COURSE DESCRIPTION

CMP235
SonicWALL Security Administration
3.5 Quarter Credit Hours

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

Prerequisite: CMP133 Security+: Network Security Fundamentals
In addition to the SAP policy listed in the catalog, the following information is added to the SAP policy:

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

**Additional Program / Credentials**
If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of credits attempted in calculating the cumulative GPA.
HVC101
Core Knowledge and Skills
4.0 quarter credit hours
This course introduces the basic principles of heating, ventilating, and air conditioning, safety concepts, construction math, blueprints, communication and employability skills.

*Prerequisite: BUS100 and CMP130*

HVC102
Trade Mathematics and Tools
3.5 quarter credit hours
This course introduces trade mathematics, hand and power tools, and basic rigging.

*Prerequisite: BUS100 and CMP130*

HVC103
Piping Practices
3.5 quarter credit hours
This course introduces safety precautions, installation guidelines and proper procedures associated with installing refrigerant piping.

*Prerequisite: BUS100 and CMP130*

HVC104
Duct Systems, Vents, and Flues
3.5 quarter credit hours
This course introduces sheet metal layout, fabrication, installation, insulating of sheet metal ductwork, installation of registers, diffusers, dampers, and other duct accessories. The course introduces fiberglass and flexible duct systems which includes layout, fabrication, installation and the proper methods for joining ductwork and fittings. The course covers chimneys, vents, and flue covers, and installing vent systems for gas-fired heating equipment.

*Prerequisite: BUS100 and CMP130*

HVC105
Cooling and Heat Pump Systems
3.5 quarter credit hours
This course introduces the basic principles of heat transfer, refrigeration, pressure-temperature relationships and components used in air conditioning systems. Topics include the principles of reverse cycle heating, types of heat pumps, and installation of vent systems for gas-fired heating equipment.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*

HVC106
Heating and Refrigeration Systems
3.5 quarter credit hours
This course introduces basic heating fundamentals, furnace types, system designs, and installation and service procedures. The course covers refrigeration components and systems such as reach-in coolers and freezers commonly used in retail stores.

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*
HVC107  
**Electrical Essentials**  
*3.5 quarter credit hours*  
This course covers how electrical power is distributed. Topics include safety precautions, Ohm’s law, various types of transformers, and basic theory of electronics and semi-conductors.

HVC108  
**HVAC Control Circuits**  
*3.5 quarter credit hours*  
This course presents the basic principles of thermostat control systems including different types of thermostats and how they are used. The course covers circuit diagrams and the similarities and differences between electronic and conventional controls.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC109  
**Trouble Shooting Gas Heating and Cooling**  
*3.5 quarter credit hours*  
This course introduces the basic operating sequence for gas heating equipment, various types of burner ignition methods, and basic tools and instruments. The course presents electrical and/or mechanical malfunctions in cooling systems, and the use of manufacturer’s troubleshooting aids.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC110  
**Trouble Shooting Heat Pumps and Oil Heating System**  
*3.5 quarter credit hours*  
This course covers the basic operation sequence of an air-to-air heat pump and control circuit diagrams. The course presents checklists for troubleshooting heat pumps and the correct use of tools and instruments.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC111  
**Maintenance Skills**  
*3.5 quarter credit hours*  
This course presents how to install threaded and non-threaded fasteners, as well as different types of gaskets, packings, and seals. The course covers basic preventative maintenance, inspection and cleaning procedures, as well as how to develop good customer relations.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC112  
**Refrigerants Systems and Air Balancing Essentials**  
*3.5 quarter credit hours*  
This course covers the common types of leak detectors and how each is used. The course covers a range of tasks including, but not limited to, refrigerant recovery, balancing of air and water distribution, system evacuation and dehydration.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC113  
**Environmental Systems**  
*3.5 quarter credit hours*  
This course examines the importance of controlling humidity in a building, and how to install and service humidifiers used in HVACR systems.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC114  
**Water Treatment and Energy Conservation Systems**  
*3.5 quarter credit hours*  
This course examines the reasons why water treatment programs are needed and the symptoms in heating and cooling systems that indicate a water problem exists.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*  

HVC115  
**Refrigerants/Oils and Hydronics Systems**  
*3.5 quarter credit hours*  
This course explores the refrigerants in common use and the types of applications in which each is used.  

