2022 - 2023
CATALOG & STUDENT HANDBOOK

ALASKA, CALIFORNIA, MONTANA, NEW MEXICO, AND WASHINGTON

CHARTER COLLEGE
WE WORK TO GET YOU TO WORK.

CHARTER INSTITUTE
A Division of Charter College
WE WORK TO GET YOU TO WORK.

EFFECTIVE FEBRUARY 21, 2022 - MARCH 19, 2023

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The Catalog & Student Handbook is complete in conjunction with the Catalog Addendum and Catalog Supplement
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Charter College &
Charter Institute, a Division of Charter College
Catalog & Student Handbook 2021-2022

Alaska

Anchorage Campus
2221 East Northern Lights Boulevard, Suite 120
Anchorage, Alaska 99508
907-277-1000

Trades Building
Separate Educational Center of Charter College - Anchorage
5911 Old Seward Highway
Anchorage, Alaska 99518
907-277-1000

Wasilla Campus
Separate Educational Center of Charter College - Anchorage
721 W. Parks Highway
Wasilla, Alaska 99654
907-352-1000

California

Canyon Country Campus
Separate Educational Center of Charter College – Oxnard
19034 Soledad Canyon Road
Canyon Country, California 91351
661-252-1864

Lancaster Campus
Separate Educational Center of Charter College – Oxnard
43141 Business Center Parkway, Suite 109
Lancaster, California 93535
661-341-3500

Oxnard Campus
2000 Outlet Center Drive, Suite 150
Oxnard, California 93036
805-973-1240

Montana

Billings Campus
Separate Educational Center of Charter College – Anchorage
1595 Grand Avenue, Suite 230
Billings, Montana 59102
406-294-0156

Missoula Campus
Separate Educational Center of Charter College – Anchorage
1930 Brooks Street
Missoula, Montana 59801
406-303-3259

New Mexico

Farmington Campus
Charter Institute, a Division of
Charter College
Separate Educational Center of Charter College – Vancouver
3030 E 20th Street
Farmington, New Mexico 87402
505-793-8087

Washington

East Wenatchee Campus
Separate Educational Center of Charter College – Pasco
595 Grant Road, Suite 5
East Wenatchee, Washington 98802
509-415-3576

Fife Campus
Separate Educational Center of Charter College – Vancouver
3700 Pacific Highway East, Suite 150
Fife, Washington 98424
253-252-4200

Lacey Campus
Separate Educational Center of Charter College – Vancouver
4520 Lacey Boulevard SE, Suite 40
Lacey, Washington 98503
360-292-7179

Pasco Campus
5278 Outlet Drive
Pasco, Washington 99301
509-546-3900

Vancouver Campus
17200 SE Mill Plain Boulevard, Suite 100
Vancouver, Washington 98683
360-448-2000

Yakima Campus
Separate Educational Center of Charter College – Pasco
2706 West Nob Hill Boulevard, Suite 106
Yakima, Washington 98902
509-412-1694

www.chartercollege.edu

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INTRODUCTION

MISSION

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
- Offer programs with technical, skill based and career-oriented curricula
- Provide knowledgeable and experienced teaching faculty
- Provide a caring and nurturing environment
- Provide classrooms with appropriate technical equipment
- Assist graduates in obtaining positions in their chosen field

HISTORY

Charter College in Anchorage, Alaska, opened its doors in 1985 as the first Charter College campus offering a high-quality career education. The concept was to bring a unique style of higher education to the Anchorage community—a way to advance careers and expand opportunities for students by offering accelerated programs with courses specific and relevant to their chosen career field. Ten (10) years earlier, the Canyon Country, California campus had opened under a different name, Clarita Career College, but because of common leadership and mission, adopted the Charter College name.

Today, Charter College has multiple campuses throughout Alaska, California, Montana, New Mexico, and Washington. The College offers a variety of career-focused programs in a variety of fast-growing sectors. We are very proud of the success of our students, and we believe their success is a result of the unique educational structure at Charter College, our committed instructors and administrators, and the resources we provide to every student.

ACCREDITATION AND LICENSURE

Documents describing the College's *Accreditation and Licensure* are available at the local campus and via written request submitted to compliance@prospecteducation.com.

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)

Charter College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043 and can be reached at Phone (703) 917-9503, Fax (703) 917-4109, www.abhes.org, or info@abhes.org. ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

CLASSIFICATION OF FACILITIES

The following classifications apply to facilities institutionally accredited by ABHES; other regulatory bodies may have different designations.

Facility	Classification
Vancouver, Washington	Main
Fife, Washington	Separate Educational Center of Vancouver
Lacey, Washington	Separate Educational Center of Vancouver
Farmington, New Mexico	Separate Educational Center of Vancouver
Pasco, Washington	Non-Main
East Wenatchee, Washington	Separate Educational Center of Pasco
Yakima, Washington	Separate Educational Center of Pasco

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Anchorage, Alaska	Non-Main
Trades Building in Anchorage, Alaska	Separate Educational Center of Anchorage
Wasilla, Alaska	Separate Educational Center of Anchorage
Billings, Montana	Separate Educational Center of Anchorage
Missoula, Montana	Separate Educational Center of Anchorage
Oxnard, California	Non-Main
Canyon Country, California	Separate Educational Center of Oxnard
Lancaster, California	Separate Educational Center of Oxnard

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC-SARA)

Charter College is a participating institution of the National Council of State Authorization Reciprocity Agreements (NC-SARA), 3005 Center Green Drive, Suite 130, Boulder, Colorado 80301, (303) 541-0283.

A State Authorization Reciprocity Agreement (SARA) is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside. For more information, please visit their website, http://nc-sara.org/, to see if your state participates in NC-SARA.

ALASKA

Charter College is authorized by the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

ASSOCIATE OF APPLIED SCIENCE IN NURSING

The associate nursing program at Charter College at the Anchorage campus located in Anchorage, Alaska is accredited by the:

Accrediting Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program at
http://www.acenursing.com/accreditedprograms/programsearch.htm

CALIFORNIA

Charter College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959.

Charter College – Vancouver is Registered as an Out-of-State Institution with the Bureau for Private Postsecondary Education Pursuant to California Education Code, Section 94801.5.

STATE OF CALIFORNIA DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site (www.bppe.ca.gov).

MONTANA

Charter College – Vancouver, Billings, and Missoula have received the necessary authorization from the Board of Regents of the Montana University System to offer postsecondary degree programs in the State of Montana.

NEW MEXICO

Charter Institute, a Division of Charter College – Farmington is state authorized to operate by the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe, New Mexico 87505-2100, (505) 476-8400.

Charter College – Vancouver has met the requirements of the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe, New Mexico 87505-2100, (505) 476-8400, for a Claim for Exemption pursuant to the Interstate Distance Education Act, 21-23B-1 et seq. NMSA 1978 pursuant to rule 5.99.1.10 (G) which states, "the institution is offering supervised field experience pursuant to the parameters established in 5.99.1.11".

Charter College – Vancouver is approved to offer online programs to New Mexico students in compliance with the Post-Secondary Educational Institution Act of the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe, New Mexico 87505-2100, (505) 476-8400.

WASHINGTON – CERTIFICATE PROGRAMS

Charter College - Vancouver, Fife, Pasco, Yakima, Lacey, and East Wenatchee are licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding certificate programs at this private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504, wtb.wa.gov, phone: 360-753-5662, e-mail address: wtecb@wtb.wa.gov.

CERTIFICATE IN PHARMACY TECHNICIAN

The Certificate in Pharmacy Technician programs at Charter College – Vancouver, Lacey, and Fife are recognized by the Washington State Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission. The mailing address is 310 Israel Road SE, Tumwater, Washington 98501. The phone number is 360-236-4700.

WASHINGTON - DEGREE PROGRAMS

Charter College - Vancouver is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institution under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Charter College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council 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 Council at P.O. Box 43430, Olympia, Washington 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

CATALOG PREPARATION

This catalog was prepared by Prospect Education, LLC with the assistance of the leadership at Charter College. Policies, curricula, fees, and other content are subject to change without notice at the discretion of Charter College and Prospect Education. Any updates to the catalog may be reflected in an addendum or supplement. The catalog is updated annually.

WASHINGTON – CERTIFICATE PROGRAMS

All updates for certificate programs are approved by the Workforce Training and Education Coordinating Board.

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LOCATIONS AND FACILITIES

In order to observe and evaluate staff and faculty performance, Charter College utilizes cameras and microphones in the classroom for the purpose of enhancing the learning environment. As such, students should have no expectation of privacy while in the classroom. Recordings are secure and are accessible to administrators within the Education Department.

Charter College has adequate halls, doorways, classrooms, bathrooms, and student lounges to accommodate disabled students. The parking lot includes designated parking areas for disabled students. Elevators are available at campus locations with multiple floors to assist students to upper-level classrooms. Students seeking reasonable accommodations are required to communicate the specific need according to the *Policy on Accommodation for Disabled Individuals*.

Campus facilities include classrooms, laboratories, virtual library resources, reception areas, a student break area, and administrative offices. Student services, including admissions, financial aid, academic support, and career services, may be offered face-to-face or via telepresence technology on campus. The telepresence room or device allows for virtual face-to-face communication and allows participants to virtually share documents.

ALASKA

The Anchorage campus is located at 2221 E Northern Lights Blvd., #120, Anchorage, Alaska 99508. The campus is approximately 20,000 square feet. The trades building is located at 5911 Old Seward Highway, Anchorage, Alaska 99518. The facility is approximately 11,000 square feet and is utilized for the trades programs.

The Wasilla campus is located at 721 W. Parks Highway, Wasilla, Alaska 99654. The campus is approximately 12,000 square feet.

CALIFORNIA

The Oxnard campus is located off HWY101 at 2000 Outlet Center Drive, Oxnard, California 93036. The campus is approximately 20,100 square feet.

The Canyon Country campus is located at 19034 Soledad Canyon Rd, Canyon Country, California 91351. The campus is approximately 6,700 square feet.

The Lancaster campus is located at 43141 Business Center Parkway, Suite 109, Lancaster, California 93535. The campus is approximately 7,500 square feet.

MONTANA

The Billings campus is located at 1595 Grand Avenue, Suite 230 Billings, Montana 59102. The campus is approximately 3,500 square feet.

The Missoula campus is located at 1930 Brooks Street, Missoula, Montana 59801. The campus is approximately 4,700 square feet.

NEW MEXICO

The Farmington campus is located at 3030 East 20th Street, Farmington, New Mexico 87402. The campus is approximately 5,300 square feet.

WASHINGTON

The East Wenatchee campus is located at 595 Grant Rd, Suite 5, in East Wenatchee, Washington 98802. The campus is approximately 2,600 square feet.

The Fife campus is located at 3700 Pacific Highway East, Suite 150, Fife, Washington 98424. The campus is approximately 15,750 square feet.

The Lacey campus is located at 4520 Lacey Blvd. SE, Suite 40, in Lacey, Washington 98503. The campus is approximately 4,950 square feet. The skills center is located at 4520 Lacey Blvd. SE, Suite 2, in Lacey, Washington 98503. The facility is approximately 2,000 square feet and is utilized for the trades program.

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The Pasco campus is located at 5278 Outlet Drive, Pasco, Washington 99301. The campus is approximately 24,350 square feet.

The Vancouver campus is located at the Columbia Tech Center at 17200 SE Mill Plain Blvd. #100, Vancouver, Washington 98683. The campus is approximately 19,800 square feet. The skills center is located at 17720 SE Mill Plain Blvd, Suite 170 in Vancouver, Washington 98683. The facility is approximately 9,400 square feet and is utilized for the veterinary assistant and trades programs.

The Yakima campus is located at 2706 West Nob Hill Boulevard, Suite 106, in Yakima, Washington 98902. The campus is approximately 5,600 square feet.

OWNERSHIP

Charter College is a private, postsecondary institution that is owned and operated by Prospect Education LLC, 750 Sandhill Road, Suite 100, Reno, Nevada 89521. Prospect Education LLC has a four (4) member Board of Managers. The members are Gunnar Bjorklund, Chairman; Joshua Swayne, CEO; Robert McCart, Manager; and Leslie Pritchard, Manager.

VETERANS' BENEFITS

Students with veterans' education benefits are required to report all previous postsecondary education prior to attending. Charter College will inquire about each veteran's previous education and training. Veterans should request unofficial transcripts from all prior institutions, including military training, traditional college coursework and vocational training, submitting them for review. If a class is deemed to be transferable, then the Veteran would need to submit an official transcript allowing Charter College to grant the credit as appropriate.

Check with the College's School Certifying Official to determine if the program you are interested in is currently approved for Veterans' education benefits.

In compliance with *Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020*:
- The practice of "same day recruitment and registration" is prohibited for students receiving VA education benefits (including on military installations).
- Any student that states they will be using VA education benefits must be provided with a personalized *VA Information Form* prior to enrollment in a course or program of study. The form provides information on estimated cost of the course, cost of living, graduation rate, placement rate, and any additional requirements required to obtain the license or certification for which the course of education was designed. It also provides information on any available aid, such as loans - Federal, State, private, or institutional, VA education benefits, tuition discounts, and estimated loan debt upon graduation.
- VA education benefit students will not be enrolled until after they have completed a Financial Aid appointment, so they can receive a personalized *VA Information Form* prior to enrolling in a course or program of study.
- VA education benefit students may face a delay in enrollment if they do not have access to their Certificate of Eligibility or the School Certifying Official is unable to confirm the student's education benefits.
- This legislation applies to all Chapters of VA education benefits as outlined in Section 1018 (30, 31, 32, 33, 35, 1606, and 1607).
- Charter College must receive continued approval from the student for their registered courses. As such, the School Certifying Official will contact any VA education benefit student each term for approval for any term commencing after August 1, 2021.

Charter College does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Charter College is required to limit student enrollment to 85% supported student enrollment per cohort. If a veteran wishes to enroll in a class that has reached the 85% limit, the veteran may enroll but will not be eligible for VA funding. Chapter 35 and 31 veterans may continue with enrollment if the 85% limit has been reached.

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G.I. Bill

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), Charter College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA. Charter College will not:

- Prevent the students enrollment;
- Assess a late penalty fee;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

ALASKA

Charter College has been approved by the Alaska State Approving Agency for Veterans Education (AKSAA) for the education of veterans and eligible dependents of veterans.

CALIFORNIA

Charter College has been approved by the California State Approving Agency for Veterans Education (CSAAVE) for the education of veterans and eligible dependents of veterans.

Students with questions or complaints should contact the California State approving Agency for Veterans Education at 1227 O Street, Suite 314, Sacramento, California 95814, www.calvet.ca.gov/CSAAVE, phone 916-503-8317 or the California Bureau for Private Postsecondary Education at P.O. Box 980818 West Sacramento, California 95798-0810, phone 888-370-7589.

WASHINGTON

Charter College has been approved by the Washington Student Achievement Council (WSAC) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Selected programs of study at Charter College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Students with questions or complaints should contact the Washington Student Achievement Council's State Approving Agency at 917 Lakeridge Way SW Olympia, WA 98502, https://wsac.wa.gov/saa, phone (360) 753-7800 or Workforce Training and Education Coordinating Board at 128 10th Avenue SW, 6th Floor Olympia, WA 98501, https://www.wtb.wa.gov/planning-programs/veterans-programs/, phone (360) 709-4600.

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ADMISSIONS

ADMISSIONS DISCLOSURES

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. Charter College does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling to the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your 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 a program requiring state licensure. Many medical careers prohibit externship or employment to individuals with a history of criminal offenses. Charter College recommends that all potential employability questions are discussed with Career Services.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug or monetary theft related misdemeanor convictions or open charges may not enroll into:
- Cybersecurity, Health Unit Coordinator, Medical Assistant, Medical Office Administrative Assistant, Medical Billing and Coding, Medical Billing and Coding (Degree Completion), Pharmacy Technician, Phlebotomy

The following program requires you to successfully pass a background check:
- Pharmacy Technician

The following programs may require you to pass a background check in order to seek employment in the field:
- Dental Assisting, Veterinary Assistant

Employment opportunities may be limited for individuals without a valid driver's license; any violent felony convictions or open charges; DUI convictions or open charges; and/or a driver's license that has been suspended or revoked within the past three years.
- Heating, Ventilation, Air Conditioning & Refrigeration

The following program requires you to successfully pass a drug screen and background check prior to enrolling in the program:
- A.A.S. in Nursing

Licensure and Certification

If you are planning to apply for professional licensure/certification in a State other than where the program is offered, please contact that State's licensing board to determine whether Charter College's program meets the professional licensure/certification requirements in that State. Charter College is researching the State-level authorization of its professional licensure/certification programs in the United States. Please refer to the Licensure and Certification chart located at https://www.chartercollege.edu/student-consumer-information to determine the status of your program in your respective State. This chart is only a guide; it is important that you confirm with the State's licensing board if you will meet the professional licensure/certification requirements upon graduation from Charter College's program. If you need additional assistance finding contact information for your state, or if you need additional information regarding professional licensure, please email compliance@prospecteducation.com.

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS & ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

Certification is not required to work in an entry-level related position. The curriculum prepares students for TestOut Pro Certification IT exams as follows:

Charter College Course	TestOut Pro Certification	Computer Networking Systems	Computer Information Systems
CIS1125	TestOut PC Pro	•	•
CIS1155	TestOut Client Pro	•	•

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CIS1185	TestOut Desktop Pro	•	•
CIS1195	TestOut Linux Pro	•	•
CIS1225	TestOut Network Pro	•	•
CIS2165	TestOut Server Pro 2016: Install and Storage	•	
CIS3115	TestOut Security Pro		•
CIS3125	TestOut Server Pro: Manage and Administer		•

ASSOCIATE OF APPLIED SCIENCE IN NURSING

ALASKA

To become employed and practice as a Registered Nurse, you must successfully past the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and be licensed by the Alaska Board of Nursing. The process to become a licensed Registered Nurse is available on the Board's website at: https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing.aspx.

Refer to the *Core Performance Standards* for additional capabilities required in the program that may also be necessary for employment and practice as a Nurse.

CERTIFICATE IN DENTAL ASSISTING

Prior to attending externship, students must provide documentation of the following:
1. Hepatitis B vaccination series.
   a. Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
2. Passing a tuberculosis screening within the past year.
   a. Students should be aware that not having completed the TB may limit externship site availability and employability.
3. California: COVID-19 vaccination.
4. Washington: COVID-19 vaccination.

To become employed and practice as a dental assistant, you may be required to:
- Pass a background check
- Walk, stand, move, and manipulate equipment for a majority of the professional workday
- Lift and move objects, equipment, and supplies
- Lift 20-25 pounds on a regular basis
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks

WASHINGTON

To become employed and practice as a Dental Assistant, you must be registered by the Washington Department of Health, Dental Quality Assurance Commission. Upon successful completion of the program, graduates are eligible to register with the Department of Health and the process is available on their website at:
http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/DentalAssistant.

CERTIFICATE IN HEALTH UNIT COORDINATOR

Students in the Certificate in Health Unit Coordinator program will take a proctored certification test provided by the National Association of Health Unit Coordinators. The proctored certification test takes place on a Charter College campus, and students will take the test at the campus nearest to them. If the student is not within a reasonable and customary commuting distance to a campus, the College will find a proctoring site that is close to the student's home or, if the student has the requisite technology requirements, the College will arrange for live remote proctoring for the student to attempt the exam from home.

CERTIFICATE IN HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

ALASKA, CALIFORNIA, WASHINGTON

To become employed and work in the HVAC field, you may be required to:
- Give and understand written and verbal directions or warnings
- Reach in any direction
- Stand for extended periods of time
- Bend, stoop, crawl, and reach overhead

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- Manually operate equipment
- Maintain equilibrium when ascending or descending ladders or irregular shaped surfaces
- Raise and lower bulky or heavy objects (50 lbs.)
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks
- Employment opportunities may be limited unless students have a valid driver's license and can pass a drug test and/or background check

Certification is not required to work in an entry-level HVAC related position. Employers who work with refrigerants will require you to complete the Environmental Protection Agency's (EPA) refrigerant handling test and certification to service and maintain residential and light commercial HVAC and refrigeration systems. Upon successful completion of the program, graduates will be prepared to complete the test.

CERTIFICATE IN MEDICAL ASSISTANT

Prior to attending externship, students must provide documentation of the following:
1. Hepatitis B vaccination series.
   a. Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
2. Passing a tuberculosis screening within the past year.
   a. Students should be aware that not having completed the TB may limit externship site availability and employability.
3. California: COVID-19 vaccination.
4. Washington: COVID-19 vaccination.

To become employed and practice as a Medical Assistant, you may be required to:
- Pass a background check
- Walk, stand, move, and manipulate equipment for a majority of the professional workday
- Lift and move objects, equipment, and supplies
- Lift 20-25 pounds on a regular basis; lifting 40-50 pounds may occasionally be required
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks

WASHINGTON

To become employed and practice as a Medical Assistant, you must be certified or registered by the Washington Department of Health.

Upon successful completion of the program, you may be eligible to apply for either the Medical Assistant-Certified or Medical Assistant-Registered through the Washington Department of Health. The criteria for certified and registered statuses, along with the application process, is available on the Department's website at:
http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MedicalAssistant/LicenseRequirements.

CERTIFICATE IN MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

Students in the Certificate in Medical Office Administrative Assistant program will take a proctored certification test. The proctored certification test takes place on a Charter College campus, and students will take the test at the campus nearest to them. If the student is not within a reasonable and customary commuting distance to a campus, the College will find a proctoring site that is close to the student's home or, if the student has the requisite technology requirements, the College will arrange for live remote proctoring for the student to attempt the exam from home.

CERTIFICATE IN PHARMACY TECHNICIAN

Prior to attending externship, students must provide documentation of the following:
1. Hepatitis B vaccination series.
   a. Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
2. Passing a tuberculosis screening within the past year.
   a. Students should be aware that not having completed the TB may limit externship site availability and employability.
3. Washington: COVID-19 vaccination.

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To become employed and practice as a Pharmacy Technician, you may be required to:
- Pass a criminal background check
- Walk, stand, move, and manipulate equipment for a majority of the professional workday
- Lift and move objects, equipment, and supplies
- Lift 20-25 pounds on a regular basis;
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks

Prior to externship, students must be licensed as a Pharmacy Assistant by the Washington Department of Health. The process to become a licensed Pharmacy Assistant is available on the Department's website at: https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyProfessions/LicensingInformation.

To become employed and practice as a Pharmacy Technician, you must pass a national pharmacy technician certification examination administered by a program accredited by the National Commission for Certifying Agencies (NCCA) and be licensed by the Washington Department of Health. The process to become a licensed Pharmacy Technician is available on the Department's website at: https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PharmacyProfessions/LicensingInformation.

CERTIFICATE IN VETERINARY ASSISTANT

CALIFORNIA AND WASHINGTON

Prior to attending externship, students must provide documentation of the following:
1. COVID-19 vaccination.

To become employed and practice as a Veterinary Assistant, you may be required to:
- Pass a background check
- Walk, stand, move, and manipulate equipment for a majority of the professional workday
- Lift and move objects, equipment, and supplies
- Lift large animals (40-50 pounds) from kennels and onto exam tables
- Maintain a level visual and auditory acuity sufficient to meet the needs of their job tasks

Fear Free Certification

Fear Free Certification helps the veterinary assistant professional reduce or remove small animal anxiety triggers that cause fear in pet at home, during transportation, and while at the veterinary office. Training to become a Fear Free certified veterinary assistant can aid in the quality of care in the field and improve safety for the veterinary team, owner, and pet.

In conjunction with the curriculum in VA1200 and VA1400, Veterinary Assistant students are eligible to complete a Fear Free online training certification. Fear Free certification consists of eight units taken in consecutive order. At the end of each unit, the student is eligible to attempt an exam which is required to progress to the next unit. Upon successful completion of all eight-unit exams, the student is awarded a three-year Fear Free certification and one-year membership. For more information, visit https://fearfreepets.com/.

Fear Free certification is available to all veterinary assistant students at no additional cost. Successful completion of the certification is encouraged, but not required, to pass VA1200 or VA1440, or graduate from the program.

CALIFORNIA

Veterinary assistants are not required to be certified for employment. Veterinary assistants who perform special functions are required to be permitted. Effective October 1, 2016, veterinary assistants in an animal hospital setting, who obtain or administer controlled substances, are required to seek a Veterinary Assistant Controlled Substance Permit (VACSP) from the California Veterinary Medical Board (VMB). VACSP holders must be under the direct or indirect supervision of a California licensed veterinarian. To be permitted, applicants must pay the required fees, submit to a fingerprint background check at a Live Scan facility, be at least 18 years of age, and must not have any drug or alcohol related felony convictions.

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CERTIFICATE IN WELDING

ALASKA AND WASHINGTON

To become employed and practice in the Welding field, you may be required to:

- Give and understand written and verbal directions or warnings
- Distinguish colors, shapes, and distances (depth perception)
- Reach in any direction
- Maintain equilibrium when ascending or descending ladders or irregular shaped surfaces
- Work in a bent-over position for extended periods of time
- Walk, stand, move, and manipulate equipment for a majority of the professional workday
- Lift and move objects, equipment, and supplies
- Grasp and apply consistent pressure with a pulling or pushing motion
- Raise and lower bulky or heavy objects (50 pounds)
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks

DIPLOMA IN PHLEBOTOMY

To become employed and practice as a phlebotomist, you may be required to:

- Pass a background check
- Walk, stand, move,and manipulate equipment for a majority of the professional workday
- Lift and move objects, equipment, and supplies
- Lift 20-25 pounds on a regular basis; lifting 40-50 pounds may occasionally be required
- Maintain a level of visual and auditory acuity sufficient to meet the needs of their job tasks

WASHINGTON

To become employed and practice as a phlebotomist, you must be certified by the Washington Department of Health. Upon successful completion of the program, you may be eligible to apply for certification as a Medical Assistant - Phlebotomist through the Washington Department of Health. The criteria for certification, along with the application process, is available on the Department's website at: https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MedicalAssistant/LicenseRequirements/Phlebotomist.

ADMISSIONS REQUIREMENTS - INSTITUTIONAL

- Prior to enrollment, an admissions representative will conduct an interview to review available programs and their relation to the career objectives, training needs, and overall motivations of the prospective student.
- Students enrolling in a blended or online program will review the *Technology Requirements* and complete the *Distance Education Interview Form* prior to enrollment. This will identify the student's skills and competences with technology and determine the student's readiness to succeed in a distance education learning environment.
- Students enrolling in a blended or online program must complete the online orientation prior to the third day (Wednesday) of the first week; this requirement must be completed prior to the due date of the first graded activity in the course.
- The College reserves the right to deny admission to a student with any felony conviction, drug misdemeanor, or monetary theft misdemeanor where the criminal history has the potential to negatively impact occupational licensure, certification, or registration.
- Students must be at least seventeen (17) years of age. Students may be enrolled in only one (1) program at a time.
- Official transcripts must be provided by a student seeking Academic Credit (AC) or Transfer Credit (TC) for any program, see *Advanced Academic Standing* for more information.
- To become an *official start*, students must meet the *Admissions Requirements* and resolve all financial planning items on or before the end of the seventh business day following the start date (typically a Tuesday after the first week of the module).

The College observes the following according to State requirements:

ALASKA

1. All students must **attest** to having one (1) of the following:
   a. A high school diploma;
   b. A recognized equivalency certificate (e.g., GED); or,

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       c.   Having passed a State-authorized examination recognized as the equivalent of a high school diploma;
            i.   (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. If a student does not meet one those requirements, then they must:
       a.   Provide documentation of an official passing score for an approved ability to benefit test prior to the first scheduled course; or,
       b.   Be simultaneously enrolled in C4L Academy's adult high school program and a certificate-level Career Pathway Program (CPP) offered by Charter College.
3. All students must provide a valid, government-issued photo ID.

