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## CHARTER COLLEGE - VANCOUVER

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Charter College strives to be a leader in private postsecondary, career-focused education, serving a diverse population in a student-centered and collaborative learning environment, while assisting graduates to advance, enrich or change their careers.

Objectives
- Serve and offer access to a diverse student population

This catalog was prepared by Prospect Education, LLC with the assistance of the leadership at Charter Colleges. Policies, curricula, fees, and other content is subject to change without notice at the discretion of Charter Colleges and Prospect Education. For more information contact Charter Colleges at the addresses shown below.

Charter College is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street N.E., Suite 980, Washington, DC, 20002-4242, 202-336-6780, to award bachelor of science degrees, associate of applied science degrees, and certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Charter College is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Charter College to offer the following degree programs: Bachelor of Science in Business Management Accounting; Bachelor of Science in Business Management and Technology; Bachelor of Science in Information Technology Engineering; Associate of Applied Science in Business Management Practice; Associate of Applied Science in Computer Science; Associate of Applied Science in Computerized Accounting; Associate of Applied Science in Health Information Technology; and Associate of Applied Science in Medical Office Administration. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at P.O. Box 43430, Olympia, WA 98504-3430.

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding certificate programs at this private vocational school may be made to the Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, wtb.wa.gov, phone: 360-753-5662, e-mail address: wtecb@wtb.wa.gov.

Charter College is a private, postsecondary institution that is owned and operated by Prospect Education LLC, 750 Sandhill Road Suite 100, Reno, NV 89521. Prospect Education LLC has a four-member Board of Managers. The members are Gunnar Bjorklund, Chairman, Michael L. Dawson, CEO, Leslie Pritchard, Manager and Jordan Richards, Manager.

Charter College – Vancouver is conveniently located in Vancouver at the Columbia Tech Center at 17200 SE Mill Plain Blvd. #100, Vancouver, WA 98683.

The campus includes classrooms, laboratories, clinics, a library resource center, and computer laboratories. The classrooms and laboratories contain modern technology including instructor computers with projectors for visual aids. The campus mimics professional settings such as a modern medical office examination room, infection control area, pharmacy technician laboratory, medical office laboratory and a massage therapy clinic. The dental assisting
laboratory is equipped to reflect a real-world environment with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines and x-ray daylight automatic processing units. The medical assistant laboratory has an EKG machine, microscopes, centrifuges, hemato-crits and scales. The College houses a visitor reception area, admissions, financial aid, academics, career services and executive offices.

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**Campus Administration**

**Larry Capps**
President

**Boyd Hemminger**
Dean of Education

**Chris Fogarty**
Director of Admissions

**Melanie Lopez**
Director of Career Services

**Sarah Kirton**
Director of Financial Aid

**Florice Lim**
Director of Student Success
All courses listed in this section include out-of-class activities including but not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student should anticipate two hours of out-of-class activities for every one hour of lecture.

The six character course number assigned to each course provides substantial information. The first three characters are letters that indicate the area of study. They are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tr>
<td>ACC:</td>
<td>Accounting</td>
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<td>BSM:</td>
<td>Business Management</td>
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<td>BUS:</td>
<td>Career Development</td>
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<tr>
<td>CMP:</td>
<td>Computer Science</td>
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<td>DET:</td>
<td>Digital Electronics</td>
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<td>MAP:</td>
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<td>MTP:</td>
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<td>MTH:</td>
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<td>OFM:</td>
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</tr>
<tr>
<td>SOC:</td>
<td>Social Science</td>
</tr>
</tbody>
</table>

The three numeric digits indicate the level of the course. Course numbers that are 100-level and 200-level indicate lower division courses generally taken early in a program. Course numbers that are 300-level and 400-level indicate courses that are more advanced than 100-level and 200-level courses and are generally taken later in a program.

Coursework at Charter College is measured in quarter credit hours, one quarter credit hour equals 10 contact hours of lecture, 20 hours of laboratory, and 30 hours of externship. One contact hour is 50 minutes.

The College reserves the right to modify the course content, structure and schedule without additional charges to the student and within regulatory guidelines. The College reserves the right to amend the Catalog and Student Handbook as required.
# Bachelor of Science in Business Management Accounting: Concentration in Computerized Accounting

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three concentrations, Business Applications, Business Management Practice and Computerized Accounting. All three concentrations prepare students to seek entry-level positions in accounting and business.

## COURSES:

<table>
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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>ACC100</td>
<td>Accounting Essentials</td>
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<td>4</td>
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<tr>
<td>ACC102</td>
<td>Payroll Reporting</td>
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<td>3.5</td>
</tr>
<tr>
<td>ACC120</td>
<td>Automated Accounting</td>
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<tr>
<td>ACC121</td>
<td>Principles of Accounting</td>
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<td>4</td>
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<tr>
<td>ACC200</td>
<td>Income Tax Preparation</td>
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<tr>
<td>ACC201</td>
<td>Advanced Principles of Accounting</td>
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<td>ACC202</td>
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<td>ACC203</td>
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<td>ACC300</td>
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<td>ACC302</td>
<td>Financial Analysis for Managers</td>
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<td>ACC305</td>
<td>Managerial Cost Accounting</td>
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<td>ACC400</td>
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<td>ACC404</td>
<td>Advanced Tax - Corporate</td>
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<td>ACC406</td>
<td>Contemporary Accounting Issues</td>
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<td>ACC450</td>
<td>Senior Accounting Externship</td>
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<td>BSM303</td>
<td>Lawful Employment Management</td>
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<td>BSM307</td>
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<td>BSM308</td>
<td>Economics for Managerial Decision Making</td>
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<td>BSM401</td>
<td>Organizational Management</td>
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<td>BSM403</td>
<td>Research Methodologies in Business Applications</td>
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<td>CMP102</td>
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<td>Excel for Windows</td>
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<td>Advanced Word and Excel for Windows</td>
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<td>CMP305</td>
<td>Advanced Microsoft Office Applications</td>
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<td>EN121</td>
<td>Technical Writing and Presentation</td>
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**General Education Requirements**

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<td>Oral Communication</td>
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<td>ENG201</td>
<td>Advanced Discourse</td>
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<td>ENG300</td>
<td>Advanced Interpersonal Communication</td>
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<tr>
<td>HUM120</td>
<td>Twentieth-Century Fiction</td>
<td>40</td>
<td>4</td>
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<tr>
<td>HUM122</td>
<td>Ethics and Society</td>
<td>40</td>
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<td>HUM202</td>
<td>Logic and Reasoning</td>
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<tr>
<td>MTH100</td>
<td>College Mathematics</td>
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**Other Requirements**

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<th>Hours</th>
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<td>BUS101</td>
<td>Career Development</td>
<td>40</td>
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<tr>
<td>BUS400</td>
<td>Capstone: An Integration of Learning</td>
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<td>OFM102</td>
<td>Customer Service</td>
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<td><strong>Grand Total</strong></td>
<td><strong>2035</strong></td>
<td><strong>181.25</strong></td>
</tr>
</tbody>
</table>

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The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.

### COURSES:

<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>ACC100</td>
<td>Accounting Essentials</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>ACC102</td>
<td>Payroll Reporting</td>
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<td>3.5</td>
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<td>ACC120</td>
<td>Automated Accounting</td>
<td>40</td>
<td>3</td>
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<tr>
<td>ACC400</td>
<td>Accounting Information Systems</td>
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<td>3.5</td>
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<tr>
<td>BSM200</td>
<td>Leadership and Team Management</td>
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</tr>
<tr>
<td>BSM201</td>
<td>Managing People: Human Resource Development</td>
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<tr>
<td>BSM202</td>
<td>Managing Projects: Development and Implementation</td>
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<td>Marketing with Technology</td>
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<td>BSM204</td>
<td>Managing Small Businesses: Entrepreneurship</td>
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<td>BSM205</td>
<td>Statistics for Business</td>
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**Other Requirements**

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The Bachelor of Science in Information Technology Engineering program underscores the direct application, manipulation and control of technology. Topics include enterprise computer networking, advanced telecommunications, IP routing, network design, cabling standards, and programming. *This program requires that the student achieve the following industry certification: Cisco Certified Network Associate.*

### COURSES:

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**Other Requirements**

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**Grand Total** 2060 180
The Associate of Applied Science in Business Management Practice program covers how to hire, support, and evaluate personnel; to supervise working teams of staff; to identify, develop, and implement vital projects; to comply with complex business laws and regulations; to review financial data for decision-making; to use information technology to communicate and market; to apply the critical elements of leadership; to use advanced computer technology to manage; and to start and manage a small business. This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.

**COURSES:**

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

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

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Total 785 67.5
## General Education Requirements

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**Total** 760 67.5

The Associate of Applied Science: Concentration in Technical Graphics program prepares students to seek careers in producing, comprehending, analyzing, and expanding the information contained in drawings, sketches, manufacturer catalog information, and related documents. These functions are vital to the short-term and long-term operation, efficiency, and reputation of governmental agencies, professional engineering, architectural and construction businesses and enterprises, as well as for the environmental, health, and physical safety of the public.
<table>
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<th>GPA</th>
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The Associate of Applied Science in Computerized Accounting program prepares students to seek careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental agencies and enterprises. This program requires that students achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.
## General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td><strong>Total</strong></td>
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</table>
The Associate of Applied Science in Health Information Technology program prepares students to seek employment in health information positions. The program provides basic training in computers, health information content and management, quality improvement, statistics, coding and reimbursement, and legal aspects of health information. The program covers how to compile, analyze, and present health information for use by various health care professionals.

COURSES:

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<td>CMP130</td>
<td>Word for Windows</td>
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<td>Function of Health Records Management</td>
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<td>MED212</td>
<td>AHIMA Professional Practice</td>
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<td>Confidentiality of Health Care Records (HIPAA)</td>
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<td>MED285</td>
<td>Pathophysiology and Pharmacology</td>
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<td>MED310</td>
<td>Legal and Ethical Issues in Health Care</td>
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Total: 770, 68.5
## General Education Requirements

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

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

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<td>Patient Care Concepts</td>
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<td>Hematology and Phlebotomy</td>
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<td>Specimen Collection and Analysis</td>
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Certificate in Computer Aided Drafting Associate

The Certificate in Computer Aided Drafting Associate program prepares technical professionals for the fields of construction, engineering, architecture, and related fields. The program covers the AutoCAD program, relevant computer software, and sophisticated computer monitoring of the strategic progress of complex projects. The skills, competencies, knowledge base, and attributes necessary for most students to establish a technical career may require the completion of a degree program.

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

**COURSES:**

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<td>DAP102</td>
<td>Dental Sciences 1</td>
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<td>2.2</td>
</tr>
<tr>
<td>DAP117</td>
<td>Externship</td>
<td>180</td>
<td>6</td>
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</table>

**Total** 820 51.18
Certificate in Massage Therapy

The Certificate in Massage Therapy program prepares students to seek entry-level employment as a massage therapist and/or to enter private practice. Employment opportunities include positions in massage offices and private practice, physicians’ offices, hospitals and medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs and fitness centers, spas and resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, as well as setting up individual private practices. Emphasis is placed on the guidelines of the National Certification Board for Therapeutic Massage and Bodywork. The technical portion of the course introduces massage therapy techniques to address specific problem areas and concerns presented by the client, including Swedish Massage, Myofascial Release, Trigger Point Therapy, Shiatsu, Sports Massage and site-specific treatment techniques. Business, marketing, advertising and presentation skills as well as professional boundaries and ethics also are emphasized.

### COURSES:

<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>CMP102</td>
<td>Computer Essentials with Microsoft Windows</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MED100</td>
<td>Medical Terminology Essentials</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MTP101</td>
<td>Swedish Massage</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTP102</td>
<td>A&amp;P 1</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTP103</td>
<td>Athletic Massage I</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTP104</td>
<td>Athletic Massage II</td>
<td>40</td>
<td>3</td>
</tr>
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<td>Consultation and Charting</td>
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<tr>
<td>MTP106</td>
<td>A&amp;P II</td>
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<tr>
<td>MTP107</td>
<td>Deep Tissue PJM</td>
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<tr>
<td>MTP108</td>
<td>Soft Tissue Therapy/Myofascial Release</td>
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<tr>
<td>MTP109</td>
<td>A&amp;P III</td>
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<tr>
<td>MTP110</td>
<td>Prenatal Massage</td>
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<td>3</td>
</tr>
<tr>
<td>MTP111</td>
<td>Holistic Healing/Somatic Holding Patterns</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTP112</td>
<td>Business Practices</td>
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<td>MTP113</td>
<td>Spa Techniques</td>
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<td>3</td>
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<tr>
<td>MTP114</td>
<td>Reflexology/Energy Work</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MTP115</td>
<td>Shiatsu/Acupressure/TCM</td>
<td>40</td>
<td>3</td>
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<tr>
<td>MTP116</td>
<td>Clinic</td>
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<td>3</td>
</tr>
<tr>
<td>SCI102</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>55</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total: 825 hours | 64 credit hours
The Washington State Department of Health requires massage therapists to be licensed. To apply for a license, the applicant must have graduated from an approved program. The Certificate in Massage Therapy at Charter College is an approved program. In addition, therapists must take and pass the National Certification Examination for Massage Therapy and Bodywork (MCETMB) or the MBLEx exam offered by The Federation of State Massage Therapy Boards (FSMTB). Furthermore, massage therapists in Washington must undergo background checks as part of the licensing process.

Some cities require a business license to operate a massage business within city limits. It is the massage therapist’s responsibility to obtain licenses.
Certificate in Medical Assistant

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

**COURSES:**

<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>CMP102</td>
<td>Computer Essentials with Microsoft Windows</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MAP101</td>
<td>Record Management and Ethics</td>
<td>40</td>
<td>3.25</td>
</tr>
<tr>
<td>MAP102</td>
<td>Patient Care Concepts</td>
<td>40</td>
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</tr>
<tr>
<td>MAP103</td>
<td>Office Management and Communications</td>
<td>40</td>
<td>3.25</td>
</tr>
<tr>
<td>MAP104</td>
<td>Minor Office Surgery</td>
<td>40</td>
<td>3.25</td>
</tr>
<tr>
<td>MAP107</td>
<td>Fundamentals of Office Accounting</td>
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<tr>
<td>MAP109</td>
<td>Hematology and Phlebotomy</td>
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<td>3</td>
</tr>
<tr>
<td>MAP111</td>
<td>Specimen Collection and Analysis</td>
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</tr>
<tr>
<td>MAP113</td>
<td>Pharmacology</td>
<td>40</td>
<td>3.25</td>
</tr>
<tr>
<td>MAP115</td>
<td>Office Emergencies</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MAP116</td>
<td>Cardiac Care</td>
<td>40</td>
<td>3</td>
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<tr>
<td>MAP200</td>
<td>Medical Assistant Externship</td>
<td>180</td>
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</tr>
<tr>
<td>MED100</td>
<td>Medical Terminology Essentials</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MED101</td>
<td>Medical Insurance Billing Essentials</td>
<td>40</td>
<td>4</td>
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<tr>
<td>SCI102</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>55</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total 755 53
The Certificate in Network Security program provides the information and technical skills required for entry-level careers in the field of network security. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. *This program requires that the student achieve the following industry certification: Security+.*

**COURSES:**

<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>CMP102</td>
<td>Computer Essentials with Microsoft Windows</td>
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<td>3</td>
</tr>
<tr>
<td>CMP125</td>
<td>Programming Essentials</td>
<td>40</td>
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</tr>
<tr>
<td>CMP129</td>
<td>Microsoft Server Windows Environment</td>
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<td>4</td>
</tr>
<tr>
<td>CMP133</td>
<td>Security+: Network Security Fundamentals</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>CMP134</td>
<td>Network+: Network Essentials</td>
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<tr>
<td>CMP210</td>
<td>Wireless Essentials</td>
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<td>CMP235</td>
<td>Checkpoint Security Administration</td>
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<tr>
<td>CMP236</td>
<td>Server+</td>
<td>40</td>
<td>3.5</td>
</tr>
<tr>
<td>CMP334</td>
<td>Computer Forensics and Investigations</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>DET124</td>
<td>A+ Fundamentals</td>
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<tr>
<td>DET216</td>
<td>Tactical Perimeter Defense</td>
<td>40</td>
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</tr>
<tr>
<td>DET217</td>
<td>Network Defense and Countermeasures: SPC-NDC</td>
<td>40</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>500</strong></td>
<td><strong>42.5</strong></td>
</tr>
</tbody>
</table>
# Certificate in Pharmacy Technician

The Pharmacy Technician program prepares students to seek employment as an entry-level assistant to a licensed pharmacist. The program provides the fundamentals such as pharmacy calculations, drug distribution systems, preparation of sterile dosage forms, customer service, pharmacy law and ethics, and pharmacy operations. The program includes hands-on experience to prepare students for a career as a Pharmacy Technician. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics and pharmaceutical companies.