*Prerequisite: HVC101, HVC102, HVC103, and HVC104*
HVC116
Air Distribution and Compressors/Metering Devices
3.5 quarter credit hours
This course examines air flow and pressures in a basic forced-air distribution system.

Prerequisite: HVC101, HVC102, HVC103, and HVC104

HVC117
Construction Drawings, Building Management/
Hydronics/Steam Systems
3.5 quarter credit hours
This course presents reading HVACR drawings and architect’s plans and their relationships. The course covers how to effectively transfer design information to component production.

Prerequisite: HVC101, HVC102, HVC103, and HVC104

HVC118
Heating/Cooling Systems Design and Commercial Refrigeration
3.5 quarter credit hours
This course presents the steps in the system design process. The course covers how to obtain information needed to complete heating and cooling. The course covers safety and inspection, and the importance of a supervisor’s role.

Prerequisite: HVC101, HVC102, HVC103, and HVC104
ACC120  
**Automated Accounting**  
3.0 Quarter Credit Hours  
This course covers converting manual accounting systems to automation. Widely recognized accounting software is introduced. Topics include general ledger, accounts payable, accounts receivable, inventory, and payroll systems.  
*Prerequisite: ACC100 Accounting Essentials*

ACC404  
**Advanced Tax - Corporate**  
4.0 Quarter Credit Hours  
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.  
*Prerequisite: ACC120 Automated Accounting*

ACC450  
**Senior Accounting Externship**  
4.0 Quarter Credit Hours  
This externship takes place in an accounting office of an organization or accounting firm. Students experience an accounting office environment that may include a diverse set of accounting responsibilities with a variety of technological applications. The course provides 120 hours of practical experience in the technological aspects of managerial or financial accounting operations.  
*Prerequisite: All upper division accounting courses or the approval of the Education Department*
CMP236

**Server+**

**3.5 Quarter Credit Hours**

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

*Prerequisite: CMP102 and DET124*
DAP114
Fluorides, Pit and Fissure Sealants
2.5 Quarter Credit Hours

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

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

Co-requisite: DAP109 Pedodontics, Coronal Polishing
This discount applies to veterans, active military, students in the Reserve or National Guard, or a spouse of a military member. The amount of this discount is 25% of total tuition. Current and newly enrolled students may apply for the discount; the discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Military Tuition Discount (25%) applies to military veterans, active military members, and their spouses. Proof of eligibility is required as follows:
   - Veterans: Valid DD214 (discharge papers)
   - Active military members: Valid Certificate of Eligibility OR military identification card
   - Spouses: Valid military identification card and/or a valid DD214 (discharge papers).

2. The tuition discount applies to program charges only and can result in a cash payment to the student. Discount will be applied to the student’s account prorated over the remaining billing periods for his/her program.

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

4. If a military member and his/her spouse are both enrolled at Charter College, they are both eligible for the tuition discount provided proper documentation is submitted.

5. Standard Withdrawal and Re-entry policies, procedures and fees may apply to military personnel when deployed. See Re-Entry in the catalog.

6. Students participating in the Military Tuition Discount program are eligible for Title IV funds, but should be advised from accepting funding that exceed program charges.

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

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

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

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

EFFECTIVE DATE: 8.1.13

PROGRAM OFFERING

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

Certificate in Computerized Office Specialist
Certificate in Computerized Accounting Specialist
Associate of Applied Science in Business Management Practice
Associate of Applied Science in Medical Office Administration: Concentration in Medical Assistant
Certificate in Business Administration

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

**REQUIREMENTS**

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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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*In any given quarter, courses for this program may be offered in either a blended or online format, depending on scheduling and class size. Check with your department head to determine when these courses are offered in which modality.
AC110
**Accounting Fundamentals**
4.5 Quarter Credit Hours
This course provides an introduction to the basic accounting fundamentals used in to record, report and interpret business transactions. Students will explore the accounting standards and ethics in accounting, the accounting cycle, the reporting of current assets and liabilities, as well as, the financial statements for merchandizing organizations, and internal controls.

