mozilla Firefox
  - Internet Explorer, version 9 or 10
  - Chrome
  - Safari (Some content, i.e. Flash, will not work in Safari)
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Operating Systems for PC users
  - Windows XP with SP3 - 32 or 64 bit
  - Windows Vista with SP2 - 32 or 64 bit
  - Windows 7 - 32 or 64 bit
  - Windows 8
- Operating Systems for Mac users
  - OS X 10 - version 10.4x or newer
- Adobe Flash Player
- Adobe Reader
- Java
- A Media Player
  - Windows Media
  - Apple QuickTime

To check your computer’s compatibility visit http://onlinecoursesupport.com/chartercollege. The platform for online or blended courses is MoodleRooms. Students enrolled in online or blended courses must sign in to the course during the first week of the course. Additionally, students will need to complete the Online Orientation prior to the first day of the first course.
Effective Date: 08/04/2014

The following were revised to read:

Course Descriptions

AC3610 Auditing Fundamentals 4.5 Quarter Credit Hours
Prerequisites: None
This course explores the components involved in a financial audit. Students will discuss the role and purpose of the auditor and audit, as well as, identify the main standards, liabilities and ethical principles involved in financial auditing. Additional topics include audit planning, payables/receivables, trial balances, transaction and balance tests, and unaudited financial statements. A company’s internal controls, risk management and the audit risk assessment will also be presented.

AC3720 Governmental and Non-Profit Accounting 4.5 Quarter Credit Hours
Prerequisites: None
This course provides the fundamentals for accounting and financial reporting for government and non-profit entities. Students will explore the characteristics, measurement and basis of accounting, reporting standards, and financial statements for federal, local, and state government, as well as, for non-profit organizations. Topics include the Government Accounting and Standards Board (BASB), the Federal Standards Advisory Board (FSAB), the Comprehensive Annual Financial Report (CAFR), and budgetary accounting, contributions, investments, and funds.

AC4320 Accounting Information Systems 4.5 Quarter Credit Hours
Prerequisites: None
This course provides a study of the role of accounting information systems (AIS) in financial reporting and corporate strategy. The course explores the evaluation of security risk and the preventive, detective, and corrective controls used to limit such risk. Topics also include database design using the REA data model.

AC4420 Corporate Tax Accounting 4.5 Quarter Credit Hours
Prerequisites: None
This course delves into the benefits of tax planning and introduces alternative tax strategies for handling various business decisions at the corporate, partnership and limited liability company level. Topics include tax planning and research, tax strategies for new businesses, business operating tax strategies, strategies for business growth and expansion, tax implications on business capital transactions, and property transactions.
Effective Date: 08/04/2014

The following was added:

**Back to School Discount**
The Back to School Discount is available to new students who begin classes on August 4, 2014 and September 8, 2014 only (re-entering students and students entering programs that are 20 weeks in length are not eligible for this discount). The amount of the Back to School tuition discount is $1,900. The tuition discount applies to program charges only and will not result in a cash payment to the student. The tuition discount will be applied to the student’s account in the 31st week of enrollment (i.e. the second academic year). Students receiving this discount can also receive other discounts (excluding the Alaska Native and American Indian Tuition Discount). If the recipient of the discount petitions for a program change, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program (so long as the new program is longer than 20 weeks).
The following was revised to read:

**Advanced Academic Standing**

**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. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded.

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

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

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

**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. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e. driver’s license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 70% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for SS1001 and SS1210 courses. Proficiency credit awards may not exceed more than 25% of the credits in the student’s program of study.
Effective Date: 08/13/2014

The following was revised to read:

**Student Financial Services**

**Charter College Alaska Native and American Indian Tuition Discount – All Campuses**
This discount applies to students who are Alaska Native and American Indian and the amount of this discount is 20% of the total tuition. Current and newly enrolled students at any Charter College Campus may apply for the discount and the discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Alaska Native and American Indian Tuition Discount (20%) applies to Alaska Native and American Indian students. Proof of eligibility is required as follows:
   a. An Alaska Native person listed on the original Alaska Native Claims Settlement Act (ANCSA) roll;
   b. A lineal descendent of a person listed on the original ANCSA roll;
   c. A person holding a Certificate of Indian Blood (CIB) issued by the Bureau of Indian Affairs (BIA) or a federally recognized tribe;
   d. A person recognized as an official member of a federally recognized Indian tribe (excluding honorary or other non-constitutional or non-customary forms of membership.)
2. The tuition discount applies to program charges only and cannot result in a cash payment to the student. Discount will be applied to the student’s account 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. Students participating in the Alaska Native and American Indian Tuition Discount program are eligible for Title IV funds, but should be advised from accepting funding that exceed program charges.
5. Students participating in the Alaska Native and American Indian Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members, however, are eligible for the Share the Knowledge Tuition Discount.
Catalog Page Reference: 18  
Effective Date: 08/15/2014