CALIFORNIA

1. All students must **provide evidence** of one (1) of the following:
       a.   A high school diploma, transcript, or Proof of Graduation Letter;
       b.   A recognized equivalency certificate (e.g., GED); or,
       c.   A passed State-authorized examination recognized as the equivalent of a high school diploma;
            i.   (e.g., California High School Proficiency Examination, High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. If a student does not meet one those requirements, then they must:
       a.   Provide documentation of an official passing score for an approved ability to benefit test prior to the first scheduled course; or,
       b.   Be simultaneously enrolled in C4L Academy's adult high school program and a certificate-level Career Pathway Program (CPP) offered by Charter College.

MONTANA

1. All students must **attest** to having one (1) of the following:
       a.   A high school diploma;
       b.   A recognized equivalency certificate (e.g., GED); or,
       c.   Having passed a State-authorized examination recognized as the equivalent of a high school diploma;
            i.   (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. If a student does not meet one those requirements, then they must be simultaneously enrolled in C4L Academy's adult high school program and a certificate-level Career Pathway Program (CPP) offered by Charter College.

NEW MEXICO

1. All students must **provide evidence** of one (1) of the following:
       a.   A high school diploma, transcript, or Proof of Graduation Letter;
       b.   A recognized equivalency certificate (e.g., GED); or,
       c.   A passed State-authorized examination recognized as the equivalent of a high school diploma;
            i.   (e.g., High School Equivalent Test (HiSET) or other State-authorized examination)
2. If a student does not meet one those requirements, then they must be simultaneously enrolled in C4L Academy's adult high school program and a certificate-level Career Pathway Program (CPP) offered by Charter College.
3. Prior to signing an enrollment agreement, students who are compulsory school age, or who are concurrently attending a secondary school, shall obtain an acknowledgement of enrollment from their secondary school official and a parent or guardian.

WASHINGTON

1. All students must **attest** to having one (1) of the following:
       a.   A high school diploma;
       b.   A recognized equivalency certificate (e.g., GED); or
       c.   Having passed a State-authorized examination recognized as the equivalent of a high school diploma;
            i.   (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. If a student does not meet one those requirements, then they must:

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a. Provide documentation of an official passing score for an approved ability to benefit test prior to the first scheduled course; or,
b. Be simultaneously enrolled in C4L Academy's adult high school program and a certificate-level Career Pathway Program (CPP) offered by Charter College.

MOVING TO ANOTHER STATE DURING ENROLLMENT

Prior to or at any time during enrollment, if a student is considering a temporary or permanent move to another state while pursuing their education, it must be discussed with the Admissions, the Student Academic Advisor, or Career Services to review any factors that may adversely impact the student's ability to complete the program or pursue employment.

ENROLLING NON-U.S. CITIZENS

In order to be admitted, prospective students who are not citizens of the United States of America must provide official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. All courses are taught in English and 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.

LANGUAGE OF INSTRUCTION

All classes at Charter are conducted in English only. Students must be able to read, write, speak, understand and communicate in English. Charter does not offer English as a Second Language (ESL) instruction.

FOREIGN DIPLOMAS

Prospective students who received a high school diploma from a school outside the U.S. must have an official evaluation to determine equivalency to a U.S. high school diploma. The official evaluation must be submitted, evaluated, and returned to the College prior to becoming an *official start*. To initiate the process, the student will provide the College with official copies of all foreign diplomas, degree certificates, and/or transcripts, including the original language documents as well as translations to English. The College will then submit the information to one of the following foreign credential evaluation organizations: the Association of International Credential Evaluators, Inc. (AICE) or the National Association of Credential Evaluation Services (NACES). There is no cost to the student for evaluating the official documents; however, the student may incur costs for requesting the official documents and/or the translation to English. If the foreign credential evaluation organization determines the diploma is not equivalent to a U.S. high school diploma, then the student's enrollment will be cancelled. When the enrollment is cancelled, the student will not be responsible for any tuition charges and any/all loans that were scheduled will be cancelled.

ADMISSIONS REQUIREMENTS – PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

All students must **provide evidence** of one (1) of the following prior to the first day of the first module:
1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
    a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate degree.
    a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
    a. External applicants: Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,
    b. Internal applicants: Graduate from a Charter College business administration-related program (i.e., Business Administration, Business Management, etc.).

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2. The associates degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

1. Additionally, all students must **provide evidence** of the following for admission to the program:
    a. External applicants: Official transcripts with 67.5 quarter credit hours in a health care concentration and 22.5 quarter credits in general education courses.
    b. Internal applicants: Graduate from a Charter College allied health-related program (i.e., Allied Health, Medical Assistant, etc.).
2. The associates degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

BACHELOR OF SCIENCE IN HEALTH TECHNOLOGY MANAGEMENT

1. Additionally, all students must **provide evidence** of the following for admission to the program:
    a. Official transcripts with 67.5 quarter credit hours in a health care technology concentration (e.g., Biomedical Equipment Technology) or similar program and 22.5 quarter credits in general education courses.
2. The associates degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an official start.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher from the previous educational institution.

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
    a. External applicants: Official transcripts with 54 quarter credit hours in an allied health care concentration; or,
    b. Internal applicants: Graduate from a Charter College allied health care-related program (i.e., Health Unit Coordinator, Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.
4. ***Note for internal applicants:*** In situations where enrolling into the Associate of Applied Science in Medical Assistant is not feasible for a graduate of the College's Certificate in Medical Assistant program, the graduate may be allowed to enroll into the Associate of Applied Science in Allied Health. The determination will be made by the VP of Admissions and/or VP of Student Services. Examples of these unique situations include, but are not limited to, a graduate who is not within a reasonable commutable distance to a campus for skills lab.

ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
    a. External applicants: Official transcripts with 54 quarter credit hours in a trades or construction concentration; or,
    b. Internal applicants: Graduate from a Charter College trades-related program (i.e., HVAC, Welding, CAD, etc.).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.

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3. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
   a. External applicants: Official transcripts with 54 quarter credit hours in a business administration or accounting concentration; or,
   b. Internal applicants: Graduate from a Charter College business -related program (i.e., Business Office Administration).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

This program is designed for graduates of the College's Certificate in Medical Assistant program who are medical assisting professionals and who have current national certification as a medical assistant (e.g., AAMA, NCCT, NHA, etc.).

Additionally, all students must comply with the following minimum requirements for admission to the program:
1. All students must **attest to or provide evidence** of having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. Be a graduate of the College's Certificate in Medical Assistant program with a confirmed certificate/diploma with a minimum of 36 quarter credit hours in a medical assistant concentration.
3. Students must have a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.
4. **Provide evidence** of one of the following: 1) a current national medical assistant certification or 2) passing a national medical assistant certification exam within the last ninety (90) days.

Medical Assisting professionals who are not graduates of the College may seek enrollment into the Associate of Applied Science in Allied Health program.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

1. All students must **attest to** having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING (DEGREE COMPLETION)

1. All students must **attest** to having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
   a. External applicants: Official transcripts with 36 quarter credit hours in a medical billing and coding concentration; or,
   b. Internal applicants: Graduate from a Charter College Medical Office Administrative Assistant, Charter College Health Unit Coordinator, or previous Charter College billing and coding program
3. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
4. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

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ASSOCIATE OF APPLIED SCIENCE IN NURSING

Additionally, all students must comply with the following minimum requirements for admission to the program:

1. Pass TEAS entrance exam with a composite score of sixty (60) or greater. An applicant may take the TEAS no more than two (2) times per admission period and may not exceed more than four (4) attempts at any time. A passing score is valid for two (2) years following the date the assessment was passed.
2. Successfully pass a background check as administered by a third-party vendor of the College.
    a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12AAC44.705.
3. Provide a letter from the State of Alaska, Department of Health and Social Services stating Eligible Determination for Association.
4. Provide a photo ID recognized at a federal level by the U.S. Government (e.g., Real ID, U.S. Passport, or Military ID).
5. Provide documentation of the following immunization and health requirements:
    a. Hepatitis B: Titer showing immunity to Hepatitis B.
    b. Varicella: Documentation of two (2) varicella immunizations or titer showing immunity to Varicella.
    c. Measles (Rubeola)/Mumps/Rubella (MMR): Documentation of two (2) MMR immunizations or titer showing immunity to Measles (Rubeola), Mumps, and Rubella.
    d. Tetanus, Diphtheria, and Pertussis (Tdap): Documentation of immunization within the last ten (10) years.
    e. Tuberculosis (TB): Negative screening results or documentation of medical clearance within 1 year of the start date.
    f. Influenza (flu): Documentation of Influenza immunization with in the last 1 year.
    g. Medical Attestation Form: Signed by a Medical provider and applicant.
    h. Core Performance Standards: Form completed by applicant.
6. Provide a negative ten (10) panel drug screen one (1) week (7 calendar days) prior to the first day of the first term.
7. Complete an interview with the Dean of Nursing or designee.
8. Provide written consent to allow information sharing with the clinical partners; to include last 4 of social security number and immunization records.

It is the responsibility of the student to ensure that the Influenza, TB clearance, drugs screen, and Core Performance Standards are current and available to the Clinical Coordinator for the duration of the program. Failure to do so will result in the student's inability to meet the clinical requirements for the program. Students are responsible for arranging transportation to the required courses and events throughout the program.

CLINICAL ADMISSION REQUIREMENTS

Prior to all clinical assignments for the duration of the program, it is the student's responsibility to submit to the Clinical Coordinator the following documentation:

1. Certificate of completion of training on Health Insurance Portability and Accountability Act (HIPAA) and Bloodborne Pathogen (provided prior to clinical by Charter College).
2. Basic Life Support (BLS) card, which must not expire before the anticipated graduation date.
3. Proof of health insurance.
4. Proof of COVID-19 vaccination including two-dose (Pfizer/BioNTech, Moderna) or one-dose (Johnson & Johnson).

CERTIFICATE IN HEALTH UNIT COORDINATOR

Additionally, all students must comply with the following minimum requirements for admission to the program:

1. All students must **attest to or provide evidence of** (see *Admissions Requirements – Institutional*): a high school diploma, transcript, a recognized equivalency certificate (e.g., GED), have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

CERTIFICATE IN MEDICAL ASSISTANT

Additionally, all students must comply with the following minimum requirements for admission to the program:

1. All students must **attest to or provide evidence of** (see *Admissions Requirements – Institutional*): a high school diploma, transcript, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

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CERTIFICATE IN PHARMACY TECHNICIAN

Additionally, all students must comply with the following minimum requirements for admission to the program:
1. Applicant must successfully pass a background check as administered by a third-party vendor of the College.

ABILITY TO BENEFIT & CAREER PATHWAY PROGRAMS

ABILITY TO BENEFIT (ATB) - ENROLLING IN CERTIFICATE PROGRAMS

Students who have passed an approved ability to benefit (ATB) test prior to July 1, 2012 may be eligible to enroll in select programs; ATB students may not enroll in the following programs:
- Certificate in Health Unit Coordinator
- Certificate in Medical Assistant
- Certificate in Medical Office Administrative Assistant
- Certificate in Pharmacy Technician
- Diploma in Phlebotomy
- Associate of Applied Science in Medical Assistant
- Associate of Applied Science in Medical Billing and Coding
- Associate of Applied Science in Medical Billing and Coding (Degree Completion)

ATB students may be eligible to establish Title IV financial aid eligibility if they previously attended an eligible program at an eligible Title IV institution prior to July 1, 2012. Proof of attendance in such program and/or a recipient of Title IV funds prior to July 1, 2012, must be provided. ATB students may be eligible for VA benefits, scholarships, and other funding (contact Financial Aid for more information). Charter College does not administer or proctor ATB tests.

ATB tests may have multiple components; applicants must have a passing score in all components to apply for admission. Approved ATB tests and minimum passing scores include the following:

ATB Test	Minimum Passing Score
Wonderlic Basic Skills Test (WBST)	Verbal 200, Quantitative 210
ACCUPLACER	Reading 233 Writing 235 Arithmetic 230

ABILITY TO BENEFIT (ATB) - ENROLLING IN DEGREE PROGRAMS

ATB students may enroll in an Associate degree program or a Baccalaureate degree program after earning a postsecondary certificate or diploma. The certificate or diploma must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher.

CAREER PATHWAY PROGRAM (CPP) - ENROLLING IN CERTIFICATE PROGRAMS

A student may be eligible to simultaneously enroll in C4L Academy's adult high school program and a certificate-level Career Pathway Program (CPP) offered by Charter College. A CPP candidate may not enroll in the following program(s) while pursuing a high school diploma:
- Diploma in Phlebotomy

CPP candidates may be eligible to establish Title IV financial aid eligibility for the program costs however, state aid is not available to program participants. Proof of attendance within eligible programs will be verified by the Student Academic Advisor (SAA). Charter College does not administer or proctor ATB tests.

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CPP candidates must pass the Wonderlic Basic Skills Test (WBST) or ACCUPLACER test to meet eligibility requirements for enrollment in the College. Candidates must have a passing score in all components to apply for admission. Approved ATB tests and minimum passing scores include the following:

ATB Test	Minimum Passing Score
Wonderlic Basic Skills Test (WBST)	Verbal 200, Quantitative 210
ACCUPLACER	Reading 233 Writing 235 Arithmetic 230

CAREER PATHWAY PROGRAM (CPP) - ENROLLING IN DEGREE PROGRAMS

CPP students may not enroll in an Associate degree program or a Baccalaureate degree program until they have earned a high school diploma and graduated from a certificate-level program.

DISTANCE EDUCATION INTERVIEW FORM

Students will complete the *Distance Education Interview Form* prior to enrollment.
- A minimum passing score of ten (10) is valid for two (2) years following the date the *Distance Education Interview Form* was passed.

A prospective student is eligible to attempt the *Distance Education Interview Form* again under the following conditions:
- Provide evidence of a change in the student's readiness for distance education (e.g., documentation the student has acquired: high speed Internet service, a computer within the last five (5) years, etc.).
- The *Distance Education Interview Form* may be attempted no more than two (2) times per module.

CHARTER GRADUATES RETURNING FOR ANOTHER PROGRAM

Charter graduates of an online or blended program do not need to complete the *Distance Education Interview Form* to enroll in a another program.

RE-ENTRY STUDENTS

Former students who were withdrawn from a program are required to complete the *Distance Education Interview Form* prior to re-entry. Former students whose passing score on the *Distance Education Interview Form* is less than two (2) years old do not need to attempt it again prior to re-entry.

PROGRAM TRANSFERS

Students transferring from one program to another, prior to graduating from a program, must meet the *Distance Education Interview Form* minimum score of the program they wish to transfer to.

ADMISSIONS WAITLIST

Prior to enrollment, the Admissions Department will notify a prospective student if a waitlist exists in their program of interest:

1. At the time of enrollment, all applicants will be ranked on the waitlist based on:
    a. Meeting admissions requirements; and,
    b. Confirming financial arrangements for tuition.
2. Applicants may forfeit their place on the waitlist if:
    a. They fail to attend and complete new student and online Orientation; or,
    b. Fail to attend the first scheduled day of class.
3. Applicants who delay completing these requirements may find themselves superseded by applicants who began the process later but completed the entire process sooner.
4. Final selections from the waitlist are confirmed no later than close of business on Tuesday following the first scheduled day of class.

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5. If an applicant is not confirmed for the current module, they are confirmed for a seat in the next module provided they remain eligible for admission.
6. Applicants on the waitlist will be notified of their status and may choose to cancel their enrollment (see *Student's Right to Cancel*).

MILITARY SERVICE AND WAITLIST
In the event a student in good standing withdraws due to military or reservist commitments, the service member will not be subject to a waitlist or waiting period unless the current class schedule does not provide the remaining classes needed to complete the selected program of study.

ARBITRATION AND CLASS ACTION WAIVER DISCLOSURE

CALIFORNIA, MONTANA, AND WASHINGTON
Charter College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Director of Regulatory Affairs at 360-816-7584.

CANCELLATION OF PROGRAM
The College reserves the right to cancel the start of a program 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.

PROGRAMS INCLUDING A COMPUTER
Students enrolling in select programs will be issued one (1) computer after completing the following conditions:

1. Execute an enrollment agreement for an eligible program.
2. Complete the Financial Aid process which includes having a valid ISIR on file.
3. Successfully complete orientation.

The computer is the sole responsibility of the student. Charter College is not responsible for replacing, repairing, or maintaining the computer for any reason.

STUDENT'S RIGHT TO CANCEL
Students who have signed a new enrollment agreement have the right to cancel the Enrollment Agreement for a program of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement up until midnight of the seventh business day (excluding weekends and holidays) after the first scheduled class.

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

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

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Within five (5) days of receipt of Notice of Cancellation, the College will acknowledge to the student in writing the receipt of the Notice with the effective cancellation date. If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within thirty (30) days after Notice of Cancellation is received.

FINANCIAL INFORMATION

STUDENT FINANCIAL SERVICES

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists the student and their family in developing a payment plan to enable the student to complete their program. Students may apply for scholarships, grants, and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Student Finance staff 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.

CASH PAYING STUDENTS

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

CHARTER COLLEGE TUITION DISCOUNTS

Tuition Discount Disclosure
Students enrolling in the Diploma in Phlebotomy program are not eligible for tuition discounts.

CHARTER COLLEGE ALASKA NATIVE & AMERICAN AND CANADIAN INDIAN TUITION DISCOUNT

This tuition discount applies to all students who are Alaska Native & American and Canadian Indian and the amount of this tuition discount is 15% of the total tuition. Current and newly enrolled students at any Charter College Campus may apply for the tuition discount and the tuition discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Alaska Native & American and Canadian Indian Tuition Discount (15%) applies to Alaska Native & American and Canadian Indian students. Proof of eligibility is required as follows:
    a. An Alaska Native person listed on the original Alaska Native Claims Settlement Act (ANCSA) roll;
    b. A lineal descendent of a person listed on the original ANCSA roll;
    c. A person holding a Certificate of Indian Blood (CIB) issued by the U.S. Bureau of Indian Affairs (BIA) or a U.S. federally recognized tribe;
    d. A person recognized as an official member of a U.S. federally recognized Indian tribe (excluding honorary or other non-constitutional or non-customary forms of membership.)
    e. A person holding an Indian and Northern Affairs Canada Certificate of Indian Status card or other official proof of registration as an Indian under the Government of Canada Indian Act.
2. The tuition discount applies to program charges only and cannot result in a cash payment to the student. Tuition discount will be applied to the student's account over the remaining billing periods for his/her program.
3. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program.
4. Students participating in the Alaska Native & American and Canadian Indian Tuition Discount program are eligible for Title IV funds, but they should be advised from accepting funding that exceed program charges.
5. Students participating in the Alaska Native & American and Canadian Indian Tuition Discount program are not eligible for additional tuition discount programs with the following exceptions: students may combine this tuition discount with the Share the Knowledge discount if they meet the eligibility requirements of both tuition discounts.

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CHARTER COLLEGE ALUMNI ADVANCE YOUR TRAINING TUITION DISCOUNT

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students, who graduate from an associate program and enroll in a bachelor program, will receive a 25% tuition discount off the bachelor program's tuition cost.

The following eligibility criteria and steps must be met:
1. Student must be a graduate from Charter College Associate Degree Program
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one tuition discount as the Alumni Advance Your Training tuition discount is per program.
6. Alumni Advance Your Training Discount cannot be combined with any other tuition discounts.

CHARTER COLLEGE ALUMNI TUITION DISCOUNT

Charter College would like to recognize our graduates and promote the advancement of their education. Students, who graduate from a Diploma, Certificate, or Associate program and enroll in another program, will receive a 15% tuition discount off the next program's tuition cost.

The following eligibility criteria and steps must be met:
1. Student must be a graduate from Charter College/Charter Institute.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one tuition discount as the Alumni Tuition Discount is per program.

CHARTER COLLEGE COMMUTER TUITION DISCOUNT

General Eligibility Requirements:
1. To apply, applicants must complete and sign the **Charter College Commuter Tuition Discount Application.**
2. This tuition discount is for an amount up to $2000 and will be applied evenly across all terms of enrollment.
3. If a student re-enters, the tuition discount will be reinstated based on the original application and the student will receive the tuition discount for the remaining unbilled tuition of the program. If the tuition discount was never received, then the amount will be prorated to $500 per term, not to exceed $2000 per program.
4. The Charter College Commuter Tuition Discount can be combined with **one** other tuition discount if eligible.
5. Tuition discount applies to program tuition charges only and will not result in any cash payment to the student.
6. The tuition discount is only available for select blended programs as identified below.

The Charter College Commuter Tuition Discount is designed to provide additional educational opportunities to the residents of the Wasilla/Mat-Su Borough and Yakima Valley communities. Since Wasilla and Yakima only provide opportunities to attend courses in the Certificate in Medical Assistant program, the College is offering a commuter tuition discount for select programs available in Anchorage and Pasco.
1. Select programs include:
   a. Pasco: Certificate in Dental Assisting; Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.
   b. Anchorage: Certificate in Business Office Administration (blended); Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration; Certificate in Welding.
2. Eligible students are residents of the Wasilla/Mat-Su Borough, Alaska or Yakima Valley, Washington communities attending programs listed above and residing in:
   a. Eligible Zip Codes for the Wasilla/Mat-Su Borough communities include: 99629, 99645, 99652, 99654, 99667, 99674, 99676, 99683, 99687, 99688, 99694.

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b. Eligible Zip Codes for the Yakima Valley communities include: All zip codes in Yakima County (98901-98904, 98907-98909, 98920, 98921, 98923, 98929, 98930, 98932, 98933, 98935-98939, 98942, 98944, 98947, 98948, 98951-98953) as well as 98824, 98926, 98950 99321, 99349.

The Charter College HVAC Commuter Tuition Discount is designed to provide an educational opportunity to the residents of the state of California. Since the location in Lancaster is the only College locations to provide an opportunity to attend courses in the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration program, the College is offering a commuter tuition discount.
1. Student must enroll into the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.
2. Residents of Lancaster and Palmdale are not eligible for the HVC Commuter Discount.

The Charter College Oregon Resident Tuition Discount is designed to provide additional educational opportunities to the residents of Oregon.
1. Eligible students are residents of the state of Oregon who commute to Vancouver, WA to attend school.
2. The tuition discount is available for students enrolling in all blended programs except Diploma in Phlebotomy.

CHARTER COLLEGE SHARE THE KNOWLEDGE TUITION DISCOUNT (STK)

Charter College has created the Share the Knowledge Tuition Discount because we recognize the challenges families face when multiple members decide to attend college. The tuition discount is 10% of total tuition costs for each family member that attends the College as well as family members of current employees. Current and newly enrolled students may apply for tuition discount, but the tuition discount only applies to remaining unbilled tuition.

Eligibility:
1. Each student must complete an application which includes their information and the information of the family member who they bring in. This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Each student receiving the tuition discount will need to fill out the application.
2. Tuition discount is applicable to immediate family members (father, mother, son, daughter, brother, sister, stepchildren, cousins, aunts, uncles, nieces, nephews, spouses, significant others, and grandparents/grandchildren) or those residing in the same household of an attending/enrolling student, completer, graduate, current employee.
3. Because this tuition discount can be used for multiple family members, some students may be required to fill out more than one application. (Example: Student A brings in Student B and they each complete an application. Then Student A brings in Student C and they each complete an application. Note: Student A will only receive one tuition discount).
4. Tuition discount applies to program tuition charges only and will not result in any cash payment to student.
5. Recipients may attend different Charter College campuses.
6. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program
7. If one family member drops or withdraws from the College it does not affect the tuition discount of the remaining student.
8. If the employee ceases employment with the college it does not affect the tuition discount of the family member enrolled.

The STK Tuition Discount can be combined with the Alumni Tuition Discount or the Charter College Alaska Native & American and Canadian Indian Tuition Discount for a total tuition discount not to exceed 25%.

CHARTER COLLEGE TECHNOLOGY ALUMNI PLUS TUITION DISCOUNT

Charter College would like to recognize our technology graduates and promote the advancement of their education. Students, who graduate from the Certificate in Computer Technology or Associate of Applied Science Computer Networking Systems program and enroll in the Bachelor of Science in Computer Information Systems, will receive a 30% tuition discount off the next program's remaining unbilled tuition after the consideration of transfer credits. The following eligibility criteria and steps must be met:
1. Student must be a graduate from the Charter College Certificate in Computer Technology or Associate of Applied Science Computer Networking Systems program.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the Charter College Technology Alumni Plus Tuition Discount will no longer apply.

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5. Students participating in the Charter College Technology Alumni Plus Tuition Discount program are not eligible for any other tuition discount programs.

SCHOLARSHIPS

CHARTER COLLEGE JUNIOR IDITAROD SCHOLARSHIP

ANCHORAGE AND WASILLA CAMPUSES ONLY

The scholarships are awarded to eligible finishers in the Junior Iditarod competition, an annual dog mushing event held at the end of February in Wasilla, Alaska. The scholarship cannot be combined with any other tuition discount and cannot be a cash payment to the student. The following scholarships will be awarded and applied to tuition after enrolling in a Charter College program based on their rank in the Junior Iditarod:

- First Place = $5,000
- Second Place = $4,000
- Third Place = $3,000
- Fourth Place = $2,000
- Fifth Place = $1,000

Eligibility:
1. Meet the *Admissions Requirements* of the College;
2. The student must attend Charter as a full-time student and maintain a cumulative grade point average of 2.5 or greater (on a 4.0 scale) during their course of study. Otherwise, the scholarship, or the remaining portion of it, will be withdrawn;
3. The scholarship is payable in the first term of each academic year;
4. Ages of the junior mushers range from 14 – 17. Eligibility for admission to the College will vary based on time of high school completion. The scholarship will remain active for one year following the musher's graduation from high school.

CHARTER COLLEGE SPRING WELD-OFF COMPETITION SCHOLARSHIP

CERTIFICATE IN WELDING, VANCOUVER CAMPUS ONLY

This scholarship is awarded to high-performing participants in Charter College's annual Spring Weld-off competition. This competition is open to high-school welding students in the Vancouver area. The participants will perform prescribed welds on site during the competition and be judged by a panel of three (3) certified welders. Winners of the competition will receive an award applied to their tuition after enrolling in the Charter College Welding Program. These scholarship awards will be: $8,000.00 for first place, $5,000.00 for second place, and $3,000.00 for third place. The scholarship cannot be combined with any other tuition discounts nor result in a cash payment to the student.

Eligibility:
1. The student(s) must be a Graduate from the respective high school and have participated in the Charter College Spring Weld-Off competition;
2. The student(s) must attend Charter as a full-time student in the Welding Program and maintain a cumulative grade point average of 2.5 or greater (on a 4.0 scale) during their course of study. Otherwise, the scholarship, or the remaining portion of it, will be withdrawn;
3. The scholarship is payable in the first term of each academic year.

CHARTER COLLEGE CONTINUING EDUCATION SCHOLARSHIP

The Charter College Continuing Education Scholarship is an individual award that is awarded by the lead instructor of each program to a graduating student up to 10 weeks prior to completion of their program. The Charter College Continuing Education Scholarship is for $250 and is to be applied to the tuition for the first term of the new degree program.

Eligibility:
1. To award, the lead instructor will complete and sign the **Charter College Continuing Education Scholarship Form;**
2. Students must be a graduate from a certificate-level or associates degree program at Charter College/Charter Institute enrolling in the next level degree completion program;

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3. Student must graduate with a CGPA of 2.5 or higher;
4. Scholarship applies to program tuition charges only and will not result in any cash payment to student;
5. This is a one-time award;
6. Award expires 3 months from graduation date;
7. Scholarship may be combined with other discounts;
8. Scholarship will be applied to first term of new enrollment;

ALASKA FUNDING OPTIONS

ALASKA PERFORMANCE SCHOLARSHIP (APS)

The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, get good grades, and score well on college placement or work ready exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Alaska residents who graduate from an Alaska high school (public, private, or home school), in 2011 or later and meet the qualifying requirements are eligible for an APS award.