## COURSES:

<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>CMP102</td>
<td>Computer Essentials with Microsoft Windows</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>MED100</td>
<td>Medical Terminology Essentials</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>PTP101</td>
<td>Pharmacy Law and Ethics</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>PTP102</td>
<td>Infection Control and Safety</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>PTP103</td>
<td>Introduction to Pharmacy</td>
<td>40</td>
<td>3.5</td>
</tr>
<tr>
<td>PTP104</td>
<td>Administrative Aspects of Pharmacy Technology</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>PTP105</td>
<td>Basic Pharmacy Applications</td>
<td>40</td>
<td>3.5</td>
</tr>
<tr>
<td>PTP106</td>
<td>Professional Aspects of Pharmacy Technology</td>
<td>40</td>
<td>3.5</td>
</tr>
<tr>
<td>PTP107</td>
<td>Pharmaceutical Calculations</td>
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<td>3.5</td>
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<tr>
<td>PTP108</td>
<td>Pharmacy Recordkeeping and Customer Service</td>
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<td>3.5</td>
</tr>
<tr>
<td>PTP109</td>
<td>Pharmacy Operations</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>PTP110</td>
<td>Pharmacodynamics</td>
<td>40</td>
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</tr>
<tr>
<td>PTP111</td>
<td>Pharmacokinetics</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>PTP112</td>
<td>Pharmacology</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>PTP113</td>
<td>Trends in Pharmacy</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>PTP114</td>
<td>Externship</td>
<td>180</td>
<td>6</td>
</tr>
<tr>
<td>SCI102</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>55</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>835</strong></td>
<td><strong>61.5</strong></td>
</tr>
</tbody>
</table>
All students enrolled in a certificate program 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. passed an approved ability to benefit test (must be 18 years of age to take the ATB test)

Students enrolled in bachelor or associate degree programs 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. passed an approved ability to benefit test and have completed at least 40 quarter credit hours at the 100-level or higher with a grade of “C” or better from an institution of higher education accredited by an agency recognized by the United States Department of Education. The College must receive an official transcript(s) prior to the student attending classes.

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

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

Because most employers conduct background checks prior to hiring, it is important to make prospective students aware that many career fields prohibit or discourage hiring individuals with a criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of the program.

Charter College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history except in the case for enrollment into one of the following programs. A prospective student with any felony and/or drug or monetary theft related misdemeanor may not enroll into:

- Criminal Justice Programs
- Allied Health Programs
  * Pharmacy Technician
  * Massage Therapy
  * Medical Assistant

Students have the right to cancel the Enrollment Agreement for a program of study including any equipment such as books, materials and supplies or any other goods related to the program offered in the Enrollment Agreement up until midnight of the fifth business day after the first class attended. (Business day means a day on which the student was scheduled to attend a class.)

Cancellation shall occur when a student has given written notice of cancellation to the college at the address shown on the top of the front page of the enrollment agreem
ment. A student can do this by U.S. mail, hand delivery, or fax. The written notice of cancellation, if sent by U.S. mail, is effective when postmarked and 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. The student is given two Notice of Cancellation forms to use at the first day of class, but can use any written notice that a student wishes to use. If the College has provided equipment, including books or other materials, the student shall return these to the College within 30 days following the date of Notice of Cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 30-day period, the College may deduct its documented cost for the equipment from any refund that may be due to the student. Once students pay for the equipment, it is theirs to keep without further obligation.

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

### Cancellation of Classes

The College reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the College and will entitle students to a full refund of all money paid.
## Certificate Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Books / Supplies</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Aided Drafting</td>
<td>41.5</td>
<td>$17,600</td>
<td>$0</td>
<td>$0</td>
<td>$17,600</td>
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<tr>
<td>Dental Assisting</td>
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<td>$18,600</td>
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<td>53</td>
<td>$21,000</td>
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<td>$0</td>
<td>$21,000</td>
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<tr>
<td>Network Security</td>
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<tr>
<td>Pharmacy Technician</td>
<td>61.5</td>
<td>$28,600</td>
<td>$0</td>
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<td>$28,600</td>
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</table>

## Associate of Applied Science Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Books / Supplies</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management Practice</td>
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<tr>
<td>Computer Science: Concentration in Network Security</td>
<td>90</td>
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<td>$0</td>
<td>$0</td>
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<tr>
<td>Computer Science: Concentration in Technical Graphics</td>
<td>90</td>
<td>$35,200</td>
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<td>$0</td>
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<tr>
<td>Computerized Accounting</td>
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<td>Health Information Technology</td>
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<td>Medical Office Administration – Concentration in Medical Assistant</td>
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## Bachelor of Science Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Books / Supplies</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management Accounting</td>
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</tr>
<tr>
<td>Concentration in Computerized Accounting</td>
<td>181.25</td>
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<td>Business Management Technology</td>
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</tr>
<tr>
<td>Concentration in Business Management Practices</td>
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<tr>
<td>Information Technology Engineering</td>
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</tr>
<tr>
<td>Concentration in Network Security</td>
<td>180</td>
<td>$70,400</td>
<td>$0</td>
<td>$0</td>
<td>$70,400</td>
</tr>
</tbody>
</table>
## Certification Testing Fees*

<table>
<thead>
<tr>
<th>Certification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ Core Hardware/Operating System Technologies</td>
<td>$168</td>
</tr>
<tr>
<td>Checkpoint Certified Security Administration</td>
<td>$150</td>
</tr>
<tr>
<td>Cisco Certified Network Associate (comprehensive)</td>
<td>$250</td>
</tr>
<tr>
<td>Cisco Certified Network Associate (composite)</td>
<td>$300</td>
</tr>
<tr>
<td>Microsoft Certified Application Specialist</td>
<td>$89</td>
</tr>
<tr>
<td>Microsoft Certified Professional/Systems Engineer</td>
<td>$125</td>
</tr>
<tr>
<td>NCCT (examination preparation materials are separate)</td>
<td>$90</td>
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<tr>
<td>Novell Certified Netware Administrator</td>
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</tr>
<tr>
<td>Security+</td>
<td>$237</td>
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<tr>
<td>Security Certified Network Professional</td>
<td>$199</td>
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</table>

*Testing fees are refundable only when the student has not attempted the exam. See Financial Aid to determine if financial aid can be used to pay certification costs. Fees are one-time only. If a student fails the exam and wishes to retake it, then the student must pay the fee.

## Other Costs

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Credit Earned by Proficiency Exam** (per course)</td>
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<tr>
<td>Duplication of Student File**</td>
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<tr>
<td>Graduation Fee (certificate)</td>
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</tr>
<tr>
<td>Graduation Fee (associate degree)</td>
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</tr>
<tr>
<td>Graduation Fee (bachelor degree)</td>
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</tr>
<tr>
<td>Official Transcript Fee*</td>
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</tr>
<tr>
<td>Official Transcript Fee (24-hour processing)**</td>
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</tr>
<tr>
<td>Student ID Replacement Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Ten-Key (estimated Cost; only required for advanced accounting courses)</td>
<td>$55</td>
</tr>
<tr>
<td>Administration fee**</td>
<td>$100</td>
</tr>
<tr>
<td>Book Replacement</td>
<td>$75</td>
</tr>
</tbody>
</table>

*Non-refundable, except when Charter College cancels the student’s schedule as an involuntary withdrawal for the quarter or academic year or when the student cancels the student’s schedule or Enrollment Agreement as an official withdrawal prior to attending the quarter.

**Non-refundable; charge is per attempt

## Textbooks

The cost of textbooks is part of the program tuition. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the course and are expected to be returned at the end of each course in good condition. Failure to return a textbook or returning it in poor condition may result in a fee being assessed.
Preparing for a lifelong career requires not only a commitment of time and effort, but a financial investment. Charter College assists students and their families develop a payment plan to enable students to complete their programs. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students’ circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

Students who receive federal and/or state financial aid must maintain satisfactory academic progress. See Satisfactory Academic Progress for details.

Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments. Charter College offers cash payment plans without additional upfront fees. Students who are late will be assessed a non-refundable late payment service charge of $5.00 per occurrence and may be subject to dismissal for non-payment.

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

- Full cash payment of program tuition at onset of program = 10% discount. To qualify, the payment must be made in the first 5 days of instruction. Students are not eligible if they are receiving Title IV loans. A student may receive a Pell Grant and still be eligible, but the 10% discount is based on the program cost, not the total tuition. For example, $17,725.00 (program costs) - $5550.00 (Pell) = $12,175. The 10% discount is $1217.50.
- Full cash payment of tuition for a given quarter = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. Full cash payment of the quarter amount. Discount amount may vary by quarter as cost is based on amount per credit.
- Cash down payment of $5,000 = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. 5% discount is calculated off of the total GAP amount.
- Cash payment of 50% of the total program tuition = 5% discount. To qualify, the payment must be made in the first 5 days of instruction. 5% discount is calculated off of the total program cost. Students are not eligible if they are receiving Title IV loans. A student may receive a Pell Grant and still be eligible, but the 5% discount is based on the program cost, not the total tuition. For example, $17,725.00 (program cost) - $5550.00 (Pell) = $12,175. The 5% discount equals $608.75.

Charter College graduates are eligible to receive a tuition discount if they enroll in another program at Charter College. Students who enroll in another program before graduation will receive a 15% discount on the tuition cost of the new program. Graduates who enroll in another program with Charter College will receive a 10% discount on the tuition cost of the new program.

The following eligibility criteria and steps must be met:

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

Charter College recognizes the challenges families face when multiple members decide to attend college together. In order to provide financial assistance to families with two members attending Charter College together, the Share the Knowledge Tuition Discount is available. The amount of this discount is 20% of total tuition costs if applied to one student or 10% of total for each tuition costs if shared between two family members. Current and newly enrolled students may apply for the discount but the discount only applies to remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. Applicable to immediate family members only (father, mother, son, daughter, brother, sister, stepchildren, spouses, and grandparents/grandchildren) of an attending or enrolling student.

2. If one student is currently attending at time of application, the current student must have a cumulative GPA of 3.0 or greater with no less than 90% attendance at the time of application for Share the Knowledge Tuition Discount. If both students are currently attending, both students must have a cumulative GPA of 3.0 or greater with no less than 90% attendance at the time of application. If both applicants are new students at time of application, the GPA and attendance are not required.

3. Tuition discount value may be shared between both students. If shared, both members will receive a 10% discount on the unbilled tuition remaining for their respective program tuition costs.

4. Tuition discount applies to program charges only and will not result in any cash payment to student. Discount will be applied to student's account prorated over the remaining billing periods for their program.

5. Recipients may attend different Charter College campuses.

6. To apply, a Share the Knowledge Tuition Discount Application must be completed (attached). This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Only one application per two students is required.

7. If one of the two recipients of the tuition discount drops or withdraws from the college, the earned discount per term completed will be applied, but any balance remaining will be forfeited by both students.

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

Only one Share the Knowledge Tuition Discount per student. A student may not have more than one Share the Knowledge Discount Application on file.

Financial Aid Programs

Charter College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various disbursement requirements including entrance counseling and verification (if applicable).

In accordance with Title IV regulations, students are also required to complete all documentation, verification process (if applicable) and must have attended for 30 days before the first disbursement can be applied to their account. The time of transmission of financial aid resources to Charter College is dependent on action by the funding agency. The College will do everything possible to expedite the disbursement, after verifying students have met all requirements for disbursement. After this confirmation, funds are ordered and credited towards eligible tuition, books and fees. Any credit balance that occurs is available to students unless otherwise requested to be held on account.

The following financial aid programs are available to qualifying students at Charter College.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PELL</td>
<td>Federal Pell Grant</td>
</tr>
<tr>
<td>SEOG</td>
<td>Federal Supplemental Educational Opportunity Grant</td>
</tr>
<tr>
<td>DIRECT</td>
<td>Subsidized and Unsubsidized Loan Programs</td>
</tr>
</tbody>
</table>
Federal Pell Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Pell Grant provides up to $5,550 for the 2011-2012 award year. As a grant, no repayment is necessary unless a student fails to complete a portion of the academic year, which will result in a Return of Title IV Aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor’s degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor’s degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with an Auto 0 EFC. Students must complete their first payment period to be eligible. The maximum award is $400 for the 2011-2012 award year. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan that provides up to $3,500 per academic year for eligible first-year students. For loans disbursed after July 1, 2010, there is a loan origination fee and the interest rate fixed at 3.4%. While the student is in school and during the six-month grace period (after the last date of attendance), interest is subsidized (paid) by the federal government. After the grace period, minimum payments are $50 per month per loan.

Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Authorized by the United States Congress and administered by the United States Department of Education, the Federal Unsubsidized Stafford Loan provides $2,000 per academic year to all eligible students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify for an additional $4,000 (2011-2012) per academic year. In addition, students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans in lieu of subsidized loans in the amount of $3,500 (2011-2012) for freshmen. Increased amounts may be available to sophomores, juniors, and seniors. For loans disbursed after July 1, 2010 there is an origination fee and the interest rate is fixed at 6.8%. Interest begins accruing after the first disbursement. There is a six-month grace period after the last date of attendance during which no principal payments are due. Students may choose to pay the interest while in school or they can opt to capitalize the amount until after the grace period ends. Minimum payments are $50 per month per loan.

Federal Direct PLUS Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal PLUS Loan provides funding up to the total cost of attendance (COA) minus all other financial aid students have for their current enrollment. Parents of dependent undergraduate students are eligible to apply
and credit checks are conducted. For loans disbursed after July 1, 2010, there is a 4% origination fee and the interest rate is fixed 7.9%. Minimum payments are $50 per month. There is no grace period on this loan however parents may request a deferment of repayment while the student is enrolled at least half-time and for a period of six months after the student ceases to be enrolled.

**Federal Work Study**

Federal Work-Study (FWS) provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient’s course of study. Please see Financial Aid to determine eligibility if interested.

**Veterans Assistance Programs**

There are various GI Bills available for many different types of Education Programs. Please go to http://www.gibill.va.gov/GI_Bill_Info/programs.htm for more detailed information or speak to Financial Aid to determine eligibility for Veterans Benefits.

**Federal or State Loans**

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Verification**

Under Title IV regulations, students who have applied for federal aid may be selected for verification. If selected, students will be required to submit additional documentation (including but not limited to prior year taxes and W-2s) to the Department of Financial Aid within five business days to complete the process so final eligibility for federal aid can be determined. Students should be aware, this process may require changes to the application, thereby affecting eligibility for grant and loan programs. Students whose eligibility changes will be notified of such changes upon determination by the College.

**New Students**

All first-time, first-term students who remain in attendance after the 30 day waiting period are eligible for their first disbursement of financial aid, if all other eligibility requirements are met. All subsequent disbursements are subject to attendance requirements and satisfactory academic progress.

**Exit Counseling**

All students using federal loans to fund any part of their educational costs are required to complete exit counseling within 30 days of their last day of attendance. There are various methods to complete exit counseling, on-line or via mail. Students are encouraged to schedule a personal appointment with the Loan Coordinator to complete the process prior to departure; however, in the event this isn’t possible, exit counseling information will be mailed to the student.

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**Institutional Educational Funding Option**

Charter College offers many federal, state, and alternative financial aid options for students to pay their educational expenses. Many of these options require credit worthiness and not all those who apply will be approved. For students who have applied for these options and been denied, the College offers an institutional loan option called Retail Installment Contracts. A Retail Installment Contract without credit worthiness is available.

A Retail Installment Contract (RIC) is through a third party servicer, UNISA. While a student attends the College and for three months after leaving, the loan is at 0% interest. Payments are due on the first of every month after attending class. If the loan extends beyond three months after the student stops attending, the interest rate increases to 8% until the loan is paid off.
Charter College 2011 High School Scholarship

Each campus will award 10 Career Focused Educational Scholarships to qualified 2011 high school graduates from area high schools. Each award is $2,000.

Scholarship Eligibility Requirements:
1. Must be a 2011 High School Graduate
2. Submit a completed Charter College High School Scholarship with one -two page essay included, describing academic plans and career goals and official high school transcript, no later than June 30, 2011 to campus of interest.
3. Must complete an admissions interview with an Admissions Representative at the college by June 30, 2011.
4. If a recipient, the student must begin classes no later than September 19, 2011. Must attend college as a full-time student, maintain a cumulative grade point average of 2.5 or greater on 4.0 scale, meet attendance requirements, and successfully complete the program of study; otherwise, the scholarship, or the remaining portion of it, will be withdrawn.
5. Applicant may not be a current student of Charter College.

Selection Process:
Each campus president will appoint a minimum of 3 members to a Scholarship Selection Committee. These three members should be in managerial positions and may not include anyone working in the Admissions department.

The Director of Admissions (DOA) will submit a packet with all completed applications to the Scholarship Selection Committee by July 5th, 2011. The Committee will award recipients based on the quality of essay submitted. The Committee will document their final decision on the top-right corner of the scholarship application. A Committee member will write APPROVED or DENIED, date and signature.

All applications will be returned to DOA by July 18, 2011.

The DOA will retain a log that tracks all submitted applications and a file with all Approved and Denied Scholarship Applications, within the Admissions department.