AC1160
**Advanced Accounting Fundamentals**
4.5 Quarter Credit Hours
This course is a continuing study of Accounting Fundamentals with emphasis on more complex aspects of financial transactions. Topics include long term assets, short and long term liabilities, investments, statement of cash flow, analyzing financial statements, business structures, accounting for stocks and dividends, and fair value accounting.

*Prerequisite: AC1110 - Accounting Fundamentals*

AC1210
**Payroll Fundamentals**
4.5 Quarter Credit Hours
This course introduces students to payroll accounting. Topics include payroll laws and regulations, payroll registers, employee earnings records, quarterly and annual payroll tax reports for manual and automated payroll systems. In addition, this course includes an introduction to 10-key by touch and bank reconciliations.

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

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

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

AC1510
**Cost Accounting Fundamentals**
4.5 Quarter Credit Hours
This course provides an introduction to cost accounting by exploring cost accounting principles and methods. Students are exposed to cost accounting concepts used to analyze data and assist with managerial decision making. Topics include variable, activity based, job order, and process costing, as well as, standard costing and variable analysis. Break-even point and cost-volume-profit analysis will also be presented.

*Prerequisites: AC1110 - Accounting Fundamentals & AC1160 - Advanced Accounting Fundamentals*
AC1520
Managerial Accounting and Decision-Making
4.5 Quarter Credit Hours
This course is an advanced study of managerial cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard versus actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior.

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

BA1110
Business Fundamentals
4.5 Quarter Credit Hours
This course provides an introduction to the core functional areas of business. Students are exposed to common business language, as well as, introductory theories in employee motivation, leadership, economics, and strategic planning. This course also provides an introduction to the accounting cycle, the marketing mix, and financial management.

BA1220
Leadership and Followership
4.5 Quarter Credit Hours
This course examines theories and models of leadership and analyzes the components, perspectives, strengths and weaknesses of each. Followership as both a component of the leadership process and a form of leadership shall be explored. The connection between leadership and followership theory and practice in real world settings will be researched and examined. Students will be encouraged to develop critical thinking skills while formulating their own personal leadership philosophies with a goal toward becoming more effective leaders and followers.

BA1410
Marketing Fundamentals
4.5 Quarter Credit Hours
This course provides an introduction to marketing theory and strategies. Students will explore the development of a marketing plan from the initial environmental analysis to the final implementation and evaluation stages. Topics include target marketing, consumer behavior, product development, branding, ethics, global marketing, and the marketing mix.

BA2320
Business Law and Ethics
4.5 Quarter Credit Hours
This course provides an introduction to business law and ethics. Students will explore the role of business law from both the business and consumer point of view. Topics include civil, criminal, and tort law, as well as, legal and ethical concepts pertaining to the valid formation of contracts, consumer law, international jurisdiction and conflict resolution, the Uniform Commercial Code, employment law, white collar crime, and corporate social responsibility.

BA2580
Microeconomics
4.5 Quarter Credit Hours
This course provides an introduction to the fundamentals of microeconomic theory. The course focuses on theories related to the consumer, the producer, and the market to include such topics as supply and demand analysis, market forms, consumer choice theory, production costs, elasticity, competition, international trade, and the role of government in public policy.

SS1001
Student Success Strategies
4.5 Quarter Credit Hours
This class presents students with the skills and behaviors necessary for personal and academic success. Students will be introduced to strategies focused on retaining information, improving study skills, organizing time, setting goals, assisting in personal financial planning, effective communication, and applying critical thinking skills in problem solving. A strong emphasis is also placed on the techniques and strategies for successful online learning and information literacy.