Steps to Qualify for the APS:
1. Make a plan to complete the APS curriculum with your high school counselor. Start with the checklist for your class year.
2. Achieve a high school Grade Point Average (GPA) of at least 2.5, or equivalent;
3. Earn a minimum score on college or career readiness test - 21 on the ACT, 1060 on the SAT (for test taken after March 2016 or later) - or achieve a combined score of at least 13 in the WorkKeys tests, with no score lower than four (4). WorkKeys only qualifies you for Certificate Programs;
   a. The requirement for the test has been waived for the high school graduating class of 2020 and 2021; however, it applies to all other high school graduates.
4. File the Free Application for Federal Student Aid (FAFSA) soon after October 1st and no later than June 30th;
5. Optional: Create an account in the Alaska Student Aid Portal (ASAP) to track your status.

To receive the first award, you must:
1. Be admitted to a qualifying degree or certificate program at a participating Alaska institution;
2. Notify the institution before the enrollment certification deadline that you plan to attend using an APS award;
3. Enroll in at least 12 credits per term to receive a full-time award (6 credits per term for a reduced half-time award); or a qualifying clock-hour CTE program;
4. Have unmet costs of attendance of $500 or more after considering all other non-loan aid, such as grants and other scholarships.

If you want to receive the maximum number of awards, remember:
1. You must file a new FAFSA every year.
2. You must meet continuing eligibility requirements.
3. You have six years after high school graduation to fully use up to four years (eight semesters) of awards.

There are three (3) maximum annual award levels: up to $4,755, $3,566, and $2,378. Maximum levels are established based on a combination of minimum GPA and test scores. An APS award may not exceed qualifying costs of attendance (which typically include tuition; fees; required books, supplies, and equipment; room and board; and transportation) remaining after considering all other non-loan aid the student is eligible to receive. Students may remain eligible for up to 8 semesters but must fully use the APS within six (6) years of high school graduation.

Visit https://acpe.alaska.gov/FINANCIAL-AID/AK-performance-Scholarship for more information on the Alaska Performance Scholarship.

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ALASKA EDUCATION GRANT (AEG)

The Alaska legislature created the Alaska Education Grant Program (AEG) to provide need-based financial assistance to eligible Alaska students attending qualifying postsecondary educational institutions in Alaska.

To qualify for an Alaska Education Grant a student must:
1. Be an Alaska resident for at least 365 days prior to filing the FAFSA, and be a U.S. citizen or permanent resident;
2. Have a high school diploma or GED;
3. Be admitted into an undergraduate degree or vocational certificate program at a qualifying Alaska institution;
4. Be enrolled at minimum half-time status;
5. Not have earned a prior baccalaureate degree;
6. Meet satisfactory academic progress requirements per institution guidelines; and
7. Have financial need, determined by the student's Estimated Family Contribution (EFC) as shown on their Free Application for Federal Student Aid (FAFSA). Complete the FAFSA early for award prioritization.
8. Complete the AEG Intent Form within the timeline specified in the notification email.

Students with the highest financial need will be awarded in order of need until funds are exhausted. Grant awards typically range from $500 to $4,000 per academic year. A student may not receive more than a total of $16,000 in AEG award money over the course of their undergraduate education. To receive the maximum award, qualifying students must be enrolled in at least 15 credit hours for "On Time" enrollment status.

Visit https://acpe.alaska.gov/FINANCIAL-AID/AK-Education-Grant for more information.

ALASKA FAMILY EDUCATION LOAN (AFEL)

The Alaska Family Education Loan is a low-cost option for families to help cover education costs. Various family members may be eligible to borrow on behalf of a student. A spouse, parent, step-parent, foster-parent, or grandparent can take out an AFEL on behalf of the student.

Eligibility requirements for AFEL are:
1. Borrower and student must be Alaska residents;
2. Student who is enrolled at least full-time;
3. Borrower credit history does not demonstrate a chronic inability or unwillingness to pay an extension of credit
4. Meet all other requirements under AS 14.43.750 and 20 AAC 15.510.

The following rates and benefits are for the 2021-2022 academic year, effective July 1, 2021:

1. 6.00% APR fixed interest rate for both in-school and repayment periods with no origination fee;
2. Interest rate of 5.75% APR with borrower benefits (0.25% reduction for automatic payments)

Program	Annual	Aggregate
Undergraduate	On-time enrollment – up to $14,000 Full-time enrollment – up to $12,500	$56,000
Career Training	Vocational – up to $10,000 – programs must be at least 180 hours over a period of not less than six (6) weeks and result in a terminal certificate	$56,000

Visit https://acpe.alaska.gov/LOANS/Family-Loan for more information on the Alaska Family Education Loan program.

ALASKA SUPPLEMENTAL EDUCATION LOAN (ASEL)

Alaska Supplemental Education Loan (ASEL) is a low-cost option for Alaskan students to use for postsecondary education in-state, out-of-state, or for career training program.

Eligibility requirements for ASEL are:
1. Be a U.S. citizen or an eligible non-citizen;
2. Be an Alaska resident, or a student physically present in Alaska and attending an Alaska institution;

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3. Have a FICO credit score of at least 650 and must not have a credit history that demonstrates a chronic inability or unwillingness to pay an extension of credit, or apply with an eligible cosigner;
4. Attend an eligible postsecondary institution;
5. Have a high school diploma or GED;
6. Be enrolled at least half-time in a career vocational-technical program or an associate, baccalaureate, or graduate degree program; and,
7. *Meet all other requirements under AS 14.43.172 and 20 AAC 15.705.*

The following rates and benefits are for the 2021-2022 academic year, effective July 1, 2021:
1. 5.50% to 8.50% APR fixed interest rate with no origination fee;
2. 2021-2022 Benefits: -0.25% with Auto Pay; and
3. No payments while attending school at least half-time.

Program	Annual	Aggregate
Undergraduate	On-time enrollment - up to $14,000 Full-time enrollment - up to $12,500 Half-time enrollment - up to $7,500	$56,000

Career Training	Vocational – • **Up to $10,000 per certificate program** • **Program must be at least 180 hours over a period of not less than six (6) weeks and result in a terminal certificate**	$56,000

Visit https://acpe.alaska.gov/LOANS/Student-Loan for more information on the Alaska Supplemental Education Loan.

DIPLOMA IN PHLEBOTOMY
Students in the Diploma in Phlebotomy program are not eligible for ASEL.

CALIFORNIA FUNDING OPTIONS

CAL GRANT PROGRAMS
The Cal Grant is administered by the California Student Aid Commission and is available to students who are pursuing an undergraduate degree or vocational or career training. There are three types of Cal Grants - A, B and C. Eligibility is based on FAFSA results, verified Cal Grant GPA, the type of California colleges listed on the FAFSA and whether the student is a recent high school graduate. FAFSA completion deadline for determining eligibility is March 2nd. Prior to receiving Cal Grant disbursements, students will need to complete an Authorization Form for Cal Grant B and Cal Grant C indicating if the funds will be applied to the student's account or released directly to the student. Students have the ability to rescind their Cal Grant Authorization at any time, in writing, prior to receiving a disbursement.

CHAFEE GRANT PROGRAM
The Chafee Grant is administered by the California Student Aid Commission through an inter-agency agreement with the California Department of Social Services. The Chafee Grant assists current and former foster care youth to help pay for career and technical training, college tuition, childcare, transportation and rent while enrolled in school. To apply, students must complete the FAFSA and the California Chafee Grant Application. To qualify, students must be a current or former foster youth who was a ward of the court, living in foster care, for at least one day between the ages of 16 and 18; youth who are/were in Kin-GAP, a non-related legal guardianship, or were adopted, are eligible only if the youth was a dependent or ward of the court, living in foster care, for at least one day between the ages of 16 and 18; not have reached their 26th birthday as of July 1st of the award year; not have participated in the Chafee program for more than 5 years (whether or not consecutive). Pursuant to Assembly Bill 2506, students can only receive the Chafee Grant if they attend a school that is either: a qualifying institution that is eligible for participation in the Cal Grant Program or an institution that is not located in California with a three-year cohort default rate that is less than 15.5 percent and a graduation rate greater than 30 percent.

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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 eligibility requirements including entrance counseling and verification (if applicable) prior to the disbursement of funds. 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 eligibility 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 federal financial aid programs are available to qualifying students at Charter College.

FEDERAL PELL GRANT

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the payment period, 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 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 degree or first professional degree. FSEOG funding is limited and is awarded until funding is expended. Priority will be given to new students with a 0 EFC. 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 for eligible undergraduate students. While a student is in school on at least a half time basis, interest is subsidized (paid) by the federal government. Repayment begins six (6) months after ceasing to be enrolled at least half time. Monthly payments are based on aggregate amount borrowed and payment plan agreed upon.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a non-need-based loan for eligible undergraduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, undergraduate students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans. There is a six (6) month grace period after the last date of attendance during which no principal payments are due. Students are responsible for interest from the date of disbursement and may choose to pay the interest while in school or opt to capitalize the amount until after the grace period ends. Monthly payments are based on aggregate amount borrowed and payment plan agreed upon.

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. Payment amounts vary based on payment plan parent chooses. 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 (6) months after the student ceases to be enrolled.

FEDERAL WORK STUDY

Federal Work-Study (FWS) provides part-time jobs for 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 program of study. Please see Financial Aid to determine eligibility if interested.

Charter College also participates in other federal, state and local assistance programs including but not limited to Veterans Affairs (VA), Vocational Rehabilitation, Workforce and Innovation Opportunity Act (WIOA); Washington State Worker Retraining (WRT).

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VETERANS ASSISTANCE PROGRAMS

There are various Veterans Programs available to assist with educational funding. For more detailed information, please go to https://www.ebenefits.va.gov/ebenefits/homepage 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 Student Finance within five (5) 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 awarded federal and state financial aid will be eligible for disbursement of their financial aid approximately seven (7) days after the start of their program. Students must maintain Satisfactory Academic Progress (SAP) as outlined in the Charter College catalog to be eligible for subsequent disbursements. Subsequent disbursements are posted to the students' account approximately seven (7) days after the start of the next ten (10) week quarter.

EXIT COUNSELING

All students using federal loans to fund any part of their educational costs are required to complete exit counseling within thirty (30) days of their last day of attendance. There are various methods to complete exit counseling, in person, on-line or via mail. Students are encouraged to schedule an appointment with the Education Loan Specialist to complete the process prior to departure; however, in the event this is not possible, exit counseling information will be mailed to the student.

EDUCATION LOAN SPECIALISTS

As a free service to all Federal student loan recipients Charter College has a team of Education Loan Specialists (ELS) that are continuously monitoring and connecting with every single student who borrowed loans that has left Charter College - whether they graduated or withdrew. They meet with students for Exit Counseling upon graduation or withdrawal to discuss loan amounts and repayment options. The ELS is an advocate for students. The ELS will listen to the student's situation, and counsel them on available repayment options for their loans. They will assist students in collecting proper documentation, provide instruction and assistance completing required forms, and even conference call the actual Federal student loan servicers with the student to aid in resolving their account.

STUDENT LOAN ADVOCATES FOR WASHINGTON RESIDENTS

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

COST OF ATTENDANCE ALLOWANCE FOR DISABILITY

Cost of Attendance (COA) is determined by law (Higher Education Act, Sec. 472) and is not subject to regulation by the U.S. Department of Education. The law specifies the types of costs that are included in the COA. The COA for a student is an estimate of that student's educational expenses for the period of enrollment. Awards for most of the Federal Student Aid (FSA) programs are based on some form of financial need, beginning with COA.

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The COA is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid a student may receive for purposes of the Federal Supplemental Educational Opportunity Grants, Federal Work Study, and Direct Loan programs, and is one of the basic components of the Pell Grant calculation.

A student's COA is the sum of the following: the tuition and fees normally assessed for a student carrying the same academic workload; an allowance for books, supplies, transportation, and miscellaneous personal expenses; and an allowance for room and board.

For a student with a disability, an allowance for expenses related to the student's disability can be included when calculating COA**.** These expenses may include special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies. If these personal expenses related to your disability should be included in your COA, contact an Enrollment Processor or Financial Aid Officer.

INSTITUTIONAL 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. It is Charter's practice to exhaust all federal funding options that offer no repayment or low-interest repayment options before reviewing alternative source loans with students. Students utilizing alternative source loans will be encouraged to utilize the alternative source with the lowest interest and fees and the most equitable repayment options available to them; however, the final selection ultimately resides with the student and/or student's parent or legal guardian. Charter College has no preferred lender relationships.

For students who have exhausted these options, the College offers an institutional financing option called a *Retail Installment Contract (RIC)*; the RIC is commonly referred to as Charter College Credit. A Retail Installment Contract without credit worthiness is available.

Charter College Credit is interest free. Payments are due on the first of every month after attending class.

Students are expected to keep their account current. Students over 60 days delinquent may be blocked from beginning classes in their next term.

Charter College is unable to service loans in the States of Illinois, Minnesota, and New York. Student's residing in the states of Illinois and New York are not eligible for a CCC payment plan or cash payment by term options. Any student with an owing account balance (GAP) after all other discount and aid has been applied will be required to make a single payment to cover the owing balance. This single payment must be received by Friday of Week 1 of the term.

IPAY+ IN-SCHOOL TUITION PAYMENT MATCH PROGRAM

Students, who start or re-enter on or after the February 21, 2022, term, are not eligible for the In-School Tuition Payment Match Program.

Students who have a Charter College Credit payment plan and make their in-school payments on time are eligible for the iPay+ In-School Tuition Payment Match Program. The iPay+ In-School Tuition Payment Match Program will match the dollar amount of each scheduled in-school payment paid on time (not to exceed 50% of the total scheduled payments).

A student must have a portion of their tuition funded by a third party (Title IV, Grants, VA, WIOA, etc.) to be eligible for the iPay+ In-School Tuition Payment Match Program. The College reserves the right to determine eligible cash payments as it sees fit. Cash paying students, by definition, are not eligible for the iPay+ In-School Tuition Payment Match Program.

When a student makes their in-school payment on time, the iPay+ match will be applied to the student's account for the amount equal to the payment made (not to exceed 50% of the total scheduled payments). The College reserves the right to determine eligible student payment(s).

If a credit balance would be created by applying the iPay+ In-School Tuition Payment Match, the match will not be applied.

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If a student makes a large payment or pays 50% of their Charter College Credit plan in advance of the scheduled payment due date, the College reserves the right to make any needed adjustment(s) to the student's account in instances where the student receives a grant, scholarship, or third-party funding that was not originally factored into the student's initial Charter College Credit plan.

DIPLOMA IN PHLEBOTOMY
Students in the Diploma in Phlebotomy program are not eligible for the iPay+ In-School Tuition Payment Match Program.

STUDENTS USING THIRD-PARTY FUNDING

Prior to attending classes, Charter must receive written authorization from an official of the organization to sponsor students such as an email or initial award letter. Within two (2) weeks after this initial authorization is received, Charter must receive a signed authorization such as a funding contract, payment voucher, or award letter for the sponsored student to continue attending class. The organization will be billed within thirty (30) days of receipt of signed authorization. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

ALASKA

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Department of Veterans Affairs Veteran Readiness and Employment Services (VR&E), Workforce and Innovations Opportunity Act (WIOA), Workforce Development Programs (WDP), or STEP program, must provide written approval from the sponsoring agency affirming the student's authorization for the quarter or academic year.

CALIFORNIA

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the California Department of Rehabilitation (DOR), the Department of Veterans Affairs Veteran Readiness and Employment Services (VR&E), and the Workforce and Innovations Opportunity Act (WIOA) program, must provide written approval from the sponsoring agency affirming the student's authorization for the quarter or academic year.

WASHINGTON

Students sponsored by foundations, companies, or governmental agencies, including, but not limited to, the Washington State Department of Vocational Rehabilitation (DVR), Washington State Department of Labor & Industries (L&I), the Department of Veterans Affairs Veteran Readiness and Employment Services (VR&E), Workforce and Innovations Opportunity Act (WIOA), and the Workforce Development Programs (WDP), must provide written approval from the sponsoring agency/company affirming the student's authorization for the quarter or academic year.

STUDENTS WITH FINANCIAL BALANCES

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be *Involuntarily Withdrawn*. Students who have met the requirements for graduation, but whose accounts with the College are past due, may not participate in the graduation ceremony. If the student is placed with an outside collection agency on their institutional loan, and their account has not been paid in full, then: 1) the College will release the student's diploma and official transcripts to the student, 2) the College will release the requested documentation to the student's employer, and 3) the College will not release official transcripts to another school. Many payment options are available, and students are encouraged to consult with the Department of Student Finance for assistance.

STUDENT TUITION RECOVERY FUND (STRF)

CALIFORNIA CAMPUSES AND CALIFORNIA RESIDENTS ENROLLED AT THE VANCOUVER CAMPUS

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible

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for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

WITHDRAWAL OR DISMISSAL

ALASKA

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. 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. Students are obligated to pay for all of the tuition and fees 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 thirty (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 thirty (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 refund amount. A list of equipment costs is available at the College.

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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 thirty (30) 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 to the student within thirty (30) days of the last day of attendance.

CALIFORNIA

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 (see *Voluntary* and *Involuntary Withdrawal* sections) or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is prorated based on the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the quarter (see the *Refunds* section).

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within thirty (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 thirty (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 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 thirty (30) 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 to the student within forty-five (45) days of the last day of attendance.

MONTANA

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. 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. Students are obligated to pay for all of the tuition and fees 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 thirty (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 thirty (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 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 thirty (30) 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.

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If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

NEW MEXICO

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, Charter Institute, a Division of Charter College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the Institute 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 Institute is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees 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 thirty (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 thirty (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 refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the Institute 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 Institute the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) 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.

Upon request by the student or NMHED, the Institute will provide an accounting for such amounts retained under within five (5) business days.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

WASHINGTON

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. 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. Students are obligated to pay for all of the tuition and fees 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 thirty (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 thirty (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 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 thirty (30) 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 to the student within thirty (30) days of the last day of attendance.

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REFUNDS

ALASKA

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. For example, if a student's last day of attendance is during week two (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 (6th) week will not receive a refund of tuition and fees. This refund schedule is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

CALIFORNIA

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

The following formula is used to calculate refunds of tuition and fees. An enrollment period is defined as a quarter which is ten (10) weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Tuition charges for the quarter in which the student withdraws are based on the student's last day of attendance and the number of days attended in the quarter. The last day of attendance is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. The amount owed equals the daily charge for the quarter (total institutional charge for the quarter, divided by the number of days in the quarter), multiplied by the number of days the student attended, or was scheduled to attend, through the student's last day of attendance. Students completing more than 60% of the quarter will be charged 100% of the tuition for the quarter. This refund formula is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

MONTANA

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. For example, if a student's last day of attendance is during week two (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 (6th) week will not receive a refund of tuition and fees. This refund schedule is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%

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Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

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The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. For example, if a student's last day of attendance is during week two (2) of the quarter, the student will be refunded 50% of the tuition and fees for that quarter. A student that attends after the fourth (4th) week will not receive a refund of tuition and fees.

Last Week Attended	% Refund
Week 1	100%
Week 2	50%
Week 3	25%
Week 4	25%
Week 5-10	0%

WASHINGTON

The following schedule is used to calculate refunds of tuition and fees. A quarter is ten (10) consecutive weeks of instruction. Courses will be taught in two (2) five (5) week modules with billing and refunds applied to the entire ten (10) week quarter. Refunds are based on the student's last day of attendance (LDA). The LDA is the last day of physical attendance in a course. In an online or blended course, the LDA is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance. For example, if a student's last day of attendance is during week two (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 (6th) week will not receive a refund of tuition and fees. This refund schedule is also applicable to eligible U.S. servicemembers who have paid all or a portion of their program tuition using Military Tuition Assistance (TA).

Last Week Attended	% Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	55%
Week 5	50%
Week 6	30%
Week 7-10	0%

RETURN OF TITLE IV FUNDS

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College will be evaluated to determine if their eligibility for aid recalculated (Return to Title IV calculation) based on the percentage of the payment period completed (*percentage of Title IV aid earned*). This calculation must occur within 30 days of the student's date of withdrawal. The date of withdrawal is the date the student officially notifies the College of their intent to withdraw or the date the College determines the student has violated one or more of the following College policies:

- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see Satisfactory Academic Progress, if applicable)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see Students with Financial Balances).

Students that meet one of the following requirements are exempt from a Return to Title IV Funds calculation:
1. The student completes all requirements for graduation within the payment period;

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2. The student successfully completes Title IV-eligible coursework in one module or a combination of modules that equals 49% or more of the number of countable days in the payment period; or
3. The student successfully completes Title IV-eligible coursework equal to or greater than what Charter College considers to be half-time enrollment for the payment period.

The *percentage of Title IV aid earned* is calculated as follows:
1. The number of days completed by a student divided by the number of days the student was scheduled to attend (which equals the number of days in the modules that were eventually used to determine the amount of the student's Title IV eligibility for 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.
2. The *total number of days in the period* excludes any scheduled breaks of more than five (5) days but includes all weekend days within the beginning and ending dates of each period.
3. For example, if a student attends the seventeenth (17th) day of a period with seventy (70) days, the percentage of Title IV aid earned is 24.29% (17/70 times 100%).
4. 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 Pell Grant;
5. Iraq and Afghanistan Service Grants; and,
6. Federal Supplemental Educational Opportunity 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. Alaska Supplemental Education Loan;
2. Third party funding such as Department of Veterans Affairs, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding; and,
3. 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*).

TITLE IV POST WITHDRAWAL DISBURSEMENTS

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

If a student is eligible for a post-withdrawal disbursement of Pell Grant, the grant money will be disbursed directly to the student's account within forty-five (45) days of the student's withdrawal date or graduation date.

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

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INSTITUTIONAL LEAVE OF ABSENCE

ALASKA

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

The approved institutional LOA may affect the student's financial aid eligibility. A LOA for seasonal employment does not meet the conditions for an "approved LOA" for Title IV funding purposes. As a result, for Title IV funding purposes the student will be treated as a withdrawal and have their eligibility for aid recalculated based on the percentage of the payment period (10-week quarter) completed using the Return of Title IV Funds policy. While on an institutional LOA, students who received loans through the federal Direct Loan program for attendance at Charter College will enter their six (6) month grace period and any federal student loans for attendance at other institutions that are currently on an in-school deferment will reenter repayment.

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

LEAVE OF ABSENCE – COVID-19 (LOACOVID)

Prior to the beginning of a Leave of Absence – COVID-19 (LOACOVID), the student must meet with the Financial Aid Department to determine the financial aid implications of taking a leave.

Additional Provisions:
- The student may not exceed 180 calendar days on leave within a continuous 12-month period.
- The student will not be eligible for any financial aid while on leave and may be required to complete additional financial aid documents.
- A student who fails to return from LOACOVID leave on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- A student making tuition payments to the College remains under that obligation during a leave.
- If a student who has received Title IV loans fails to return from an LOACOVID leave the Federal loan grace period begins retroactively from the date the leave began.
- If a student does not return following the LOACOVID leave period, the College must apply its refund policy in accordance with state and federal guidelines.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a leave.

ACADEMICS

ACADEMIC AWARDS

PRESIDENT'S AWARD

Upon graduation, a student will be recognized at commencement and receive a printed certificate if the cumulative grade point average (CGPA) is:
- Certificate Program: 4.0
- Associate Degree: 3.9
- Bachelor degree: 3.8

HONORS

Upon graduation a student with a CGPA of 3.7 or higher is recognized at commencement and receives a printed certificate.

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DEAN'S LIST

After each module, Charter College students who have earned a grade point average (GPA) of 4.0 for the module are placed on the Dean's List.

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 cite 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.

Willful cheating, including plagiarism, will result in an "F" grade for the course and may be grounds for dismissal from the College. However, if the student's intent is deemed benign, then an assignment grade of zero may be given.

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.

ACADEMIC YEAR AND SCHEDULE

Each term meets for ten (10) weeks and each term consists of two (2) five (5) week modules. Full-time students take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. An academic year is at least thirty (30) weeks in length and thirty-six (36) quarter credit hours. Full-time students will typically take two (2) courses each five (5) week module for a total of four (4) courses in a term.

ACCIDENT INSURANCE

ALASKA, CALIFORNIA, NEW MEXICO, MONTANA, AND WASHINGTON

In the event a student is injured while on campus during a scheduled, supervised, and sponsored activity or at a supervised externship/clinical site, the student must report the injury to a campus representative and an Incident Report, signed by the student, must be filed with the school within 24 hours of the incident. When the injured student arrives at the medical treatment facility, if the student has his or her own medical insurance coverage, he or she must provide that information to the facility for billing purposes. The student is responsible for all costs incurred when seeking medical treatment and Prospect Education and Charter College assume no legal or financial liability for the injury or claim.

ADVANCED ACADEMIC STANDING

Advanced academic standing may be awarded by Academic Credit ("AC"), Certification/National Exam Credit ("CC"), Proficiency Credit ("PC"), and Transfer Credit ("TC"). The Education Department is responsible for approving all advanced academic standing. See *Graduation Requirements* and *Satisfactory Academic Progress* for more information on how advanced academic standing impacts these requirements. 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. A student cannot receive transfer credit for a course they are currently attending.

ACADEMIC CREDIT

Academic credit is awarded when a student meets the specific admissions requirements of a degree completion program.

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CREDIT FOR CERTIFICATION EXAMINATION

Students may receive credit for courses that cover certification examinations. Students may attempt certification exams as many times as permitted by the vendors. See the *Tuition and Fees* section for certification examination fees.

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 Education Department and be current (within the last four (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.

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

CREDIT FOR NATIONAL EXAMINATION

Students who have taken an Advanced Placement Test with in the last four (4) years may receive course credit by scoring three (3) or higher. Students who have scored fifty (50) or higher on College Level Examination Program (CLEP) tests may receive course credit. Course credit may be awarded for scores of four (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.

PROFICIENCY CREDIT

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

ASSOCIATE OF APPLIED SCIENCE IN NURSING

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

TRANSFER 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 or the Council for Higher Education Accreditation (CHEA). Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Charter College. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Technical coursework should be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one (1) course. If the course being evaluated does not match the content of the Charter College course, credit will not be awarded.

Students may not use Transfer Credit for AH1400 and SS1210.

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

Charter College may accept credits earned at another institution that is not located in the United States or its territories if the specific foreign education is evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and

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the specific course or courses for which transfer credit is to be awarded. Charter College will use the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers. These agencies include the National Association of Credential Evaluation Services (NACES) and the Association of International Credential Evaluators, Inc. (AICE).

To obtain transfer credit, the Charter College Registrar's Office must receive an official transcript directly from the other institution by one of the following methods:
1. Secured E-transcript: transcripts@chartercollege.edu
2. Mail: Charter College
ATTN: Registrar's Office
750 Sandhill Rd, Suite 100
Reno, NV 89521

If a student is unable to have their official transcripts delivered from the previous institution(s) directly to the Registrar's Office, the student may hand deliver a sealed official transcript *addressed to Charter College* to their Campus President. Transcripts marked "issued to student" will not be accepted. The transcript will be reviewed by the Education Department. A student may be required to produce a catalog, course description or other supporting documentation.

ASSOCIATE OF APPLIED SCIENCE IN NURSING
In addition to the information contained in the "Transfer of Course Credit from Other Institutions" section of the catalog, the Nursing programs requires the following criteria be met when evaluating transfer credits:
1. Transfer credit will be considered for non-science, general education courses with a grade of "B" or higher
   a. This coursework should be current and no older than five (5) years.
2. Transfer credit for previous nursing or science courses will not be accepted.