The following was revised to read:

**Charter College Campus Discount Program**

The Charter College campus discount program is designed for students who are in financial need to cover the costs of their tuition. Prior to the beginning of each module, the campus will review applications from students beginning their program and determine if the student meets the following criteria:

1. Student must be an enrolled student who has never attended Charter College in the previous 365 days or is a graduate of Charter College.
2. Student has completed the required application and submitted the application the Wednesday prior to commencement of classes to the financial aid office.
3. Student displays a financial need by having a monthly payment that exceeds the student’s current financial ability.

The tuition discount only applies to the program charges and will not result in any cash payment to the student. If the student should petition for a program change, the discount will adjust to a percentage of new total tuition charges. The student may be eligible for more than one (1) discount program at a time. The campus discount program committee will meet prior to the commencement of classes and determine the student’s eligibility. Students will be notified on the first day of class with a new Financial Aid Estimate if the student meets the eligibility requirements.

In order to maintain eligibility, the student must remain in good standing with the College, which includes Satisfactory Academic Progress and the Code of Conduct. The maximum campus discount that can be assigned to a student is 20%.
Catalog Page Reference: 21  
Effective Date: 08/19/2014

The following information was revised to read:

**Scholarships**

**Charter College Community Scholarship – Up to $2000**

**Eligibility Requirements:**
- High School graduate from an accredited High School or currently holds a GED
- Completion of a Charter College Financial Aid meeting with an Enrollment Processor. Financial need will be determined in part by eligibility for the PELL grant.
- Complete an essay describing your academic plans and career goals. Provide specific examples. ESSAY FORMAT: one (1) to two (2) pages, typed.
- All applicants must complete an admission interview with an Admission Representative at Charter College no later than one (1) week prior to the anticipated start date.

The Scholarship Selection Committee will determine award recipients and notify recipient no later than one (1) week prior to the anticipated start date. 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.
Catalog Page Reference: 21
Effective Date: 08/19/2014

The following information was revised to read:

**Scholarships**

*Charter College 2014 High School Scholarship - $2000*

**Eligibility Requirements:**
- High School graduate from accredited high school in 2013-2014.
- Complete an essay describing academic plans and career goals. Provide specific examples. ESSAY FORMAT: one (1) to two (2) pages, typed.
- Submit application with essay and official High School transcript no later than June 20, 2014. Applications, with documents, are accepted via mail or at the campus.
- Begin classes no later than September 8, 2014.
- All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to June 20, 2014.

The Scholarship Selection Committee will determine award recipients and notify recipients no later than July 18, 2014. 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.
Effective Date: 08/29/2014

The following were revised to read:

**Course Descriptions**

**BA2220 Managing People: Human Resources Development**

*Prerequisite: None*

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

**BA4401 Organizational Management**

*Prerequisites: None*

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

**BA4820 Global Influences on Business**

*Prerequisite: None*

This course covers the different areas of international business, the process of globalization, and its impact on businesses large and small. The policies, principles, organizations, and markets governing international business are presented and explored, and the unique challenges of business management in the international environment provide further focus.

**CJ2350 Criminal and Delinquent Behavior**

*Prerequisites: None*

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

**CJ2420 Juvenile Justice**

*Prerequisites: None*

This course is a general orientation to the field of juvenile delinquency, including causation, development, treatment, and prevention of delinquent behavior. The challenges of successful juvenile justice are discussed, including initial apprehension, referral, incarceration, treatment, and preventive techniques. The need for evidence based programs is discussed and the Standardized Program Evaluation Protocol (SPEP) utilized by some states to determine successful programs is presented. Specific issues examined include chemical dependency, mental illness, and compulsive and habitual offenders. Special attention is given to the problems inherent in the police handling of juveniles and the function of juvenile courts. Attention is given also to appellate courts, juvenile courts, court reform, and the issues of gender, race, and ethnicity and how it applies to law enforcement and juvenile justice.
CJ4480 Natural and Catastrophic Events Management 4.5 Quarter Credit Hours