Notification and Awarding:

Charter College Community Scholarship

Scholarship Eligibility Requirements:
• High School graduate, GED recipient, or pass an approved ability to benefit test no later than December 31, 2011.
• Complete and submit all required documents no later than December 31, 2011.
• Complete an Admissions Interview at Charter College campus and apply for admission.
• Begin classes with Charter College no later than January 17, 2012.

Applicants must submit the following required documents by December 31, 2011:
• A two-page (double-spaced with 1” margins) essay describing their academic plans and career goals. Please give specific examples.
• Completed Charter College Scholarship Application
• Official High School or GED Certificate

Submit documents to the College by December 31, 2011 deadline via mail or delivery to:

Charter College - Vancouver
Attn: Scholarship Selection Committee
Columbia Teach Center
17200 SE Mill Plain Blvd. #100
Vancouver, WA 98683

All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to December 31, 2011, and complete the enrollment process. The applicant may contact the College at the number listed above to schedule an interview.

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

Current Charter College students are not eligible.

Notification and Awarding

The Scholarship Selection Committee will determine award recipients. All recipients will be notified via phone and mail no later than January 10, 2012.

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

Northwest Veterans Appreciation Scholarship

The Northwest Career Colleges Federation offers the Veterans Appreciation Scholarship to recognize veterans for their service. A student is eligible if he or she is active duty military or has separated from the U.S. armed services post 9/11. The student must provide a DD 214 (honorable discharge) form to Charter College.

Scholarship Eligibility Requirements:
1. Before starting classes complete an online application found on the NWCCF’s website www.nwcareercolleges.org.
2. Must complete the admissions process and meet all admissions requirements.
3. The deadline for application is March 2012.

Notification and Awarding

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

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

Students Using Third-Party Funding

A student sponsored by foundations, companies or governmental agencies, including, but not limited to, the Washington State Department of Vocational Rehabilitation (DVR), the Veteran’s Administration Department of Vocational Rehabilitation (VA-DVR), and the Workforce Development Programs (WDP), must provide written approval from the sponsoring agency/company affirming the student’s authorization for the quarter or the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

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

Students with Financial Balances

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be subject to the Involuntary Withdrawal. Many payment options are available and students are encouraged to consult with the Department of Financial Aid for assistance.

Withdrawal or Dismissal

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees), possible equipment costs, and an administrative fee of seventy five dollars ($75).

The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance. If a student attends after the sixth week of a quarter, the student is obligated to pay for all of the institutional charges for the quarter. Students in the dental assisting and massage therapy programs are obligated to pay for all of the institutional charges if they attend more than 60% of the financial payment period (see the Refunds section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost...
of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. If the amount owed is more than the amount paid to the student’s account, the student must make arrangements to pay the College the outstanding balance. Student balances that remain unpaid for a period of 60 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student’s permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 90 days of withdrawal (see Post Withdrawal Disbursements).

Students in the Dental Assisting, Massage Therapy, and Pharmacy Technician programs are obligated to pay for all of the institutional charges if they attend more than 60% of the financial payment period. For those students that attend less than 60%, a refund is calculated using the percentage of hours attended in a payment period. For example, if a student attends 210 hours of a payment period of 600 hours (35%), the student will be refunded 65% of the institutional charges for that payment period.

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

<table>
<thead>
<tr>
<th>Last Week Attended</th>
<th>% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>Week 2</td>
<td>80%</td>
</tr>
<tr>
<td>Week 3</td>
<td>60%</td>
</tr>
<tr>
<td>Week 4</td>
<td>55%</td>
</tr>
<tr>
<td>Week 5</td>
<td>50%</td>
</tr>
<tr>
<td>Week 6</td>
<td>30%</td>
</tr>
<tr>
<td>Week 7-10</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

- The number of days completed by a student divided by the total number of days in the period times 100% equals the percentage of the period completed. The percentage of the period completed represents the percentage of Title IV aid earned by the student.
- The total number of days in the period excludes any scheduled breaks of more than five days, but includes all weekend days within the beginning and ending dates of each period.
- For example, if a student attends the 17th day of a period with 67 days, the percentage of Title IV aid earned is 25.4% (17/67 times 100%).
- If a student attends more than 60% of the payment period, the student has earned 100% of the Title IV aid.

100% minus the percentage of earned Title IV aid earned equals the percentage of unearned Title IV aid. Using the example above, 74.6% (100% minus 25.4% equals 74.6%) of the Title IV funds remains unearned and must be returned to the financial aid program.

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Supplemental Educational Opportunity Grant
5. Federal Pell Grant

After a return of unearned federal aid has been
calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker’s Compensation, WDP, and/or foundation funding

2. The student

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

Post Withdrawal Disbursements

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

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

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

After outstanding institutional charges are paid and if excess funds remain, the funds will be offered in writing to the student within 30 days of the student’s withdrawal. Students must accept this amount within 14 days of notification. If students accept, Charter College will provide the excess funds to the student within 30 days of the acceptance. If the student does not accept the disbursement within 14 days, Charter College is not required to make the disbursement to the student.
## Academic Awards

### President’s List
Upon graduation a student with a cumulative grade point average (CGPA) of 3.7 or higher and 100% attendance is placed on the President's List. Students so honored are recognized at their commencement ceremony and receive a printed certificate.

### Dean’s List
After each module, full time Charter College students who have earned a grade point average of 3.7 or higher and had perfect attendance during the quarter just concluded are placed on the Dean’s List.

### Associate Dean’s List
The Associate Dean’s List award is awarded to students with a grade point average of 3.5 or above for the module. Full and part-time students are eligible for the Associate Dean’s List.

### Perfect Attendance
Campuses may also recognize perfect attendance for a quarter with a Perfect Attendance Award. In order to be eligible for the Perfect Attendance Award students must have attended every minute of every assigned course.

## Academic Dishonesty
Academic honesty is essential in student conduct. An academic honesty violation includes, but is not limited to, cheating, plagiarism, forgery, falsification, alteration, copying, fabrication, bribery, and collaboration without expressed permission. Charter College students are responsible for the preparation and presentation of work representing their own effort, skills and achievements. Students will identify any quotations, materials or paraphrased materials taken from the work of others and fully acknowledge and identify the sources. “The work of others” includes published works as well as work completed by other students, and encompasses projects, assignments, computer exercises and exams.

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

## Academic Freedom
Charter College provides instructors with the freedom to teach and pursue knowledge and skills and to discuss them openly, consistent with the requirements and expectations of the subject matter and the College curriculum.

Instructors at Charter College are entitled to express professional points of view within the limits of the mission and academic policies and procedures.

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

No more than 75% of the credit hours in a program may be awarded either by transfer of credit and/or by examination.

### Transfer of Course Credit from Other Institutions
Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of “C” or higher or the equivalent. Technical coursework should be current and no older than 8 years. Course prerequisites and course sequencing must be observed to ensure
appropriate skill development.

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

**Proficiency Credit**

Charter College allows students to test out of a course by passing a proficiency examination. The fee for a proficiency examination is $100 per course. Students must test out of a course prior to the first day of the course.

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

**Credit by Certification Examination**

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

<table>
<thead>
<tr>
<th>Charter College Course Name</th>
<th>Corresponding Official Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>PowerPoint for Windows (CMP126)</td>
<td>Microsoft Certified Application Specialist (MCAS) Access and PowerPoint</td>
</tr>
<tr>
<td>Word for Windows (CMP130)</td>
<td>Microsoft Certified Application Specialist (MCAS) Word</td>
</tr>
<tr>
<td>Excel for Windows (CMP131)</td>
<td>Microsoft Certified Application Specialist (MCAS) Excel</td>
</tr>
<tr>
<td>Microsoft Server Windows Environment (CMP129)</td>
<td>Microsoft Exam 70–290: Managing and Maintaining a Microsoft Windows Server 2003 Environment (MCP)</td>
</tr>
<tr>
<td>Network+: Network Essentials (CMP134)</td>
<td>Network+</td>
</tr>
<tr>
<td>A+ Fundamentals (DET124)</td>
<td>A+</td>
</tr>
</tbody>
</table>

Students who have passed an official certification examination must provide the College with the original certification approval showing a passing score for the exam. All official certification exams must be approved by the Dean of Education and be current (within the last 4 years) prior to credit being awarded. In addition to the certificate examination, a student may be required to take and successfully complete a proficiency examination to demonstrate mastery of the course content. Institutional and official Microsoft certification exams, as indicated on the chart, are offered only to students who have been officially admitted to Charter College.

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

**Credit by National Examination**

Students who have taken an Advanced Placement Test may receive course credit by scoring 3 or higher. Students who have scored 50 or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of 4 or higher on the Higher Level (HL) International Baccalaureate Test. Official documentation must be received by the College prior to a student starting classes.

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**Attendance**

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

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

Students who miss more than 20% of their scheduled class time (based upon contact hours assigned to the course) will earn a grade of “F” in that course. Students who are tardy or who leave class before the scheduled class end time must sign in or sign out and will be marked absent for the class time they miss. The cumulative class time missed by the student will be included in the calculation to determine if the student has been absent more than 20% of the scheduled class time.

Students at Charter College are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students are advised to call the administrative offices of Charter College when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

**Students who fail to attend classes for more than 14 consecutive days will be subject to involuntary withdrawal (see Involuntary Withdrawal) from the College.**

If a student questions a grade received in a course, the student must first contact the instructor of the course. The instructor may request that the student supply any assignments or coursework for consideration. If the student is not satisfied with the instructor’s decision, the student may meet with the Dean of Education. The student must complete this process within the first two weeks of the following module. All grades are considered final 30 days after the end of the module.

Students making satisfactory academic progress (See Satisfactory Academic Progress section) may transfer from one program to another. Because the program requirements differ, not all of the course credits may transfer. A student should check with the Dean of Education for information.

It is the policy of Charter College to comply with the Copyright Laws of the United States, and therefore, copyright infringement is not allowed by employees or students of Charter College.

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the
scene of an event being reported."

Unless the doctrine of fair use would clearly apply to the situation, Charter College recommends that permission is obtained from the copyright owner before using copyrighted material. If there is any doubt, don’t copy the work.

**Course Schedules and Registration**

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon and evening. Days and times of attendance may vary by program and may change from module to module.

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

**Degrees and Certificates**

A diploma is awarded to graduates when all program requirements and financial obligations are current. Prior to externship, students are encouraged to contact Financial Aid to confirm their financial status. Students with unpaid balances can request a completion letter to affirm their completion of the course requirements for their program.

**Externship**

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

Students are required to submit weekly attendance documentation to the College while on externship.

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

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

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

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

**Grading System**

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and P are considered earned grades. Official grades are issued at the completion of each module. Students have 14 days from the end of a module to dispute a grade (see Change of Grade). All grades are considered final 30 days after the end of the module.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
</tbody>
</table>
Incomplete

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially enrolled. However, circumstances of unusual and exceptional hardship may arise which prevent students from completing course assignments by the end of the module. In those cases, an Incomplete grade, “I,” may be granted to a student who has completed most of the assignments required by the course. Students must petition to receive an Incomplete in the course with the approval of the instructor and the Dean of Education (or Associate Dean). Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Academic Department.

Students who are granted an Incomplete will receive a grade of “I” followed by a “/” and the grade earned thus far in the course; example: “I/D.” Students must submit all missing course requirements to the instructor within two weeks after the end of the module. Students officially enrolled in an externship may petition for up to five weeks to complete the externship with the permission of the Dean of Education. If the missing requirements are not completed, the student will be issued the grade indicated on the Incomplete Petition. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade.

Failure

Any course in a program of study that is failed must be repeated and passed. (See Repeating a Course.)

Withdrawal

A course is assigned a withdrawal grade of “W” when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average. A “WN” is assigned when a student withdraws from a course that s/he never attended.

Transfer Credit

When a student receives advanced academic standing a grade of “T” is assigned for the course. Advanced academic standing counts toward meeting graduation requirements, however, these credits do not count toward satisfactory academic progress (see the Satisfactory Academic Progress section).

Dental Assisting

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

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>To calculate a grade point average, multiply the points associated with each grade times the number of credit hours for each course.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Requirements</td>
<td>To be eligible for graduation, students must:</td>
</tr>
<tr>
<td></td>
<td>4. achieve Satisfactory Academic Progress;</td>
</tr>
<tr>
<td></td>
<td>5. meet all financial and other obligations to the College</td>
</tr>
<tr>
<td></td>
<td>6. meet all Career Services requirements, i.e. final resume, Student Needs Assessment and Career Plan; and</td>
</tr>
<tr>
<td></td>
<td>7. complete all required certifications (if applicable).</td>
</tr>
<tr>
<td>Holidays and Weather Closures</td>
<td>Occasionally the College will close due to holidays, bad weather or other natural phenomenon. Class times are always scheduled to make up for one missed day per module. If the College closes for more than one day, classes will meet on an unscheduled day, Friday. In the case of more than one unexpected closure, if possible, students will be given notice at least one week in advance so that arrangements can be made to attend. When the College closes unexpectedly for more than one day, students should anticipate making up the time before the end of the module.</td>
</tr>
<tr>
<td>Homework</td>
<td>In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two hours for every hour of lecture.</td>
</tr>
<tr>
<td>Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.</td>
<td></td>
</tr>
<tr>
<td>Involuntary Withdrawal</td>
<td>A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:</td>
</tr>
<tr>
<td></td>
<td>• failure to attend classes for more than 14 consecutive calendar days</td>
</tr>
<tr>
<td></td>
<td>• academic dismissal (see Satisfactory Academic Progress)</td>
</tr>
<tr>
<td></td>
<td>• certification test not successfully completed (if applicable to program)</td>
</tr>
<tr>
<td></td>
<td>The last date of attendance will be determined by the Registrar using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.</td>
</tr>
<tr>
<td>Online Courses</td>
<td>Charter College offers several programs in an online format. These programs are equal to those taught at any of our campuses. Students, who are unable to attend certain courses or wish to have some more flexibility when it comes to learning, may want to consider taking some courses online. Students have the option of taking up to 49 percent of their courses online. For a list of online courses, contact the Registrar. Students who desire to attend online courses should contact the Registrar for registration.</td>
</tr>
<tr>
<td>Course requirements are the same whether the course is taken online or on-campus. Student fees, textbook requirements, and grade and</td>
<td></td>
</tr>
</tbody>
</table>
credit hour awards for courses taken in an online format are equal to the same courses taken on campus. Students taking courses online must complete the online orientation. The online orientation is available through the campus library website.

Online courses require students to be dedicated and have self-discipline in order to succeed in their courses. In addition, students enrolled in online courses are required to have available a computer and high-speed Internet access, and a supported web browser (including Internet Explorer, Mozilla, and Safari). Other system requirements include the following:

- Microsoft® Windows 2000 or Windows XP (recommended)
- Intel® or AMD® CPU at 266MHz or better
- 128 MB RAM
- Web browser: Microsoft Internet Explorer 6.0-7.0; Mozilla Firefox® 1.0–2.0; Mozilla 1.2.1–1.7.12 116 Revised 4/4/2011
- Java JRE 1.4.1_02–1.5/5.0 required for instructors and recommended for students
- Adobe® Flash® Player strongly recommended
- To print tests, Adobe Acrobat® Reader 4.05b or higher.
- Screen Resolution of 800 x 600 or higher, and color quality of 16-bit or higher.
- Pop-up blocking software turned off or configured to allow *.ilrn.com to display pop-ups.
- Recommended: Apple® QuickTime®, Real Player®, and Adobe® Shockwave® player. These free browser plug-ins are used to display multimedia components in some products, including TLE and Personalized Study courseware.
- Sound card for products with audio features (for example, The Learning Equation).

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

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

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with Financial Aid. The student is subject to the current tuition rate on the new Enrollment Agreement, a $100 re-entry deposit and the current catalog.

Exceptions to the re-entry deposit are listed below.

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

A student, who has received a failing grade (“F”) or a withdrawal (“W”) in a course, must repeat the course to meet the requirements of the student’s program. Dental Assisting students are required to repeat any course in which they receive a grade below “C.” When a course is repeated the higher of the two grades will be counted for purposes of calculating the student’s cumulative grade point average. If repeating a course is required, the length of the program must not exceed 1½ times the scheduled program (see Satisfactory Academic Progress).

A course in which a student has received a “W” or “F” grade may be attempted only three times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will be charged for all repeats.

In order to graduate a student must have a cumulative grade point average of 2.0 or higher.
and complete all the courses and requirements for graduation within 150% of the total number of credit hours in the program of study. To help students meet these requirements the College checks periodically that students are making Satisfactory Academic Progress (SAP). SAP is measured in two ways, CGPA and rate of progress. Rate of progress is the percentage of successfully completed credit hours relative to attempted credit hours. That is, number of completed credit hours divided by attempted credit hours times 100.