SS1110
Technology Fundamentals
4.5 Quarter Credit Hours
This course introduces students to personal computer systems using Microsoft Windows and its applications, such as desktop features, search capabilities, and file management. The course also introduces students to creating, editing and formatting documents and spreadsheets word processing, spreadsheet, and presentation software.
SS1210
Professional Success Strategies
4.5 Quarter Credit Hours

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

The Certificate in Paralegal Studies program prepares students to seek entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and governmental entities. The program provides training in basic legal principles and legal research and writing. Topics include family law, contracts, business law, and criminal law. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business or legal related field.

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BA2320
Business Law and Ethics
4.5 Quarter Credit Hours

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

CJ1160
American Legal System and Constitutional Law
4.5 Quarter Credit Hours

This course is a comprehensive survey of the role and function of the courts and the law in the United States, from the appellate level to the Supreme Court. Civil and criminal procedures and the sources of law including the constitution, federal codes, state statutes, and case law shall be examined. Operations of trial-level courts hearing criminal cases will be a focus. The roles and duties of courtroom participants, the structure of the judiciary, and the relationship between the formal rule of law and daily activities of courts, decision-making, and perspectives from which to view the courts shall be presented. Attention is given to appellate courts, juvenile courts, court reform, and issues of gender, race, and ethnicity and how it applies to law enforcement.

PA1220
Legal Research and Writing
4.5 Quarter Credit Hours

This course provides an introduction to legal research and writing using primary and secondary sources. Emphasis is placed on the analysis of case law, the purpose and use of memorandum of law, the identification of various types of laws, and effective legal writing techniques and methods.

PA1320
Civil and Federal Litigation
4.5 Quarter Credit Hours

This course explores civil and federal litigation. Students will examine the role of the paralegal in the civil law practice, as well as, the litigation process through the phases of planning, document study, discoveries, trial preparation, and post-trial procedures.

PA1340
Contracts and Remedies
4.5 Quarter Credit Hours

This course explores the concepts of the law of contracts from the formation termination. Topics include contractual doctrines, the Uniform Commercial Code, performance and non-performance, warranties, breach, and remedies.

PA1360
Torts
4.5 Quarter Credit Hours

This course examines various types of torts. Emphasis will be made on the concepts of negligence, intentional torts, damages, and liabilities.
PA1520
**Wills and Trusts**
*4.5 Quarter Credit Hours*

This course introduces students to the estate-planning process, and explores intestate and testate successions. Students will research laws governing estate law and practice legal writing skills by drafting estate-planning documents. In addition, students will explore the paralegal's role in estate planning, beginning with initial fact gathering through the process of administering an estate.

PA1540
**Real Estate Law**
*4.5 Quarter Credit Hours*

This course introduces students to the terms, concepts, principles, and laws of real estate. Different property ownership laws will be emphasized. An overview of how land ownership is recorded, the rights and limitations of landowners, and the laws regarding the financing of the purchase of land will be discussed.

PA1620
**Family Law**
*4.5 Quarter Credit Hours*

This course provides an introduction to the practical and procedural aspects of family law practice. Topics explored include the role of the paralegal in family law, premarital agreements, marriage, separation and divorce, domestic partnerships, child custody and support, and family violence.

PA1820
**Dispute Resolution**
*4.5 Quarter Credit Hours*

This course offers students an overview of Alternative Dispute Resolution by presenting the theories defining negotiation, arbitration, and mediation. Topics include the types of conflict and the roles of participants. Students will learn the distinguishing characteristics of each of the alternative approaches to disputes and will consider the ethical and legal considerations that may arise with each. Negotiations, mediation, arbitration, barriers to conflict resolution, and ethical and legal considerations are covered.

PA1990
**Externship**
*4.5 Quarter Credit Hours*

This is an advanced course applying paralegal and legal office skills at a sponsoring law office under the direction of a lawyer or site supervisor. The course provides 180 hours of supervised work involving paralegal practical skills and career professionalism. Students will be expected to perform entry-level paralegal duties, as assigned by the designated supervisor.

Prerequisite: Successful completion of all core Paralegal Studies coursework.

