

**CATALOG ADDENDUM  
2020-2021**

**CHARTER COLLEGE**

**CHARTER INSTITUTE**

*A Division of Charter College*

Changes in this Addendum are indicated by ~~marking through removed language~~ and underlining new language.

## EFFECTIVE 01/04/2021

PAGE: 51

The following revision was made to the *Advanced Academic Standing* policy:

### PROFICIENCY CREDIT

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is \$100 per course. Students must request a proficiency exam at least ten (10) business days prior to the first day of the course and the student must test out of a course prior to the first day of the course. Proficiency exams are proctored by a staff member of the College. The student may take the test out exam at any Charter College location and must present a valid (non-expired) form of identification (i.e., driver's license, state issued ID, military ID, etc.) In order to successfully pass a proficiency examination a student must score 73.5% or higher. Proficiency examinations may be attempted only once. Students may not use proficiency credit for AH1400, DA1990, GE1105, GE1115, GE2310, ~~GE3310~~GE3330, MA1990, PT1990, SS1001, SS1210, SS2101, SS4900, or VA1990. Proficiency credit awards may not exceed more than 25% of the credits in the student's program of study.

### *Associate of Applied Science in Nursing and Bachelor of Science in Nursing (RN to BSN)*

In addition to the information contained in the "Proficiency Credit" section of the catalog, the Nursing programs requires a proficiency examination score of 76.5% or higher in order to successfully pass. Students may not use proficiency credit for any NU or SCI prefixed course.

## EFFECTIVE 01/04/2021

PAGES: 23-24

The following revision was made to the *Distance Education Interview Form*:

## DISTANCE EDUCATION INTERVIEW FORM

### MINIMUM SCORES

Program	Minimum Score
<b>Allied Health</b>	
Certificate in Dental Assisting	10
Certificate in Medical Assistant	
Certificate in Medical Office Administrative Assistant	
Certificate in Pharmacy Technician	
Certificate in Veterinary Assistant	
Associate of Applied Science in Allied Health	
Associate of Applied Science in Medical Assistant	
<u>Associate of Applied Science in Nursing</u>	
Bachelor of Science in Health Care Administration	
Bachelor of Science in Nursing (RN to BSN)	
<b>Business</b>	
Certificate in Business Office Administration	10
Associate of Applied Science in Business Administration	
Associate of Applied Science in Business Management	
Bachelor of Science in Business Administration	
<b>Information Technology</b>	
Certificate in Computer Aided Design	10
Associate of Applied Science in Computer Networking Systems	
Bachelor of Science in Computer Information Systems	
<b>Trades</b>	
Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration	

Certificate in Welding	10
Associate of Applied Science in Applied Technology	

**EFFECTIVE 01/04/2021**

**PAGE: 51**

The following revision was made to the *Grading System*:

**ASSOCIATE OF APPLIED SCIENCE IN NURSING AND BACHELOR OF SCIENCE IN NURSING (RN TO BSN)**

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
<b>A</b>	93.5-100	Superior	4.0	Y	Y	Y	Y
<b>A-</b>	89.5-93.4		3.7	Y	Y	Y	Y
<b>B+</b>	86.5-89.4	Excellent	3.3	Y	Y	Y	Y
<b>B</b>	83.5-86.4		3.0	Y	Y	Y	Y
<b>B-</b>	79.5-83.4		2.7	Y	Y	Y	Y
<b>C+</b>	76.5-79.4	Satisfactory	2.3	Y	Y	Y	Y
<b>F</b>	0-76.4	Fail	0.0	Y	Y	Y	Y
<b>Pass</b>	N/A	Pass	0.0	Y	Y	N	Y
<b>Fail</b>	N/A	Fail	0.0	Y	N	N	Y
<b>I</b>	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A
<b>C19</b>	N/A	Course Attempt Unsuccessful Due to COVID-19 Related Circumstance	0.0	Y	N	N	N
<b>COVID/I</b>	N/A	COVID Incomplete	0.0	N/A	N/A	N/A	N/A
<b>AC</b>	N/A	Academic Credit (Block Credit)	0.0	N	N	N	N
<b>AU</b>	N/A	Academic Audit	0.00	N	N	N	N
<b>CC</b>	N/A	Certification/National Exam Credit	0.00	Y	Y	N	Y
<b>TC</b>	N/A	Transfer Credit	0.0	Y	Y	N	Y
<b>PC</b>	N/A	Proficiency Credit	0.00	Y	Y	N	Y
<b>W</b>	N/A	Withdrawal	0.0	Y	Y	N	Y
<b>WN</b>	N/A	Withdrawal (No Attendance/Cancelled Enrollment)	0.0	N	N	N	N
<b>OC</b>	N/A	Orientation Complete	N/A	N/A	N/A	N/A	N/A
<b>ON</b>	N/A	Orientation Not Complete	N/A	N/A	N/A	N/A	N/A