SAP is measured at evaluation points that occur every ten weeks (i.e., every quarter). The SAP table indicates what CGPA and rate of progress benchmarks a student must have at the evaluation points to be meeting SAP.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Evaluation Point</th>
<th>Benchmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CGPA and % Rate of Progress</td>
</tr>
<tr>
<td>Certificate</td>
<td>1st</td>
<td>1.6 and/or 50%</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>1.8 and/or 60%</td>
</tr>
<tr>
<td></td>
<td>3rd and thereafter</td>
<td>2.0 and/or 67%</td>
</tr>
<tr>
<td>AAS Degree</td>
<td>1st</td>
<td>1.0 and/or 33.4%</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>1.6 and/or 50%</td>
</tr>
<tr>
<td></td>
<td>3rd</td>
<td>1.8 and/or 60%</td>
</tr>
<tr>
<td></td>
<td>4th and thereafter</td>
<td>2.0 and/or 67%</td>
</tr>
<tr>
<td>BS Degree</td>
<td>1st</td>
<td>1.0 and/or 33.4%</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>1.6 and/or 50%</td>
</tr>
<tr>
<td></td>
<td>3rd</td>
<td>1.8 and/or 60%</td>
</tr>
<tr>
<td></td>
<td>4th and thereafter</td>
<td>2.0 and/or 67%</td>
</tr>
</tbody>
</table>

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

At the next evaluation point if a student on academic warning meets or exceeds the benchmark, the student is taken off academic warning. If, however, a student does not make SAP, the student is placed on academic probation. If the student receives financial aid, the student may be placed on financial aid warning or financial aid probation, also. Students on academic probation/financial aid probation will be notified via the student portal. Students placed on financial aid probation must appeal in order to continue receiving financial aid. See the Appeal Financial Aid Probation section of the catalog for details.

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

A dismissed student may appeal the dismissal. See the Appealing Academic Dismissal section of the catalog for details. If a student’s appeal is denied, the student may appeal again after one year of the date of the dismissal. A student may not return to the College if denied more than once. If a student’s appeal is approved, the student is placed on academic probation and will be eligible for financial aid with an academic plan until the next evaluation point.
Satisfactory Academic Progress and Course Withdrawals and Failures

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no grade points and therefore does not impact a student's cumulative grade point average. A course withdrawal, however, negatively impacts the rate of progress by increasing the number of credit hours attempted.

A failing grade negatively impacts a student's cumulative grade point average and rate of progress.

Transfer Credit and Satisfactory Academic Progress

When a student receives transfer credit (advanced academic standing), the transferred credit hours do not carry grade points and therefore do not impact the student's cumulative grade point average. The total number of allowable credit hours attempted, however, decreases by the number of credit hours transferred to the College. For example, if a student transfers 15 credit hours into a program with 55 credit hours, the number of allowable credit hours attempted will equal 50 - 15 = 40, and 1.5 times 40 = 60 credits hours allowed.

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable such as death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. The student should give the appeal letter to the Dean of Education or a Program Head. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Dean of Education will notify the student regarding the outcome of the appeal.

If a student's appeal is denied, the student may appeal again after one year of the date of the dismissal. A student may not return to the College if denied more than once. If a student's appeal is approved, the student is placed on academic probation and if applicable on financial aid with academic plan until the next evaluation point.

Academic Advising

Students not making satisfactory academic progress must meet with the Dean of Education or a Program Head for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan is reestablished. If a student does not make SAP, the student is dismissed from the College.
must meet weekly with the Dean of Education or their Program Head to determine progress toward completing the plan.

<table>
<thead>
<tr>
<th>Transcripts</th>
<th>Charter College will provide a transcript of the student’s academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be provided directly to a student upon graduation. Student accounts must be paid in full to receive an official transcript. The College archives academic transcripts indefinitely.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Credit from Charter College to another Institution</td>
<td>The transferability of credits earned at Charter College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate earned at Charter College are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason a student should make certain that attendance at Charter College will meet his or her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Charter College to determine if the credits or degree, diploma or certificate will transfer. A student should assume that no credits or degree, diploma or certificate will transfer to another institution.</td>
</tr>
<tr>
<td>Transfer from One Charter College to another Charter College</td>
<td>Students making satisfactory academic progress may transfer from one Charter College to another Charter College. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.</td>
</tr>
<tr>
<td>Voluntary Withdrawal</td>
<td>Students may voluntarily withdrawal from the College by providing to the Registrar or Dean of Education official notification either orally or in writing of their intent to withdraw. The Registrar will determine the last date of attendance based on the date of the official notice. Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the Re-entry section.</td>
</tr>
</tbody>
</table>
Accounting

ACC100
Accounting Essentials
4.0 Quarter Credit Hours
This is an introduction to financial reporting. The course introduces the manual preparation of double-entry accounting with an emphasis on basis terminology, concept, and procedures for a service enterprise. Use of special journals, subsidiary ledgers, and their relation to the general ledger is also covered.

ACC102
Payroll Reporting
3.5 Quarter Credit Hours
Topics include payroll laws, regulations, payroll registers, employee earnings records, quarterly and annual payroll tax reports for manual and automated payroll systems. In addition, this course includes an introduction to 10-key by touch and bank reconciliations.

ACC120
Automated Accounting
3.0 Quarter Credit Hours
This is a continuing study of accounting, converting manual systems to automation. Widely recognized accounting software is introduced. Topics include general, payable, receivable, inventory, payroll and systems.

Prerequisite: ACC100 Accounting Essentials

ACC121
Principles of Accounting
4.0 Quarter Credit Hours
This is a continuing study of Accounting Essentials. Topics include: special journals, subsidiary ledgers, and financial transactions and statements of a merchandising enterprise. Accounts receivable, notes receivable, inventories, fixed assets, accounts payable, payroll, and other current liabilities are covered.

Prerequisite: ACC100 Accounting Essentials

ACC200
Income Tax Preparation
4.0 Quarter Credit Hours
This course presents federal income taxation applied to individuals as well as preparation of forms. Topics include capital gains, losses, business profit and loss, self-employment, itemized deductions, rental, and royalty income.

Prerequisite: ACC100 Accounting Essentials

ACC201
Advanced Principles of Accounting
4.0 Quarter Credit Hours
This is a continuing study of Principles of Accounting with emphasis on more complex aspects of financial transactions. Topics include payroll, corporations, their organization, capital stock transactions, dividends, and bonds. Investments, fair value accounting, and perform capital investment analysis are presented. The course includes an accounting simulation that details the completion and preparation of financial transactions from day one in a small business enterprise. The complete accounting cycle is covered, also.

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC202
Managerial Accounting
3.5 Quarter Credit Hours
This is an advanced study of automated accounting. Topics include reporting cash flow, analyzing financial statements, managerial accounting, job order costing and process cost systems. The course includes an accounting simulation (including payroll) that details the completion and preparation of financial transactions from day one in a small business enterprise. The complete accounting cycle is covered, also.

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting
ACC203  
**Advanced Managerial Accounting**  
3.5 Quarter Credit Hours  
This is an advanced study of automated accounting and application. The course presents Excel skills and relates them to functions in business. Topics include break-even analysis, budgeting, variance analysis, cost-volume-profit analysis, rate-of-return, performance evaluation, differential analysis, and product pricing.  
*Prerequisites: ACC202 Managerial Accounting*

ACC204  
**Audit Preparation**  
4.0 Quarter Credit Hours  
This is a study of preparation for external audits. These audits include financial, tax, and compliance. The course includes how to prepare supporting schedules of a trial balance for an auditor by performing a simulated audit project.  
*Prerequisite: ACC120 Automated Accounting, ACC121 Principles of Accounting*

ACC300  
**Governmental/Non-Profit Accounting**  
3.5 Quarter Credit Hours  
This course covers the fundamental concepts of governmental and non-profit accounting including the principles of fund accounting, budget and control issues, internal controls, and reporting requirements. Applicable non-profit GAAP, Sarbanes-Oxley Act and the Yellow Book regulations and professional standards are presented and discussed from a compliance perspective. Concepts are integrated with a variety of technological applications.  
*Prerequisite: ACC121 Principles of Accounting*

ACC302  
**Financial Analysis for Managers**  
3.5 Quarter Credit Hours  
This course explores financial analysis of the corporate, partnership, proprietorship, and LLC forms of business. Topics include application of analytical methods including but not limited to variance analysis, horizontal/vertical analysis, and liquidity, productivity, and financial ratios. Topics include analysis of the balance sheet, income statement, statement of equity, and statement of cash flows. Concepts are integrated with a variety of technical applications.  
*Prerequisite: ACC121 Principles of Accounting*

ACC305  
**Managerial Cost Accounting**  
3.5 Quarter Credit Hours  
This course is an advanced study of cost accounting including cost-volume profit analysis, activity-based costing, budgeting, variance analysis, inventory costing methods, standard vs. actual costing, cost behavior and allocation, divisional profitability and analyzing cost behavior. Proper job costing techniques with accounting software applications are presented.  
*Prerequisite: ACC121 Principles of Accounting*

ACC400  
**Accounting Information Systems**  
3.5 Quarter Credit Hours  
This is an advanced study of accounting information systems and their role in the information technology environment. Topics include transaction cycles, the internal control structure, and the related support systems of the organization’s financial reporting system.  
*Prerequisite: Approval by the Dean of Education*
Business Management

BSM200
Leadership and Team Management
4.0 Quarter Credit Hours
This is a study of leadership and group dynamics. This course explores how to work with subordinates while increasing the ability to influence, lead, and coordinate the efforts of team members. Through the use of simulations and case studies, this course investigates leadership effectiveness, leadership styles, and group dynamics to develop effective leadership strategies.

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: Approval by the Dean of Education

ACC406
Contemporary Accounting Issues
4.0 Quarter Credit Hours
This advanced course examines key managerial accounting concepts typically associated with Intermediate Accounting concepts not otherwise covered. These concepts include future value and present valued concepts applied to managerial decision making, process costing and variance analysis, equity method of accounting for investments, corporate consolidation, leasing, foreign currency exchange and change/error analysis and correction. Corporate ethics applied. Concepts integrated with a variety of technological applications.

Prerequisites: Approval by the Dean of Education

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: Approval by the Dean of Education

BSM201
Managing People: Human Resource Development
4.0 Quarter Credit Hours
This course introduces how to hire, train, supervise, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling.

BSM202
Managing Projects: Development and Implementation
4.0 Quarter Credit Hours
This course presents the design, set up, and maintenance of a business management project to completion. Topics include deliverables, procedures, business survey, feasibility study, project analysis, detail design, project completion, and acceptance.

BSM203
Marketing with Technology
4.0 Quarter Credit Hours
This is a study of marketing with emphasis on usage with technology. Topics include identifying target markets, identifying niches, meeting customer needs using technology to create sales promotions, and using electronic media to market products.
BSM204  
**Managing Small Businesses: Entrepreneurship**  
4.0 Quarter Credit Hours  
This course explores entrepreneurship. The course presents how to establish a small business or to evaluate an existing one and how to manage a small business for profit enhancement. A comprehensive business plan for opening a new business or purchasing an existing one is required. Special emphasis is placed on marketing, financing, operating, and controlling a small business enterprise.  
*Prerequisite: ENG100 Written Communication*

BSM205  
**Statistics for Business**  
3.0 Quarter Credit Hours  
The use of spreadsheets to analyze real world business data sets is introduced. Topics include statistical formulas, proper commands, and drawing conclusions from the results for business management decision-making.  
*Prerequisite: CMP131 Excel of Windows*

BSM206  
**Business Law**  
4.0 Quarter Credit Hours  
This is an introductory survey of the law as it relates to business. Topics include the American court system, forms or business organizations, real and personal property, contract, agency and employment law.

BSM300  
**Telecommunications for Managers**  
4.0 Quarter Credit Hours  
This is a study of telecommunications for managerial professionals. The course introduces technology and managerial terminology for data, voice, image and video communications so that managers can communicate with technical, operational, and managerial professionals in the telecommunication field.  
*Prerequisite: CMP102 Computer Essentials with Microsoft Windows*

BSM301  
**Project Management Applications**  
3.25 Quarter Credit Hours  
This is a study of project management from initiation to completion. Using a project management software, the processes for 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.  
*Prerequisite: CMP130 Word for Windows, CMP131Excel for Windows*

BSM302  
**Contract Management**  
4.0 Quarter Credit Hours  
This course explores the nature and terminology of business contracts. The legalities, techniques, and procedures needed to manage contracts are explored. Topics include procurement, fixed price, lump sum, cost reimbursement, provisions, controlling variables, documentation, and close out.

BSM303  
**Lawful Employment Management**  
4.0 Quarter Credit Hours  
This is an advanced study of federal and state protocols for every phase of the employment relationship. Topics include personnel policies, benefits, termination, discrimination, Americans with Disabilities Act, health and safety, workers' compensation, independent contractors, and harassment.

BSM307  
**Finance for Managers**  
4.0 Quarter Credit Hours  
This course presents financial administration for management. Emphasis is on the tools of financial analysis as relating to an organization's capital structure alternatives. Topics include capital budgeting and structure, risk management, working capital management, and measuring rates of return.  
*Prerequisite: Approval of the Dean of Education*
BSM308

Economics for Managerial Decision Making
3.0 Quarter Credit Hours

This course presents principles and tools in economics for managerial decision making. Topics incorporate both microeconomics and macroeconomic applications including pricing for profit maximization, market structures, management of business expansion and recessions, monetary policy, and survival in the new economy.

Prerequisite: SOC101 Introduction to Economics

BSM403

Research Methodologies in Business Applications
4.0 Quarter Credit Hours

This is a study of qualitative and quantitative research methods needed to design, interpret and analyze research in the business world. Topics include electronic research, designing, sampling methodologies, analyzing data, and interpreting results.

Prerequisite: Approval of the Dean of Education

BSM400

Information Technology for Managers
4.0 Quarter Credit Hours

This is a study of the management of information technology. The course explores methods and procedures for strategic planning, assessment, and systems integration. Real-world examples of the convergence of telecommunications and information systems management into current IT management philosophy are provided.

Prerequisite: BSM300 Telecommunications for Managers

BSM404

International Business for Managers
4.0 Quarter Credit Hours

This is an international business course designed for managers to engage successfully in international commerce. Topics include culture, politics, law, economic systems and development, international trade, business-government trade relations, international monetary and financial markets, international operations and markets, hiring and managing employees.

Prerequisite: BSM308 Economics for Managerial Decision Making

BSM401

Organizational Management
4.0 Quarter Credit Hours

This is an advanced 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.

Prerequisite: Approval of the Dean of Education

BSM405

E-business for Managers
4.0 Quarter Credit Hours

This course examines the model for conducting business-to-business and business-to-consumer electronic transactions. Topics include the application of e-business strategic management, how to leverage technology to enhance business processes, the unique characteristics of e-marketing, and the legal, ethical, and regulatory environments affect e-businesses.

Prerequisite: Approval of the Dean of Education

Career Development

BUS101

Career Development
4.0 Quarter Credit Hours

Career planning and job search are presented in this course. Emphasis is placed on improving the marketability of students. Topics include self-assessment, interviewing skills, networking, completing employment applications, career management, and writing cover letters, resumes, and follow up letters.
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.

*Prerequisites: Approval of the Dean of Education*

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**Computer Aided Drafting**

**CAD 100**
**CAD Essentials**  
3.5 Quarter Credit Hours

This is an introduction to a popular automated drafting software, AutoCAD. This course introduces the basic drawing and editing functions of AutoCAD. Two-dimensional entity creation and editing commands are presented in detail. Computer aided drawing techniques are applied to real world problems.

**CAD 101**
**Materials and Methods of Construction with Blueprint Reading**  
4.0 Quarter Credit Hours

This is an introduction to the materials and methods of construction with blueprint reading. Topics include measuring with architectural and engineer’s scales, drafting standards, and dimensioning. The course covers the basics of codes, specifications, building materials, methods of construction, and blueprint reading for building design and construction projects.

**CAD 120**
**Automated Drafting**  
3.5 Quarter Credit Hours

This course presents drafting with AutoCAD software. Topics include beginning through intermediate engineering drawings (i.e. orthographic projection, section views, auxiliary views, working drawings, etc.) as well as construction details, all drawn with AutoCAD.

*Prerequisite: CAD100 CAD Essentials*

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**CAD 121**
**CAD Procedures**  
3.5 Quarter Credit Hours

This course covers intermediate features of AutoCAD. Topics include text styles, layers, attribute/block definitions, system variables, and advanced display controls. Three-dimensional properties and fundamental entities (building blocks) are introduced. Drawing manipulation and presentation qualities are stressed throughout the course. The use of AutoCAD by the design/drafting professional and the inter-relationships with others within a project group form a major portion of the course content.

*Prerequisite: CAD100 CAD Essentials*

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**CAD 200**
**Automated Architectural Drafting and Design**  
3.5 Quarter Credit Hours

This course presents the application of AutoCAD to architectural drafting. The course covers the steps involved in creating an architectural project from the rough sketches to the final draft. The course emphasizes architectural symbols, blueprint reading, and drafting techniques used in construction. Use of advanced CAD techniques, external reference drawings, and paper space are introduced for the production of composite drawings. Three-dimensional models of architectural construction for elevations and plan sections are covered.