SS1001
**Student Success Strategies**
*4.5 Quarter Credit Hours*

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

SS1110
**Technology Foundations**
*4.5 Quarter Credit Hours*

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

SS1210
**Professional Success Strategies**
*4.5 Quarter Credit Hours*

This course is designed to prepare students for career success through a focus on professionalism. The course will emphasize the development of work and human resource skills and professional ethics. Students will learn how to portray professionalism in behavior, presentation, dress, and work ethic, and will also study the professional standards of their chosen industry.
ACC300
Governmental and Non-Profit Accounting
3.5 Quarter Credit Hours

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

*Prerequisite: ACC 121 - Principles of Accounting*
COURSE DESCRIPTION

CJ204
Corrections
4.0 quarter credit hours

This course provides an overview of historical and contemporary views of offender management and treatment, corrections system operation, effects of institutionalization, and alternatives to incarceration. Topics include the correctional context, correctional practices, and correctional issues and perspectives. The course also includes the examination of historical and contemporary approaches to the punishment of adult and juvenile offenders in institutional and community settings. Controversial topics like prisoner rights, the death penalty, and mandatory sentencing are presented.

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

CJ406
Criminal Justice Practicum
3.0 quarter credit hours

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

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

BUS400
Capstone: An Integration of Learning
3.0 Quarter Credit Hours

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

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

To be eligible for graduation, students must:

1. complete all required courses with a cumulative Grade Point Average of at least 2.0;
2. meet the specific grade and other program requirements for specific modules (if applicable);
3. successfully complete the externship or clinical requirement (if applicable);
4. achieve Satisfactory Academic Progress;
5. meet all Career Services requirements
6. complete all required certifications (if applicable).
STUDENT’S RIGHT TO CANCEL

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

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Enrollment Agreement. A student can do this by mail, hand delivery, or fax. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Enrollment Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 7 days following the date of Notice of Cancellation. If a student fails to return this equipment, including books, or other materials, in good condition within the 7-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

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

President’s Award

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

- Certificate Program – 4.0
- Associate Degree – 3.9
- Bachelor Degree – 3.8
ADMISSION REQUIREMENTS

Associate of Applied Science in Allied Health

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

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in an allied healthcare concentration or be a graduate of an accredited institution in an allied-health related field (i.e. Medical Assistant, Dental Assistant, etc.).

2. A completed certificate or coursework completed in the last eight years.
   a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.

3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).
The Associate of Applied Science in Allied Health program provides healthcare professionals with complementary skills in critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their chosen career field. Core content may be transferred in from any of several health-related programs. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in an allied health related field.

Program Outcomes

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

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

REQUIREMENTS

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AH2110*</td>
<td>The Health Care System</td>
<td>45</td>
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<tr>
<td>AH2120*</td>
<td>Legal and Ethical Issues in Healthcare</td>
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Total 90 63.0

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Total 240 22.5

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<td>Software Fundamentals</td>
<td>50</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total 50 4.5

Grand Total 380 90.0

*In any given quarter, courses for this program may be offered in either a blended or online format, depending on scheduling and class size. Check with your department head to determine when these courses are offered in which modality.
AH2110
The Health Care System
4.5 Quarter Credit Hours
This course is a study in the U.S. health care system and is designed to expose students to the critical issues facing health care. Students will learn about the complexity and multidimensional nature of health care delivery in the United States, including healthcare provider and government roles, relationships between stakeholders, and the general continuum of health care. Healthcare administration and management practices are examined, and the goals of health research discussed.

AH2120
Legal and Ethical Issues in Healthcare
4.5 Quarter Credit Hours
This course focuses on the laws, regulations, guidelines, ethics and bioethics in the health care industry. Legal topics include the various components of the US legal system, sources of law, licensure and certification requirements, laws specific to health care, and the legal responsibilities of medical personnel. Concepts related to health care ethics, such as ethical decision-making in various medical areas, AMA's ethical principles, the protection of patient's rights, and standard of care will be discussed. The additional topics of managed health care and plans, medical record-keeping, charting, and rules and regulations in the workplace will be explored.