**EFFECTIVE 01/01/2021**

**PAGES: 73-75**

The following revision was made to the *Grievance and Appeals Policy*:

**STEP 8**

If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency. All complaints must be submitted using the ABHES on-line complaint system at <https://complaintsabhes.com>. The complaint should include a narrative section filled out for each complaint type. Additionally any supporting documentation should be uploaded into the system.

~~If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency. All complaints must be submitted in writing using the ABHES Complaint Form. This form is available from ABHES or at [www.abhes.org](http://www.abhes.org). The written complaint and supporting documentation must be emailed to, [info@abhes.org](mailto:info@abhes.org), or mailed to, 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043. Complaints must be in sufficient detail and clarity to permit the institution or program to respond effectively and to permit ABHES to make a determination of the facts relating to the complaint.~~

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

## EFFECTIVE 12/30/2020

PAGES: 55, 90-91

The following schedule changes were made to the *Academic Calendar* due to holidays, weather closures, make-up days, etc.:

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
MA1420 PM1 MT	12/29/20 6:00pm to 10:30pm	12/30/20 6:00 pm to 10:30 pm	Farmington Campus

## PROGRAMS OF STUDY – INACTIVE

## EFFECTIVE 06/22/2020

### CERTIFICATE IN BUSINESS OFFICE ADMINISTRATION

**DELIVERY METHOD: BLENDED**

**CAMPUS: CANYON COUNTRY, OXNARD, FIFE, LACEY, PASCO, YAKIMA**

**LENGTH: 40 WEEKS**

**NOTE: CHARTER COLLEGE IS NOT ACCEPTING NEW ENROLLMENTS IN THIS PROGRAM VERSION. RE-ENTRY STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS TO RETURN.**

#### PROGRAM DESCRIPTION

The Certificate in Business Office Administration program includes topics in management of technology, marketing, business fundamentals, human relations, 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. Develop and use good human relations skills, in interpersonal and intrapersonal 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. Marketing Skills
  - a. Use marketing theory and strategies to explore all aspects of marketing
  - b. Produce a marketing plan from initial analysis to final implementation and evaluation.
  - c.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115	Human Relations in Organizations	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1001	Student Success Strategies <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
<b>Grand Total</b>		<b>760</b>	<b>72.0</b>

<sup>1</sup>This course is taught on-ground, blended, or online.

<sup>2</sup>This course is taught online.

When a BA-prefix or OFM-prefix course is repeated, it may be taught online.

**CERTIFICATE IN DENTAL ASSISTING**

**DELIVERY METHOD: BLENDED**

**CAMPUS: CANYON COUNTRY, LANCASTER, OXNARD, FIFE, PASCO, VANCOUVER**

**LENGTH: 40 WEEKS**

**NOTE: CHARTER COLLEGE IS NOT ACCEPTING NEW ENROLLMENTS IN THIS PROGRAM VERSION. RE-ENTRY STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS TO RETURN.**

**PROGRAM DESCRIPTION**

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

**PROGRAM OUTCOMES**

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments <sup>2</sup>	45	4.5
DA1110	Introduction to Dental Assisting	55	4.5
DA1120	Dental Office Administrative Procedures	55	4.5
DA1130	Dental Pharmacology and Emergencies	55	4.5
DA1210	Dental Sciences	55	4.5
DA1220	Dental Care Delivery and Techniques	55	4.5
DA1310	Preventative Dentistry	55	4.5
DA1410	Introduction to Prosthodontics	55	4.5
DA1420	Dental Specialties	55	4.5
DA1510	Dental Radiology I	55	4.5
DA1520	Dental Radiology II	55	4.5
DA1990	Dental Assisting Externship <sup>3</sup>	180	6.0
SS1001	Student Success Strategies <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies <sup>2</sup>	45	4.5
	Grand Total	915	69.0

<sup>1</sup>This course is taught on-ground, blended, or online.