*Prerequisites: CAD120 Automated Drafting, CAD121 CAD Procedures*

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**CAD 202**
**Automated Process Pipe Drafting**  
3.5 Quarter Credit Hours

This course presents automated drafting as it applies to the piping industry. Topics include piping components, lettering, line presentation (width and pattern), layout necessary to complete final revisions, record project field information, and detail work from sketches. Piping drawings are created that are properly arranged and easily understood.

*Prerequisites: CAD120 Automated Drafting, CAD121 CAD Procedures*
CAD 207
**Automated Three-Dimensional Drafting**
3.5 Quarter Credit Hours

This course covers the advanced features of AutoCAD's three-dimensional commands. Topics include building models using solids, surfaces and wire frames. Students learn entity creation, modification, viewing and editing functions as well as three-dimensional visualization and rendering tools. Other topics are dimensioning style, model space, paper space, presentation and layout.

*Prerequisites: CAD 120 Automated Drafting, CAD 121 CAD Procedures*

CAD 208
**Automated Civil Drafting**
3.5 Quarter Credit Hours

This course covers automated drafting in the field of civil engineering using AutoCAD. The process of civil drafting projects from engineers’ notes to the final design is examined. Topics include plot plans, profiles, mapping, surveying, contours and earthwork.

*Prerequisites: CAD 120 Automated Drafting, CAD 121 CAD Procedures*

CAD 209
**Automated Electrical Drafting**
3.5 Quarter Credit Hours

This course covers automated drafting in electrical building systems projects. Topics include lighting, power, special systems including data/telecom, fire and security systems from electrical engineering. Plans, details, diagrams, and equipment schedules for electrical building systems drawings are covered. Three-dimensional visualization and CAD techniques related to electrical systems are introduced as well as coordination issues with other disciplines.

*Prerequisites: CAD 120 Automated Drafting, CAD 121 CAD Procedures*

CAD 210
**Automated Mechanical Drafting**
3.5 Quarter Credit Hours

This course covers automated drafting in mechanical building systems projects. Topics include heating, ventilation, air conditioning, plumbing, and fire protection systems from mechanical engineering. Plans, sections, details, diagrams, and equipment schedules for mechanical building systems drawings are covered. Three-dimensional visualization and CAD techniques related to mechanical systems are introduced as well as coordination issues with other disciplines.

*Prerequisites: CAD 120 Automated Drafting, CAD 121 CAD Procedures*

CAD 220
**AutoCAD Portfolio and Certification**
3.5 Quarter Credit Hours

This course reviews the material in the AutoCAD Certified User examination. The exam assesses a working knowledge of the basic features and functions of the application, as well as specific skills that are appropriate for ensuring a base level of proficiency. Earning Autodesk Certified User status qualifies students as having demonstrated the requisite knowledge and skills to accomplish fundamental application tasks. A portfolio of student work is assembled.

*Prerequisites: Approval by the Dean of Education*

**Computer Science**

CMP 102
**Computer Essentials with Microsoft Windows**
3.0 Quarter Credit Hours

This is an introduction to personal computer systems. Microsoft Windows and its applications such as desktop features, search capabilities, and file management are explored. Microsoft Outlook, Word, Excel, Access and PowerPoint, information literacy, and the Internet are introduced.
CMP125
Programming Essentials
3.5 Quarter Credit Hours
This is an introduction to structured and object-oriented programming. The essentials of computer programming languages such as using memory, writing If statements and creating loops are presented.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP126
PowerPoint for Windows
3.0 Quarter Credit Hours
This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined. This course covers the material in the Microsoft Office Specialist exam for Microsoft Office PowerPoint.

CMP129
Microsoft Server Windows Environment
4.0 Quarter Credit Hours
This is an introduction to the management and maintenance of a Windows Server using Microsoft Official Curriculum (MOC). This course covers installation, managing accounts and resources, maintaining server resources, monitoring server performance, security, and mobile computing.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP130
Word for Windows
3.0 Quarter Credit Hours
Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

CMP131
Excel For Windows
3.0 Quarter Credit Hours
Topics include basic and advanced Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

CMP133
Security+: Network Security Fundamentals
3.0 Quarter Credit Hours
This is an introduction to CompTIA’s (Computing Technology Industry Association) Security+ computer network security. How to identify security deficiencies, address these deficiencies, and prevent future attacks are investigated. Appropriate security policies and procedures plans are covered.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP134
Network+: Networking Essentials
4.0 Quarter Credit Hours
This is an introduction to Internetworking using CompTIA official curriculum. Topics include industry standards, networking terminology, protocols, network standards, LANs/WANs, router programming, and network topologies. In addition, the basics of network cabling, network safety, and network troubleshooting are examined.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows

CMP210
Wireless Essentials
4.0 Quarter Credit Hours
Wireless topics include building, installing, and configuring a wireless LAN. Standards related to physical, MAC layer and wireless LAN are covered.

Prerequisite: CMP129 Microsoft Server Windows Environment

CMP211
Linux Networking
4.0 Quarter Credit Hours
This is an introduction to the Linux operating system. The skills needed to perform Linux administrative tasks are presented. Topics include managing directories and files, using the command line prompt, create and maintain user accounts, managing processes, managing network configuration and services, and managing security.

Prerequisite: CMP102 Computer Essentials with Microsoft Windows
CMP233
**Advanced Word and Excel for Windows**
*3.0 Quarter Credit Hours*

This is an advanced study of Microsoft’s Word and Excel applications. Topics include creating tables and charts, formatting and customizing documents, creating indexes and tables of content, creating pivot tables and pivot charts, creating macros, importing and exporting data, and working with multiple worksheets and workbooks. This course presents the material in the Microsoft Certified Application Specialist Excel and Word certification exams.

*Prerequisites: CMP130 Word for Windows, CMP131 Excel for Windows*

CMP235
**Checkpoint Security Administration**
*3.5 Quarter Credit Hours*

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

*Prerequisite: CMP133 Security+: Network Security Fundamentals*

CMP236
**Server+**
*3.5 Quarter Credit Hours*

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

CMP237
**Microsoft Small Business Server**
*3.5 Quarter Credit Hours*

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

*Prerequisite: CMP129 Microsoft Server Windows Environment*

CMP302
**Database Management**
*3.25 Quarter Credit Hours*

This is a study of the management of data using a database software program. Topics include installation, concepts, principles, issues and techniques for managing data resources, including methods of file organization, data structures, query languages, and micro to mainframe database environments.

*Prerequisite: Approval of the Dean of Education*

CMP303
**Interconnecting Cisco Network Devices**
*3.0 Quarter Credit Hours*

This is an introduction to Cisco network devices using Cisco Official Curriculum. This is an overview of Cisco’s Internetwork Operating System (IOS). Topics include configuring of Cisco Ethernet switches, routers, and customer premise equipment.

*Prerequisite: Approval of the Dean of Education*

CMP304
**Programming Applications and Development**
*3.0 Quarter Credit Hours*

This is an advanced study of programming applications and development. Topics include writing functions, using arrays, creating structures and classes, linking applications to databases, and developing web applications using Microsoft’s Visual Studio.

*Prerequisite: Approval of the Dean of Education*
**CMP400**  
**Advanced Web Design**  
**3.0 Quarter Credit Hours**

This course introduces Adobe's design suite, including Dreamweaver, Flash, and Fireworks. The course presents next-generation web sites, dynamic content to these sites, and graphical elements of the sites. Topics include working with text, graphics, and links; creating animation and special effects; and importing, selecting and modifying graphics.

*Prerequisite: Approval of the Dean of Education*

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**CMP401**  
**Cisco Certified Network Professional 1**  
**6.75 Quarter Credit Hours**

This is an advanced study of Implementing Secured Converged Wide-Area Networks. The course covers how to implement, operate and maintain remote access networks and wide-area networks. Topics include remote access theory, device programming and inter-office communications. Hands-on experience with state-of-the-art Cisco ISCW devices or netlab is provided.

*Prerequisite: CMP303 Interconnecting Cisco Network Devices*

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**CMP402**  
**Network Design Applications**  
**3.0 Quarter Credit Hours**

This is a continuing study of network design and application of Microsoft’s Visio network diagramming program. The course covers how to represent network models properly, incorporate them into existing network documents, and use them as discussion tools for future network deployment. The course covers how to create proprietary icons and stencils that may be easily recognized by industry professionals.

*Prerequisite: Approval of the Dean of Education*
Dental Assisting

DAP101
Introduction to Dentistry, Concepts of Health and Safety
2.3 Quarter Credit Hours

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

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

DAP102
Dental Sciences 1
3.4 Quarter Credit Hours

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

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

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

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

Co-requisite: DAP102 Dental Sciences 1
DAP104  
**Pharmacology, Emergency Management, Local Anesthesia**  
2.8 Quarter Credit Hours  
This course provides the principles and regulations concerning pharmacology and prescription writing with emphasis on the classification of drugs, actions of drugs commonly prescribed in the dental office and the potential interactions with other commonly prescribed drugs. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies, with an emphasis on prevention is presented. This course presents the procedures associated with assisting in the administration of local anesthesia.  

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

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DAP105  
**Introduction to General Dentistry**  
2.8 Quarter Credit Hours  
This course provides an introduction to concepts related to general dentistry procedures with emphasis on dental assisting during amalgam and composite restorative procedures. Topics include cavity preparation, classification of restorations, rationale for associated procedures, tray set-ups, chairside procedures, and amalgam, composite and intermediate restorative dental materials.  

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

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DAP106  
**Introduction to Fixed Prosthodontics**  
2.8 Quarter Credit Hours  
This course provides an introduction to concepts related to fixed prosthodontic procedures with emphasis on crown and bridge procedures. Topics include related dental materials, tray set-ups, provisional coverage chairside, and laboratory, procedures.  

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

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DAP107  
**Prosthodontics 2, Esthetics, Intro to Lab Procedures**  
2.8 Quarter Credit Hours  
This course addresses concepts related to fixed prosthodontic procedures with emphasis on inlay, onlay, veneer, and esthetic procedures. The fabrication and care of removable prosthetics and tooth whitening procedures are also discussed. Topics include related dental materials, tray set-ups, chairside and laboratory procedures.  

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

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DAP108  
**Business Operations, Communication, Orthodontics**  
2.6 Quarter Credit Hours  
This course provides an overview of dental office business operations including recordkeeping, appointment management, recall programs, inventory management, dental supply management and communication skills. Discussion regarding the setting, procedures, and materials required to meet the needs of patients of orthodontic specialty dental practices is also provided. The course covers a variety of procedures related to the treatment of orthodontic patients during laboratory experiences.  

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

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DAP109  
**Pedodontics, Coronal Polishing**  
2.9 Quarter Credit Hours  
This course provides discussion of the setting, techniques, materials, and equipment employed to meet the needs of patients of pediatric specialty dental practices. Detailed theory regarding the principles and practice in techniques of coronal polishing is provided. Students are required to demonstrate laboratory competency and preclinical competency before demonstrating clinical competency for coronal polishing on patients.  

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

*Co-requisite: DAP114 Fluorides, Pit and Fissure Sealants*
DAP110  
Financial Management, Endodontics  
2.8 Quarter Credit Hours  
This course provides an overview of financial management in the dental office including accounting, accounts receivable, collections, accounts payable, payroll, and dental insurance. Discussion regarding the setting, procedures, and materials required to meet the needs of patients of endodontic specialty dental practices is also provided.  
Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery and DAP104 Pharmacology, Emergency Management, Local Anesthesia

DAP111  
Periodontics, Oral and Maxillofacial Surgery  
2.8 Quarter Credit Hours  
This course provides discussion regarding the settings, procedures, instruments, dental materials, and the dental assistant’s role associated with periodontal and oral maxillofacial surgery specialty dental practices.  
Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery and DAP104 Pharmacology, Emergency Management, Local Anesthesia

DAP112  
Ethical-Legal-Professional Issues, Special Patients  
4.0 Quarter Credit Hours  
This course details ethical guidelines, legal frameworks, and professional issues associated with dental assisting. Theory and discussion regarding the modification of treatment for the geriatric, physically compromised, and medically compromised patients with emphasis on HIV/AIDS is provided.  
Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery and DAP104 Pharmacology, Emergency Management, Local Anesthesia

DAP113  
Concepts of Prevention, Oral Pathology  
3.8 Quarter Credit Hours  
This course provides theory regarding the etiology, process and prevention of dental decay and periodontal diseases and an introduction to oral pathology. Topics include: health promotion and disease prevention, oral infection control, nutrition, prevention-oriented community oral health programs, and common variations from normal and pathologic conditions of the oral cavity.  
Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery and DAP104 Pharmacology, Emergency Management, Local Anesthesia

DAP114  
Fluorides, Pit and Fissure Sealants  
2.2 Quarter Credit Hours  
This course provides study regarding water fluoridation and the theory and practices related to topical fluoride therapies and pit and fissure sealants. Students apply topical fluorides to laboratory competency on manikins and preclinical competency on student partners. Students are required to apply pit and fissure sealants to laboratory competency on manikins and clinical competency on patients.  
Prerequisites: DAP101 Introduction to Dentistry, Concepts of Health and Safety, DAP102 Dental Sciences 1, DAP103 Dental Sciences 2, Basics of Dental Care Delivery and DAP104 Pharmacology, Emergency Management, Local Anesthesia  
Co-requisite: DAP109 Pedodontics, Coronal Polishing
DAP115
Dental Radiology 1
2.18 Quarter Credit Hours

This course provides the theory, history, science, and general procedures for dental radiography. Topics include: Radiation physics and biology, radiation protection and safety, infection control, recognition of normal anatomical landmarks and abnormal conditions, exposure and processing techniques, prevention of errors, mounting/sequencing, viewing, intraoral examination, armamentaria, holding devices, interproximal examination, and identification and correction of faulty radiographs. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

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

Co-requisite: DAP116 Dental Radiology 2

DAP116
Dental Radiology 2
2.2 Quarter Credit Hours

This course provides theory, and practice of dental radiography. Topics include: quality assurance, patients with special needs, legal considerations, and supplemental techniques including the principles of bisecting technique, occlusal technique, extraoral radiography and computerized digital radiography. Students are required to produce, process, and evaluate diagnostic quality full mouth and bitewing radiographs to laboratory competency on manikins and clinical competency on patients.

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

Co-requisite: DAP115 Dental Radiology 1

DAP117
Externship
6.0 Quarter Credit Hours

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

Prerequisite: Approval of the Dean of Education

Digital Electronics

DET124
A+ Fundamentals
4.0 Quarter Credit Hours

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

DET216
Tactical Perimeter Defense
3.5 Quarter Credit Hours

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

Prerequisite: CMP133 Security+: Network Security Fundamentals

DET217
Network Defense and Countermeasures: SPC-NDC
3.5 Quarter Credit Hours

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

Prerequisite: CMP133 Security+: Network Security Fundamentals
Communications

ENG100
Written Communication
4.0 Quarter Credit Hours

This is an introduction to the theory and practice of writing effective paragraphs and essays. There is a review of grammar, punctuation, sentence structure, and paragraph development. The course emphasizes research and APA documentation.

ENG121
Technical Writing and Presentation
4.0 Quarter Credit Hours

This is an introduction to writing with technical orientation. The course covers correspondence, instructions, promotions, technical reports/proposals, and other presentations. Topics include technical communication, audience analysis, persuasion, analyzing and synthesizing information, and oral communication.

ENG201
Advanced Discourse
4.0 Quarter Credit Hours

This composition course is designed to develop deeper insight into strategies employed by skillful writers to narrate, explain, analyze, interpret, argue and persuade. The course covers how to develop ideas within contexts of particular reading communities, rewriting content and structure based on the audience and the purpose of the writing, while learning the value of editing and revising prose for stylistic effectiveness.

Prerequisite: ENG100 Written Communication

ENG300
Advanced Interpersonal Communications
4.0 Quarter Credit Hours

This course covers the skills needed by effective communicators. The course presents how to apply interpersonal communication skill theory to various situations in order to understand the clear connections between theory, skills, and life situations.

Prerequisite: ENG100 Written Communication
HUM122
Ethics and Society
4.0 Quarter Credit Hours

This is an introduction to the study of ethics in particular social responsibility. Topics include moral principles, ethical theories, and moral decision-making.

HUM125
Foreign Language
4.5 Quarter Credit Hours

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

HUM135
Western Civilization
4.5 Quarter Credit Hours

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

HUM155
Introduction to Philosophy
4.5 Quarter Credit Hours

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

HUM175
Music Appreciation
4.5 Quarter Credit Hours

This course provides an understanding of music and its purpose in our world through study of musical vocabulary, styles, composers, and performers. The focus is on music in Western civilization.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HUM202</td>
<td>Logic and Reasoning</td>
<td>4.5</td>
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<td>HUM215</td>
<td>Contemporary Art History</td>
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<td>HUM225</td>
<td>History of the Theater</td>
<td>4.5</td>
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<td>HUM235</td>
<td>Western History – Medieval to Renaissance</td>
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<tr>
<td>HUM245</td>
<td>Western History – Renaissance to 1900</td>
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<tr>
<td>HUM265</td>
<td>Survey of Art History</td>
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<td>HUM295</td>
<td>History of the Theater</td>
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<td>HUM305</td>
<td>Early Civilizations</td>
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<td>HUM315</td>
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<td>HUM325</td>
<td>American Immigration Experience</td>
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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.