GE2210
Environmental Science
4.5 Quarter Credit Hours
This course offers an introduction to environmental science. Environmental science focuses on understanding environmental problems and creating reasonable solutions. Principles of ecology will be presented and ecosystems examined, with accompanying regional, national, and global environmental challenges explored. An overview of major environmental challenges will be presented, accompanied by current and proposed principles and methods of environmental management. Sustainability as an environmental concept and necessity will be emphasized. Students will develop skills to analyze past and current crises and their causes as well as potential solutions.

AH2110
College Mathematics
4.5 Quarter Credit Hours
This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

GE2310
Written and Oral Communication Practices
4.5 Quarter Credit Hours
This course is designed to improve the student’s reading, speaking, listening, and critical thinking skills. Writing as a process is presented, and includes the theory and practice of writing effective paragraphs and essays. Grammar, punctuation, sentence structure, and paragraph development are reviewed and APA publication format taught and required for all researched writing. Emailing, texting, and social network communications will be discussed as applicable forms of communication. Public speaking skills will also be emphasized including topic selection, research, outlining, and basic speech writing and delivery. Students will be encouraged to engage in critical thinking skills as they choose and research pertinent topics for both written and spoken delivery, and explore the application of effective writing and speaking to academic, work, and social environments.
GE2510
Introduction to Sociology
4.5 Quarter Credit Hours

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

GE2410
Ethical Principles Across Societies
4.5 Quarter Credit Hours

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

SS2110
Software Fundamentals
4.5 Quarter Credit Hours

This course is an advanced study of software with a focus on Microsoft Word and Excel. Legacy Form fields, content controls, tables, and various ways of protecting Word documents will be discussed. Desktop publishing features, including automatic heading numbers, captions, graphs, page numbering and style will be explored. Utilizing the Quick Access Toolbar, creating macros and PivotTables/PivotCharts, queries, combining data from other sources, and the use of Visual Basic for Applications will be presented.
Charter College will provide a transcript of the student’s academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be provided directly to a student upon graduation, provided the student is not past due on financial obligations to the institution. If the student is past due on their institutional loan (i.e. UNISA), a letter of completion can be sent to an employer. No documentation will be released to another educational institution unless the student is current on a secured payment plan for their institutional loan. A student will not receive a diploma or official transcript if they are in default with any federal loan or if the student is placed with an outside collection agency for their institutional loan. The College archives academic transcripts indefinitely.
CATALOG ADDENDUM

CHARTER COLLEGE - PASCO

EFFECTIVE DATE: 7.24.13

ADMISSIONS REQUIREMENTS

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

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in a trade or craft concentration or be a graduate of an accredited institution in a trade or craft related field.

2. A completed certificate or coursework completed in the last eight years.
   a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.

3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).
PROGRAM DESCRIPTION

Associate of Applied Science in Applied Technology

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

Program Outcomes

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

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

REQUIREMENTS

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<td>BA2720</td>
<td>Developing and Implementing Projects</td>
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Total 95 63.0

General Education Requirements

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Total 240 22.5
Other Requirements

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Total 50 4.5

Grand Total 385 90.0

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.
BA2420  
**Customer Focused Management**  
4.5 Quarter Credit Hours

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

*Prerequisite: None*

BA2720  
**Developing and Implementing Projects**  
4.5 Quarter Credit Hours

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

*Prerequisite: None*

GE2110  
**College Mathematics**  
4.5 Quarter Credit Hours

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

*Prerequisite: None*

GE2210  
**Environmental Science**  
4.5 Quarter Credit Hours

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

*Prerequisite: None*
GE2310
**Written and Oral Communication Practices**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*

GE2510
**Introduction to Sociology**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*

GE2410
**Ethical Principles Across Societies**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*

SS2110
**Software Fundamentals**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*
Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students who enroll in another program with Charter College before graduating from the institution will receive a 15% discount of the next program’s tuition cost. Students who enroll in another program with Charter College after graduating from the institution will receive a 10% discount of the next program’s tuition cost.