Prerequisites: None

This course provides information about the Emergency Management and covers the United States of America’s organized response to natural and catastrophic hazards and disasters in the United States. The course examines the events which threaten communities and challenge those who are responsible for the lives, safety, and well-being of others. Changes in local emergency management systems are explored with the entry of the Federal Emergency Management Agency into the field in 1979, and particularly after the events of 9/11, and the subsequent evolution of integrated incident management. Accordingly, the Federal Emergency Management Agency (FEMA), the Federal Response Plan (FRP), the National Response Framework (NRF), and the roles, responsibilities, and interrelationship between FEMA and state and local emergency management systems are reviewed. The National Incident Interagency Management System and Homeland Security Presidential Directives 5 and 8 will be presented and the implications discussed. The course includes an expanded look at the history of disaster and its consequences in the United States. An overview of risk assessment is included, along with an examination of the four tenants of emergency management and their role in disaster mitigation (mitigation, preparedness, response and recovery).

GE4560 Economic Performance, Political Structures, and Personal Responsibility 4.5 Quarter Credit Hours

Prerequisites: None

We live in a society where our attention focuses almost equally on economic performance and our political system, with much less thought given on a daily basis to the personal responsibility of our citizens to contribute to the economy and political life. This course explores the intersection of economics, political systems, and personal values and responsibilities. Philosophical, economic and political discussions are framed in the issues of everyday life. Students will be challenged to consider their own obligations to those they work with, those they live with, and those with whom they share our political system.
Effective Date: 09/08/2014

The following was revised to read:

Certificate in Office Administration
(Charter College is not enrolling new or returning students into this program)

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

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

1. Knowledge of Work Environments
   a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
   b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.

2. Administrative Skills
   a. Use word processing software to correctly format and complete business documents in mailable formats.
   b. Produce complex documents containing graphics and tables with relative speed and efficiency.
   c. Produce multiple documents required by a variety of office settings.

3. Oral and Written Communication Skills
   a. Use good human relations skills, in interpersonal interactions, as well as verbal and written communications.
   b. Use appropriate business English in written and verbal communication
   c. Edit, format, proofread, and compose correspondences that meet course business standards.

4. Personal Development
   a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.

5. Accounting Skills
   a. Use accounting principles and software relatable to the business environment
   b. Produce accounting spreadsheets, cash balance, and journals
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Hours</th>
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</thead>
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<td>Accounting Fundamentals</td>
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</tr>
<tr>
<td>AC1320</td>
<td>Accounting Software Systems and Principles</td>
<td>55</td>
<td>4.5</td>
</tr>
<tr>
<td>BA1035</td>
<td>Essentials of Business English</td>
<td>50</td>
<td>4.5</td>
</tr>
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<td>BA1110</td>
<td>Business Fundamentals</td>
<td>45</td>
<td>4.5</td>
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<td>BA1220</td>
<td>Leadership and Followership</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>BA2025</td>
<td>Leadership and Team Management</td>
<td>50</td>
<td>4.5</td>
</tr>
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<td>Business Law and Ethics</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>BA2720</td>
<td>Developing and Implementing Projects</td>
<td>50</td>
<td>4.5</td>
</tr>
<tr>
<td>OFM1010</td>
<td>Microsoft Word</td>
<td>50</td>
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<td>SS1001</td>
<td>Student Success Strategies</td>
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<td>Technology Fundamentals</td>
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<td>4.5</td>
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<td>Professional Success Strategies</td>
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Effective Date: 09/08/2014

The following was revised to read:

Certificate in Office Administration  
(Online Modality Only)

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

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

1. Knowledge of Work Environments
   a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
   b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.

2. Administrative Skills
   a. Use word processing software to correctly format and complete business documents in mailable formats.
   b. Produce complex documents containing graphics and tables with relative speed and efficiency.
   c. Produce multiple documents required by a variety of office settings.

3. Oral and Written Communication Skills
   a. Use good human relations skills, in interpersonal interactions, as well as verbal and written communications.
   b. Use appropriate business English in written and verbal communication
   c. Edit, format, proofread, and compose correspondences that meet course business standards.