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

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

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

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

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

This course exposes students to recent social science literature on contemporary immigration to the United States, its origins, adaptation patterns, and long-term effects on American society. As the United States is a nation comprised almost entirely of immigrants and descendants of immigrants, this course explores how immigrants shaped and were shaped by American ideals of citizenship, freedom, and independence.
HUM325  
**Eastern History**  
*4.5 Quarter Credit Hours*

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

HUM335  
**Modern World History –World War I to Present**  
*4.5 Quarter Credit Hours*

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

HUM345  
**African History**  
*4.5 Quarter Credit Hours*

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

HUM365  
**History of Central and South America**  
*4.5 Quarter Credit Hours*

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

HUM415  
**Existentialism**  
*4.5 Quarter Credit Hours*

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

HUM425  
**World Religions**  
*4.5 Quarter Credit Hours*

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

HUM445  
**Constitutional History since 1910**  
*4.5 Quarter Credit Hours*

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

**Medical Assistant**

MAP101  
**Record Management and Ethics**  
*3.25 Quarter Credit Hours*

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

*Prerequisite: MED100 Medical Terminology Essentials*
MAP102  
**Patient Care Concepts**  
3.25 Quarter Credit Hours  
This course introduces the medical assistant’s role in caring for patients. Course discussion and projects concentrate on body structure and function; assisting with physical examinations, including preparation and maintenance of exam rooms and positioning of patients for an examination; assisting in life span specialties, including pediatrics and geriatrics; and the role of the clinical laboratory in patient care. This course includes clinical lab work.  
*Prerequisite: MED100 Medical Terminology Essentials*

MAP103  
**Office Management and Communications**  
3.25 Quarter Credit Hours  
This course presents the major clerical and front office functions of a medical office. Topics covered in the course include verbal, nonverbal, and written communication, telephone techniques and triage, prescription refill requests, hereditary and cultural influences on behavior, interpersonal skills, patient education, and ways to cope with stress. This course includes clinical lab work.  
*Prerequisite: MED100 Medical Terminology Essentials*

MAP104  
**Minor Office Surgery**  
3.25 Quarter Credit Hours  
This course introduces minor office surgical techniques and assisting with procedures related to the nervous system, immune system, and endocrine system. Topics include surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures of the nervous, immune, and endocrine systems, and postoperative care.  
*Prerequisite: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology*

MAP107  
**Fundamentals of Office Accounting**  
3.25 Quarter Credit Hours  
This course introduces the fundamental concepts and practices of medical office accounting, radiology examinations and guidelines, and physical therapy and rehabilitation. Topics include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, x-ray implications, radiographic procedures, patient instruction, scheduling, nuclear medicine, range of motion exercises, crutch training, wheelchair training, heat/cold application, and define modalities associated with rehabilitative medicine. This course includes clinical lab work.

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

MAP109  
**Hematology and Phlebotomy**  
3.0 Quarter Credit Hours  
This course introduces hematology, phlebotomy, and microbiology. Topics include types of specimens, specimen collection and transportation, routine blood tests, microorganisms, and microbiology equipment and procedures, and diagnostic procedures. This course includes clinical lab work.  
*Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology*

MAP111  
**Specimen Collection and Analysis**  
3.0 Quarter Credit Hours  
This course introduces specimen collection and analysis and how the urinary, digestive, and reproductive systems function. Topics include types of specimens, specimen collection and transportation, microorganisms, microbiology equipment, and diagnostic procedures of the urinary, digestive, and reproductive systems. This course includes clinical lab work.  
*Prerequisites: MED100 Medical Terminology Essentials, SCI102 Introduction to Human Anatomy and Physiology*
MAP 113
Pharmacology
3.25 Quarter Credit Hours

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

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

MAP 115
Office Emergencies
3.0 Quarter Credit Hours

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

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

MAP 116
Cardiac Care
3.0 Quarter Credit Hours

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

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

MAP 200
Medical Assistant Externship
6.0 Quarter Credit Hours

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

Prerequisite: Approval of the Dean of Education

Medical Administration

MED 100
Medical Terminology Essentials
4.0 Quarter Credit Hours

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

MED 101
Medical Insurance Billing Essentials
4.0 Quarter Credit Hours

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

MED 103
Professional Billing, Coding and Reimbursement
3.5 quarter credit hour

This is a survey of the process of billing medical insurance for the medical office and professional components. Topics include the major types of medical insurance, managed health care organizations, the cycle of insurance claims and CMS (Centers for Medicare and Medicaid Services) reimbursements. The course introduces the preparation and submission of claims for payment including properly relating diagnoses to services. Emphasis is placed on the reasons why payers delay or deny claims and the billers’ production of clean (perfect) claims at the time of first submission for optimum reimbursement and cash flow.
MED122
ICD-9-CM Coding Essentials
3.5 Quarter Credit Hours
This is an introduction to ICD-9-CM (International Classification of Diseases – 9th Revision – Clinical Modification) coding and classification systems that classify morbidity and mortality information. The course covers how to code medical diagnoses for medical insurance claims and diagnosis coding for half of the body systems. Topics include Prospective Payment System (PPS), Uniform Hospital Discharge Data Set (UHDDS), diagnostic related groups (DRGS), late effects, supplementary classifications, and computerized encoding software systems.

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

MED123
CPT Coding Essentials
3.5 Quarter Credit Hours
This is an introduction to the CPT (Current Procedural Terminology) coding and classification systems developed by the American Medical Association. Medical services, procedures and treatment performed for patients are translated into CPT numeric codes. Topics include CPT coding procedures, section guidelines, medicine section, modifier usage and HCPCS (healthcare Common Procedural Coding System) Levels, and computerized encoding software systems.

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

MED150
Introduction to Health Records Management
3.0 Quarter Credit Hours
This course is an introduction to the basic fundamentals associated with the Electronic Health Record. The course presents medical record history with an emphasis on legislative concerns and supportive outcomes. Students are introduced to the Electronic Medical Record inclusive of patient data setup, scheduling, insurance information and input of patient examination statistics, documentation and imaging.

MED151
Function of Health Records Management
3.0 Quarter Credit Hours
This course provides a more detailed look at the Electronic Health Records system. The course examines the creation of a Superbill, adding comprehensive office visit information, entering of medical tests, sending faxes, accessing the bulletin board and the utilization of diagnoses and procedural coding information. In addition, the course covers archiving unused medical records, performing basic medical research and creating correspondence.

Prerequisite: MED150 Introduction to Health Records Management

MED211
Reimbursement Methodologies
4.0 quarter credit hours
This is a continuing study of medical billing and reimbursement methodologies. The course covers how to complete, interpret, and process manual and automated insurance claim forms. Third party payer topics include Blue Cross and Blue Shield, Medicare, Medicaid, TRICARE, and Workers’ Compensation.

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

MED212
AHIMA Professional Practice
3.5 quarter credit hours
This is an advanced course in medical billing and reimbursement. The course covers tasks and how to solve problems in the automated medical office environment. Projects and cases imitate typical billing tasks in a hospital, physician’s office, clinic or other health care setting. Topics include compliance, billing and reimbursement resources, and billing and receivables management theory including technique, practice, law and convention.

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

MED216
Medical Office Skills
3.5 Quarter Credit Hours
This course provides instruction in basic front office and back office duties and skills, telephone protocol, appointment scheduling, filing, medical report and document preparation, data entry, billing and other software applications.
MED230  
**Institutional Billing, Coding and Reimbursement**  
*4.0 Quarter Credit Hours*

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

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

MED270  
**Confidentiality of Health Care Records (HIPAA)**  
*4.0 Quarter Credit Hours*

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

MED285  
**Pathophysiology and Pharmacology**  
*4.0 quarter credit hours*

This course is a study of human diseases using a systems approach. The course explores the basics of diseases, including causes, categories, terminology and pharmacological applications.

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

MED310  
**Legal and Ethical Issues in Health Care**  
*4.0 Quarter Credit Hours*

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

Mathematics

MTH100  
**College Mathematics**  
*4.5 Quarter Credit Hours*

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

MTH103  
**Algebra I**  
*4.0 Quarter Credit Hours*

This course focuses on the development of mathematical understandings and mathematical operations. Topics include signed numbers, algebraic expressions, equations and inequalities, linear equations, exponents, and scientific notation.

*Prerequisite: MTH100 College Mathematics*

Massage Therapy

MTP101  
**Swedish Massage**  
*3.0 Quarter Credit Hours*

This course covers the overall foundation, ethics and scientific art of therapeutic touch. It also covers the guidelines and preparation for massage, which includes massage fundamentals, settings, equipment, supplies and set-up procedures. It emphasizes client draping and positioning. The course presents the basic Swedish manipulations to be incorporated into a full body sequence. The proper usage of body mechanics to efficiently deliver massage techniques is emphasized. Professionalism in dress, behavior, and attitude is presented and monitored throughout the program.

MTP102  
**A&P 1**  
*4.0 Quarter Credit Hours*

This course briefly reviews the systems and regions of the body, as well as the positional and directional terms and joint movements. This module also covers palpation techniques of the skin, fascia, bones, bony landmarks and muscles of the pelvis and thigh, leg and foot. Emphasis is placed on the origin, insertion, action(s) and nerve innervations of each muscle specifics and how these assist in the applications of the different massage therapy techniques.
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MTP103</td>
<td>Athletic Massage I</td>
<td>3.0</td>
<td>This course covers the principles of massage relating to sports and fitness and joint movements, as well as the different types of massage applications for the various types of sports events. It also covers the concepts of perceptual development for better understanding of the lifelong human and motor development.</td>
</tr>
<tr>
<td>MTP104</td>
<td>Athletic Massage II</td>
<td>3.0</td>
<td>This course covers the concepts and theories that are beneficial to sports therapy, which includes the principles of motor development relating to information processing and motor control, motor behavior and skill refinement and assessment. It also covers the concepts of hydrotherapy and temperature therapies and how they are incorporated in sports therapy applications.</td>
</tr>
<tr>
<td>MTP105</td>
<td>Consultation and Charting</td>
<td>3.5</td>
<td>This course covers the concepts of personal development and professionalism, as well as communication skills, social skills and telephone techniques. The course presents the concepts and procedures of goal-oriented planning and treatment development, which includes intake interview and assessment. Documentation concepts and SOAP charting are also covered in this course.</td>
</tr>
<tr>
<td>MTP106</td>
<td>A&amp;P II</td>
<td>4.0</td>
<td>This course covers palpation techniques of the skin, fascia, bones, bony landmarks and muscles of the spine, thorax, head, neck and face. Emphasis is placed on the origin, insertion, action(s) and nerve innervations of each muscle specifics and how these assist in the applications of the different massage therapy techniques.</td>
</tr>
<tr>
<td>MTP107</td>
<td>Deep Tissue PJM</td>
<td>3.0</td>
<td>This course covers the concepts and applications relating to deep tissue massage, which includes trigger point therapy. It will discuss the importance of therapeutic presence during treatment. The course presents basic western massage and seated massage techniques and how to incorporate deep tissue manipulations into these massage applications.</td>
</tr>
<tr>
<td>MTP108</td>
<td>Soft Tissue Therapy/Myofacial Release</td>
<td>3.0</td>
<td>This course covers the concepts and applications relating to soft tissue therapy as well as myofascial massage and release. The course will also cover lymphatic facilitation and its applications.</td>
</tr>
<tr>
<td>MTP109</td>
<td>A&amp;P III</td>
<td>4.0</td>
<td>This course covers palpation techniques of the skin, fascia, bones, bony landmarks and muscles of the shoulder, arm, forearm and hand. Emphasis is placed on the origin, insertion, action(s) and nerve innervations of each muscle specifics and how these assist in the applications of the different massage therapy techniques.</td>
</tr>
<tr>
<td>MTP110</td>
<td>Prenatal Massage</td>
<td>4.0</td>
<td>This course covers the concepts of prenatal massage which includes positioning, contraindications and applications. The course presents the benefits of massage during labor, delivery and recovery. Infant massage is also covered, as well as stress management.</td>
</tr>
<tr>
<td>MTP111</td>
<td>Holistic Healing/Somatic Holding Patterns</td>
<td>3.0</td>
<td>This course covers the concepts of holistic healing and somatic holding patterns. The course explores the applications of craniosacral therapy, Feldenkrais method and rolfling. The course covers the concepts of pain control and biofeedback. Joint movements are covered and incorporated with these complementary therapies.</td>
</tr>
</tbody>
</table>
MTP112
Business Practices
4.0 Quarter Credit Hours

This course covers the different aspects of massage therapy practice, whether as an employee or as a self-employed. This course explores different considerations involved in the practice from goal setting, business and financial planning, marketing and business management. The course presents how to create business cards, flyers, and other marketing tools, and how to write a business plan.

MTP113
Spa Techniques
3.0 Quarter Credit Hours

This course covers the concepts and different applications of spa techniques. The course investigates the history, scientific foundations, benefits, as well the practical applications of spa bodywork. It covers how these modalities are incorporated in a spa setting and special skills to practice these applications.

MTP114
Reflexology/Energy Work
3.0 Quarter Credit Hours

This course covers the concepts and practical applications of reflexology to the hand and foot. The course also covers the concepts of energy work such as noncontact therapeutic touch, polarity therapy and reike.

MTP115
Shiatsu/Acupressure/TCM
3.0 Quarter Credit Hours

This course explores the conceptual foundations of Yin/Yang, Qi, elements and energy channels that gives the basic foundations of the modalities based on the traditional Chinese medicine theory. This course presents the basic theory and application of acupressure and shiatsu. It also covers the proper positioning and body mechanics during the treatment or application. The course further describes Qi Gong movements for self-care application.

MTP116
Clinic
3.0 Quarter Credit Hours

This course provides a student with the opportunity to apply learned massage techniques (from general Swedish, complementary therapies and muscle specifics). During this course, students perform massages using various techniques applicable to their client’s complaints and objective assessment. This course provides a student with practice of proper body mechanics, and alterations of techniques for more effective massage delivery and achieving client’s goals. This course concentrates on the preparation for student’s “real-life” practice of the profession.

Prerequisite: Approval by the Dean of Education

Office Administration

OFM102
Customer Service
4.0 Quarter Credit Hours

This is an introduction to the basic concepts of customer service. Topics include how to anticipate, prevent and solve problems related to customer service. The course explores how to deal with difficult situations, both in person and via technology, such as telephone, e-mail and the Internet.

Pharmacy Technician

PTP101
Pharmacy Law and Ethics
4.0 Quarter Credit Hours

This course covers the major federal regulations relating to pharmacy practice. The various categories of the U.S. law pertaining to pharmacy, as well as the regulatory agencies that oversee the practice of pharmacy, are examined.

PTP102
Infection Control and Safety
3.0 Quarter Credit Hours

This course introduces the concepts of infection control by examining modes of transmission and types of microorganisms. The course investigates patient safety relating to pharmacy practice. First Aid and Cardiopulmonary Resuscitation (CPR) are also covered.
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<tr>
<td>PTP103</td>
<td>Introduction to Pharmacy</td>
<td>3.5</td>
<td>This course covers the historical development of pharmacy and healthcare, as well as the organizational structure and function of a hospital pharmacy. It examines the evolution of the pharmacy profession, and how professional guidelines and regulations have developed. This course covers the role and characteristics of a pharmacy technician, as well as the requirements for certification.</td>
</tr>
<tr>
<td>PTP104</td>
<td>Administrative Aspects of Pharmacy Technology</td>
<td>3.0</td>
<td>The concepts of the health-system pharmacy including policy and procedure manuals, dispensing systems, and receiving and processing medication orders, and compounding are examined. Topics include the use of technology in a pharmacy setting.</td>
</tr>
<tr>
<td>PTP105</td>
<td>Basic Pharmacy Applications</td>
<td>3.5</td>
<td>The concepts of inventory management which includes purchasing systems, formularies, ordering process and returns are explored in this course. The course introduces health insurance billing for pharmacy services.</td>
</tr>
<tr>
<td>PTP106</td>
<td>Professional Aspects of Pharmacy Technology</td>
<td>3.5</td>
<td>This course covers terminology, abbreviations, compounding, and dosage calculations. Basic math skills, as well as the measurement systems are reviewed.</td>
</tr>
<tr>
<td>PTP107</td>
<td>Pharmaceutical Calculations</td>
<td>3.5</td>
<td>This course covers drug calculations relating to concentrations and dilutions, allegations and parenteral. Topics include formulations and administration.</td>
</tr>
<tr>
<td>PTP108</td>
<td>Pharmacy Recordkeeping and Customer Service</td>
<td>3.5</td>
<td>This course investigates the importance of customer service, record-keeping, purchasing procedures, pricing, and merchandising. The concepts of communication process and the modes of communication used in the pharmacy practice are examined. Prerequisite: PTP103 Introduction to Pharmacy</td>
</tr>
<tr>
<td>PTP109</td>
<td>Pharmacy Operations</td>
<td>3.0</td>
<td>This course explores the basic concepts and skills in pharmacy operations relating to retail and institutional pharmacies. The fundamentals of reading and processing prescriptions and the requirements for filling the prescriptions are covered. Accounting formulas, calculations, insurance billing and workplace safety are covered, also. Prerequisite: PTP103 Introduction to Pharmacy</td>
</tr>
<tr>
<td>PTP110</td>
<td>Pharmacodynamics</td>
<td>3.5</td>
<td>This course introduces the concepts of pharmacodynamics. The course explores anatomy and physiology and the basic chemical components of the human body and how desired drug effects are produced and how drugs are processed by the body. Specific disorders and abnormalities affecting the body are investigated, and actions and uses of drugs on each body system are covered. Prerequisites: SCI102 Introduction to Human Anatomy and Physiology, PTP112 Pharmacology</td>
</tr>
<tr>
<td>PTP111</td>
<td>Pharmacokinetics</td>
<td>3.0</td>
<td>This course introduces the concepts of pharmacokinetics. The course examines anatomy and physiology and the basic chemical components of the human body and how the body handles drugs, how drugs are changed from original form, and how drugs are eliminated from the body. Specific disorders and abnormalities affecting the body are introduced, and actions and uses of drugs on each body system are covered. Prerequisites: SCI102 Introduction to Human Anatomy and Physiology, PTP112 Pharmacology</td>
</tr>
</tbody>
</table>
PTP112
Pharmacology
3.0 Quarter Credit Hours

Classifications of drugs and drug administration, as well as clinical applications of drug categories, are covered. Sources of drugs and drug nomenclature are included, along with addiction and drug dependency. Special situations involving drug administration, including pediatric, neonatal, and geriatric patients, are discussed. An introduction to Biopharmaceutics is included.