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an Alumni Tuition Discount Application. This form is available through the Student Success and Admissions departments. This can be completed at any time prior to graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one discount as the discount is per program.
CHARTER COLLEGE - PASCO

EFFECTIVE DATE: 8.1.13

ADMISSIONS REQUIREMENTS

Associate of Applied Science in Business Administration

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

Minimum requirements for admission to the program:

1. Must have 54 quarter credit hours in business administration or be a graduate of an accredited institution in business administration.

2. A completed certificate or coursework completed in the last eight years.
   a. Coursework must be completed at an accredited institution recognized by the Department of Education and confirmed with official transcripts.

3. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution (including Charter College).
The Associate of Applied Science Degree in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, and evaluation, as well as, customer service management and office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. Upon successful completion of the program (see graduation requirements section of the catalog), students could seek or obtain entry-level employment in a business related field.

## COURSES:

<table>
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**Total** 90 63.0

**Concentration Requirements**

**General Education Requirements**

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**Other Requirements**

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**Total** 50 4.5

**Grand Total** 380 90.0

All courses are taught in a blended format, 50% onsite and 50% online, and may also be taught 100% online. Check with your department head to determine when these courses are offered in which modality.
Course Listing for Associate of Applied Science in Business Administration

BA2220
Managing People: Human Resources Development
4.5 Quarter Credit Hours

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

Prerequisite: None

GE2210
Environmental Science
4.5 Quarter Credit Hours

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

Prerequisite: None

BA2420
Customer Focused Management
4.5 Quarter Credit Hours

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

Prerequisite: None

GE2310
Written and Oral Communication Practices
4.5 Quarter Credit Hours

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

Prerequisite: None

GE2110
College Mathematics
4.5 Quarter Credit Hours

This is a college mathematics course with an emphasis on mathematical reasoning as well as formula manipulation. The course begins with an extensive review of basic mathematics, including fractions and decimals, and progresses to solving algebraic equations.

Prerequisite: None
GE2510  
**Introduction to Sociology**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*

GE2410  
**Ethical Principles Across Societies**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*

SS2110  
**Software Fundamentals**  
*4.5 Quarter Credit Hours*

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

*Prerequisite: None*
CLASS SIZE

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

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

iPay Discount

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

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

THE GIFT

Students who successfully complete all coursework and graduate on time (the student’s first/original enrollment in a program) receive a graduation gift of $1,000 from Charter College. THE GIFT will be applied first to any remaining balance owed to Charter College and any remaining credit balance after that will go to the graduate. The graduate may choose to apply the credit to their next Charter program, reduce their Federal student loan and/or have a check issued to them. To “graduate on time,” students must graduate on or before the “Estimated Completion Date” as defined in the student’s enrollment agreement. THE GIFT will be applied to a student’s account within 30 days of graduation.
Experiential Learning Credit
Charter College students can apply for credit on the basis of experiential learning and receive college credit up to 25% of the program requirements. No more than 75% of the credit hours in a program may be awarded by any combination of Experiential Learning Credit, transfer of credit, or credit by examination.

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

Students applying for experiential credit are required to complete a Portfolio to determine equivalency to college level coursework. Equivalency is determined by submission of supporting documentation (i.e., signed job description, a narrative of equipment used, a description of the work environment, verification of employment by the company on the employer’s letterhead, signed performance reviews/evaluations, evidence of certification or licensure, resume, documentation of in-service training or professional growth activities, community or volunteer work, military service record (DD 214), and/or various other appropriate forms of documentation verifying employment or work-related learning). The Portfolio may contain evidence to support multiple courses for which the student is applying for experiential learning credit. Students are required to demonstrate through documentation the fulfillment of course objectives based on the current course syllabus. The College reserves the right to deny credit or require supplementary readings and/or tests if required syllabus requirements or objectives are not met through the portfolio materials presented.

Experiential learning credits are not used in calculating the cumulative GPA but are used in the calculation for Rate of Progress (see Satisfactory Academic Progress section). Credit earned through experiential learning will be awarded the grade of “EC”.

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

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