ARTICULATION AGREEMENTS

ALASKA
Charter College and the Matanuska-Susitna Borough School District (MSBSD) have developed an articulation agreement to allow MSBSD high school graduates the opportunity to earn credit towards the following:
- Certificate in Medical Assistant
- Certificate in Medical Office Administrative Assistant
- Associate of Applied Science in Medical Billing and Coding

MSBSD graduates must meet the following requirements:
1. Earn a letter grade of "B" (equivalent to 83.5%) or higher in each of the MSBSD classes identified below as evidenced through an official transcript.
2. Provide a letter from MSBSD attesting that the graduate has met all requirements for transfer of credit.
3. Meet all Charter College *Admissions Requirements* for the selected program.

After acceptance into the College, and pursuant to the *Advanced Academic Standing* policy in the Catalog, the MSBSD graduate will receive Transfer Credit (TC) for the following course:

Charter College Course	Matanuska-Susitna Borough School District Course
MED1115 Medical Terminology Fundamentals	Medical Terminology

ALASKA, CALIFORNIA
Charter College and the College of Biomedical Equipment Technology (CEBT) have developed an articulation agreement to facilitate a smooth transition for graduates of CBET's Associate of Applied Science Degree in Biomedical Equipment Technology program into Charter College's Bachelor of Science in Health Technology Management program.

CBET graduates must meet the following requirements:

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BACHELOR OF SCIENCE IN HEALTH TECHNOLOGY MANAGEMENT

1. Additionally, all students must **provide evidence** of the following for admission to the program:
   b. Official transcripts with 67.5 quarter credit hours in a health care technology concentration (e.g., Biomedical Equipment Technology) or similar program and 22.5 quarter credits in general education courses.
2. The associate degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an official start.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher from the previous educational institution.

After acceptance into the College, and pursuant to the *Articulation Agreement* and the *Advanced Academic Standing* policy in the Catalog, the CBET graduate will receive Transfer Credit (TC) pursuant to the following: 67.5 quarter credit hours in a Biomedical Equipment Technology concentration and 22.5 quarter credits in general education courses will transfer from CBET's Associate of Applied Science Degree in Biomedical Equipment Technology into Charter College's Bachelor of Science in Health Technology Management.

WASHINGTON

Charter College and Cascadia Tech Academy (CTA) have developed an articulation agreement to allow CTA high school graduates the opportunity to earn credit towards the following:

- Certificate in Medical Assistant

CTA graduates must meet the following requirements:
- Earn a letter grade of "B" or higher in their medical courses at CTA as evidenced through an official transcript.
- Meet all Charter College *Admissions Requirements* for the selected program.

After acceptance into the College, and pursuant to the *Advanced Academic Standing* policy in the Catalog, the CTA graduate will receive Transfer Credit (TC) for the following courses:
- MED1115 Medical Terminology
- MA1320 Patient Care Concepts
- MA1120 Administrative Procedures
- AH1400 Compliance in Health Care Environments
- MA1624 Cardiac Care
- MED1151 Function of Heath Records Management

CALIFORNIA

Charter College has not entered into any articulation or transfer agreements with any other college or university, except as described above.

ATTENDANCE

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

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

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

The attendance in an online course, or the distance education portion of a blended course, is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance; if no activity is submitted, then it cannot be graded, and attendance will not be recorded for the student. Attendance is posted automatically from the Learning Management System (LMS) into the student record management system daily for the previous day. Historically, the student record management

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system tracked each individual graded activity as 20 minutes; beginning July 1, 2019, the system tracks each individual graded activity as 30 minutes. These numbers do not represent and should not be considered the actual time in clock hours the assignment takes to complete.

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

ASSOCIATE OF APPLIED SCIENCE IN NURSING
In addition to the above requirements, students are expected to attend all labs and clinical rotations as assigned. Any student missing more than one (1) clinical course, may fail the course. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unusual and exceptional hardship, as determined by the SAA and the Dean of Nursing, efforts will be made to provide make-up opportunities, including the use of the simulation lab.

If a student is tardy by more than five (5) minutes to any clinical environment, the student may be sent home from the clinical site or campus laboratory and the student will be marked with one (1) absence.

CHANGE OF GRADE

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 Student Academic Advisor and/or Education Department. The student must complete this process within the first two (2) weeks of the end of the module. All grades are considered final thirty (30) days after the end of the module.

CHANGE OF PROGRAM

Students may change educational programs at Charter College during their enrollment. Students must contact the Education Department to determine if the Admissions Requirements can be met for the new program. Because the program requirements differ, not all of the course credits may transfer. A student's current Satisfactory Academic Progress (SAP) status may carry over to the new program of study (see *Satisfactory Academic Progress* section). Students not making SAP may transfer programs of study, if approved by the Vice President of Academic Operations. Program change requests must be approved by Thursday of the fifth (5th) week in the current module, prior to the beginning of the next module.

CLASS SIZE

The average student-to-teacher ratio is 25:1 in face-to-face lecture and 20:1 in laboratory. For online courses, the average student-to-teacher ratio is 25:1.

CONSORTIUM AGREEMENTS

Charter College has established the necessary consortium agreements within its network of campuses to enable students enrolled at their "home" campus, in an eligible program of study, to attend online, blended, and on-ground (externship) courses at a "host" campus. Courses completed with the host campus are applied toward the academic requirements of a program at the student's home campus. More than 50% of the program must be completed at the home campus.

COPYRIGHT POLICY

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 act of exercising, without permission or legal authority, one (1) or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Students who engage in unauthorized peer-to-peer file sharing, illegal downloading, or unauthorized distribution of copyrighted materials using the College's information technology system are subject to disciplinary action as identified in the *Student Conduct* policy.

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, do not copy the work.

Charter College periodically reviews legal alternatives for its students to download or otherwise acquiring copyrighted materials. Alternatives for students include but are not limited to: purchasing the material from a brick and mortar business, purchasing the material from an online retailer, or the Educause compilation of *Legal Sources of Online Content* available at http://www.educause.edu/legalcontent.

COURSE SCHEDULES AND REGISTRATION

Students are registered for courses by the Registrar's Office according to program requirements and course availability. Courses are scheduled from enrollment start date to graduation. Students are scheduled for two (2) courses per five (5) week module, when available, to maintain full-time status.

Courses may be scheduled any day of the week Monday through Sunday, morning, afternoon, and evening. Students may be scheduled for an online, on-ground, or blended course delivery. Days and times of attendance may vary by program and may change from module to module.

Students wishing to change the days or times of their course schedules should meet with their Student Academic Advisor to submit the required form, available in the student portal, on or before the first day of a module. All requests must be approved by the Education Department in order to take effect. Class size and availability will be taken into consideration when reviewing student requests.

DEGREES AND CERTIFICATES

A diploma is awarded to graduates of degree and certificate programs when all program requirements are met 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/CLINICAL EXPERIENCES

For programs requiring an externship/clinical experience, 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/clinical facility. Note, in most cases, students can expect to attend eight (8) hours a day, five (5) days a week for five (5) consecutive weeks, on a Monday – Friday 8:00am-5:00pm schedule. During the externship/clinical experience, 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 externship/clinical facility, she/he will be required to return to the College for remedial assistance and/or serve additional externship/clinical hours. Students are required to submit regular attendance and skills tracking documentation to the College while on externship/clinical.

Students may not replace or substitute for the site's existing staff or be compensated while participating in externships/clinicals. If the site or company extends an offer of employment while the student is still an extern, the employment start date must be after the College has confirmed the externship/clinical is complete.

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Externship/clinical sites are identified to meet program learning objectives and students are responsible for arranging their own transportation to the site. The College makes every effort to assign students to a site based on a reasonable and customary commuting distance; however, in some cases a site may be in a different city that requires a greater commuting distance. The College cannot guarantee a site will be available within a specific distance from the campus or the student's home.

In very infrequent cases, a student may be working for an approved externship site prior to externship and have a desire to complete their externship at the site they are employed. Students in this scenario must make a written request to their Externship Coordinator, explaining why they should be allowed to attend externship at their place of employment, a minimum of five (5) weeks prior to the start of the externship module. This request will be reviewed by the Dean of Education, Vice President of Academic Operations, and the Director of Regulatory Affairs. The request must include a completed "Student Employment at an Externship Site" form which is available from the Education Department.

If the facility that a student works for is not already an existing, approved externship site with the College, an approved representative of the site (e.g., office manager, doctor, dentist, veterinarian, etc.) may request a site assessment. This request should be submitted in writing to the Externship Coordinator a minimum of ten (10) weeks prior to the start of the externship. Upon this request, arrangements will be made to conduct a site assessment and to complete an affiliation agreement. The site assessment, affiliation agreement, student's written request, and the "Student Employment at an Externship Site" form must be on file and approved before externship begins.

As part of the "Student Employment at an Externship Site" form, students and sites are asked to provide the externship schedule for the student. If a student's actual externship hours submitted to the College vary from the agreed schedule in a significant way, the externship instructor will meet with the site supervisor to ensure externship and work hours are not overlapping. If it is determined that externship and work hours have overlapped, the following punitive steps will be taken by the College:
- The student will fail externship;
- The student will be required to complete all hours of the externship at a different site to complete the course; and,
- The College will terminate the externship affiliation agreement with the offending site.

In order to be eligible for the externship/clinical experience, students must:
- Complete all core courses
- Demonstrate program competencies to a qualified instructor of the program via the skills check-off process.
- Provide documentation of completing the Hepatitis B vaccination series (Not applicable to the Certificate in Veterinary Assistant Program)
    - Students should be aware that not having completed the Hepatitis B Vaccination series may limit externship site availability and employability.
- Provide documentation of passing a tuberculosis screening within the past year (Not applicable to the Certificate in Veterinary Assistant Program)
- Students attending in California: By October 8, 2021, provide documentation of COVID-19 vaccination, including 1) two-dose (Pfizer/BioNTech, Moderna) or one-dose (Johnson & Johnson) and 2) two-week waiting period. Students attending in Washington (except Fife): By October 18, 2021, provide documentation of COVID-19 vaccination, including 1) two-dose (Pfizer/BioNTech, Moderna) or one-dose (Johnson & Johnson) and 2) two-week waiting period.
- Meet the requirements of Satisfactory Academic Progress (SAP)
- Provide Career Services and your Externship Coordinator with a current resume
- Provide Career Services with a completed student needs assessment
- Complete the non-disclosure agreement with the extern/clinical site
- Be current in financial obligations to the College

The skills check-off is designed to ensure a student's skills, are appropriate to practice in a public setting. It is possible for a student to pass all of the core courses but fail the skills check-off and be unable to move to externship. Charter College will provide make-up opportunities to students in this situation; however, the College does not guarantee make-up opportunities during normally scheduled class times, and it is the student's responsibility to arrange make up days with his/her instructor. If a student passes the skills check-off but withdraws from school before completing the program and is out of school for 35 consecutive days (equivalent to one (1) five (5) week module), excluding the annual one-week holiday break, the student will need to retake and pass the skills check-off again prior to returning to externship.

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The skills check-off process can begin as early as ten (10) weeks prior to the student's scheduled externship start date. The outcome of the skills check-off is retained in the student's file; the Registrar confirms successful completion of the skills check-off before changing the student's status to extern.

Some externships/clinicals may require students to have additional immunizations and/or a health clearance. All costs for immunizations and a health clearance are the responsibility of the student. For students who are pregnant at the time of externship/clinical, the externship/clinical site may or may not accept a student who is pregnant.

In addition, externship sites/clinical facilities may require a drug screening prior to a student beginning their externship/clinical hours. If a student submits to a drug screening and results are positive, they will be dismissed for "not meeting externship requirements", must go through the appeal process, and provide a clean drug screening prior to being readmitted into the program.

Students should be aware that despite state(s) legalization and/or decriminalization of marijuana use for persons over the age of 21, Charter College and many of our employers are required to abide by federal laws that prohibit use, distribution, consumption, of marijuana by anyone of any age.

Medical marijuana users should be aware that Charter College does not permit marijuana use or possession on campus, even with official medical documentation.

Prior to externship/clinical, students are encouraged to contact Financial Aid to confirm their financial status. Students who are delinquent in their monthly payments or who have unfunded debt with the College will be involuntary withdrawn from the College until 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).

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Clinical experiences typically include direct patient care; that is, nursing care provided directly to patients in a faculty supervised clinical setting. When appropriate, and as identified by the College and Dean of Nursing, direct patient care may be substituted with clinical simulation patient care. Faculty supervised clinical simulation is active, dynamic, and allows for the student to experience a realistic clinical scenario. Simulation is comparable and reflective of the care that is provided to patients in the health care environment. Simulation allows for the development of clinical judgement, critical thinking skills, and hands-on skills of the student.

- As of October 8, 2021, provide documentation of COVID-19 vaccination, including 1) two-dose (Pfizer/BioNTech, Moderna) or one-dose (Johnson & Johnson) and 2) two-week waiting period.
    - The College cannot guarantee a partner site will allow unvaccinated students to complete externship hours; therefore, students who decide to abstain from the COVID-19 vaccination will be withdrawn from the College prior to externship. Students who abstain from the vaccine are not eligible for the Leave of Absence-COVID-19 (LOACOVID) or Extern Leave of Absence-COVID-19 (EXINCCOV).

EXTERN LEAVE OF ABSENCE – COVID-19 (EXINCCOV)

Extern Leave of Absence – COVID-19 (EXINCCOV) is a temporary out leave status that may be granted in the case of extenuating circumstances created by the COVID-19 pandemic that may require a student to interrupt their education. Loss of externship site or no externship site available to a student are examples of the extenuating circumstances created by the COVID-19 pandemic. The EXINCCOV must be requested in advance unless unforeseen circumstances prevent the student from doing so. The request for the EXINCCOV must be approved by the College, in accordance with the College's Extern Leave of Absence – COVID-19 procedure.

The student must submit a written, signed, and dated request stating the reason for the leave to the Covid-19 Resource and Education Loan Specialist Manager. The Program Manager and/or Vice President of Academic Operations will review the student's eligibility for an EXINCCOV and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the leave in the period indicated, in order for an EXINCCOV leave to be granted. The student will be informed, in writing, of the decision to grant or deny the request for leave by the Vice President of Academic Operations.

Prior to the beginning of a leave, the student must meet with the Financial Aid Department to determine the financial aid implications of taking a leave.

Additional Provisions:
- The student may not exceed 180 calendar days on leave within a continuous 12-month period.
- The student will not be eligible for any financial aid while on leave and may be required to complete additional financial aid documents.
- A student who fails to return from EXINCCOV leave on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- A student making tuition payments to the College remains under that obligation during a leave.
- If a student who has received Title IV loans fails to return from an EXINCCOV leave the Federal loan grace period begins retroactively from the date the leave began.
- If a student does not return following the EXINCCOV leave period, the College must apply its refund policy in accordance with state and federal guidelines.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a leave.

EXTERN SITE DISMISSAL

If a student is dismissed from an externship site for reasons other than behavior, a committee (composed of the Program Manager, Student Academic Advisor, Externship Coordinator, and externship instructor) will determine the appropriate course of action and what remediation is necessary. The student may be given an additional opportunity to re-start the externship course at another site and complete the remaining hours at that site during the module in which the student is currently enrolled.

If an externship site dismisses a student for behavioral reasons (e.g., poor attendance, unprofessional behavior or attire, dangerous acts, etc.) the student will be withdrawn and will earn a failing grade (F). Furthermore, the externship hours earned at that site will not count towards a retake of the externship course. Prior to re-entry, the externship instructor will develop a remediation plan and the student will be required to complete another skills assessment check-off. Failure to complete either will delay the student's ability to re-enter.

If the reason for site dismissal violates the *Student Conduct* policy, the College will decline to provide another site and the student will be dismissed from the program. If a student submits to a drug screening and results are positive, they will be dismissed for "not meeting externship requirements", must go through appeal process, and provide a clean drug screening prior to being readmitted into the program.

GRADING SYSTEM

Letter Grade	%	Quality	Quality Points	Effect on Credits Earned	Effect on Credits Attempted	Effect on CGPA	Effect on SAP (Rate of Progress)
A	93.5-100	Superior	4.0	Y	Y	Y	Y
A-	89.5-93.4		3.7	Y	Y	Y	Y
B+	86.5-89.4		3.3	Y	Y	Y	Y
B	83.5-86.4	Excellent	3.0	Y	Y	Y	Y
B-	79.5-83.4		2.7	Y	Y	Y	Y
C+	76.5-79.4		2.3	Y	Y	Y	Y
C	73.5-76.4	Satisfactory	2.0	Y	Y	Y	Y
F	0-73.4	Fail	0.0	Y	Y	Y	Y
Pass	N/A	Pass	0.0	Y	Y	N	Y
Fail	N/A	Fail	0.0	Y	Y	N	Y
I	N/A	Incomplete	0.0	N/A	N/A	N/A	N/A

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C19	N/A	Course Attempt Unsuccessful Due to COVID-19 Related Circumstance	0.0	Y	Y	N	N
COVID/I	N/A	COVID Incomplete	0.0	N/A	N/A	N/A	N/A
AC	N/A	Academic Credit (Block Credit)	0.0	N	N	N	N
AU	N/A	Academic Audit	0.00	N	N	N	N
CC	N/A	Certification/National Exam Credit	0.00	Y	Y	N	Y
TC	N/A	Transfer Credit	0.0	Y	Y	N	Y
PC	N/A	Proficiency Credit	0.00	Y	Y	N	Y
W	N/A	Withdrawal	0.0	Y	Y	N	Y
WN	N/A	Withdrawal (No Attendance/Cancelled Enrollment)	0.0	N	N	N	N
OC	N/A	Orientation Complete	N/A	N/A	N/A	N/A	N/A
ON	N/A	Orientation Not Complete	N/A	N/A	N/A	N/A	N/A

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 assessment criteria. Instructors base assessment on a variety of criteria, including but not limited to, discussion questions, quizzes/midterm/final, assignments/projects, homework, and lab (hands-on skills assignment). Official grades are issued on the third business day following the completion of each module. Students who wish to dispute a grade must complete the process within two (2) weeks following the end of the module (see *Change of Grade*). All grades are considered final thirty (30) days after the end of the module.

To pass a course in a Certificate, Associate, or Bachelor degree program, unless noted below, a grade of 73.5% or higher and 66.67% rate of progression must be met.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

Students in the Associate of Applied Science in Medical Assistant program are required to pass both the theory and the lab courses that are numerically similar (e.g., MA2110 and MA2110L); these courses are graded separately. If a student is unsuccessful in the lab or theory portion of the series, then the student must audit the corresponding course when retaking the failed component.

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

Quizzes and homework assignments are due on the date scheduled at the beginning of class. Missed quizzes and homework not submitted are recorded as a zero (0). If an exam is missed, a zero (0) is recorded in the gradebook until the student takes the comprehensive exam. The final grade on the comprehensive exam will be recorded in the area of any missed exam and recorded as the final comprehensive exam grade.

To pass a course in the program, a grade of C+ (76.5-79.4) or higher is required. Students must also maintain a rate of progression of 66.67% or higher. Additionally, students must meet the Core Performance Standards to progress through the program. Clinical and lab progression is on a pass/fail basis. At the end of each clinical and lab course, the student must be satisfactory in performance of clinical and lab to earn a passing grade and must repeat the course (see *Repeating a Course* and *Re-Entry*). Students are required to pass theory, lab, and clinical of numerically similar courses (e.g., NU1010, NU1010L, NU1010C). If a student is unsuccessful in the lab or clinical portion of the series, then the student must audit the theory course when retaking the failed component.

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ADVANCED ACADEMIC STANDING

When a grade of "TC", "CC", or "PC" is assigned for the course it counts toward meeting the graduation requirements and the credits count toward SAP (see *Satisfactory Academic Progress*).

When a grade of "AC" is assigned, it counts toward meeting the graduation requirements but does not apply to the SAP benchmarks, qualitative or quantitative (see *Satisfactory Academic Progress*).

AUDITING COURSES

Current students will be automatically registered to audit a course if no other course in their schedule is available due to course failure or failure to meet required prerequisites. Audit courses do not impact credits attempted or credits earned and carry no quality points; therefore, an audited course will not affect a student's Satisfactory Academic Progress (SAP) or GPA. Students auditing a course will receive an AU grade at the end of the course; under no circumstance will an audited course change a previously earned grade. Students who audit a course are required to adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc. No tuition will be charged for audit courses.

Students may only audit classes for up to ten (10) weeks without attempting a for-credit class. If the student is scheduled to sit-out for more than ten weeks, the student will be withdrawn from the College. Students may be reentered into an audit course prior to starting for credit courses required for their program.

Students with less than full time schedules may also request to audit a course prior to the start of a module. Requests should be made to the Student Academic Advisor. Students may not audit additional courses if already enrolled in two (2) or more for credit courses in a module.

Charter College also offers limited refresher training to its graduates. A graduate must contact the Education department to apply for refresher training at any Charter campus offering similar courses. Refresher courses are available only if the course, or its equivalent, was successfully completed as part of the graduate's program. All graduates returning to refresh their skills must be in good financial standing with the College. Course audits are limited to courses that are currently offered and where space is available; a stand-alone externship course may not be audited. The graduate is required to purchase, at their own expense, current textbooks, or uniforms. The graduate is required to adhere to current College policies found in the Catalog including attendance, dress code, conduct, etc.

While auditing the refresher course, the graduate is not attempting or earning credits and a GPA will not be calculated. The course will appear on the transcript with a grade of "AU" and this will indicate only the graduate's participation in the course and in no way reflects a learning outcome or content mastery. No more than ten (10) quarter credit hours in a module may be attempted at a time.

COVID-19 INCOMPLETE

Due to the COVID-19 national emergency and temporary closure of the College's skills lab, students who are unable to complete a course containing a skills lab will receive a COVID-19 Incomplete grade ("COVID"). The incomplete will be entered as "COVID/I". When the College reopens the skills lab, students will be scheduled to complete the skills lab portion of the course(s).

- Students will have five (5) weeks to complete the skills lab portion of the course(s). Regardless of whether the course work is complete, the COVID-19 Incomplete will be changed to a letter grade at the end of the five (5) weeks.
- Students that choose not to return to the course to complete will have the COVID/I updated to an F as they have not met the required skills portion of the course. Students impacted by COVID-19 do not need to request the COVID-19 Incomplete for courses containing skills lab. This is automated based on the College's decision to close the campuses for all face-to-face instruction announced on 03/17/2020.
- To be eligible for a COVID-19 Incomplete, student have must completed academic activity in their scheduled course(s).

COVID-19 INCOMPLETE - EXTERNSHIP

Due to the COVID-19 national emergency, some externship sites may temporarily decline the use of externs at their facilities. In these instances, the College will work to identify an additional site (or sites) for the extern. Based on the limited availability of sites, some externs may not be assigned to an additional site. Students will receive a COVID-19 Incomplete grade ("COVID"). The incomplete will be entered as "COVID/I". When an externship site is available, students will be scheduled to complete the remaining externship hours.

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- Students will have five (5) weeks to complete the remaining externship hours. Regardless of whether the hours are complete, the COVID-19 Incomplete will be changed to a letter grade ("P/F") at the end of the five (5) weeks.
- Upon the College's determination that another externship site is not available, externship students impacted by COVID-19 do not need to request the COVID-19 Incomplete for the externship course. This is automated based on the College's determination of an unavailable site.
- To be eligible for a COVID-19 Incomplete, externship students must have completed and approved externship hours.

FAILURE

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

INCOMPLETE

Once enrolled in a course, students should make every 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 meets the following criteria:
1. The student has completed 60% of assigned coursework required by the course.
2. The student has attended at least 60% of the in-person class time for blended programs
3. The student can provide documentation to support the hardship that prevented the student from completing the course assignments.

Students must request to receive an Incomplete with the Student Academic Advisor (SAA). If approved by the SAA and the Education Department, then the SAA will initiate the incomplete petition form no later than 5:00pm on Friday of week five (5). Students will then have until 11:55pm on Sunday of week five (5) sign the form. Any requests made or signed after the aforementioned deadlines will not be approved.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned thus far in the course (e.g., "I/F"). Students must submit all missing course requirements to the instructor within one (1) week after the end of the module. Regardless of whether the course work is completed, the Incomplete will be changed to a letter grade at the end of this one (1) week. If a student would challenge an academic grade, please refer to the *Change of Grade* section.

INCOMPLETE - EXTERNSHIP

Students officially enrolled in an externship may also petition for an Incomplete. Unlike other courses, externs with an approved Incomplete petition may be granted up to five (5) weeks to complete the externship, contingent upon approval from the Education Department. If the requirements for externship are not met at the end of the extended period, the student will receive a grade of an "F" and must restart the externship process; any previously completed externship hours do not count towards the retake. The retake is contingent upon the approval from the Education and Career Services Departments.

ORIENTATION

Successful completion of the online orientation is indicated on the transcript as "OC" for Orientation Complete. Failure to complete the online orientation is recorded as "ON" for Orientation Not Complete on the transcript.

WITHDRAWAL

A course is assigned a 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 or cancelled during the cancellation period; does not apply to the SAP benchmarks, qualitative or quantitative (see Satisfactory Academic Progress).

GRADE POINT AVERAGE

To calculate a Grade Point Average (GPA), multiply the quality points associated with each grade times the number of credit hours for each course. Add these quality points and divide by the total number of credit hours.

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GRADUATION REQUIREMENTS

To be eligible for graduation, students must:
1. Complete all required courses in Certificate, Associate, and Bachelor degree programs with a Cumulative Grade Point Average of at least 2.0;
2. Meet the specific grade and other program requirements (if applicable);
3. Successfully complete the externship or clinical requirement (if applicable); and,
4. Achieve Satisfactory Academic Progress.

COMMENCEMENT CEREMONIES

Commencement ceremonies are generally held once a year, though some campuses may hold them twice a year. Dates vary by location. Students may participate in a ceremony by meeting the *Graduation Requirements.* Additionally, students who are in their last module may also participate in a ceremony prior to satisfying the *Graduation Requirements*. Students who attend commencement ceremonies and wear an honor cord prior to diploma conferral are not guaranteed the "Graduated with Honors" designation. Students may fail to meet the College's Honors standards after attending commencement ceremonies. Academic standards must be met for a "Graduated with Honors" diploma to be awarded. During the ceremony, participants will receive a congratulatory scroll. Graduates can expect to receive their diploma four-to-six weeks after meeting *Graduation Requirements*.

Separate commencement ceremonies are not held for online students; however, online students may attend and are included in the invitation of their campus (particularly those students within a reasonable commuting distance). Should online students not be within a reasonable commuting distance to their own campus, they may request to be included in another campus' ceremony (travel expenses are not covered).

More information about commencement ceremonies is available from a Student Academic Advisor or Campus Manager.

NOTE: To officially graduate, students must satisfy all academic requirements of the specific program and the *Graduation Requirements*. Participation in a commencement ceremony is not a guarantee or indication of program completion, meeting academic requirements of a program, or fulfillment of *Graduation Requirements*. Additionally, participants recognized during a ceremony with Honors or the President's Award may fail to meet the College's standard prior to program completion, and not earn that designation with their diploma.

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HOLIDAYS AND WEATHER CLOSURES

Occasionally the College will close due to holidays, bad weather or other natural phenomena. The College will attempt to notify students of the closing by any of the following means: local television announcement (via website or during broadcast), phone, email, student portal notification, etc. Make-up days for holidays are scheduled and can be found in the Catalog Addendum. If the College closes for more than one (1) day, classes will meet on an unscheduled day. In the case of an unexpected closure, if possible, students will be given notice at least one (1) week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the module.

HOMEWORK

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 in a certificate program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

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.

INSTITUTIONAL LEAVE OF ABSENCE

ALASKA

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

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

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on ILOA. Students who are receiving any type of state of Alaska financial aid must notify the appropriate agency of the approved ILOA. Students who are participating in Title IV funding understand any loans could enter repayment while on an approved ILOA. If a student is on an ILOA and is part of the Institutional Loan Program (Charter College Credit), the student will be required to continue to make payments while on an approved ILOA.