Prerequisites: PTP101 Pharmacy Law and Ethics, PTP102 Infection Control and Safety, PTP103 Introduction to Pharmacy

PTP113
Trends in Pharmacy
4.0 Quarter Credit Hours

This course explores future trends in pharmacy. The daily activities of a Pharmacy Technician in both retail and hospital environments and the evolution of the Pharmacy Technician in the twentieth century are examined.

Prerequisites: PTP101 Pharmacy Law and Ethics, PTP103 Introduction to Pharmacy

PTP114
Externship
6.0 Quarter Credit Hours

This is an advanced course applying pharmacy technician skills at a sponsoring pharmacy facility under the direction of a site supervisor. The course provides 180 hours of supervised work involving pharmacy technician practical/procedural skills and career professionalism.

Prerequisite: Approval by the Dean of Education

Social Sciences

SOC101
Introduction to Economics
4.5 Quarter Credit Hours

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

SOC102
Interpersonal Psychology
4.0 Quarter Credit Hours

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

SOC300
US History since the Civil War
4.0 Quarter Credit Hours

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

Physical Sciences

SCI102
Introduction to Human Anatomy and Physiology
4.5 Quarter Credit Hours

This is an introduction to the anatomical structure and physiological functions of the human body. Topics include integumentary, skeletal, muscular, nervous, cardiovascular, lymphatic, respiratory, urinary, reproductive, endocrine, and digestive systems. Gross and microscopic anatomy and physiology of the cell are investigated.
The Campus President, Dean of Education and Director of Career Services work closely together to develop a partnership between graduates and future employers. The Career Services Department informs the medical/legal/business community of the programs of study and the education of the graduates. Career Services assists students with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews and provides job notices. Career Services and the Externship Coordinator work hand-in-hand with students during the last two months of their program.

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

- completes a resume,
- prepares for interviews,
- charts a short and long term career plan,
- learns job search techniques,
- arranges a plan of contact to maintain relationships with Career Services after graduation in order to continue to receive notice of job leads that come available in his or her field of study.

The college continues to work with students even after graduation. Finally, the Director of Career Services sends out surveys to both graduates and employers to provide additional feedback to the College.

Charter College's policy is to make its programs and services accessible to individuals defined as disabled in Section 504 of the Rehabilitation Act of 1973. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of a course. If any problems arise, please contact the Dean of Education or the Campus President.

**Students with Disabilities**

Charter College seek the success of all students, including those who may be experiencing disabilities. Toward that end, Charter College will work with students to determine what, if any, accommodations might be available. However, Charter College also expects students to be active participants in this process. Accordingly, students who have an impairment that qualifies as a disability requiring an accommodation should contact the Dean/ Director of Education or the Campus President either upon enrollment or as soon as it becomes apparent that assistance may be necessary.

1. Students who will be requesting an accommodation may first be required to provide documentation from a professional qualified to address the particular disability, verifying the disabling condition. Additionally, if the accommodation requested does not seem to correspond with the type or severity of the disability, Charter College reserves the right to require additional documentation to support the appropriateness of the request. Students assume the cost, if any, of the required documentation.

2. The law governing disability does not find that impairment is a disability for which a school or a business is obliged to provide an accommodation. For instance, a condition that is short-term, such as a broken arm, is not a disability for purposes of consideration for an accommodation plan. Impairments must be long-term and/or permanent to be considered for an accommodation. Similarly, a physical or mental impairment that is corrected by medication or other measures is not considered to be a disability. For example, where a person’s vision impairment is corrected with glasses or contacts, the impairment is not considered a disability. In such situations, Charter College also does not provide an accommodation. The above are only examples of situations where impairment may not be considered a disability. Charter College reserves the right to determine whether a student’s impairment is a disability requiring consideration for accommodation.

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

4. Once a disability is verified, the College will work with students to develop an Accommodation Plan that Charter College and the student will agree is reasonable and appropriate under the circumstances. Students will be assisted on an individual basis. Therefore, what is deemed a reasonable and appropriate accommodation for one student may be different for another student. The accommodation provided, if any, will be dependent upon the disability of the student, the cost of a requested accommodation and other available alternative accommodations. If a student is a current client of DOR, it may be necessary to coordinate the Accommodation Plan with DOR as well.

5. Charter College will work to design an Accommodation Plan that will allow a student to participate in the academic environment without materially altering the nature of the instructional program or causing any undue burden on other students or the College. A student must contact the Dean of Education and complete a Request for Accommodation Plan in order to be considered for an accommodation. While the student’s preference will be considered in developing the Plan, the College will make the final determination regarding the type of accommodation provided. The type of service provided may not be the type preferred by the student. Charter College does not provide services of a personal nature that are not necessary for participation in the academic environment.

Library

The Charter College Library is a traditional and virtual library. The traditional library provides access to physical resources such as books, magazines, and media resources. The library also provides students with a quiet place to study and write papers, perform research, and complete homework assignments. The library computer lab provides access to computer software utilized by students in their classrooms. The virtual library provides access to a wide variety of online full-text research databases, an online computer skills training library, and a growing collection of electronic books. Students may access the virtual library from on or off campus once accounts are set up.

Students and faculty are encouraged to use the library for educational and professional development purposes. All materials in the library, including computers, may be used for conducting research and completing class/homework assignments. Library staff is available to provide assistance during library hours. Reference materials and magazines are for library use only.

Those who abuse the privilege of the library, including improper usage of the Internet, may be denied library privileges.

Library Circulation Policy

Library patrons must possess a current Charter College ID card to receive library privileges, as it functions as their library card. Patrons are responsible for all materials checked out on their library card and are responsible for reporting the loss or theft of ID cards. As such, items will not be checked out to students not possessing a current Charter College ID. Borrowing privileges are suspended once a patron has kept library material(s) two weeks past the due date and remain suspended until the item is returned or replaced. A fee will be assessed for any lost and/or damaged materials. The librarian will determine when an item is damaged beyond repair and must be replaced. The replacement charge for lost or damaged materials will be contingent upon the original cost of the material up to $75.

In order for students to register for classes, to use placement services, to receive Charter College transcripts, and to graduate, they must be in good standing with the library, to include returning overdue materials and having any assessed fees paid-in-full.

Tutoring

Tutoring is available for students who need additional assistance in their studies. Upon the request of the student faculty members are available on Fridays for help. Students who need assistance should contact their instructor.
Students are expected to observe the following policies and those described in the Catalog and Student Handbook:

- Accept assigned duties and responsibilities.
- Demonstrate initiative and productivity.
- Demonstrate sensitivity, compassion and a caring attitude towards peers, patients & clients.
- Maintain professional grooming and personal hygiene at all times.
- Demonstrate a cooperative, supportive team attitude toward peers, instructors and directors.

Students will be held accountable for, or should report, the following violations while on the College or externship property:

- All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
- Theft or destruction of College or the private property of individuals associated with the College.
- The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
- Any type of harassment, horseplay, threats, verbal abuse, or violence of any kind as they will not be tolerated and may be reported to local authorities.
- The use of profanity, insubordination, dishonesty and violation of safety rules.
- Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
- Smoking on campus.
- No visible body piercings are acceptable (including tongue piercing). Only pierced ears are permitted.
- Food or drink in the classrooms.
- Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the “off” position while in the classroom.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other safety rules or regulations.

Violation of the rules of conduct present in the Catalog and Student Handbook may lead to dismissal from the College. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student’s permanent file, possibly affecting a recommendation from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

Charter College has standards that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students, faculty and staff on campus property or as part of campus activities.

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law.

For those who want to obtain direct assistance, there are several sources within the local community. These sources are listed in the “yellow pages” of the local phone book under “Alcohol and Drug Abuse.”
All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Failure to comply with the Charter dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

### Appropriate

#### Clothing
- Slacks similar to Dockers and other makers of cotton or synthetic material pants
- Wool pants
- Flannel suit pants.
- Professional capris
- Well-groomed dress synthetic pants
- Casual shirts
- Dress shirts
- Sweaters
- Golf-type shirts
- Turtlenecks.
- Suit jackets or sports jackets

### Inappropriate

#### Clothing
- Jeans
- Sweatpants. Exercise pants
- Shorts
- Leggings or any spandex or other form-fitting pants
- Tank tops, Midriff tops
- Shirts with potentially offensive words, terms, logos, picture, cartoons, or slogans
- Halter tops, tops with bare shoulders
- Sweatshirts
- T-shirts unless worn under another blouse, shirt, jacket, or dress

#### Skirts, Dresses, and Skirted Suits
- Casual dresses split at or below the knee
- Skirts that are split at or below the knee
- Dress and skirt length should be at a length to sit comfortably in public
- Short/mini, tight skirts that rides halfway up the thigh when sitting or standing
- Skorts
- Sundresses, beach dresses
- Spaghetti-strap dresses

#### Shoes and Footwear
- Conservative walking shoes
- Loafers, Leather deck-type shoes
- Boots
- Flats/dress sandals
- Dress heels.
- Athletic shoes
- Thongs, flip-flops, and slippers
- Clogs
- Sneakers, tennis shoes
**Hats, Jewelry, Perfume, and Cologne**

- Should be in good taste
- Pierced ears:
  - One earring per ear
  - Earrings should be small and professional
  - Piercings kept to earlobes
- No facial piercings
- No strong perfumes or cologne (many are allergic to these)
- Hats are never appropriate inside the building

**Charter College ID must be worn at all times**

Charter College expects Allied Health students to dress professionally at all times. Our dress code is based on the expectations of the employers in the medical fields. Students should maintain a professional appearance by wearing clean, well-pressed uniforms that are free of tears or stains; hair that is off the collar; white, non-canvas topped shoes and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

**Appropriate**

**Uniforms**

- Neat
- Clean and pressed

**Shirts, Tops, and Jackets**

- White T-shirts
- White sweaters

**Shoes and Footwear**

- White solid top shoes

**Personal Hygiene**

Fingernails:

- Short cut
- Natural
- Neutral colored and well maintained at all times

- No strong perfume or deodorants
- Gel or acrylic fingernails
- Colored fingernails
- Long fingernails

**Hair and Hats**

Hair:

- Kept up off shoulders

- Long, loose hair that is not clean
- Hats are not appropriate

**Inappropriate**

**Uniforms**

- Wrinkled uniform
- Dirty, bleached or torn uniform

**Shirts, Tops, and Jackets**

- Colored shirts or jackets
- Jackets or sweatshirts over uniforms
- T-shirts must be tucked in and may not hang below the uniform

**Shoes and Footwear**

- Any other shoes
Jewelry

- Pierced ears: One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes

- No large hoops
- No facial piercings

Tattoos

- Be aware that visible tattoos will impede your job search
- Offensive tattoos must be covered at all times

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

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

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

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

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

The following steps must be followed:

- a. All parties involved must complete an “Incident Report” form.
- b. All documentation must be received prior to the meeting.
- c. All persons involved with the incident/complaint will be in attendance.
- d. Testimony will be presented by the student and all other parties involved and will be recorded in the official minutes.
- e. After all testimony is presented, the student and other parties will be excused.
- f. The Grievance Committee has the responsibility for reaching a decision within 14 days that is in balance with the best interests of both the student and the College.

**Step 5:** If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College’s accrediting agency.

All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Direct all inquiries to:

Accrediting Council for Independent Colleges and Schools  
750 First Street N.E., Suite 980  
Washington, DC, 20002-4242  
202-336-6780

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

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

### Administrative Hours of Operation
Charter College’s administrative office hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

### Campus Visitors
Parents, spouses, prospective employers, etc. are cordially invited to visit the campus at any time with appropriate notice to the College. All visitors must check in at the front desk. To ensure classroom instruction is not disrupted, special arrangements may be made for groups.

### Children on Campus
Students may not bring children with them to Charter College. It is disturbing to others and it may be hazardous for the children. Charter College is not equipped to serve children and cannot assume responsibility for them. As a matter of policy, therefore, Charter College does not permit students to bring children to the school.

### FERPA
Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Department of Financial Aid. Charter College will make records available for review in the Department within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, Charter College will release “directory information” on all students. Directory information includes student names, program goals, student statuses, professional certifications, Charter College High School Scholarship awards, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information. Students who wish to decline to release directory information must complete a separate form.

Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. This includes Charter College officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College’s responses to student requests for academic record amendments may be appealed in accordance with Charter’s Career College Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

### Message for Students
Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regard-
ing medical or police emergencies. To assist
students, Charter College will take and deliver
messages to students while they are in class,
during normal office hours, 8:00 a.m. to 7:30
p.m., Monday through Thursday, under the
following provisions only: a) the call is a bona
fide medical emergency (including calls from
child care providers) and/or b) the call is a
bona fide police emergency (from an official
police agency). The caller will be required to
disclose fully the nature of the call.

Charter College is an equal opportunity insti-
tution providing an educational and working
environment free from discrimination for
students and employees. The College does not
discriminate on the basis of race, color, national
origin, sex, gender, sexual orientation, religion,
disability, or age in its programs and activities.
Contact the President of the College with any
inquiries and complaints regarding the Non-
Discriminatory Policy.

Charter College students give to the College
absolute rights and permission to use photo-
graphic portraits, pictures or videos of them
in character form for advertising or any other
lawful purpose.

Monthly the Career Services Department
announces to all campus staff the graduates by
name and program who have secured career
positions in their field of study. The message is
sent via email in a celebratory fashion allowing
all campus staff the opportunity to celebrate
the career success of graduates. A graduate
of Charter College may choose to “opt out” of
such announcements by providing a request in
writing to the Director of Career Services at the
time of or prior to securing employment.

As mentioned above under “Reporting Crimi-
nal Actions” the best method of reporting a
non-emergency criminal action is to fill out an
“Incident Report” located in Academics. A
student who wishes may also speak with the
College President if further concerns exist. For
emergency criminal actions or life threatening
situations, call 911.

As mentioned above, the students, faculty,
staff and community members themselves are
responsible for measures to ensure personal
safety and to protect property on Charter
College Campuses. Except for an evening
Security Guard on the Vancouver Campus,
the College does not have law enforcement or
security personnel located on the facilities.
To inform students and employees about
campus security procedures, various measures
are taken. The catalog, which is updated on an
annual basis, is the main source of information
pertaining to college policies in regards to
campus security.
Charter College is also required to include in
their annual campus security reports where
information on registered sex offenders may
be obtained.

In compliance with federal regulations, Charter
College is required to disclose crime statistics
for the previous three calendar years as part
of a campus security report to be published
annually by each institution. This report
details statistics regarding campus security
issues and is distributed to all faculty, staff
and students as a “Campus Security Report”. The
report includes information regarding on
and off campus offenses, drug awareness and
sexual assault programs.

The occurrence of the following crimes
must be reported:
• Murder and non-negligent
  manslaughter
• Negligent manslaughter
• Forcible sex offenses
• Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College has to report on liquor law violations, drug law violations and illegal weapons possession.

Campus crime statistics must be reported by location: on campus and public property (streets, sidewalks, lots adjacent to campus).

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

**The Charter College Annual Campus Security Report**

Charter College is committed to promoting a safe and secure environment for all campus members and visitors. Charter College has developed policies and procedures designed to ensure that every possible precaution is taken to protect persons on campus from harm or theft.

On the Charter College campuses, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property. The cooperation and involvement of students and employees in a campus safety program are absolutely necessary.