<sup>2</sup>This course is taught online.

<sup>3</sup>This course is completed off-site at an externship facility.

#### **DA1120 DENTAL OFFICE ADMINISTRATIVE PROCEDURES**

**4.5 QUARTER CREDIT HOURS**

***PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES***

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

#### **DA1420 DENTAL SPECIALTIES**

**4.5 QUARTER CREDIT HOURS**

***PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES***

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

**EFFECTIVE 06/28/2019**

### **CERTIFICATE IN MEDICAL OFFICE ADMINISTRATIVE ASSISTANT**

***MODALITY: ONLINE WITH SELECT COURSES AVAILABLE BLENDED***

***CAMPUS: ANCHORAGE, VANCOUVER***

***LENGTH: 40 WEEKS***

***NOTE: CHARTER COLLEGE IS NOT ACCEPTING NEW ENROLLMENTS IN THIS PROGRAM VERSION. RE-ENTRY STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS TO RETURN.***

#### **PROGRAM DESCRIPTION**

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

#### **PROGRAM OUTCOMES**

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments	45	4.5
MED1115	Medical Terminology Fundamentals	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding and Reimbursement	45	4.5
MED1270	Confidentiality of Health Care Records	45	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2280	Health Care Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	55	4.5
MOA1105	Insurance Claims Processing	50	4.5
SS1001	Student Success Strategies <sup>1</sup>	45	4.5
SS1110	Technology Fundamentals <sup>1</sup>	50	4.5
SS1210	Professional Success Strategies	45	4.5
<b>Grand Total</b>		<b>765</b>	<b>72.0</b>

<sup>1</sup>This course is taught on-ground, blended, or online.

## EFFECTIVE 06/24/2019

### CERTIFICATE IN MEDICAL ASSISTANT

**DELIVERY METHOD: BLENDED**

**CAMPUS: ANCHORAGE, WASILLA, CANYON COUNTRY, LANCASTER, OXNARD, BILLINGS, MISSOULA, FARMINGTON, EAST WENATCHEE, FIFE, LACEY, PASCO, VANCOUVER, YAKIMA**

**LENGTH: 40 WEEKS**

**NOTE: CHARTER COLLEGE IS NOT ACCEPTING NEW ENROLLMENTS IN THIS PROGRAM VERSION. RE-ENTRY STUDENTS MUST MEET ELIGIBILITY REQUIREMENTS TO RETURN.**

#### PROGRAM DESCRIPTION

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

#### PROGRAM OUTCOMES

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

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



Course Code	Course Title	Contact Hours	Quarter Credit Hours
<b>AH1400</b>	Compliance in Health Care Environments <sup>2</sup>	45	4.5
<b>MA1120</b>	Administrative Procedures <sup>1, 4</sup>	55	4.5
<b>MA1320</b>	Patient Care Concepts	55	4.5
<b>MA1340</b>	Specimen Collection and Analysis	55	4.5
<b>MA1420</b>	Minor Surgical Procedures	55	4.5
<b>MA1520</b>	Pharmacology	55	4.5
<b>MA1620</b>	Medical Office Emergencies	55	4.5
<b>MA1640</b>	Cardiac Care	55	4.5
<b>MA1990</b>	Medical Assistant Externship <sup>3</sup>	180	6.0
<b>MED1115</b>	Medical Terminology Fundamentals <sup>1</sup>	45	4.5
<b>MED1151</b>	Functions of Health Records Management <sup>2</sup>	45	4.5
<b>MOA1130</b>	Medical Insurance Billing and Coding <sup>5</sup>	55	4.5
<b>SS1001</b>	Student Success Strategies <sup>1</sup>	45	4.5
<b>SS1110</b>	Technology Fundamentals <sup>1</sup>	50	4.5
<b>SS1210</b>	Professional Success Strategies <sup>2</sup>	45	4.5
	<b>Grand Total</b>	<b>895</b>	<b>69.0</b>

<sup>1</sup>This course is taught blended or online.

<sup>2</sup>This course is taught online.

<sup>3</sup>This course is completed off-site at an externship facility.

<sup>4</sup>When MA1120 is repeated, it may be taught online.

<sup>5</sup>This course is taught blended.