LEAVE OF ABSENCE

LEAVE OF ABSENCE – COVID-19 (LOACOVID)

Due to the COVID-19 national emergency and temporary closure of the College's skills lab, a student who is unable to complete a course containing a skills lab will receive a COVID-19 Incomplete grade ("COVID"). Because skill labs are temporarily closed, a student who is unable to complete courses to earn final grades is not eligible to begin their externship course or graduate from their program. A student unable to begin the externship course or graduate from their program due to COVID Incomplete grade(s) may be granted a Leave of Absence – COVID-19 (LOACOVID) in the case of extenuating circumstances created by the COVID-19 pandemic. The

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LOACOVID must be requested in advance unless unforeseen circumstances prevent the student from doing so. The request for the LOACOVID must be approved by the College, in accordance with the College's Leave of Absence – COVID-19 procedure.

The student must submit a written, signed, and dated request stating the reason for the leave to the Covid-19 Resource and Education Loan Specialist Manager. The Program Manager and/or Vice President of Academic Operations will review the student's eligibility for an LOACOVID and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the leave in the period indicated, for an LOACOVID leave to be granted. The student will be informed, in writing, of the decision to grant or deny the request for leave by the Vice President of Academic Operations.

Prior to the beginning of a leave, the student must meet with the Financial Aid Department to determine the financial aid implications of taking a leave.

Additional Provisions:
- The student may not exceed 180 calendar days on leave within a continuous 12-month period.
- The student will not be eligible for any financial aid while on leave and may be required to complete additional financial aid documents.
- A student who fails to return from LOACOVID leave on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- A student making tuition payments to the College remains under that obligation during a leave.
- If a student who has received Title IV loans fails to return from an LOACOVID leave the Federal loan grace period begins retroactively from the date the leave began.
- If a student does not return following the LOACOVID leave period, the College must apply its refund policy in accordance with state and federal guidelines.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a leave.

CALIFORNIA, MONTANA, NEW MEXICO, AND WASHINGTON

Except for the *Leave ff Absence – COVID-19 (LOACOVID),* students are not allowed to take a Leave of Absence (LOA). Students who are not attending will be withdrawn and must follow the established process for re-entry.

INVOLUNTARY WITHDRAWAL

A student who meets any of the following criteria will be subject to involuntary withdrawal from the College:
- failure to attend classes for more than fourteen (14) calendar days
- academic dismissal (see *Satisfactory Academic Progress, if applicable*)
- violation of the rules of conduct
- past due account and satisfactory payment arrangements have not been made (see *Students with Financial Balances*)

The last date of attendance will be determined by the Education Department using attendance records. Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the *Re-Entry* section.

MAKE-UP WORK

All graded assignments are expected to be submitted by the due date. However, in case of unforeseen emergencies or life events that may delay submission, the student may turn in work up to seventy-two (72) hours after the due date. Please note, however, that the following assignments **cannot** be made-up: weekly discussion questions in the online classroom and face-to-face skills lab sessions.

All make-up work is due within seventy-two (72) hours of the due date and will receive a 15% grade reduction. If the assignment is not submitted within seventy-two (72) hours, the student will receive a zero (0) for that assignment. Once any late work is submitted, the student must immediately notify the instructor via email, indicating that late work has been completed and specifying which assignment(s) were submitted. If said notification is not completed, the student may not receive credit for the assignment(s).

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Make-up work cannot be accepted for any assignments due in the last week of class. All work must be submitted on or before the last day of class. No make-up work can be accepted after the last day of class unless the student has an approved Incomplete (see *Grading System: Incomplete)*.

If circumstances prevent the student from completing make-up work within seventy-two (72) hours, or the unforeseen situation arises during the last week of the module or term, a student may petition for an Incomplete ("I") grade to be granted. For more information on an Incomplete petition, please refer to the *Grading System.*

LAB AND SKILLS LAB MAKE-UP

If a student is unable to attend a lab session, and does not meet the circumstances listed below, then the student will not be allowed to make-up the points and the attendance hours related to that lab session.

To gain the skills missed, the student may coordinate with the instructor to arrange for a skills lab practice session (contingent upon instructor and classroom/lab availability). The student may be able to make-up the lab under the following circumstances:
- The student has not exceeded the allowed amount of make-up days for lab – a maximum of one time during a module and two total times during the program.
- The student provides at least 24-hour notice to the instructor and Student Academic Advisor about the reason that they will need to miss the class.
- The instructor and Student Academic Advisor must verify that another lab session is available. For example: A student is unable to attend the morning session, but an evening session is available. The student must attend the make-up lab during the same week of the session missed.

The instructor of record will notify the appropriate parties of when the student will join a different session. Grades and participation points will be communicated with the instructor of record. Attendance is not recorded for the student during the make-up lab; however, the make-up allows for hands-on skills practice.

For unexpected emergencies or illnesses that do not allow time for 24-hour notice or cause the student to miss more than one lab in a module, see *Grading System: Incomplete*.

Note: this does not apply to the Nursing program.

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

ASSOCIATE OF APPLIED SCIENCE IN NURSING

In addition to the above requirements, students are expected to attend all classes, labs, and clinical as assigned. Any student missing more than one (1) day of a NU-prefix lab or clinical course may fail the course. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up time may not be available. In the event of unavoidable situations, efforts will be made to provide make-up opportunities.

If a student is tardy by more than five (5) minutes to any clinical environment, the student may be sent home from the clinical site or campus laboratory and the student will be marked with one (1) absence. All clinical time must be made up. Clinical make-up time must be scheduled through Dean of Nursing or designee.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at Charter College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Charter College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Charter College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Charter College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

ONLINE/BLENDED COURSES

Charter College offers programs in an online or blended format (refer to the *Academic Programs* section). Charter College courses are not self-paced and must be completed as prescribed in the course syllabus. Blended learning combines a hands-on classroom experience with online education. Blended and online courses require students to be dedicated and have self-discipline in order to succeed in their courses. Online assignments and/or projects are typically graded within 72 hours of the due date.

ORIENTATION

Charter College provides online orientation to ensure the student is acclimated to the specific distance education learning methodology and technology required to succeed in the online environment. Students taking online or blended courses must complete the online orientation prior to the third day (Wednesday) of the first week; this requirement must be completed prior to the due date of the first graded activity in the course.

TECHNOLOGY REQUIREMENTS

Students enrolled in blended or online courses are required to have:
- A functioning e-mail account (provided by Charter College)
- Microsoft Office 365 (provided by Charter College)
- Adobe Reader, version DC
- Access to and maintain a functional computer less than five (5) years old, high-speed Internet access, and a supported web browser. Other system requirements include the following:
  - Intel I3 Processor or higher
  - Minimum 4 GB of RAM
  - High-speed Internet access
    - Internet connection (DSL or faster)
    - Wireless connection (802.11n or ac)
  - At least two of the following supported web browsers:
    - Chrome: Versions 75 or higher
    - Firefox: Versions 67 or higher
    - Safari: Versions 11 or higher
  - Sound card and computer speakers to listen to audio presentations
  - Headset/microphone
  - Operating Systems for PC users
    - Windows 8
    - Windows 10
  - Operating Systems for Mac users
    - OS X 10 - version 10.8x or newer
  - Media Player
    - Apple QuickTime for Mac users
    - Windows Media Player for PC users

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COMPUTER-INCLUSIVE PROGRAMS
Alternatively, the College will issue a computer to students enrolling in select programs (see *Programs Including a Computer* for more information*).*

COMPUTER AIDED DESIGN
Students enrolled in this program are required to have and maintain a functional computer less than five (5) years old, high-speed Internet access, and a supported web browser. System requirements for this program include the following:
- A functioning e-mail account (provided by Charter College)
- Microsoft Office 365 (provided by Charter College)
- Operating System:
  - Windows 10 64-bit Pro/Enterprise
- 2.5 GHz or better processor
- Minimum 8 GB of RAM
- High-speed Internet access
  - Internet connection (DSL or faster)
  - Wireless connection (802.11n or ac)
- Video Card
  - Display Resolution 1920x1080 or better
  - GB GPU with 29 GB/s Bandwidth and DirectX 11 compliant, capable of 24-bit color. 3D class video card with 512 MB of memory or higher and support for hardware acceleration. Please ensure that the video card driver supports OpenGL 3.0 or higher
- Free Disk Space
  - 30 GB
- .Net Framework Version 4.7 or later *DirectX11 recommended by supported OS
- High-speed Internet access
  - Internet connection (DSL or faster)
  - Wireless connection (802.11n or ac)
- Supported web browsers
  - Chrome: Version 75 or higher
  - Internet Explorer: Version 10 or higher
- Sound card and computer speakers to listen to audio presentations
- Headset/microphone
- Media Player
  - Windows Media Player for PC
- The following software is recommended for PC:
  - Adobe Reader, version DC

ONLINE/BLENDED COURSE SUPPORT CENTER

Support for online distance education courses is available through the Online Course Support Center (eLearning, formerly AELearn) by submitting a ticket at https://chartercollege.zendesk.com.

ONLINE/BLENDED STUDENT IDENTITY AUTHENTICATION AND PRIVACY

The College Learning Management System (LMS) for blended and online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional comprise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from Charter College. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is also done at no extra cost to the student.

RE-ENTRY

A student who has been voluntary or involuntary withdrawn and wishes to re-enter the College must contact the Student Services - Retention Department. The Student Services - Retention Department interviews the student and the College considers the student's academic and financial aid. The Student Services - Retention Department contacts the student as to the re-entry decision.

When a student has been approved to return, the student must sign a new Enrollment Agreement and meet with the Financial Aid Department. The student is subject to the current tuition rate on the new Enrollment Agreement, the current catalog policies and procedures, and current program requirements. A re-entry fee will not be charged to the student, but the Financial Aid Department may require a payment for students with account balances or balances that are 120 days past due.

ASSOCIATE OF APPLIED SCIENCE IN NURSING

In addition to the requirements listed in the *Re-Entry* section, students who wish to re-enter the Associate of Applied Science in Nursing program must meet the following criteria to be considered for re-entry. Students may re-enter the program one (1) time. If after re-entry the student is unsuccessful, then the student will be withdrawn and will not be eligible for re-entry in the future.

1. Submit a letter to the Dean of Nursing describing why the student was previously unsuccessful in the program and what significant changes the student has made to be successful upon re-entry to the program.
    a. The letter must be received no later than ten (10) weeks prior to the proposed re-entry start date. The Dean of Nursing determines if the student is eligible to apply for re-entry.
2. Re-entry applicants will be ranked based on their last NU or SC prefix final course grades. Additionally, re-entry is also based on space availability for the desired start date.
3. The student will receive a new ATI product code upon auditing courses and are encouraged to participate in ATI assignments and exams as assigned for the cohort into which they re-entered. The ATI Content Mastery Exams are required for students repeating a course.
4. Applicant must successfully pass a drug screen as administered by a designee of the College.
    a. A successful drug screen yields no evidence of non-prescription, controlled or illegal substance.
5. Applicant must successfully pass a background check as administered by a third-party vendor of the College.
    a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12 AAC 44.705.
    b. Meet all DHSS guidelines.
6. Medical record information form must be up to date.
7. Certification in American Heart Association BLS must be current through graduation date.
8. If curriculum changes have occurred since the previous enrollment, all prior course work will be reviewed for transfer credit into the new curriculum.
9. Due to the requirements to access some clinical sites, including military bases, applicants must produce proof of one (1) of the following documents that must remain current and valid throughout enrollment.
    a. U.S. Passport or U.S. Passport Card
    b. Military ID
    c. Permanent Resident card/Alien Registration Receipt Card (Form I-766)
    d. Foreign passports with a temporary (I-551) stamp
    e. An employment authorization document that contains a photograph (Form I-766)
    f. Current/valid driver's license or identification card issued by a state or outlying possession of the United States which is in compliance with the REAL ID Act of 2005
    g. Identification card issued by federal, state, or local government agencies that are REAL ID act compliant.
10. Successful completion of all *Admissions Requirements* and *Re-entry* requirements must validated by the Dean of Nursing. Re-entry is subject to Dean of Nursing approval and will be confirmed in writing.

CERTIFICATE IN PHARMACY TECHNICIAN

In addition to the requirements listed in the *Re-Entry* section, students who wish to re-enter the Certificate in Pharmacy Technician program must have successfully passed a background check administered by a third-party of the College. The College will review the timeframe of the background check from the prior enrollment; if more than 12-months have passed, a new background check is required.

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REPEATING A COURSE

Students who do not achieve a letter grade of "C" (73.5%) or better in any course are considered to have failed that course and must repeat it. When students repeat a failed course, the grade received is used to calculate the Cumulative Grade Point Average. Both the original and repeat attempt(s) will be counted in Rate of Progress calculations. If repeating the course is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course only two (2) times (see *Satisfactory Academic Progress* and *Grading System).* A student who does not successfully complete a course after the third attempt will be academically dismissed from the College. Additionally, the ability to repeat a course is on a "seat availability" basis. A student's training may be interrupted if the course to be repeated is not available until a later date. Students repeating courses will be charged the per credit hour cost for each repeated course.

ASSOCIATE OF APPLIED SCIENCE IN NURSING

To pass a course in the program, a grade of C+ (76.5-79.4) or higher is required and progression requirements must be met. Students are required to pass theory, lab, and clinical of numerically similar courses (e.g., NU1010, NU1010L, and NU1010C). If a student is unsuccessful in the lab or clinical portion of the series, that student must audit the theory course when retaking the failed component.

SATISFACTORY ACADEMIC PROGRESS

In order to graduate, a student in a Certificate, Diploma, Associate, or Bachelor degree program must have a Cumulative Grade Point Average (CGPA) of 2.0 or higher; all students must complete all 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 (2) ways: CGPA (qualitative) and Rate of Progress (quantitative). 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 (10) 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.

SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS AND BENCHMARKS

Program Credential	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Diploma Programs	1st	Minimum of 2.0 and 61.1%
	2nd	Minimum of 2.0 and 100%
Certificate Programs	1st	Minimum of 1.6 and 50%
	2nd	Minimum of 1.8 and 60%
	3rd and thereafter	Minimum of 2.0 and 66.67%
Full Associate degree Programs	1st	Minimum of 1.0 and 33.33%
	2nd	Minimum of 1.6 and 50%
	3rd	Minimum of 1.8 and 60%
	4th and thereafter	Minimum of 2.0 and 66.67%
Associate Degree Completion Programs	1st and thereafter	Minimum of 2.0 and 66.67%
Full Bachelor Degree Programs	1st	Minimum of 1.0 and 33.33%
	2nd	Minimum of 1.6 and 50%
	3rd	Minimum of 1.8 and 60%
	4th and thereafter	Minimum of 2.0 and 66.67%
Bachelor Degree Completion Programs	1st and thereafter	Minimum of 2.0 and 66.67%

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Students not meeting these benchmarks are not making SAP. The first time a student is not making SAP, the student is placed on Academic Warning. If the student receives financial aid, the student will be placed on Financial Aid Warning. Students on Academic Warning/Financial Aid Warning will have until the next evaluation point to achieve SAP. Students placed on Academic Warning will be notified via the student portal, contacted by the Student Academic Advisor, and will receive advising to assist them in improving their academic progress. At the next evaluation point, if a student on Academic Warning meets or exceeds both benchmarks, the student will be taken off Academic Warning.

If, at the next evaluation point following Academic Warning, the student has not achieved both the qualitative and quantitative benchmarks of SAP, then the student's SAP status will be changed to SAP Dismissal/Financial Aid Probation and the student's school status will be changed to Academic Probation. At this time, the student may be eligible to appeal, see *Appealing SAP Dismissal/FA Probation* below. If the appeal is denied, the student's school status will be changed to Dismissal (Academic).

Students with an approved SAP Appeal will continue on Academic Probation and, if the student receives financial aid, they will be allowed to receive funds for one (1) additional evaluation point. If it is identified that the student will need more than one evaluation point to reach success, the student may be allowed to continue on Academic Probation, with a specific, detailed Academic Success Plan to maximize the opportunities for academic success. Students placed on Academic Probation will be notified via the student portal, contacted by the Student Academic Advisor, and will receive advising to assist them in improving their academic progress. Students on Academic Probation will have until the next evaluation point to achieve both the qualitative and quantitative SAP benchmarks.

At the end of Academic Probation, and after a successful SAP Appeal, the student has not achieved both the qualitative and quantitative benchmarks of SAP, the student will be institutionally dismissed and ineligible for return to the program in which they were dismissed. The students with Academic Success Plans will be reviewed according to the individual plan benchmarks. Students do not have a right to appeal the determination if institutionally dismissed.

APPEALING SAP DISMISSAL/FA PROBATION

Students may appeal SAP Dismissal/FA Probation for failure to meet qualitative and quantitative SAP benchmarks or for failure to meet minimum grading standards applicable to a student's program of enrollment that leads to dismissal (see *Grading System* for program specific standards).

SAP Dismissal/FA Probation may not be appealed by students who cannot complete the program within the 150% maximum timeframe.

If a student wishes to appeal their SAP Dismissal/FA Probation they must submit their appeal packet either in person or electronically to the Student Academic Advisor by midnight, two (2) business days from the notification of SAP Dismissal/FA Probation. The appeal packet must include the following:

1. The **Dismissal-Probation Appeal form** stating the circumstances that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable. Examples include death of a family member, military service, and childcare problems. Documentation to support the appeal should be submitted with the Dismissal-Probation Appeal form. In addition, the Appeal form must state what steps have been taken to correct the situation.
2. An **Academic Success Worksheet** will be completed during an advising appointment with a Student Academic Advisor and Academic Success Plan options will also be discussed.

The Student Academic Advisor will notify the student via the student portal regarding the outcome of the appeal within three (3) business days.

A student that does not appeal SAP Dismissal/FA Probation by the deadline will be involuntarily withdrawn from the College. When the involuntarily withdrawn student wishes to return to the College, the student must appeal the academic dismissal according to the "Appealing SAP Dismissal/FA Probation" process.

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MILITARY SERVICE MEMBERS

Military service members, who have stepped away due to service requirements and did so under the umbrella of SAP Dismissal or FA Probation, are eligible for re-entry due to the unavoidable nature of their service commitments.

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Students who are appealing an academic dismissal may attend class and lab while waiting to hear results of the appeal. Students appealing an academic dismissal are not allowed to attend clinicals.

APPEALING ACADEMIC DISMISSAL

If a student's appeal is denied, the student may appeal again after one (1) year of the date of the dismissal, including students seeking to enroll with a change of program. 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 eligible, may receive financial aid until the next evaluation point or as indicated in the Academic Success Plan.

SAP AND COURSE WITHDRAWALS AND FAILURES

When a student withdraws from a course, the course is assigned a "W" grade. This grade has no quality points and therefore does not impact a student's CGPA. 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 CGPA and Rate of Progress.

ADVANCED ACADEMIC STANDING AND SAP

ACADEMIC CREDIT

When a student receives academic credit (AC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. As the block credit is an admission requirement the total number of allowable credit hours attempted is decreased by the number of credit hours accepted by the College. For example, upon admission the college accepts 54 credit hours into a program with 90 credit hours, the number of allowable credit hours attempted will equal 90 − 54 = 36, and 1.5 times 36 = 54 maximum credits hours attempted allowed.

TRANSFER CREDIT

When a student receives transfer credit (TC), the transfer credit hours do not carry quality points and therefore do not impact the student's CGPA. The total number of allowable credit hours attempted is not reduced 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 55, and 1.5 times 55 = 82.5 maximum credit hours attempted allowed.

CERTIFICATION/NATIONAL EXAM CREDIT AND PROFICIENCY CREDIT

When a student receives Certification/National Exam Credit (CC) or Proficiency Credit (PC), the credit hours do not carry quality points and therefore do not impact the student's CGPA. These credits do count toward credits attempted/earned for purposes of Rate of Progress.

CHANGING PROGRAMS

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

ADDITIONAL PROGRAM/CREDENTIALS

If a graduate of the College enrolls in a new program or if a student in good SAP standing transfers programs, only those courses that apply toward the new program will be counted in calculating the number of quality points in the CGPA and the credits attempted in calculating the Rate of Progress.

ACADEMIC ADVISING

Students not making SAP must meet with the Student Academic Advisor for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an Academic Success Plan to address the circumstances. This

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worksheet becomes part of a student's academic file. Students requiring an Academic Success Plan must meet weekly with the Student Academic Advisor to determine progress toward completing the requirement of the Plan.

TEXTBOOKS

The cost of textbooks or e-books are part of the program tuition. Textbooks or e-books will be provided to students on or before the first day of a course. Students receive links to the e-books, where the students download the e-book onto their computer, tablet, or other device.

TRANSCRIPTS

Charter College will provide a transcript of the student's academic record upon request. An official copy will be provided to the appropriate person and/or institution. However, if the student is placed with an outside collection agency on their institutional loan, and their account has not been paid in full, then: 1) the College will release the student's diploma and official transcripts to the student, 2) the College will release the requested documentation to the student's employer, and 3) the College will not release official transcripts to another school. The College archives academic transcripts indefinitely. For more information or to request a transcript, please visit www.chartercollege.edu/transcripts.

CALIFORNIA

The College maintains all required student files for a minimum of five (5) years. The College archives academic transcripts indefinitely.

TRANSFER FROM ONE CHARTER COLLEGE CAMPUS TO ANOTHER CAMPUS

Students may transfer from one (1) Charter College campus to another campus. However, because the program offerings or requirements may differ from campus to campus, students should meet with the Education Department to ensure a full understanding before requesting a transfer.

VOLUNTARY WITHDRAWAL

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date.

Re-admission to the College following voluntary withdrawal will be at the discretion of the College. See the *Re-Entry* section.

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STUDENT SERVICES

CAREER SERVICES

Career Services provides resources to students and graduates to assist with personal growth and professional development. Career Services supports students and graduates in becoming productive employees and lifelong learners. Career Services creates effective partnerships in the communities and industries it serves.

"We Work to Get You to Work" by providing Career Services that will empower students and graduates to be confident in their career searches and to be successful in seeking opportunities throughout their career.

Career Services works to connect students and graduates with prospective employers through a variety of resources. Career Services also provides students and graduates with a range of support services including career exploration, resume and cover-letter writing and review, locating interviewing resources, and occupational resource materials.

Employment assistance is available to all College students and graduates. However, such employment assistance is successful only when cooperation exists between the student or graduate and Career Services. Therefore, the student or graduate must:

1. Demonstrate personal integrity, adult sense of responsibility, and high ethical standards. Charter College assists our graduates in finding opportunities with organizations in the professions for which we prepare students. The College will not violate employers' trust in and respect for the College and may not recommend a student or graduate who does not demonstrate these personal qualifications.
2. Make independent attempts to secure employment and not to rely solely on Career Services to secure a position. Career Services offers advice and coaching. Career success will depend mainly on the student's attitude, the effort put into studies, the diligence of the job search, and the job finally accepted. Therefore, we do not and cannot guarantee graduates a job. Securing employment is the graduate's responsibility.
3. Provide true and accurate background information in the development of a resume and preparation for interviewing.
4. Participate in activities recommended by Career Services. This may include meetings for resume writing/review, mock interviews, professional coaching, exit interviews, and more. Additionally, remain responsive to communication from Career Services (e.g., phone, email, text) as this will be instrumental to increasing employment opportunities, and will include notification of time-sensitive job leads.
5. Keep Career Services advised of any changes in employment or contact information for at least one year following graduation. Graduate employment data and graduate and employer survey feedback is used to benchmark successes each year; this feedback also identifies opportunities to improve the College's programs and affiliations with community employers.
6. Graduates who secure employment through their own efforts are expected to notify Career Services so the records used to verify Charter College graduate employment statistics to our accrediting agency can be updated.

ENROLLMENT VALIDATION

Charter College provides enrollment validation services to students (e.g., completion letter, enrollment letter, third party verifications). The validation request form is in the student portal. Third party requests can be sent via email to enrollmentvalidation@chartercollege.edu.

LIBRARY

The purpose of the Charter College virtual library is to support the educational goals of its students and faculty by providing access to informational resources and is designed to support the programs offered by the College. 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. The virtual library can be accessed from computers on campus or from any computer connected to the Internet with the proper account login and password.

Students and faculty are encouraged to use the virtual library for educational and professional development purposes. All materials in the library may be used for conducting research and completing class/homework assignments. The virtual library never closes and

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is not limited to any one campus location. The Corporate Librarian is available to provide assistance and can be reached through the Charter College library website at http://libguides.chartercollege.edu.

POLICY ON ACCOMMODATION

REASONABLE ACCOMMODATION & DISABILITY

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 the Americans with Disabilities Act (ADA) as amended. The College provides evaluation of individual needs, advisement and appropriate support services when indicated. If any problems arise, please contact the Campus Manager/ADA Coordinator identified in the Catalog Supplement.

Charter College seeks 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 Campus Manager/ADA Coordinator 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. Students may request disability-related accommodations if they have a physical or mental impairment that substantially limits one or more major life activities. There must be a nexus between this disability and the request. Charter College reserves the right to determine whether a student's impairment is a disability requiring consideration for accommodation.
3. Once a disability is acknowledged, the College will work with students to develop an Accommodation Plan that Charter College and the student 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 (1) 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.
4. 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 Campus Manager/ADA Coordinator 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.

REASONABLE ACCOMMODATION & RELIGION

Charter College is committed to providing an academic environment that is respectful of the religious beliefs of its students. As part of this commitment, Charter will make good faith efforts to provide reasonable religious accommodations to those in our community whose sincerely held religious beliefs conflict with a Charter College policy, procedure, or other academic or externship/clinical requirement unless such an accommodation would create an undue hardship or would fundamentally alter Charter's academic program. Students may request a religious accommodation by making a written request using the Student Accommodation Request form and submitting to the Campus Manager/ADA Coordinator.

Charter College will reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the course and/or program and rescheduling examinations or activities or offering different times for examinations or activities. Any student seeking reasonable accommodations under this section must complete the Student Accommodation Request form and submit it to the Campus Manager/ADA Coordinator, within the first two (2) weeks of the beginning of the course and/ or program and provide the specific dates the student requests

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accommodations regarding examinations or other activities. The student shall work with the Campus Manager/ADA Coordinator to determine a schedule for making up missed work and/or examinations.

ASSOCIATE OF APPLIED SCIENCE IN NURSING
Students should be aware that clinical rotations are based on clinical site availability. Clinical rotations are scheduled on either Friday, Saturday, Sunday or Monday. Any student seeking reasonable accommodations under this section for clinical rotations must complete the Student Accommodation Request form and submit it to the Campus Manager/ADA Coordinator and Dean of Nursing four (4) weeks prior to the start of the term containing clinical rotations.

STUDENT ADVISING

Students may experience educational, personal, or financial problems during their enrollment. The College welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Student Academic Advisor.

STUDENT SERVICES

Charter College is committed to the academic and personal support of our students. The Student Academic Advisor can assist students with finding resources for ride sharing, housing referrals, and child care services.

STUDENT SUCCESS COACHING

Student Success Coaching is available for students who need additional assistance in their studies. Upon the request of the student, faculty members are available for help. Students who need assistance should contact their instructor or Education Department.

STUDENT CONDUCT

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 future employment referrals 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.

Students are expected to observe the following policies and those described in this Catalog and Student Handbook:
1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards peers, patients, and clients.
4. Maintain professional grooming and personal hygiene at all times.
5. 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:
1. All forms of dishonesty, including cheating, plagiarism, forgery and intent to defraud through falsification, alteration, or misuse of College documents.
2. Violation of the Copyright Policy.
3. Theft or destruction of College or the private property of individuals associated with the College.
4. The possession or sale of firearms or other weapons, explosives, or dangerous chemicals.
5. 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.
6. The use of profanity, insubordination, dishonesty and violation of safety rules.
7. Possess or be under the influence of illegal drugs or alcohol while on the campus and/or surrounding structures.
8. Smoking or the use of tobacco products on campus (e.g., cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco).
9. Failure to comply with the Campus Dress Code.
10. Food or drink in the laboratories.
11. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.