Crime statistics for the previous calendar year is available. A daily log, which records all crimes reported to the campus, is maintained by the Campus President and open to public inspection during normal business hours. Limited information may be withheld to protect victim confidentiality. Charter College is also required to provide timely warning/notices of crimes that pose an on-going threat to students and employees.

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus Presidents.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree Held</th>
<th>Program Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Adcock</td>
<td>Program Head Technology</td>
<td>Bachelor General Studies, The University of Idaho</td>
<td>Technology</td>
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<tr>
<td>Tammy Carver</td>
<td>Instructor</td>
<td>Certificate in Medical Assisting, Concorde Career College</td>
<td>Medical Assisting</td>
</tr>
</tbody>
</table>
| Donna Emerson    | Instructor                   | Certificate in Medical Assisting, Pioneer Pacific College  
Certificate in Ltd X-ray, Concorde Career College  | Medical Assisting |
| Christopher Henn  | Instructor                   | Master of Arts in Education, University of Phoenix  
Bachelor of Arts in Finance, University of Connecticut                                                  | Business     |
| Tammy McElravy    | Instructor                   | Certificate in Dental Assisting, Clark County Skills Center                                              | Dental Assisting |
| Mary Manning      | Program Head Business & Accounting | Master of Science in Education, Portland State University  
Bachelor of Arts in English, University of Oregon                                                      | General Education |
| Kimberly Payne    | Program Head Medical Assisting | American Association of Medical Assistants, Concorde Career College                                    | Medical Assisting |
| Ann Rowland       | Instructor                   | Bachelor of Science in Health Care Administration, Concordia University  
Associate of Applied Science in Medical Record Technology, Portland Community College  
Associate of Applied Science in Medical Secretary, Mt. Hood Community College | HIT          |
## Program Start Dates

<table>
<thead>
<tr>
<th>YEAR</th>
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### 2011 Holidays

- **New Year's Day**: 1/1/2011
- **Memorial Day**: 5/30/2011
- **Independence Day**: 7/4/2011
- **Labor Day**: 9/5/2011
- **Thanksgiving**: 11/24/2011 to 11/25/2011
- **Winter Break**: 12/26/2011 to 1/1/2012

### 2012 Holidays

- **Memorial Day**: 5/28/2012
- **Independence Day**: 7/4/2012
- **Labor Day**: 9/3/2012
- **Thanksgiving**: 11/22/2012 to 11/25/2012
- **Winter Break**: 12/24/2012 to 1/4/2013
Program CIP Number: 52.0305

Program Name: Business Management Accounting

The Bachelor of Science in Business Management Accounting program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The program covers general management and communication skills as well as accounting and business skills. This program has three concentrations, Business Applications, Business Management Practice and Computerized Accounting. All three concentrations prepare students to seek entry-level positions in accounting and business.

Program Length: Thirty months

Related Occupations:

Accountants
SOC Code 13-2011.01
http://www.onetonline.org/link/summary/13-2011.01

Accountants and Auditors
SOC Code 13-2011.00
http://www.onetonline.org/link/summary/13-2011.00

Auditors
SOC Code 13-2011.02
http://www.onetonline.org/link/summary/13-2011.02

Financial Managers

Program Cost: Sixty-Six Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

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

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

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

Normal Program Completion Time: Thirty months

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

Job placement for graduates and completers of this program: No graduates in this reporting period
B.S. Degree in Business Management and Technology

Program CIP Number: 52.1201
Program Name: Business Management and Technology

The Bachelor of Science in Business Management and Technology program includes management of technology as well as the use of technology to manage. Topics include organizational management, conflict resolution, multi-media design, software applications, business law, and managerial communications. This program requires students to achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.

Program Length: Thirty months

Related Occupations:
Information Technology Project Managers
SOC Code 15-1099.11
http://www.onetonline.org/link/summary/15-1099.11

Computer and Information Systems Managers
SOC Code 11-3021.00
http://www.onetonline.org/link/summary/11-3021.00

Management Analysts
SOC Code 13-1111.00
http://www.onetonline.org/link/summary/13-1111.00

General and Operations Managers
SOC Code 11-1021.00
http://www.onetonline.org/link/summary/11-1021.00

Program Cost: Sixty-Six Thousand Nine Hundred Dollars

Total Estimated Cost for Books and Supplies: Included

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

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

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

Normal Program Completion Time: Thirty months

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

Job placement for graduates and completers of this program: No graduates in this reporting period
Program CIP Number: 11.0103
Program Name: Information Technology Engineering

The Bachelor of Science in Information Technology Engineering program underscores the direct application, manipulation and control of technology. Topics include enterprise computer networking, advanced telecommunications, IP routing, network design, cabling standards, and programming. This program requires that the student achieve the following industry certification: Cisco Certified Network Associate.

Program Length: Thirty months
Related Occupations:
Information Technology Project Managers
SOC Code 15-1099.11
http://www.onetonline.org/link/summary/15-1099.11

Computer Systems Engineers/Architects
SOC Code 15-1099.02
http://www.onetonline.org/link/summary/15-1099.02

Network Designers
SOC Code 15-1099.03
http://www.onetonline.org/link/summary/15-1099.03

Computer Systems Analysts
SOC Code 15-1051.00
http://www.onetonline.org/link/summary/15-1051.00

Computer Hardware Engineers
SOC Code 17-2061.00
http://www.onetonline.org/link/summary/17-2061.00

Computer and Information Systems Managers
SOC Code 11-3021.00
http://www.onetonline.org/link/summary/11-3021.00

Computer Security Specialists
SOC Code 15-1071.01
http://www.onetonline.org/link/summary/15-1071.01

Program Cost: Sixty-Six Thousand Nine Hundred Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Thirty months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period
Job placement for graduates and completers of this program: No graduates in this reporting period
A.A.S. Degree in Business Management Practice

Program CIP Number: 52.0201
Program Name: Business Management Practice

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

Program Length: Fifteen months
Related Occupations:
General and Operations Managers
SOC Code 11-1021.00

http://www.onetonline.org/link/summary/11-1021.00
First-Line Supervisors/Managers of Office and Administrative Support Workers
SOC Code 43-1011.00

http://www.onetonline.org/link/summary/43-1011.00
Administrative Services Managers
SOC Code 11-3011.00

http://www.onetonline.org/link/summary/11-3011.00
Regulatory Affairs Managers
SOC Code 11-9199.01
http://www.onetonline.org/link/summary/11-9199.01
Compliance Managers
SOC Code 11-9199.02
http://www.onetonline.org/link/summary/11-9199.02
Supply Chain Managers
SOC Code 11-9199.04
http://www.onetonline.org/link/summary/11-9199.04

Program Cost: Thirty-Three Thousand Four Hundred Fifty Dollars
Total Estimated Cost for Books and Supplies: Included
Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period
Normal Program Completion Time: Fifteen months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period
Job placement for graduates and completers of this program: No graduates in this reporting period
Program CIP Number: 11.1003
Program Name: Computer Science: Concentration in Network Security

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

Program Length: Fifteen months

Related Occupations:
Computer Security Specialists

SOC Code 15-1071.01
http://www.onetonline.org/link/summary/15-1071.01

Program Cost: Thirty-Three Thousand Four Hundred Fifty Dollars
Total Estimated Cost for Books and Supplies: Included
Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period
Normal Program Completion Time: Fifteen months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period
Job placement for graduates and completers of this program: No graduates in this reporting period
A.A.S. Degree in Computer Science: Concentration in Technical Graphics

Program CIP Number: 15.1301
Program Name: Computer Science: Concentration in Technical Graphics

The Associate of Applied Science: Concentration in Technical Graphics program prepares students to seek careers in producing, comprehending, analyzing, and expanding the information contained in drawings, sketches, manufacturer catalog information, and related documents. These functions are vital to the short-term and long-term operation, efficiency, and reputation of governmental agencies, professional engineering, architectural and construction businesses and enterprises, as well as for the environmental, health, and physical safety of the public.

Program Length: Fifteen months

Related Occupations:
Architectural Drafters
SOC Code 17-3011.01
http://www.onetonline.org/link/summary/17-3011.01

Civil Drafters
SOC Code 17-3011.02
http://www.onetonline.org/link/summary/17-3011.02

Mechanical Drafters
SOC Code 17-3013.00
http://www.onetonline.org/link/summary/17-3013.00

Electronic Drafters
SOC Code 17-3012.01
http://www.onetonline.org/link/summary/17-3012.01

Electrical Drafters
SOC Code 17-3012.02
http://www.onetonline.org/link/summary/17-3012.02

Program Cost: Thirty-Three Thousand Four Hundred Fifty Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

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

Job placement for graduates and completers of this program: No graduates in this reporting period
Program CIP Number: 52.0301
Program Name: Computerized Accounting

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

Program Length: Fifteen months

Related Occupations:
Bookkeeping, Accounting, and Auditing Clerks
SOC Code 43-3031.00
http://www.onetonline.org/link/summary/43-3031.00

Billing, Cost, and Rate Clerks
SOC Code 43-3021.02
http://www.onetonline.org/link/summary/43-3021.02

Statement Clerks
SOC Code 43-3071.00
http://www.onetonline.org/link/summary/43-3071.00

Program Cost: Thirty-Three Thousand Four Hundred Fifty Dollars

Total Estimated Cost for Books and Supplies: Included

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

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

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

Normal Program Completion Time: Fifteen months

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

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

A.A.S. Degree in
Computerized Accounting
A.A.S. Degree in Health Information Technology

The Associate of Applied Science in Health Information Technology program prepares students to seek employment health information positions. The program provides basic training in computers, health information content and management, quality improvement, statistics, coding and reimbursement, and legal aspects of health information. The program covers how to compile, analyze, and present health information for use by various health care professionals.

Program CIP Number: 51.0707
Program Name: Health Information Technology

Program Length: Fifteen months
Related Occupations:
Medical Records and Health Information Technicians
SOC Code 29-2071.00
http://www.onetonline.org/link/summary/29-2071.00
Medical Transcriptionists
SOC Code 31-9094.00
http://www.onetonline.org/link/summary/31-9094.00
Billing, Cost, and Rate Clerks
SOC Code 43-3021.02
http://www.onetonline.org/link/summary/43-3021.02

Program Cost: Thirty-Three Thousand Four Hundred Fifty Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Fifteen months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period
Job placement for graduates and completers of this program: No graduates in this reporting period
Program CIP Number: 51.0710
Program Name: Medical Office Administration: Concentration in Medical Assistant

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

Program Length: Eighteen months
Related Occupations:
Medical Assistants
SOC Code 31-9092.00

http://www.onetonline.org/link/summary/31-9092.00
Medical Secretaries
SOC Code 43-6013.00
http://www.onetonline.org/link/summary/43-6013.00

Program Cost: Thirty-Four Thousand Nine Hundred Fifty Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Eighteen months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period
Job placement for graduates and completers of this program: No graduates in this reporting period

A.A.S. Degree in Medical Office Administration: Concentration in Medical Assistant
Certificate in Computer Aided Drafting Associate

Program CIP Number: 15.1302

Program Name: Computer Aided Drafting Associate

The Certificate in Computer Aided Drafting Associate program prepares technical professionals for the fields of construction, engineering, architecture, and related fields. The program covers the AutoCAD program, relevant computer software, and sophisticated computer monitoring of the strategic progress of complex projects. The skills, competencies, knowledge base, and attributes necessary for most students to establish a technical career may require the completion of a degree program.

Program Length: Seven months

Related Occupations:

Architectural Drafters
SOC Code 17-3011.01
http://www.onetonline.org/link/summary/17-3011.01

Civil Drafters
SOC Code 17-3011.02
http://www.onetonline.org/link/summary/17-3011.02

Mechanical Drafters
SOC Code 17-3013.00
http://www.onetonline.org/link/summary/17-3013.00

Electronic Drafters
SOC Code 17-3012.01
http://www.onetonline.org/link/summary/17-3012.01

Electrical Drafters
SOC Code 17-3012.02
http://www.onetonline.org/link/summary/17-3012.02

Program Cost: Sixteen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

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

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

Median cumulative debt for institutional finance plans: Two hundred seventeen dollars and fifty-four cents

Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 100%

Job placement for graduates and completers of this program: 50%
Program CIP Number: 52.0301
Program Name: Computerized Accounting Specialist

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

Program Length: Seven months
Related Occupations:
Bookkeeping, Accounting, and Auditing Clerks
SOC Code 43-3031.00
http://www.onetonline.org/link/summary/43-3031.00
Billing, Cost, and Rate Clerks
SOC Code 43-3021.02
http://www.onetonline.org/link/summary/43-3021.02
Statement Clerks
SOC Code 43-3021.01
http://www.onetonline.org/link/summary/43-3021.01
Tellers
SOC Code 43-3071.00
http://www.onetonline.org/link/summary/43-3071.00

Program Cost: Sixteen Thousand Seven Hundred Twenty-Five Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Eleven thousand four hundred seventy-eight dollars and zero cents
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: Forty-two dollars and twenty-seven cents
Normal Program Completion Time: Seven months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 50%
Job placement for graduates and completers of this program: 100%
Program CIP Number: 51.0601
Program Name: Dental Assisting

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

Program Length: Ten months

Related Occupations:
Dental Assistants

SOC Code 31-9091.00

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

Program Cost: Seventeen Thousand Seven Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

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

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

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

Normal Program Completion Time: Ten months

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

Job placement for graduates and completers of this program: No graduates in this reporting period
Program CIP Number: 51.3501
Program Name: Massage Therapy

The Certificate in Massage Therapy program prepares students to seek entry-level employment as a massage therapist and/or to enter private practice. Employment opportunities include positions in massage offices and private practice, physicians’ offices, hospitals and medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs and fitness centers, spas and resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, as well as setting up individual private practices. Emphasis is placed on the guidelines of the National Certification Board for Therapeutic Massage and Bodywork. The technical portion of the course introduces massage therapy techniques to address specific problem areas and concerns presented by the client, including Swedish Massage, Myofascial Release, Trigger Point Therapy, Shiatsu, Sports Massage and site-specific treatment techniques. Business, marketing, advertising and presentation skills as well as professional boundaries and ethics also are emphasized.

Program Length: Eleven months
Related Occupations:

Massage Therapists
SOC Code 31-9011.00
http://www.onetonline.org/link/summary/31-9011.00

Program Cost: Sixteen Thousand Nine Hundred Fifty Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Eleven months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: No graduates in this reporting period
Job placement for graduates and completers of this program: No graduates in this reporting period
Certificate in Medical Assistant

Program CIP Number: 51.0801
Program Name: Medical Assistant

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

Program Length: Ten months

Related Occupations:

Medical Assistants

SOC Code 31-9092.00

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

Medical Secretaries

SOC Code 43-6013.00

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

Program Cost: Nineteen Thousand Nine Hundred Twenty-Five Dollars

Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Thirteen thousand one hundred forty-four dollars and zero cents

Median cumulative debt for private loans: Six thousand nine hundred eighty-four dollars and zero cents

Median cumulative debt for institutional finance plans: Two thousand eight hundred and zero cents

Normal Program Completion Time: Ten months

Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 63%

Job placement for graduates and completers of this program: 85%
Program CIP Number: 11.1003
Program Name: Network Security

The Certificate in Network Security program provides the information and technical skills required for entry-level careers in the field of network security. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. This program requires that the student achieve the following industry certification: Security+.

Program Length: Seven months
Related Occupations:
Computer Security Specialists
SOC Code 15-1071.01

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

Program Cost: Sixteen Thousand Seven Hundred Twenty-Five Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: Ten thousand four hundred twenty-three dollars and zero cents
Median cumulative debt for private loans: Four thousand five hundred thirty-four dollars and zero cents
Median cumulative debt for institutional finance plans: Eight hundred seventy-five dollars and sixty-five cents

Normal Program Completion Time: Seven months
Percent of Students completing the program between July 1, 2010 and June 30, 2011, who completed in the normal time: 0%
Job placement for graduates and completers of this program: 25%
Program CIP Number: 51.0805
Program Name: Pharmacy Technician

The Pharmacy Technician program prepares students to seek employment as an entry-level assistant to a licensed pharmacist. The program provides the fundamentals such as pharmacy calculations, drug distribution systems, preparation of sterile dosage forms, customer service, pharmacy law and ethics, and pharmacy operations. The program includes hands-on experience to prepare students for a career as a Pharmacy Technician. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics and pharmaceutical companies.

Program Length: Eleven months

Related Occupations:
Pharmacy Technicians
SOC Code 29-2052.00
http://www.onetonline.org/link/summary/29-2052.00
Pharmacy Aides
SOC Code 31-9095.00
http://www.onetonline.org/link/summary/31-9095.00

Program Cost: Seventeen Thousand Seven Hundred Twenty-Five Dollars
Total Estimated Cost for Books and Supplies: Included

Median cumulative debt for federal student loans: No federal loans in this reporting period
Median cumulative debt for private loans: No private loans in this reporting period
Median cumulative debt for institutional finance plans: No institutional finance plans in this reporting period

Normal Program Completion Time: Eleven months

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

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