4. Personal Development
   a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.

5. Accounting Skills
   a. Use accounting principles and software relatable to the business environment.
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<tr>
<td>BA2025</td>
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<td>Business Law and Ethics</td>
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<td>BA2720</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>SS1001</td>
<td>Student Success Strategies**</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>SS1110</td>
<td>Technology Fundamentals**</td>
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<tr>
<td>SS1210</td>
<td>Professional Success Strategies</td>
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<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td>775</td>
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</tbody>
</table>
Effective Date: 09/08/2014

The following were added:

Course Descriptions

**AC1110 Accounting Fundamentals**
*Prerequisite: None*
This course provides an introduction to the basic accounting fundamentals used in to record, report and interpret business transactions. Students will explore the accounting standards and ethics in accounting, the accounting cycle, the reporting of current assets and liabilities, as well as, the financial statements for merchandizing organizations, and internal controls.

**AC1320 Accounting Software Systems and Principles**
*Prerequisites: AC1110 Accounting Fundamentals*
This course introduces students to accounting principles using widely recognized accounting software. The course explores how accounting information is both produced and used. Students develop computerized accounting skills by preparing financial statements, setting up accounting systems, recording business transactions, adjusting entries, preparing bank reconciliations, and creating budgets using computerized accounting software.

**BA1035 Essentials of Business English**
*Prerequisite: None*
This is a study on the essential language skills for business contexts. This course explores how to become proficient in communication in the workplace, participation in meetings, writing skills in business situations, and written conflict resolution techniques. This course will also focus on composition basics, grammatical usage, business writing, proposals and reports, and visual design basics.

**BA1110 Business Fundamentals**
*Prerequisite: None*
This course provides an introduction to the core functional areas of business. Students are exposed to common business language, as well as, introductory theories in employee motivation, leadership, economics, and strategic planning. This course also provides an introduction to the accounting cycle, the marketing mix, and financial management.

**BA1220 Leadership and Followership**
*Prerequisite: None*
This course examines theories and models of leadership and analyzes the components, perspectives, strengths and weaknesses of each. Followership as both a component of the leadership process and a form of leadership shall be explored. The connection between leadership and followership theory and practice in real world settings will be researched and examined. Students will be encouraged to develop critical thinking skills while formulating their own personal leadership philosophies with a goal toward becoming more effective leaders and followers.

**BA2025 Leadership and Team Management**
*Prerequisite: None*
This is a study of leadership and group dynamics. This course explores how to work with subordinates while increasing the ability to influence, lead, and coordinate the efforts of team members. Through the use of simulations and case studies, this course investigates leadership effectiveness, leadership styles, and group dynamics to develop effective leadership strategies.
<table>
<thead>
<tr>
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<tr>
<td>BA2320</td>
<td>Business Law and Ethics</td>
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<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
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<td></td>
<td>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.</td>
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</tr>
<tr>
<td>BA2720</td>
<td>Developing and Implementing Projects</td>
<td>4.5</td>
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<td><em>Prerequisite: None</em></td>
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<td>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.</td>
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<tr>
<td>OFM1010</td>
<td>Microsoft Word</td>
<td>4.5</td>
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<td></td>
<td><em>Prerequisite: None</em></td>
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<td></td>
<td>Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.</td>
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<tr>
<td>OFM1020</td>
<td>Microsoft Excel</td>
<td>4.5</td>
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<td></td>
<td><em>Prerequisite: None</em></td>
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<td>Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.</td>
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<tr>
<td>OFM1030</td>
<td>Microsoft Outlook and Office Communication</td>
<td>4.5</td>
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<td><em>Prerequisite: None</em></td>
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<td></td>
<td>This course will provide students with the skills necessary to start sending and responding to email, as well as maintaining the calendar, scheduling meetings, and creating tasks. Using email and traditional communication formats, the student will gain knowledge of written communications including letters and memos meeting a variety of situations in the business environment. Included in this course, students will practice the art of communication consisting of good news, bad news, sales, claims, and persuasive correspondence; letters and resumes appropriate to job seeking and application; and practicing oral skills as applied to job interviews and business reports.</td>
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<tr>
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<td></td>
<td><em>Prerequisite: None</em></td>
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<td>This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined.</td>
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<tr>
<td>OFM1050</td>
<td>Customer Service</td>
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<tr>
<td></td>
<td><em>Prerequisite: None</em></td>
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<tr>
<td></td>
<td>This course explores the elements required to have great customer service skills. The intent of the topics covered in this course is to provide knowledge and skills to take a proactive approach to maintaining customer relations. Topics explored include communication (verbal, written, and technology), problem solving, handling different situations, professionalism, customer focus culture, managing stress, and developing a customer service team.</td>
<td></td>
</tr>
</tbody>
</table>