12. 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.
13. Externship/Clinical students only: Electronic devices are not allowed for students in clinical facility areas. Students should communicate with faculty as needed in these areas.

ILLEGAL DRUGS AND ALCOHOL

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. This information can be found at https://www.chartercollege.edu/campus-crime-security in the "Community Resources" section of the "Campus Safety & Security Annual Report, Drug – Free Campus/Workplace Report".

WEAPONS

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.

CAMPUS DRESS CODE

BUSINESS ADMINISTRATION AND INFORMATION TECHNOLOGY

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. 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 others is unacceptable. Failure to comply with the Charter College 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	Inappropriate
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	- 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, pictures, 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 ride 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 (1) earring per ear - Earrings should be small and professional - Piercings kept to earlobes	- Facial piercings - Strong perfumes or cologne (many are allergic to these) - Hats are never appropriate inside the building

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ALLIED HEALTH

Charter College expects Allied Health students to dress professionally at all times. 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, stomach, or underwear is not appropriate for a place of business, even in a business casual setting. Clothing should be pressed and never wrinkled; torn, dirty, or frayed. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable. The dress code is based on the expectations of the employers in the medical fields. Failure to comply with the Charter College 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	Inappropriate
Uniforms	
• Neat, clean and pressed • Charter College issued scrub top • Charter College issued scrub bottoms or personal scrub bottoms that match in color	• Wrinkled uniform • Dirty, bleached or torn uniform • Uniforms that are tight or loose-fitting • Attire that smells of tobacco
Shirts, Tops and Jackets	
• Short or long-sleeved t-shirts worn under uniform shirts.	• Jackets, sweatshirts or any outerwear worn over or under uniforms in the classrooms or labs • T-shirts must be tucked in, may not hang below the uniform, and may not have graphics, images, or text showing.
Shoes and Footwear	
• Non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic) • Tennis or running shoes	• Dirty or overly worn footwear • Flip flops or sandals • Shoes that pose a safety risk to the student
Personal Hygiene	

• Fingernails:
  • Short cut
  • Clean
 • Person
  • Clean
  • Unscented personal care products
	• Strong perfume or deodorants
	 • Gel or acrylic fingernails
	 • Long fingernails
	 • Body odor

Hair and Hats	

• Hair:
  • Well-groomed, clean, dry
  • Kept up off shoulders and fastened to stay back
  • Kept out of the eyes and off the face
 • Facial Hair:
  • Neatly trimmed
	• Hair that is not clean
	 • Long or loose hair that falls forward over the shoulder
	 • Hats are never appropriate
	 • Long or unkempt facial hair

Jewelry	
• Moderate amounts of jewelry allowed • Rings on fingers limited to 2 per hand (excluding wedding bands) • Pierced jewelry limited to ears and one small, unobtrusive nose stud (3 mm or smaller)	• Large hoops or dangling earrings • Tongue, eyebrow or any other facial piercings not listed in the appropriate column
Tattoos	
• Be aware that visible tattoos may impede your job search	• Tattoos that could be construed as offensive--such as profanity, sexually related references, drugs, or alcohol
Charter College ID must be worn during externship (for applicable programs).	

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NURSING

Charter College expects students to dress professionally at all times. The dress code is based on the expectations of the employers in the Nursing field. Failure to comply with the Charter College 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.

Faculty will identify any additional, course specific requirements regarding acceptable attire. The Dean of Nursing must approve any deviations from the dress code.

Appropriate		Inappropriate	
Uniforms – Lab and Clinical			
• Charter College issued monogramed scrub set; neat, clean, and pressed • Scrub pants hemmed to avoid touching the floor • Charter College issued scrub jacket (specific use may be at the direction of the faculty)	• Black sweater or knit jacket • Black long-sleeved undershirts, tucked in • Black non-porous, solid top shoes (e.g., leather, vinyl, rubber, plastic)	• Other scrubs • Wrinkled, dirty, bleached or torn uniform • Colored shirts, jackets, or sweaters • Jackets or sweatshirts over uniforms	• Sweaters or jackets with hoods or logos • T-shirts hanging below the scrub top • Any other shoes
Uniforms - Lecture			

• Business casual including:
  • sport coat, dress shirt, sweater, tie, and slacks
  • blouses, sweaters, skirt or dress (must be at or below the knee when bending or moving), dress capris or leggings with a tunic style, long top reaching mid-thigh or longer
  • All clothing is neat and clean, without rips or holes, and is not revealing or overly tight/baggy
• Close-toed shoes
		• Jeans, shorts, and yoga pants
		• T-shirts and spaghetti straps
		• Hats
		• Wrinkled, dirty, ripped or items with holes, overly tight/baggy
		• Sneakers, flip-flops, or other casual shoes	

Personal Hygiene – Lecture, Lab, and Clinical			
• Fingernails are cut short and natural • Cosmetics are applied lightly and with neutral colors • Deodorant is light or neutral scented • Hair is up, fastened securely, kept off shoulders and out of the face in the lab	• Facial hair is neat and trimmed • Pierced ears are limited to one earring per ear, are small, and professional; piercings are kept to earlobes • Tattoos are not visible	• Strong perfume or deodorants • Gel or acrylic fingernails • Colored fingernails • Colored, clear or neutral color polish • Long fingernails • Cosmetics applied heavily • Long, loose hair that is not clean	• Large hair accessories • Hats are **never** appropriate • Untrimmed, long facial hair • Large hoops • Any other visible piercings • Tattoos must be covered at all times
Identification			
• On-campus: Charter College ID badge must be worn at all times • Clinical sites: ID badge provided by the site must be worn at all times			

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APPLIED TECHNICIAN: HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION AND WELDING

Charter College expects HVAC and Welding students to dress professionally at all times. The dress code is based on the expectations of the employers in the trades fields. Students should maintain a professional appearance by wearing clean, pressed uniforms that have no tears or stains; hair that is kept neat and tied back. Failure to comply with the Charter College 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	Inappropriate
Uniforms	
• Neat • Clean and pressed • Charter College issued work shirt	• Wrinkled uniform • Dirty, bleached or torn uniform • Uniforms that are tight or loose-fitting
Shirts and Jackets	
• Neutral colored short or long-sleeved t-shirts (i.e., white, black, gray) • Solid colored jackets (in cold weather) • White, gray or black thermals (in cold weather)	• Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in, may not hang below the uniform, and may not have graphics, images, or text
Footwear	
• Welding: black steel-toed boots • HVAC: Sturdy closed toed shoes/boots •	• Flip flops or sandals • Shoes that pose a safety risk to the student
Hair and Hats	
• Hair must be kept neat • Long hair should be tied back • Lab only: clean, inoffensive ball caps or welding caps •	• Hats are **not** appropriate inside the campus common areas or classrooms
Tattoos	
• Be aware that visible tattoos may impede your job search	• Tattoos that could be construed as offensive--such as profanity, sexually related references, drugs, or alcohol
Jewelry	
• Be aware that jewelry especially loose or hanging jewelry may pose a safety risk in a trades lab. • Rings on fingers limited to 2 per hand (excluding wedding bands) Pierced jewelry limited to ears and one small, unobtrusive nose stud (3 mm or smaller)	• Large hoops or dangling earrings • Necklaces, chains or lanyards worn outside of uniform • Tongue, eyebrow or any other facial piercings not listed in the appropriate column

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GRIEVANCE AND APPEALS POLICY

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 Campus Manager. A "Complaint Form" can be obtained from the Campus Manager or the Education Department. The contact information for each Campus Manager is listed in the chart below:

Name	Campus/Location	Contact Information
Gabriel Gonzales Campus Manager	Anchorage	gabriel.gonzales@chartercollege.edu (907) 277-1000 2221 East Northern Lights Boulevard, Suite 120, Anchorage, AK 99508
Amanda Stops Campus Manager	Billings	amanda.stops@chartercollege.edu (406) 294-0156 1595 Grand Ave Ste 230, Billings, MT 59102
Ivan Grgas Campus Manager	Canyon Country	ivan.grgas@chartercollege.edu (661) 252-1864 19034 Soledad Canyon Rd, Canyon Country, CA 91351
Marissa Wheatcroft Campus Manager	East Wenatchee	marrissa.wheatcroft@chartercollege.edu (509) 415-3576 595 Grant Road, Suite 5, East Wenatchee, WA 98802
Tammy Wilhelm Campus Manager	Farmington	tammy.wilhelm@chartercollege.edu (505) 793-8087 3030 E 20th St, Farmington, NM 87402
Jasmin Camara Campus Manager	Fife	jasmin.camara@chartercollege.edu (253) 252-4200 3700 Pacific Highway East, Suite 150, Fife, WA 98424
Tracy McClenathan Interim - Campus Manager	Lacey	tracy.mcclenathan@prospecteducation.com (360) 292-7179 4520 Lacey Boulevard SE, Suite 40, Lacey, WA 98503
Nicolle McMillion Campus Manager	Lancaster	nicolle.mcmillion@chartercollege.edu (661) 341-3500 43141 Business Center Parkway, Suite 109, Lancaster, CA 93535
Andy Seno Campus Manager	Missoula	andy.seno@chartercollege.edu (406) 303-3259 1930 Brooks Street, Missoula, MT 59801
Grace Turner Campus Manager	Oxnard	grace.turner@chartercollege.edu (805) 973-1240 2000 Outlet Center Drive, Suite 150, Oxnard, CA 93036
Angela McCary Campus Manager	Pasco	angela.mccary@chartercollege.edu (509) 546-3900 5278 Outlet Drive, Pasco, WA 99301
Mahala Bemis Campus Manager	Vancouver	mahala.bemis@chartercollege.edu (360) 448-2000 17200 SE Mill Plain Boulevard, Vancouver, WA 98683
Charlie Soule Campus Manager	Wasilla	charlie.soule@chartercollege.edu (907) 352-1000 721 West Parks Highway, Wasilla, AK 99654
Dave Anderson	Yakima	dave.anderson@chartercollege.edu

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Campus Manager		(509) 412-1694
		2706 W Nob Hill Boulevard, Suite 106, Yakima, WA 98902

STEP 3

The Campus Manager will meet with the student to discuss the issue. The Campus Manager may also meet with the other party(ies) to attempt to resolve the issue.

STEP 4

Unresolved concerns may be appealed within fourteen (14) days to the Grievance Committee in writing. The Grievance Committee members will be designated by the Chief Executive Officer.

The following steps must be followed:
1. The student must submit a "Complaint Form" to the Grievance Committee.
2. All documentation must be received before the meeting and scheduled to occur within fourteen (14) days of acknowledged receipt.
3. Testimony will be presented by the student to the Grievance Committee.
4. The Grievance Committee has the responsibility for reaching a decision within fourteen (14) days that is in balance with the best interests of both the student and the College.

STEP 5

If a complaint is not resolved at the institutional level, a student may appeal to the appropriate state authority or approval agency where the institution resides and with the agency where the student is physically located. These agencies are listed alphabetically by state below.

State	Higher Education Agency
Alabama	Alabama Commission on Higher Education P.O. Box 302000 Montgomery, AL 36130-2000 Phone: (334) 242-1998 Toll-Free: (800) 960-7773 AL Residents Only Fax: (334) 242-2269 Website: http://www.ache.alabama.gov
Alaska	Alaska Commission on Postsecondary Education P.O. Box 110505 Juneau, AK 99811-0505 Phone: (907) 465-2962 Toll-Free: (800) 441-2962 Fax: (907) 465-5316 Website: http://acpe.alaska.gov/
Arizona	Arizona Board of Regents 2700 N. Central Ave., Suite 400 Phoenix, AZ 85004 Phone: (602) 229-2500 Fax: (602) 229-2555 Website: https://azregents.edu/
Arkansas	Arkansas Department of Higher Education 423 Main Street, Suite 400 Little Rock, AR 72201-3818 Phone: (501) 371-2000 Fax: (501) 371-2001 Website: http://www.adhe.edu
California	California Student Aid Commission

	P.O. Box 419027 Rancho Cordova, CA 95741-9027 Toll-Free: (888) 224-7268 Fax: (916) 526-8004 Website: http://www.csac.ca.gov/
Colorado	Colorado Department of Higher Education 1600 Broadway Suite 2200 Denver, CO 80202 Phone: (303) 862-3001 Fax: (303) 996-1329 Website: http://highered.colorado.gov/
Connecticut	Office of Higher Education 450 Columbus Boulevard, Suite 707 Hartford, CT 06103-1841 Phone: (860) 947-1800 Website: https://www.ctohe.org/
Delaware	Delaware Higher Education Commission The Townsend Building 401 Federal St, Suite 2 Dover, DE 19901 Phone: (302) 735-4120 Toll-Free: (800) 292-7935 Fax: (302) 739-5894 Website: https://www.doe.k12.de.us/domain/226
Florida	Office of Student Financial Assistance 325 West Gaines St, Suite 1314 Tallahassee, FL 32399-0400

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	Phone: (850) 410-5200 Toll-Free: (800) 366-3475 Website: http://www.floridastudentfinancialaid.org/osf ahomepg.htm		Frankfort, KY 40602-0798 Phone: (502) 696-7200 Toll-Free: (800) 928-8926 Fax: (502) 696-7496 Website: https://www.kheaa.com/
Georgia	Nonpublic Postsecondary Education Commission 2082 East Exchange Place Suite 220 Tucker, GA 30084-5305 Phone: (770)414-3300 Website: https://gnpec.georgia.gov/	**Louisiana**	Louisiana Board of Regents 1201 N. Third St., Suite 6-200 Baton Rouge, LA 70802 Phone: (225) 342-4253 Website: http://www.regents.la.gov/
Hawaii	Hawaii Post-Secondary Education Authorization Program Department of Commerce & Consumer Affairs 335 Merchant Street, Rm. 310 Honolulu, HI 96813 (808) 586-7327 Website: http://cca.hawaii.gov/hpeap/	**Maine**	Finance Authority of Maine P.O. Box 949 5 Community Drive Augusta, ME 04332-0949 Phone: (800) 228-3734 Website: http://www.famemaine.com/
Idaho	Idaho State Board of Education 650 West State Street, 3rd Floor Boise, ID 83702 Phone: (208) 334-2270 Fax: (208) 334-2632 Website: http://www.boardofed.idaho.gov/	**Maryland**	Maryland Higher Education Commission 6. N. Liberty Street Baltimore, MD 21201 Phone: (410) 767-3300 Website: http://www.mhec.state.md.us/
Illinois	Illinois Board of Higher Education 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701 Phone: (217) 782-2551 Fax: (217) 782-8548 Website: http://www.ibhe.org	**Massachus etts**	Massachusetts Department of Higher Education Room 1401 One Ashburton Place Boston, MA 02108-1696 Phone: (617) 994-6950 Fax: (617) 727-6397 Website: http://www.mass.edu/
Indiana	Indiana Commission for Higher Education 101 West Ohio Street, Suite 300 Indianapolis, IN 46204-1984 Phone: (317) 464-4400 Fax: (317) 464-4410 Website: https://www.in.gov/che/	**Michigan**	Michigan Student Aid PO Box 30462 Lansing, MI 48909-7962 Phone (888) 447-2687 Website: http://www.michigan.gov/mistudentaid
Iowa	Iowa College Student Aid Commission 475 SW Fifth Street, Suite D Des Moines, IA 50319 Phone: (515) 725-3400 Toll-Free: (877) 272-4456 Fax: (515) 725-3401 Website: https://www.iowacollegeaid.gov/	**Minnesota**	Minnesota Office of Higher Education Suite 350 1450 Energy Park Drive St. Paul, MN 55108-5227 Phone: (651) 642-0567 Toll-Free: (800) 657-3866 Fax: (651) 642-0675 Website: http://www.ohe.state.mn.us/
Kansas	Kansas Board of Regents Suite 520 1000 SW Jackson Street Topeka, KS 66612-1368 Phone: (785) 430-4240 Website: http://www.kansasregents.org/	**Mississippi**	Mississippi Institutions of Higher Learning 3825 Ridgewood Road Jackson, MS 39211-6453 Phone: (601) 432-6198 Website: http://www.ihl.state.ms.us/
Kentucky	Kentucky Higher Education Assistance Authority 100 Airport Road	**Missouri**	Missouri Department of Higher Education and Workforce Development 301 W. High Street P.O. Box 1469 Jefferson City, MO 65102-1469

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	Phone: (573) 751-2361 Fax: (573) 751-6635 Website: http://dhe.mo.gov/		Phone: (866) 866-2362 Website: https://www.cfnc.org/index.jsp
Montana	Montana University System Office of the Commissioner of Higher Education 560 N. Park Ave P.O. Box 203201 Helena, MT 59620-3201 Phone: (406) 449-9124 Website: http://www.mus.edu/	**North Dakota**	North Dakota University System 10th Floor, State Capitol 600 East Boulevard Avenue, Dept. 215 Bismarck, ND 58505-0230 Phone: (701) 328-2960 Fax: (701) 328-2961 Website: http://www.ndus.edu/
Nebraska	Coordinating Commission for Postsecondary Education P.O. BOX 905005 Lincoln, NE 68509-5005 Phone: (402) 471-2847 Fax: (402) 471-2886 Website: https://ccpe.nebraska.gov/	**Ohio**	Ohio Board of Regents 25 South Front Street Columbus, OH 43215 Phone: (614) 466-6000 Fax: (614) 466-5866 Website: https://www.ohiohighered.org/board
Nevada	Nevada System of Higher Education 4300 S. Maryland Pkwy. Las Vegas, NV 89119 Phone: (702) 889-8426 Fax: (702) 889-8495 Website: http://system.nevada.edu/Nshe/	**Oklahoma**	Oklahoma State Regents for Higher Education Suite 200 655 Research Parkway Oklahoma City, OK 73104 Phone: (405) 225-9100 Website: http://www.okhighered.org/
New Hampshire	New Hampshire Postsecondary Education Commission 101 Pleasant Street Concord, NH 03301 Phone: (603) 271-3494 Website: https://www.education.nh.gov/who-we-are/higher-education-commission	**Oregon**	Office of Student Access and Completion (OSAC) Suite 100 1500 Valley River Drive Eugene, OR 97401 Phone: (541) 687-7400 Toll-Free: (800) 452-8807 Fax: (541) 687-7414 Website: http://www.oregonstudentaid.gov/default.asp x
New Jersey	Higher Education Student Assistance Authority P.O. Box 545 Trenton, NJ 08625-0545 Phone: (609) 584-4480 Toll-Free: (800) 792-8670 Website: http://www.hesaa.org/	**Pennsylvania**	Pennsylvania Higher Education Assistance Agency PO Box 8157 Harrisburg, PA 17105-8157 Phone: 1-800-692-7392 Website: https://www.pheaa.org/
New Mexico	New Mexico Higher Education Department 2048 Galisteo Street Santa Fe, NM 87505 Phone: (505) 476-8400 Website: http://hed.state.nm.us/	**Rhode Island**	Rhode Island Office of the Postsecondary Commissioner RIHEAA Building 560 Jefferson Blvd, Suite 100 Warwick, RI 02886 Phone: (401) 736-1100 Website: https://www.riopc.edu/
New York	New York State Higher Education Services Corporation 99 Washington Avenue Albany, NY 12255 Phone: (518) 473-1574 Toll-Free: (888) 697-4372 Website: http://www.hesc.ny.gov/	**South Carolina**	South Carolina Commission on Higher Education Suite 300 1122 Lady Street Columbia, SC 29201 Phone: (803) 737-2260 Fax: (803) 737-2297
North Carolina	College Foundation of North Carolina P.O. Box 41966 Raleigh, NC 27629		

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	Website: http://www.che.sc.gov/			Fax: (804) 225-2604 Website: http://www.schev.edu/
South Dakota	South Dakota Board of Regents Suite 200 306 East Capitol Avenue Pierre, SD 57501-2545 Phone: (605) 773-3678 Website: http://www.sdbor.edu/		**Washington**	Washington State Achievement Council 917 Lakeridge Way SW Olympia, WA 98502 Phone: (360) 753-7800 Website: http://www.wsac.wa.gov/
Tennessee	Tennessee Higher Education Commission 312 Rosa Parks Avenue, 9th Floor Nashville, TN 37243 Phone: (615) 741-3605 Website: https://www.tn.gov/thec/		**West Virginia**	West Virginia Higher Education Policy Commission 1018 Kanawha Boulevard East Suite 700 Charleston, WV 25301 Phone: (304) 558-2101 Website: http://www.wvhepc.edu/
Texas	Texas Higher Education Coordinating Board 1200 E. Anderson Lane Austin, TX 78711-2788 Phone: (512) 427-6101 Website: http://www.thecb.state.tx.us/		**Wisconsin**	Wisconsin Higher Educational Aids Board 4822 Madison Yards Way Seventh Floor Madison, WI 53705 Phone: (608) 267-2206 Fax: (608) 267-2808 Website: http://www.heab.state.wi.us/
Utah	Utah System of Higher Education Board of Regents Building 60 South 400 West Salt Lake City, UT 84101-1284 Phone: (801) 321-7200 Website: http://higheredutah.org/		**Wyoming**	Wyoming Community College Commission 5th Floor, Suite B 2300 Capitol Ave. Cheyenne, WY 82002 Phone: (307) 777-7763 Fax: (307) 777-6567 Website: http://www.commission.wcc.edu/
Vermont	Vermont Student Assistance Corporation 10 East Allen Street P.O. Box 2000 Winooski, VT 05404-2601 Phone: (802) 655-9602 Toll-Free: (800) 642-3177 Website: http://www.vsac.org/		**Washington D.C.**	Office of the State Superintendent of Education (District of Columbia) Division of Postsecondary and Career Education (Postsec) 1050 First Street, NE Washington, DC 20002 Phone: (202) 727-6436 Website: https://osse.dc.gov/page/college-and-career-education
Virginia	State Council of Higher Education for Virginia James Monroe Building Tenth Floor 101 North 14th Street 10th Floor Richmond, VA 23219 Phone: (804) 225-2600			

SPECIFIC STATE APPROVAL AGENCIES

ALASKA

A student or any member of the public may file a complaint or appeal about this institution with the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

To request a copy of the Commission's Complaint Form, please send an email to: EED.ACPE-IA@alaska.gov.

CALIFORNIA

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov/, (888) 370-7589 or by fax (916) 263-1897. Students may contact the Bureau to file a grievance prior to filing a grievance with the College.

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After exhausting the above remedies student complaints concerning consumer protection violations should be directed to the Montana Department of Justice Office of Consumer Protection http://www.doj.mt.gov/consumer/. If a student does not feel that the College has adequately addressed a complaint or concern, the student may consider contacting the College's accrediting agency. All complaints must be submitted using the ABHES on-line complaint system at https://complaintsabhes.com. The complaint should include a narrative section filled out for each complaint type. Additionally, any supporting documentation should be uploaded into the system.

NEW MEXICO
Grievances and appeals are reviewed by an impartial representative of the College who is not directly involved in the area of the complaint; this may include, but is not limited to, the Campus Manager, member of the Grievance Committee, or the Director of Regulatory Affairs. The College will take no adverse action against the complainant for registering the complaint.

A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the New Mexico Higher Education Department (NMHED) in writing on a form provided by NMHED/PPSD available at http://www.hed.state.nm.us/institutions/complaints.aspx. A student must file a complaint with NMHED/PPSD within three (3) years of his/her last date of enrollment. The information may be submitted to NMHED/PPSD, 2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100, (505) 476-8400.

WASHINGTON
Students in Certificate programs: nothing in this grievance policy prevents you from contacting the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, Olympia, WA 98504-3105, (360) 709-4600, at any time. Visit https://www.studentcomplaints.wa.gov/hc/en-us to learn more about the complaint procedures.

Students in Associate's, Bachelor's programs: once the College grievance process is completed, a student may contact the Washington Student Achievement Council (WSAC). WSAC has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit http://www.wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

STEP 6

NC-SARA (APPLICABLE TO STUDENTS ENROLLED IN DISTANCE EDUCATION PROGRAMS THAT ARE NOT RESIDENTS OF CALIFORNIA)
If a complaint is not resolved at the institutional level, a student enrolled via the policies and standards of the National Council for State Authorization Reciprocity Agreements (NC-SARA) may appeal to the portal agency of the home state in which the institution is legally domiciled, Washington Student Achievement Council (WSAC). Information on NC-SARA's complaint resolution process is available at http://nc-sara.org/content/sara-policies-and-standards. Visit https://wsac.wa.gov/student-complaints for information regarding the WSAC complaint process.

Montana residents: Complaints concerning proper licensure under Montana law (see Board of Regents' Policy 221, http://www.mus.edu/borpol/bor200/221.pdf), including, if applicable, complaints related to State Authorization Reciprocity Agreement standards, may be directed to the Montana University System Office of the Commissioner of Higher Education, 2500 Broadway PO Box 203201, Helena, Montana 59620-3201, 406-444-6570.

STEP 7

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

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.

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TITLE IX - SEXUAL HARASSMENT POLICY FOR STUDENTS AND EMPLOYEES

Prospect Education/Charter College (the "College") is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. The College also prohibits Sexual Harassment (as defined below) committed against persons in the United States as part of its education programs or activities. The College will comply with both federal and state specific requirements but will follow federal requirements where they conflict.[1]

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow the procedures outlined in the College's Student Anti-Discrimination and Sexual Harassment Policy or the Employee Anti-Discrimination and Sexual Harassment Policy.

The College reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

Title IX Coordinator
The Title IX Coordinator coordinates the College's efforts to comply with its Title IX responsibilities. A Title IX Coordinator is available for each College campus—contact information is available below by campus.

Name	Campus/Location	Contact Information
Gabriel Gonzales Campus Manager	Anchorage	gabriel.gonzales@chartercollege.edu (907) 277-1000 2221 East Northern Lights Boulevard, Suite 120, Anchorage, AK 99508
Amanda Stops Campus Manager	Billings	amanda.stops@chartercollege.edu (406) 294-0156 1595 Grand Ave Ste 230, Billings, MT 59102
Ivan Grgas Campus Manager	Canyon Country	ivan.grgas@chartercollege.edu (661) 252-1864 19034 Soledad Canyon Rd, Canyon Country, CA 91351
Marissa Wheatcroft Campus Manager	East Wenatchee	marrissa.wheatcroft@chartercollege.edu (509) 415-3576 595 Grant Road, Suite 5, East Wenatchee, WA 98802
Tammy Wilhelm Campus Manager	Farmington	tammy.wilhelm@chartercollege.edu (505) 793-8087 3030 E 20th St, Farmington, NM 87402
Jasmin Camara Campus Manager	Fife	jasmin.camara@chartercollege.edu (253) 252-4200 3700 Pacific Highway East, Suite 150, Fife, WA 98424
Tracy McClenathan Interim - Campus Manager	Lacey	tracy.mclenathan@prospecteducation.com (360) 292-7179 4520 Lacey Boulevard SE, Suite 40, Lacey, WA 98503
Nicolle McMillion Campus Manager	Lancaster	nicolle.mcmillion@chartercollege.edu (661) 341-3500 43141 Business Center Parkway, Suite 109, Lancaster, CA 93535
Andy Seno Campus Manager	Missoula	andy.seno@chartercollege.edu (406) 303-3259 1930 Brooks Street, Missoula, MT 59801
Grace Turner Campus Manager	Oxnard	grace.turner@chartercollege.edu (805) 973-1240

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		2000 Outlet Center Drive, Suite 150, Oxnard, CA 93036
Angela McCary Campus Manager	Pasco	angela.mccary@chartercollege.edu (509) 546-3900 5278 Outlet Drive, Pasco, WA 99301
Mahala Bemis Campus Manager	Vancouver	mahala.bemis@chartercollege.edu (360) 448-2000 17200 SE Mill Plain Boulevard, Vancouver, WA 98683
Charlie Soule Campus Manager	Wasilla	charlie.soule@chartercollege.edu (907) 352-1000 721 West Parks Highway, Wasilla, AK 99654
Dave Anderson Campus Manager	Yakima	dave.anderson@chartercollege.edu (509) 412-1694 2706 W Nob Hill Boulevard, Suite 106, Yakima, WA 98902
Susan Hamilton Vice President of Human Resources	Reno, Nevada Sandy, Utah	shamilton@prospecteducation.com 750 Sandhill Rd. Suite 100, Reno, Nevada 89521

The Title IX Coordinator is responsible for implementing the College's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing supportive measures and accurately reporting Clery Act crime statistics.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

Key Definitions

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:
1. An employee of the College conditioning educational benefits or participation on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's Education Program or Activity; or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as "Sexual Violence")[1]:
   - **Sexual Assault:** As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation[2].
   - **Dating Violence:** As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
   - **Domestic Violence:** As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
   - **Stalking:** As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

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[1] Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent may vary from the definitions above. VAWA crimes are reported in the ASR based on the definitions above.

[2] The FBI's Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of "without the consent of the victim."

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- **Sexual Violence:** As defined in CA Education Code 66262.5, means physical sexual acts perpetrated against a person without the person's affirmative consent. Physical sexual acts include both of the following: (A) Rape, defined as penetration, no matter how slight, of the vagina or anus with any part or object, or oral copulation of a sex organ by another person, without the consent of the victim. (B) Sexual battery, means the intentional touching of another person's intimate parts without consent, intentionally causing a person to touch the intimate parts of another without consent, or using a person's own intimate part to intentionally touch another person's body without consent.
- **Sexual Exploitation:** As defined in CA Education Code 66262.5, means a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, including, but not limited to, any of the following acts: (A)The prostituting of another person. (B) The trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor or services, through force, fraud, or coercion. (C) The recording of images, including video or photograph, or audio of another person's sexual activity or intimate parts, without that person's consent. (D) The distribution of images, including video or photograph, or audio of another person's sexual activity or intimate parts, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure. (E) The viewing of another person's sexual activity or intimate parts, in a place where that other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Parties: include the Complainant(s) and Respondents(s) collectively.

Advisor: An individual chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process and to conduct cross-examination for the party at any hearing, if any. If a party does not have an Advisor at the hearing portion of the Grievance Process, the College will appoint an Advisor. Under CA SB 493 California processes prohibits direct cross-examination by a party's Advisor. [*]

Formal Complaint: A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the College's education Program or Activity with which the Formal Complaint is filed.

Program or Activity: On or off campus locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

Mandatory Reporter: Designated College employees who must share knowledge, notice and/or reports of Sexual Harassment, discrimination and/or retaliation with the Title IX Coordinator.

Discretionary Reporter: All College employees who may, with the Complainant's consent, report instances to the Title IX Coordinator. See Reporting Requirements-Confidentiality Request for additional information on Complainants Confidentiality. [*]

Clery Act: Meaning the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the College publishes required crime statistics and policy statements in its Annual Safety and Security Report (ASR) on or before October 1st of each year. The College's most recent ASR is located https://www.chartercollege.edu/campus-crime-security.

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Clery Geography: As defined in the Clery Act, includes (A) buildings and property that are part of a the College 's campus; (B) the College 's non-campus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus.

Consent: is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. State-specific definitions for the states that the College maintains campuses are located in the College's ASR.

VAWA: Meaning the Violence Against Women Act (34 CFR Part 668).

Duty to Respond: The College must respond to sexual harassment, including off campus incidents if there is "any reason to believe that the incident could contribute to a hostile educational environment or otherwise interfere with a student's access to education."

The College must respond to incidents actually, or that reasonably should be, known to the College. With exceptions, the College is presumed to have known of an incident if a responsible employee knew or, in the exercise of reasonable care, should have known about the incident. [*]

Procedure for Reporting
If you believe that you have experienced or witnessed Sexual Harassment (including Sexual Violence), discrimination or retaliation, the College encourages you to notify the Title IX Coordinator as soon as possible after the incident.

A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from the College's process. It is the College's policy not to notify local law enforcement when Sexual Violence occurs, unless a Complainant wishes or there is an emergency threat to health or safety. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, the College will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police in order to pursue the College's grievance process.

Regardless of whether or not a complaint has been filed under the College's grievance procedures, if the College knows, or reasonably should know, about possible sexual harassment involving individuals subject to the College's policies at the time, the College will promptly investigate to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the College determines that an investigation is not required. If the College determines that the alleged conduct more than likely than not occurred, it will immediately take reasonable steps to end the harassment, address the hostile environment, if one has been created, prevent its recurrence, and address its effects. [*]

The College does not issue orders of protection. Orders of protection, restraining orders, injunctions or similar lawful orders may be obtained through the court system and can be enforced by the College. Individuals who have obtained an order of protection are encouraged to provide a copy to the Title IX Coordinator as soon as possible. Although the College does not issue orders of protection, information on how to obtain a protective order is located in the ASR.

Reporting Requirements
In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting College resources. The College does not have confidential reporting resources on campus, such as pastoral or professional counselors. Outside confidential resources you can contact for assistance are located in the Community Resource section of the ASR located at https://www.chartercollege.edu/campus-crime-security.

The College will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Process.

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Confidentiality Request *
In evaluating the confidentiality request, the College may consider various factors:

- whether there are multiple or prior reports against the respondent;
- whether a weapon, physical restraints or battery was involved;
- whether the respondent was a faculty or staff member with student oversight;
- the power imbalance, if any, between the parties;
- the safety of complainant; and
- whether a thorough investigation can be completed while maintaining the request for confidentiality.

If the complainant's identity will be disclosed, the complainant must be informed prior to making the disclosure or initiating the investigation. When a complainant's identity is disclosed against their request, the College shall take immediate steps to provide for the safety of complainant when appropriate. *

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. The College does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health and victim resource hotline information is available in the Community Resource section of the ASR located at https://www.chartercollege.edu/campus-crime-security. Information shared with confidential resources will not be shared with the College (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

Supportive Measures

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter prohibited conduct. Supportive Measures are available, as appropriate, to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Victims of Sexual Violence will also be provided with written notification about existing counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid and other services available to victims within the College and in the community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

The College will keep confidential the identity of the victim of Sexual Violence and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair the College's ability to provide the accommodations or Supportive Measures. See Reporting Requirements regarding confidentiality. *

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Dismissal of a Formal Complaint

Dismissal of a Formal Complaint may occur under several circumstances. The College must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment, did not occur in the College's education Program or Activity, or did not occur against a person in the United States.

The College may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by the College ; or if specific circumstances prevent the College from gathering sufficient evidence to reach a determination.

If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by the College under the Student Anti-Discrimination and Sexual Harassment Policy or Employee Anti-Discrimination and Sexual Harassment Policy.

Grievance Process

The College utilizes a prompt, equitable and impartial Grievance Process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinator, Investigators, Decision-Makers, individuals who facilitate Informal Resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent or witness.

Both Parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both Parties will be afforded equitable rights and access during the Grievance Process. Both Parties will be given an opportunity to identify witnesses and other evidence to assist the College in determining whether a policy violation has occurred and will be informed that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing.[*] The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.

Generally, the Grievance Process consists of a Formal Complaint, investigation, Live Hearing, determination, Disciplinary Actions, Remedies and appeal (if applicable). The Grievance Process, baring extenuating circumstance, will conclude within ninety (90) days from the date a Formal Complaint is filed.

Advisor

A party may be accompanied by an Advisor of their choice during the Grievance Process. The Parties may choose Advisors from inside or outside the College community. If the Complainant or Respondent does not have an Advisor present at the Live Hearing, the College will select and provide an Advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. A party may reject a college's appointed Advisor and choose their own Advisor, but they may not proceed without an Advisor. The Complainant and Respondent may not conduct cross-examination.

Choosing an Advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An Advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an Advisor is disruptive or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended. CA SB 493 prohibits direct cross-examination by a party Advisor in the state of California. [*]

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

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Investigation of Formal Complaints

The College will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether the College investigates an allegation of Sexual Harassment unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the College community. The College may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the Parties. The Notice of Investigation will include:
- details of the allegations (including identities of the Parties involved),
- specific section of the policy alleged to have been violated,
- the conduct that would be considered Sexual Harassment,
- the date of the incident(s) and
- the location of the incident(s));
- a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to the College's Grievance Process,
- a statement that the Parties may have an Advisor of their choice, and
- a reminder of the expectation of truthfulness including consequences for submitting false information.
- the Parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include:
  - the date,
  - time,
  - location,
  - participants and
  - purpose of the investigative interview or meeting.

Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator or his/her designee ("Investigator") will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least 10 days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

Informal Resolution

If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to purse the College's Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

Live Hearing

If a Formal Complaint is not or cannot be resolved through Informal Resolution, the College will conduct a Live Hearing. Live Hearings are facilitated by the designated Decision-Maker, separate from the Title IX Coordinator or Investigator. The Decision Maker will be selected by the Title IX Coordinator.

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Live Hearings will be conducted directly, orally, and in real time by the party's Advisor and not by a party personally. The Decision-Maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's Advisor asking cross-examination questions any decision to exclude a question as not relevant. CA SB 493 prohibits direct cross-examination by a party Advisor in the state of California. [*]

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

At the request of either party, the College will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the College's discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing will be created and maintained for seven (7) years. CA SB 493 prohibits direct cross-examination by a party Advisor in the state of California.[*]

During the Grievance Process, the College will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The College will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

Standard of Evidence
For all Formal Complaints of Sexual Harassment (including where employees are Respondents), the College utilizes the preponderance of the evidence standard, meaning the College will evaluate whether it is "more likely than not" that the alleged conduct occurred.

Disciplinary Actions and Remedies
Disciplinary Actions against the Respondent will not be imposed before completion of the College's Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and the College will take steps to prevent recurrence. Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to:
- Nature, severity of, and circumstances surrounding the violations(s)
- Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- Need for disciplinary action to bring an end/prevent future reoccurrence of the violation
- Need for disciplinary action to remedy the effects on the Complainant and the College community
- Impact on the parties
- Any other information deemed relevant by the Decision-Maker.

Any employee determined by the College to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Disciplinary Action for student-related claims may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination. Disciplinary action will be placed in a student's permanent academic file and an employee's permanent personnel file. These documents are securely maintained.

Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect or any other reason), may result in additional Disciplinary Action, including suspension or termination.

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[*] California CA SB 493, effective 01-01-2022, was added to this policy and is noted throughout the policy.

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Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

Individuals who make a materially false statement in bad faith in the course of a Title IX Grievance Process will be subject to the College's Student Conduct Policy or the Employee Discipline and Standards of Conduct.

Written Determination
The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal. SB 493 does not require an appeal process.[*]

Appeal
Both Parties have the right to appeal a determination regarding responsibility, the College's dismissal of a Formal Complaint or any allegations therein if:
- procedural irregularity affected the outcome of the matter,
- there is newly discovered evidence that could affect the outcome of the matter; and/or
- Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within 30 days of the delivery of the Written Determination. Both parties will be informed in writing and simultaneously of any change to the results that occur prior to the time that such results become final and when such results become final.

Retaliation Prohibited
Both Title IX and the Clery Act provide protections for individuals who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the Grievance Process is prohibited.

If you believe you have been retaliated against, you should notify the Title IX Coordinator.

Notices and Training
A notice of nondiscrimination is disseminated to all
1. employees,
2. volunteers who regularly interact with students, and[*]
3. individuals or entities under a contract involving regular interaction with students.

The College ensures that its Title IX personnel have adequate training.
The Title IX Coordinator and Investigators are trained on;
- the definition of Sexual Harassment,
- the scope of the College's Education Program or Activity,
- how to conduct an investigation,
- the College's Grievance Process (including Live Hearings, Appeals, and Informal Resolution processes, as applicable) and
- how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-Makers are trained on;
- the definition of Sexual Harassment,
- the Live Hearing process,
- technology to be used in Live Hearings, and

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- issues of relevance (including how to apply the rape shield protections provided for Complainants).

Informal Resolution facilitators are trained on;
- the Informal Resolution process.

Materials used to train Title IX personnel are posted on the College's website at https://www.chartercollege.edu/student-consumer-information listed under Title IX.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the College will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students (during new student orientation) and new employees (upon hire) and generally every year thereafter.

Bias/Conflict of Interest
To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Vice President of Human Resources, shamilton@prospecteducation.com or another Title IX Coordinator. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

Clery Act Reporting
College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

Emergency Removal
The College can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with Vice President of Academic Operations or Vice President of Human Resources.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

Disability Accommodations
The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's Grievance Process. Anyone needing an accommodation should contact the ADA Coordinator listed below for their campus to request an accommodation.

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Name	Campus/Location	Contact Information
Gabriel Gonzales Campus Manager	Anchorage	gabriel.gonzales@chartercollege.edu (907) 277-1000 2221 East Northern Lights Boulevard, Suite 120, Anchorage, AK 99508
Amanda Stops Campus Manager	Billings	amanda.stops@chartercollege.edu (406) 294-0156 1595 Grand Ave Ste 230, Billings, MT 59102
Ivan Grgas Campus Manager	Canyon Country	ivan.grgas@chartercollege.edu (661) 252-1864 19034 Soledad Canyon Rd, Canyon Country, CA 91351
Marissa Wheatcroft Campus Manager	East Wenatchee	marrissa.wheatcroft@chartercollege.edu (509) 415-3576 595 Grant Road, Suite 5, East Wenatchee, WA 98802
Tammy Wilhelm Campus Manager	Farmington	tammy.wilhelm@chartercollege.edu (505) 793-8087 3030 E 20th St, Farmington, NM 87402
Jasmin Camara Campus Manager	Fife	jasmin.camara@chartercollege.edu (253) 252-4200 3700 Pacific Highway East, Suite 150, Fife, WA 98424
Tracy McClenathan Interim - Campus Manager	Lacey	Tracy.mcclenathan@prospecteducation.com (360) 292-7179 4520 Lacey Boulevard SE, Suite 40, Lacey, WA 98503
Nicolle McMillion Campus Manager	Lancaster	nicolle.mcmillion@chartercollege.edu (661) 341-3500 43141 Business Center Parkway, Suite 109, Lancaster, CA 93535
Andy Seno Campus Manager	Missoula	andy.seno@chartercollege.edu (406) 303-3259 1930 Brooks Street, Missoula, MT 59801
Grace Turner Campus Manager	Oxnard	grace.turner@chartercollege.edu (805) 973-1240 2000 Outlet Center Drive, Suite 150, Oxnard, CA 93036
Angela McCary Campus Manager	Pasco	angela.mccary@chartercollege.edu (509) 546-3900 5278 Outlet Drive, Pasco, WA 99301
Mahala Bemis Campus Manager	Vancouver	mahala.bemis@chartercollege.edu (360) 448-2000 17200 SE Mill Plain Boulevard, Vancouver, WA 98683
Charlie Soule Campus Manager	Wasilla	charlie.soule@chartercollege.edu (907) 352-1000 721 West Parks Highway, Wasilla, AK 99654
Dave Anderson Campus Manager	Yakima	dave.anderson@chartercollege.edu (509) 412-1694 2706 W Nob Hill Boulevard, Suite 106, Yakima, WA 98902
Susan Hamilton Vice President of Human Resources	Reno, Nevada Sandy, Utah	shamilton@prospecteducation.com 750 Sandhill Rd. Suite 100, Reno, Nevada 89521

Additional Information

Students and employees may contact the Title IX Coordinator, Director of Regulatory Affairs or Vice President of Human Resources with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with the College's handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

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Sexual Violence- Immediate Care and Preservation of Evidence

If you experience Sexual Violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place. If there is any immediate danger, contact the Campus Manager or your Supervisors if you are on campus or a location or call 911 if you are off campus.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you. The College does not have a confidential counselor on campus but local resources are available that can provide confidential assistance https://www.chartercollege.edu/campus-crime-security.

3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined (through a forensic examination) as soon as possible, ideally within 120 hours, is important in the case of rape or Sexual Assault. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); www.RAINN.org.

   A. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

   B. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean bedsheet to avoid contamination.

   C. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

   D. Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a College policy violation.

   E. Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

Prevention and Education

In accordance with the Clery Act and VAWA, the College offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

The College offers programming to identify and prevent Sexual Assault, Dating Violence, Domestic Violence (including stranger and known offender assaults), and Stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation.

Programs and other campaigns offered throughout the year to students and employees include information regarding awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss the College's policies. Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the College community when others might choose to be bystanders.

PROSPECT EDUCATION AND CHARTER COLLEGE ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

INTRODUCTION

Prospect Education LLC., and Charter College, LLC., (the "College") is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual or any form of unlawful harassment, discrimination or retaliation. College policy prohibits harassment or discrimination based on race, religious creed, color, national origin, ancestry, marital status, sex, military and veteran status, physical and mental disability, medical condition, age, sexual orientation, gender, gender identity, gender expression, genetic information, volunteer or internship status or any other classification protected by the federal, state or local law.

This policy applies to all persons involved in the operation of the College and prohibits sexual or other unlawful harassment or discrimination by any employee of the College, as well as students, student workers, contractor workers, customers, vendors or anyone who does business with the College. It further extends to prohibit sexual or other unlawful harassment or discrimination by or against students of the College. Any employee, student or contract worker who violates this policy will be subject to disciplinary action up to and including termination of his/her employment or engagement. To the extent a customer, vendor or other person with whom the College does business engages in sexual or other unlawful harassment or discrimination, the College will take appropriate corrective action. Students should be aware of the Title IX – Sexual Harassment Policy for Students and Employees which is published as part of the Catalog.

PROHIBITED CONDUCT

Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;

ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or

iii. It creates a hostile or offensive school or work environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

COMPLAINT PROCEDURE

If you believe that you have experienced or witnessed sexual or any form of unlawful harassment, discrimination, or retaliation you should immediately report such conduct. Students should notify the Title IX Coordinator or the Campus Manager and employees should notify their supervisor, any other member of management, Human Resources or the Campus Manager.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the College is exempt from the prohibitions in this policy. All complaints involving a student will be referred to the Title IX Coordinator and to the Human Resources Department if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints will be investigated promptly, fairly, and thoroughly by impartial, qualified personnel. Complaints will be designated confidential, to the extent possible. The complaint process will be documented and tracked for reasonable progress and will be closed in a timely manner. Appropriate options for remedial actions and resolutions will be considered. If at the end of the investigation misconduct is found, appropriate remedial measures will be taken.

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RETALIATION PROHIBITED

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities. If you believe you have been retaliated against, you should promptly notify the Campus Manager, your supervisor, Human Resources or the Title IX Coordinator.

Name	Campus/Location	Contact Information
Gabriel Gonzales Campus Manager	Anchorage	gabriel.gonzales@chartercollege.edu (907) 277-1000 2221 East Northern Lights Boulevard, Suite 120, Anchorage, AK 99508
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Susan Hamilton Vice President of Human Resources	Reno, Nevada Sandy, Utah	shamilton@prospecteducation.com 750 Sandhill Rd. Suite 100, Reno, Nevada 89521

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GENERAL INFORMATION

ADMINISTRATIVE HOURS OF OPERATION

Charter College administrative office hours are typically 8:00a.m. to 8:00p.m. Monday through Thursday and 8:00a.m. to 5:00p.m. on Friday.

BANKRUPTCY STATEMENT

CALIFORNIA

Charter College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against the College within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. sec. 1101 et seq).

CAMPUS VISITORS

Parents, spouses, prospective employers/students, 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 disruptive 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA generally gives Charter College students (if under 18 years of age, their parent(s)/guardian(s)) the following rights:

1. The right to review their educational records.
2. The right to seek correction of the contents of these records.
3. The right to a formal hearing if seeking the correction of these records.
4. The right to place a note of explanation in the records if their requested correction was unsuccessful.
5. The right to request disclosure of the contents of the records.
6. The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Ave, SW,
Washington, DC 20202-5920

Students who wish to inspect and review their records may do so by submitting a written request to the Director of Student Records. Charter College will make records available for review within 45 days of receipt of the request. The College will not release personally identifiable information without written consent of the student, unless the student is under the age of 18 and the request is made by a legal guardian. Legal exceptions may also apply. Students may request that the College amend its' records by notifying the Director of Student Records in writing. After evaluations of these requests, students will be notified in writing of the outcome. If the College does not amend the record, the student (if under 18 years of age, their parent(s)/guardians(s)) has the right to a formal hearing.

The following is a non-exclusive list of FERPA exemptions that permit disclosure without student consent:

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1. Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
2. Disclosure upon request to officials of another school in which a student seeks or intends to enroll.
3. Disclosure to authorized representatives of the U.S. Government, state and local authorities where required, and accrediting agencies.
4. Disclosure of records requested through court order or subpoena.

At its discretion, the College may provide "directory information" in accordance with FERPA provisions. Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student's name, college email address, major field of study and degree program, dates of attendance (defined as first and last date of term), grade level, enrollment status (full-time or part-time), degrees, honors and awards received. Students may request that such directory information not be released by notifying the Director of Student Records in writing.

For any questions with the College's FERPA Policy, please contact the Director of Student Records.

MESSAGES FOR STUDENT

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding 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 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday under the following provisions only: a) the call is a bona fide medical emergency (including calls from childcare 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.

PHOTO RELEASE

Charter College students give to the College absolute rights and permission, unless waived on the Enrollment Agreement, to use photographic portraits, pictures, or videos of them in character form for advertising or any other lawful purpose.

PROGRAM DISCLOSURE

To obtain more information about any program regarding Classification of Instructional Programs (CIP) numbers, related occupation information, median debt information, completion rates, and placement rates, please visit http://www.chartercollege.edu.

REPORT A CRIMINAL OFFENSE

The best method of reporting a non-emergency criminal action is to fill out an "Incident Report" which can be obtained from the Campus Manager. A student who wishes may also speak with the Campus Manager if further concerns exist. For emergency criminal actions or life-threatening situations, call 911.

SECURITY ON CAMPUS

The students, faculty, staff, and community members themselves are responsible for measures to ensure personal safety and to protect property on Charter College Campuses. 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.

CALIFORNIA

Effective October 1, 2003, under the Violent Crime Control and Law Enforcement Act of 1994, colleges must make students aware of the web address concerning registered sex offenders, which is: http://caag.state.ca.us/megan/index.htm.

SECURITY REPORT

In compliance with federal regulations, Charter College is required to disclose crime statistics for the previous three (3) 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
- Violence Against Women Act
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

In addition, Charter College is required 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).

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 three (3) calendar years are available. A daily log, which records all crimes reported to the campus, is maintained by the Campus Manager 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 Manager.

STUDENT CONSUMER INFORMATION

Charter College publishes student consumer information in compliance with the United States Department of Education and other accrediting agencies. Due to the consistency with which this information changes, student consumer information can be found at http://www.chartercollege.edu/student-consumer-information.

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STUDENT HOUSING

CALIFORNIA

Charter College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing. There are numerous types of housing options available located reasonably near the College's facilities, ranging from renting out a single room from a family home (about $500 per month) to apartment or condo that can cost $1,200 or more per month. Besides renting, purchasing a property in the area is also an option and can cost an estimated $150,000 or more depending on the property's size and its location.

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ACADEMIC PROGRAMS

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 in a certificate program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. A student in a degree program can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab.

ACADEMIC CALENDAR

Module Dates		Estimated Completion Dates by Program Length (in weeks)										
Start Date	End Date	20	30	35	40	50	55	60	70	80	100	120
2/21/22	3/27/22	07/10/22	09/18/22	10/23/22	11/27/22	01/02/23	02/12/23	03/19/23	04/23/23	05/28/23	07/02/23	09/10/23
3/28/22	5/1/22	08/14/22	10/23/22	11/27/22	01/08/23	02/12/23	03/19/23	04/23/23	05/28/23	07/02/23	08/06/23	10/15/23
5/2/22	6/5/22	09/18/22	11/27/22	01/02/23	02/12/23	03/19/23	04/23/23	05/28/23	07/02/23	08/06/23	09/10/23	11/19/23
6/6/22	7/10/22	10/23/22	01/02/23	02/12/23	03/19/23	04/23/23	05/28/23	07/02/23	08/06/23	09/10/23	10/15/23	12/24/23
7/11/22	8/14/22	11/27/22	02/12/23	03/19/23	04/23/23	05/28/23	07/02/23	08/06/23	09/10/23	10/15/23	11/19/23	02/04/24
8/15/22	9/18/22	01/02/23	03/19/23	04/23/23	05/28/23	07/02/23	08/06/23	09/10/23	10/15/23	11/19/23	12/24/23	03/10/24
9/19/22	10/23/22	02/12/23	04/23/23	05/28/23	07/02/23	08/06/23	09/10/23	10/15/23	11/19/23	12/24/23	02/04/24	04/14/24
10/24/22	11/27/22	03/19/23	05/28/23	07/02/23	08/06/23	09/10/23	10/15/23	11/19/23	12/24/23	02/04/24	03/10/24	05/19/24
11/28/22	1/2/23	04/23/23	07/02/23	08/06/23	09/10/23	10/15/23	11/19/23	12/24/23	02/04/24	03/10/24	04/14/24	06/23/24
1/9/23	2/12/23	05/28/23	08/06/23	09/10/23	10/15/23	11/19/23	12/24/23	02/04/24	03/10/24	04/14/24	05/19/24	07/28/24
2/13/23	3/19/23	07/02/23	09/10/23	10/15/23	11/19/23	12/24/23	02/04/24	03/10/24	04/14/24	05/19/24	06/23/24	09/01/24
3/20/23	4/23/23	08/06/23	10/15/23	11/19/23	12/24/23	02/04/24	03/10/24	04/14/24	05/19/24	06/23/24	07/28/24	10/06/24
4/24/23	5/28/23	09/10/23	11/19/23	12/24/23	02/04/24	03/10/24	04/14/24	05/19/24	06/23/24	07/28/24	09/01/24	11/10/24
5/29/23	7/2/23	10/15/23	12/24/23	02/04/24	03/10/24	04/14/24	05/19/24	06/23/24	07/28/24	09/01/24	10/06/24	12/15/24
7/3/23	8/6/23	11/19/23	02/04/24	03/10/24	04/14/24	05/19/24	06/23/24	07/28/24	09/01/24	10/06/24	11/10/24	01/26/25
8/7/23	9/10/23	12/24/23	03/10/24	04/14/24	05/19/24	06/23/24	07/28/24	09/01/24	10/06/24	11/10/24	12/15/24	03/02/25
9/11/23	10/15/23	02/04/24	04/14/24	05/19/24	06/23/24	07/28/24	09/01/24	10/06/24	11/10/24	12/15/24	01/26/25	04/06/25
10/16/23	11/19/23	03/10/24	05/19/24	06/23/24	07/28/24	09/01/24	10/06/24	11/10/24	12/15/24	01/26/25	03/02/25	05/11/25
11/20/23	12/24/23	04/14/24	06/23/24	07/28/24	09/01/24	10/06/24	11/10/24	12/15/24	01/26/25	03/02/25	04/06/25	06/15/25

Charter College observes Constitution and Citizenship Day on September 17th of each year to commemorate the September 17, 1787, signing of the United States Constitution. If September 17th falls on a Saturday, Sunday, or holiday, the College will celebrate Constitution Day during the preceding or following week.

HOLIDAYS AND MAKE-UP DAYS

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

Holiday	Make-Up Day		Holiday	Make-Up Day
12/31/21	1/7/22		1/2/23	1/6/23
2/21/22	2/25/22		2/20/23	2/25/23
5/30/22	6/3/22		5/29/23	6/2/23
7/4/22	7/8/22		7/4/23	7/7/23
9/5/22	9/9/22		9/4/23	9/8/23
11/24/22	11/18/22		11/23/23	12/1/23
11/25/22	11/11/22		11/24/23	meets four times in the mod for longer amounts of time
12/26/22 - 12/30/22	N/A		12/25/23 -12/31/23	N/A
1/2/23	1/6/23		1/1/24	1/5/24

*Make-up days will be announced in the future, information will be available in the *Addendum* at the appropriate time.

COURSE CODES

The six (6) character course number assigned to each course provides substantial information. The first two (2) or three (3) characters are letters that indicate the area of study. They are as follows:

Area of Study		
AC: Accounting	HC: Health Unit Coordinator	PB: Phlebotomy
AH: Allied Health	HCA: Health Care Administration	PT: Pharmacy Technician
CAD: Computer Aided Design	HTM: Health Technology Management	NU: Nursing
CIS: Computer Science	HV: Heating, Ventilation, Air Conditioning and Refrigeration	SC: Science
CS: Cybersecurity	MA: Medical Assistant	SS: Student Success
CM: Communications	MED: Medical Administration	VA: Veterinary Assistant
DA: Dental Assisting	MOA: Medical Office Administration	WE: Welding
GE: General Education	OFM: Office Administration	

UNDERGRADUATE PROGRAMS

The four (4) numeric digits indicate the level of the course. Course numbers that are 1000-level, and 2000-level indicate lower division courses generally taken early in a program. Course numbers that are 3000-level and 4000-level indicate courses that are upper division courses and are generally taken later in a program.

CREDIT HOURS

Coursework at Charter College is measured in quarter credit hours.

QUARTER CREDIT HOURS

One (1) quarter credit hour equals ten (10) contact hours of lecture, twenty (20) hours of laboratory, or thirty (30) hours of externship.

CONTACT HOURS

One (1) contact hour is fifty (50) minutes.

LANGUAGE OF INSTRUCTION

All classes at Charter are conducted in English only. Students must be able to read, write, speak, understand and communicate in English. Charter does not offer English as a Second Language (ESL) instruction.

PROGRAM MODIFICATION

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.

PROGRAMS OF STUDY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 50 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

All students must **provide evidence** of one (1) of the following prior to the first day of the first module:
1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
   a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate degree.
   a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
   c. External applicants: Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,
   d. Internal applicants: Graduate from a Charter College business administration-related program (i.e., Business Administration, Business Management, etc.).
2. The associate degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

PROGRAM DESCRIPTION

The Bachelor of Science in Business Administration program is designed for business professionals with an Associate degree or substantial coursework in business administration. The program provides students with the knowledge, technical skills, and work habits required for business administration in the public, private, or non-profit sector. Topics include entrepreneurship, project management, international business, conflict management, data driven decision making, and strategic planning and implementation. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business administration related field.

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PROGRAM OUTCOMES

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
SS2101	Academic Success Strategies	50	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
	Total	**595**	**126.0**
	General Education Requirements		
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**325**	**54.0**
	Grand Total	**920**	**180.0**

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BACHELOR OF SCIENCE IN HEALTH TECHNOLOGY MANAGEMENT

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, OXNARD
LENGTH: 60 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

All students must **provide evidence** of one (1) of the following prior to the first day of the first module:

1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
    a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate degree.
    a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

BACHELOR OF SCIENCE IN HEALTH TECHNOLOGY MANAGEMENT

1. Additionally, all students must **provide evidence** of the following for admission to the program:
    a. Official transcripts with 67.5 quarter credit hours in a health care technology concentration (e.g., Biomedical Equipment Technology) or similar program and 22.5 quarter credits in general education courses.
2. The associate degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an official start.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher from the previous educational institution.

PROGRAM DESCRIPTION

The Bachelor of Science in Health Technology Management program provides health care practitioners holding an associate degree in Biomedical Equipment Technology or similar program with the skills and competencies to function as supervisors and managers of biomedical technology department, equipment, and personnel in a health care setting. The program prepares health care professionals to meet increasing responsibilities in the health care system by providing a foundation in management and interpersonal skills. The courses contain information on the health care delivery system and its many and varied issues and challenges. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), graduates could enhance an existing health care career or seek entry-level positions in hospitals, clinics, and long-term care facilities.

PROGRAM OUTCOMES

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

1. Describe the management and leadership strategies, as well as, health care theories and components pertinent to the health care delivery system in the United States.
2. Identify legal ethical principles relevant to health technology systems and analyze health administrative issues based on these principles.
3. Employ analytical and critical-thinking skills to increase effectiveness and efficiency in the workplace and in the health technology field.
4. Solve problems and improve performance in health care organizations using principles of law, management, operations analysis, strategic planning, and compliance.
5. Demonstrate an ability to develop and implement the Medical Equipment Management Plan.
6. Develop the Health Technology Management (HTM) Department Infection Control Policy and implement measures ensuring proper cleaning and disinfecting methods of medical equipment.
7. Examine state and federal regulations and policies governing health care compliance

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8. Analyze evolving trends in health care technology and demonstrate the ability to integrate technologies

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4401	Organizational Management	45	4.5
HCA300	The Health Care System	45	4.5
HCA403	Research Methodologies in Health Care Applications	45	4.5
HTM4001	Health Care Technology Management	45	4.5
HTM4110	Infection Control in Health Care	45	4.5
HTM4210	HTM Informatics	45	4.5
HTM4310	Environment of Care (EOC)	45	4.5
HTM4410	Compliance in the Health Care Environment	45	4.5
HTM4510	Strategic Leadership in Health Care	45	4.5
HTM4900	Advanced Health Care Technology Management	45	4.5
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in a health care technology concentration	0	67.5
	Total	770	144.0
	General Education Requirements		
GE2002	Psychology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	320	54.0
	Grand Total	1090	198.0

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BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 100 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

All students must **provide evidence** of one (1) of the following prior to the first day of the first module:
1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
   a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate degree.
   a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

PROGRAM DESCRIPTION

The Bachelor of Science in Computer Information Systems program provides direct application, management, and control of technology concepts. Topics include data management, Cisco, programming applications, web design, and information systems project management. The program includes instruction in operating system operation such as Linux and Human Computer Interaction (HCI). Additionally, ethical hacking and virtualization is also covered. Students will have the opportunity to study the concepts of system analysis and design. The program also provides general education coursework in mathematics, science, written and oral communication, ethics, sociology, science, interpersonal communication, logic and reasoning, macroeconomics, and economic performance, political structures, and personal responsibility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer information systems related positions.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.
15. Configure a computer operating system.
16. Illustrate the processes of information systems project management from project initiation to completion.
17. Identify the ethical issues and responsibilities of the computer professional such as ethical hacking.
18. Demonstrate knowledge of Human Computer Interaction (HCI).

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19. Perform computer system analysis and design.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS3115	Network Security Applications	55	4.5
CIS3125	Configuring Windows Server	55	4.5
CIS3135	Computer Information Systems Project Management	50	4.5
CIS3145	Technology in Contemporary Society	45	4.5
CIS3155	Trends in Computer Networks and Cybersecurity	45	4.5
CIS3165	Human Computer Interaction	45	4.5
CIS4115	Ethical Hacking	55	4.5
CIS4125	Virtualization	50	4.5
CIS4135	Systems Integration	50	4.5
CIS4145	Systems Analysis and Design	50	4.5
CIS4155	Network Planning and Maintenance	45	4.5
SS2101	Academic Success Strategies	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**1465**	**126.0**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
	Total	**565**	**54.0**
	Grand Total	**2030**	**180.0**

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

All students must **provide evidence** of one (1) of the following prior to the first day of the first module:
1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
    a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate degree.
    a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

1. Additionally, all students must **provide evidence** of the following for admission to the program:
    a. External applicants: Official transcripts with 67.5 quarter credit hours in a health care concentration and 22.5 quarter credits in general education courses.
    b. Internal applicants: Graduate from a Charter College allied health-related program (i.e., Allied Health, Medical Assistant, etc.).
2. The associate degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

PROGRAM DESCRIPTION

The Bachelor of Science in Health Care Administration program provides health care practitioners holding an associate degree in an allied health field with the skills and competencies to function as supervisors and managers in health care settings. The program prepares health care professionals to meet increasing responsibilities in the health care system by providing a foundation in management and interpersonal skills. The courses contain information on the health care delivery system and its many and varied issues and challenges. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Graduates could enhance an existing health care career or seek entry-level positions in hospitals, clinics, and long-term care facilities.

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PROGRAM OUTCOMES

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

1. Describe the management and leadership strategies, as well as, health care theories and components pertinent to the health care delivery system in the United States.
2. Identify and apply strategies to influence the health policy making process and serve as an advocate for improving the health of a community.
3. Identify legal ethical principles relevant to health care systems and analyze health care or health administrative issues based on these principles.
4. Describe the socio-cultural, economic, and political factors that affect the health of a population and explain the need for multi-cultural knowledge and understanding in dealing with diverse populations and evolving human institutions.
5. Employ analytical and critical-thinking skills to increase effectiveness and efficiency in the workplace and in the health care field.
6. Solve problems and improve performance in health care organizations using principles of accounting, law, management, operations analysis, strategic planning, and marketing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AC1110	Accounting Fundamentals	50	4.5
BA1220	Leadership and Followership	45	4.5
BA2203	Marketing with Technology	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3308	Economics for Managerial Decision Making	45	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4401	Organizational Management	45	4.5
HCA300	The Health Care System	45	4.5
HCA305	Health Care Economics	45	4.5
HCA403	Research Methodologies in Health Care Applications	45	4.5
HCA490	Capstone Project	50	3.0
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in a health care concentration	0	67.5
	Total	**780**	**142.5**
	General Education Requirements		
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE2002	Psychology	45	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**320**	**54.0**
	Grand Total	**1100**	**196.5**

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ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 20 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
    a. External applicants: Official transcripts with 54 quarter credit hours in an allied health care concentration; or,
    b. Internal applicants: Graduate from a Charter College allied health care-related program (i.e., Health Unit Coordinator, Medical Assistant, Dental Assisting, Medical Office Administrative Assistant, Pharmacy Technician, Veterinary Assistant, etc.).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.
4. ***Note for internal applicants:*** In situations where enrolling into the Associate of Applied Science in Medical Assistant is not feasible for a graduate of the College's Certificate in Medical Assistant program, the graduate may be allowed to enroll into the Associate of Applied Science in Allied Health. The determination will be made by the VP of Admissions and/or VP of Student Services. Examples of these unique situations include, but are not limited to, a graduate who is not within a reasonable commutable distance to a campus for skills lab.

PROGRAM DESCRIPTION

The Associate of Applied Science in Allied Health program provides health care professionals with complementary skills in critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their chosen career field. Core content may be transferred in from any of several health-related programs. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing allied health career, seek, or obtain entry-level employment in an allied health related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem-solving skills to explore solutions for specific workplace concerns and contemporary issues.
3. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
4. Describe the purposes and intents of key federal, state, and local health care policies.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AH2110	The Health Care System	45	4.5
AH2120	Legal and Ethical Issues in Health Care	45	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in an allied health care concentration	0	54.0
	Total	**140**	**67.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**380**	**90.0**

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ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY

DELIVERY METHOD: ONLINE
CAMPUS: VANCOUVER
LENGTH: 20 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
    a. External applicants: Official transcripts with 54 quarter credit hours in a trades or construction concentration; or,
    b. Internal applicants: Graduate from a Charter College trades-related program (i.e., HVAC, Welding, CAD, etc.).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

PROGRAM DESCRIPTION

The Associate of Applied Science in Applied Technology program is designed for trade and craft professionals with a certificate or substantial coursework in a trade program such as welding, plumbing, electrician, construction, CAD, or HVAC. The program includes coursework in project management and customer services, as well as, coursework in oral and written communication, ethics, and advanced office software. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing trade or craft career, seek, or obtain entry-level employment in a trades or craft related field.

PROGRAM OUTCOMES

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

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in a trade or craft concentration	0	54.0
	Total	**145**	**67.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**385**	**90.0**

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ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 20 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
   a. External applicants: Official transcripts with 54 quarter credit hours in a business administration or accounting concentration; or,
   b. Internal applicants: Graduate from a Charter College business -related program (i.e., Business Office Administration).
2. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

PROGRAM DESCRIPTION

The Associate of Applied Science in Business Administration program is designed for business professionals with a certificate or substantial coursework in business administration. The program includes coursework in personnel training, management, evaluation, and customer service management. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business-related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Explain the theories and concepts of basic human resource management and performance evaluation relevant to a successful business environment.
2. Describe the components of and need for quality customer service management in a diverse organizational and global environment.
3. Describe the marketing, and management components and functions of business organizations.
4. Explain the legal and ethical issues found in the business community and recommend how these issues might be mitigated or alleviated.
5. Describe the need for an understanding of basic sociological principles as well as the diverse ethical principles inherent in the global economy in order to plan for and manage a successful business organization.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 54 quarter credit hours in business administration	0	54.0
	Total	**140**	**67.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**380**	**90.0**

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ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Business Management program provides students with the knowledge, technical skills, and work habits required for business management in the public, private, or non-profit sector. Topics include business fundamentals, marketing, human relations, leadership, personnel training, management, project management, customer service management, business technology, Microsoft Office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business management related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Explain the theories and concepts of basic human resource management and performance evaluation relevant to a successful business environment.
2. Describe the components of and need for quality customer service management in a diverse organizational and global environment.
3. Describe the marketing, management components, and functions of business organizations.
4. Explain the legal and ethical issues found in the business community and recommend how these issues might be mitigated or alleviated.
5. Describe the need for an understanding of basic sociological principles as well as the diverse ethical principles inherent in the global economy in order to plan for and manage a successful business organization.
6. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
7. Use business software to produce complex documents, spreadsheets and presentations containing graphics and tables with relative speed and efficiency.
8. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
9. Use marketing theory and strategies to explore all aspects of marketing and produce a marketing plan from initial analysis to final implementation and evaluation.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AC1110	Accounting Fundamentals	50	4.5
BA1110	Business Fundamentals	60	6.0
BA1115	Human Relations in Organizations	60	6.0
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2203	Marketing with Technology	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS2101	Academic Success Strategies	50	4.5
	Total	**830**	**79.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1070**	**102**

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ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, coordinate, and implement an organization's networking systems. The program includes Windows Active Directory administration, cloud computing concepts, application development coursework, as well as general education coursework in oral and written communication, ethics, sociology, mathematics, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer networking or computer information systems related positions.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration and Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS2165	Server Application Infrastructure	55	4.5
SS2101	Academic Success Strategies	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	1030	85.5
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	240	22.5
	Grand Total	1270	108.0

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ASSOCIATE OF APPLIED SCIENCE IN CYBERSECURITY

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE
LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Cybersecurity provides both the strategic and technical knowledge to make organizations more secure amidst growing threats to operations, data, and intellectual property. Students will learn how to mitigate risk best, defend networks from threats originating from both inside and outside their organization, and understand forensics. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could obtain entry-level employment in a cybersecurity related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Recognize emerging threats and decipher risk to develop an appropriate and effective defense best suited to your organization.
2. Learn to build smarter and more effective cybersecurity solutions by approaching threats holistically and from the intruder's perspective.
3. Uncover and examine the latest research and techniques in security and mitigation strategies.
4. Understand how to apply systems engineering principles to build a more reliable enterprise.
5. Build an understanding of data network device and communications technology, architecture, and management.
6. Develop knowledge of technical and organizational information security risks and communication tactics to mitigate these risks for both traditional and cloud-based environments.
7. Learn to develop and articulate effective enterprise information security policies that address internal and external national and international threats.
8. Gain insight into the strategies and protocols needed to secure and monitor computer networks in global organizations.
9. Learn about securing applications, cryptography, common attack vectors, cyber-attacks, and exploits.
10. Hands-on experience with OSI stack security, hacking methodology and mitigation, penetration testing, and defensive strategies.
11. Create security policies, risk assessments, disaster recovery plans, and post-attack protocols, and procedures.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS4115	Ethical Hacking	55	4.5
CS1000	Fundamentals of Cybersecurity	50	4.5
CS1020	Network and Operations Security	45	4.5
CS1040	Governance, Risk Management, and Compliance	45	4.5
CS1050	Business Continuity and Disaster Recovery	45	4.5
CS1060	Secure Software Development	50	4.5
CS1070	Web Application Security	50	4.5
CS1080	Case Studies in Cybersecurity	45	4.5
CS2000	Network Security and Monitoring	50	4.5
CS2100	Infrastructure Security and Resilience	50	4.5
CS2120	Cloud Security and Virtualization	45	4.5
CS2130	Cybersecurity Management Level 1	45	4.5
CS2140	Mobile Forensics	50	4.5
CS2210	Cyber Threats and Countermeasures	50	4.5
CS2510	Covert Channels	50	4.5
CS2900	Cybersecurity Management Level 2	45	4.5
SS2101	Academic Success Strategies	50	4.5
OFM1020	Microsoft Excel	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**915**	**85.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1155**	**108.0**

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ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, OXNARD, VANCOUVER
LENGTH: 30 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

This program is designed for graduates of the College's Certificate in Medical Assistant program who are medical assisting professionals and who have current national certification as a medical assistant (e.g., AAMA, NCCT, NHA, etc.).

Additionally, all students must comply with the following minimum requirements for admission to the program:
1. All students must **attest to or provide evidence** of having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. Be a graduate of the College's Certificate in Medical Assistant program with a confirmed certificate/diploma with a minimum of 36 quarter credit hours in a medical assistant concentration.
3. Students must have a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.
4. **Provide evidence** of one of the following: 1) a current national medical assistant certification or 2) passing a national medical assistant certification exam within the last ninety (90) days.

Medical assisting professionals who are not graduates of the College may seek enrollment into the Associate of Applied Science in Allied Health program.

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Assistant program provides the College's Certificate in Medical Assistant graduates with additional skills in electrocardiography, phlebotomy, laboratory procedures, billing and coding, electronic health records, critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their career. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing allied health career, seek, or obtain entry-level employment in a medical assistant related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem-solving skills to explore solutions for specific workplace concerns and contemporary issues.
3. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
4. Describe the purposes and intents of key federal, state and local health care policies.
5. Perform accurate ECG diagnostic testing consistently.
6. Perform successful blood specimen collections using appropriate technique.
7. Perform Point of Care testing (urinalysis, glucose, occult blood, pregnancy testing).
8. Assign appropriate codes of diagnoses and procedures.
9. Create accurate claim submission for reimbursement.
10. Audit patient records to ensure completion and accuracy.

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LAB COURSES

Lab courses are facilitated at a local Charter campus. Students enrolling through the Anchorage campus are scheduled to attend lab at either the Anchorage or Wasilla campus. Students enrolling through the Vancouver campus are scheduled to attend lab at either the Billings, Missoula, Farmington, East Wenatchee, Fife, Lacey, Pasco, Vancouver, or Yakima campus. Students enrolling through the Oxnard campus are scheduled to attend lab at either the Canyon Country, Lancaster, or Oxnard campus.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AH2110	The Health Care System[2]	45	4.5
AH2120	Legal and Ethical Issues in Health Care[2]	45	4.5
MA2110	Electrocardiography[2]	35	3.5
MA2110L	Electrocardiography Lab[1]	20	1.0
MA2210	Phlebotomy and Lab Procedures[2]	35	3.5
MA2210L	Phlebotomy and Lab Procedures Lab[1]	20	1.0
MA2310	Billing and Coding for the Medical Assistant[2]	35	3.5
MA2310L	Billing and Coding for the Medical Assistant Lab[1]	20	1.0
MA2410	Electronic Health Records[2]	35	3.5
MA2410L	Electronic Health Records Lab[1]	20	1.0
SS2101	Academic Success Strategies[2]	50	4.5
Transfer Credit	Transfer in 36 quarter credit hours in a medical assistant concentration	0	36.0
	Total	360	67.5
	General Education Requirements		
GE2110	College Mathematics[2]	50	4.5
GE2210	Environmental Science[2]	55	4.5
GE2310	Written and Oral Communication Practices[2]	45	4.5
GE2410	Ethical Principles Across Societies[2]	45	4.5
GE2510	Introduction to Sociology[2]	45	4.5
	Total	240	22.5
	Grand Total	600	90.0

[1]This course is taught on-ground.
[2]This course is taught online.

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ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE
LENGTH: 60 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

1. Additionally, all students must **attest to** having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Billing and Coding program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. The program provides skills in insurance processing, billing, coding, electronic health records, critical thinking, problem solving, and contemporary issues. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in medical office administrative assistant or billing and coding field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistants or billing and coding in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical billing and coding.
6. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
7. Demonstrate an understanding of the importance of medical health record retention and security.
8. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
9. Explain and perform appropriate administrative tasks effectively.
10. Describe and demonstrate effective supervisory and management skills.
11. Use critical thinking and problem solving skills to explore solutions for specific workplace concerns and contemporary issues.
12. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
13. Describe the purposes and intents of key federal, state and local health care policies.
14. Audit patient records to ensure completion and accuracy
15. Determine reimbursement and payment methodologies applicable to health care provided in various US settings as it relates to relevant forms, processes, practices and the roles of health information professionals.
16. Demonstrate proficiency with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding (HCPCS) as reporting systems to insurance carriers.
17. Demonstrate proficiency with International Classifications of Diseases (ICD) as a reporting system to insurance carriers and government agencies.
18. Describe medical terminology, including body parts and organs functions that make up the human body systems.
19. Interpret public and private insurance carriers, including their guidelines and reimbursement processes.
20. Demonstrate how billing gets processed to insurance carriers for reimbursement, including learning how to fill out billing forms.

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21. Analyze how medical records are maintained and managed by medical providers for patients, including exposure to an EHR system.
22. Analyze health care regulations, medical laws and ethics, compliance and auditing in medical coding and billing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AH2110	The Health Care System	45	4.5
AH2120	Legal and Ethical Issues in Health Care	45	4.5
MED1115	Medical Terminology Fundamentals	60	6.0
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding, and Reimbursement	45	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	70	6.0
MOA1105	Insurance Claims Processing	50	4.5
MOA2110	Insurance Billing and Coding Evaluation	55	4.5
MOA2210	Insurance and Coding Specialist	55	4.5
MOA2310	Billing and Coding Specialist	55	4.5
MOA2410	Electronic Health Records	55	4.5
SS1210	Professional Success Strategies	45	4.5
SS2101	Academic Success Strategies	50	4.5
	Total	**875**	**79.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1115**	**102**

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ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING (DEGREE COMPLETION)

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 30 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING (DEGREE COMPLETION)

1. Additionally, all students must **attest** to having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).
2. Additionally*,* all students must **provide evidence** of one (1) of the following for admission to the program:
   a. External applicants: Official transcripts with 36 quarter credit hours in a medical billing and coding concentration; or,
   b. Internal applicants: Graduate from a Charter College Medical Office Administrative Assistant, Charter College Health Unit Coordinator, or previous Charter College billing and coding program
3. The certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
4. Official transcripts of prior education must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Billing and Coding (Degree Completion) program is designed for medical office professionals with a certificate or substantial coursework in billing and coding, graduates of the College's Medical Office Administrative Assistant program, or graduates of the College's billing and coding program. The program provides additional skills in insurance processing, billing, coding, electronic health records, critical thinking, problem solving, and contemporary issues, allowing them to expand their knowledge base to be successful and advance in their career. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could enhance an existing medical office administrative assistant or billing and coding career, seek, or obtain entry-level employment in medical office administrative assistant or billing and coding field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem-solving skills to explore solutions for specific workplace concerns and contemporary issues.
3. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
4. Describe the purposes and intents of key federal, state and local health care policies.
5. Audit patient records to ensure completion and accuracy
6. Determine reimbursement and payment methodologies applicable to healthcare provided in various US settings as it relates to relevant forms, processes, practices and the roles of health information professionals.
7. Demonstrate proficiency with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding (HCPCS) as reporting systems to insurance carriers.
8. Demonstrate proficiency with International Classifications of Diseases (ICD) as a reporting system to insurance carriers and government agencies.
9. Describe medical terminology, including body parts and organs functions that make up the human body systems.
10. Interpret public and private insurance carriers, including their guidelines and reimbursement processes.

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11. Demonstrate how billing gets processed to insurance carriers for reimbursement, including learning how to fill out billing forms.
12. Analyze how medical records are maintained and managed by medical providers for patients, including exposure to an EHR system.
13. Analyze healthcare regulations, medical laws and ethics, compliance and auditing in medical coding and billing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AH2110	The Health Care System	45	4.5
AH2120	Legal and Ethical Issues in Health Care	45	4.5
MOA2110	Insurance Billing and Coding Evaluation	55	4.5
MOA2210	Insurance and Coding Specialist	55	4.5
MOA2310	Billing and Coding Specialist	55	4.5
MOA2410	Electronic Health Records	55	4.5
SS2101	Academic Success Strategies	50	4.5
Transfer Credit	Transfer in 36 quarter credit hours in a medical office administrative assistant or billing and coding concentration	0	36.0
	Concentration Requirements		
	Total	360	67.5
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	240	22.5
	Grand Total	600	90.0

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ASSOCIATE OF APPLIED SCIENCE IN NURSING

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE
LENGTH: 80 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN NURSING

In addition to the *Admissions Requirements - Institutional*, all students must comply with the following minimum requirements for admission to the program:

1. Pass TEAS entrance exam with a composite score of sixty (60) or greater. An applicant may take the TEAS no more than two (2) times per admission period and may not exceed more than four (4) attempts at any time. A passing score is valid for two (2) years following the date the assessment was passed.
2. Successfully pass a background check as administered by a third-party vendor of the College.
   a. Passing a background check means no criminal convictions as defined by the Alaska Board of Nursing Statutes and Regulations 12AAC44.705.
3. Provide a letter from the State of Alaska, Department of Health and Social Services stating Eligible Determination for Association.
4. Provide a photo ID recognized at a federal level by the U.S. Government (e.g., Real ID, U.S. Passport, or Military ID).
5. Provide documentation of the following immunization and health requirements:
   a. Hepatitis B: Titer showing immunity to Hepatitis B.
   b. Varicella: Documentation of two (2) varicella immunizations or titer showing immunity to Varicella.
   c. Measles (Rubeola)/Mumps/Rubella (MMR): Documentation of two (2) MMR immunizations or titer showing immunity to Measles (Rubeola), Mumps, and Rubella.
   d. Tetanus, Diphtheria, and Pertussis (Tdap): Documentation of immunization within the last ten (10) years.
   e. Tuberculosis (TB): Negative screening results or documentation of medical clearance within 1 year of the start date.
   f. Influenza (flu): Documentation of Influenza immunization with in the last 1 year.
   g. Medical Attestation Form: Signed by a Medical provider and applicant.
   h. Core Performance Standards: Form completed by applicant.
6. Provide a negative ten (10) panel drug screen one (1) week (7 calendar days) prior to the first day of the first term.
7. Complete an interview with the Dean of Nursing or designee.
8. Provide written consent to allow information sharing with the clinical partners; to include last 4 of social security number and immunization records.

It is the responsibility of the student to ensure that the Influenza, TB clearance, drugs screen, and Core Performance Standards are current and available to the Clinical Coordinator for the duration of the program. Failure to do so will result in the student's inability to meet the clinical requirements for the program. Students are responsible for arranging transportation to the required courses and events throughout the program.

CLINICAL ADMISSION REQUIREMENTS

Prior to all clinical assignments for the duration of the program, it is the student's responsibility to submit to the Clinical Coordinator the following documentation:

1. Certificate of completion of training on Health Insurance Portability and Accountability Act (HIPAA) and Bloodborne Pathogen (provided prior to clinical by Charter College).
2. Basic Life Support (BLS) card, which must not expire before the anticipated graduation date.
3. Proof of health insurance.

CORE PERFORMANCE STANDARDS

Students must meet the Core Performance Standards throughout the program. The Core Performance Standards include:

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal, written, and electronic form.

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4. Physical Abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and Fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Tactile ability sufficient for physical assessment.
8. Visual ability sufficient for observation and assessment necessary in nursing care.

MISSION STATEMENT

The mission of the Associate of Applied Science in Nursing program is to provide accessible, high quality undergraduate nursing education to diverse student populations for the development of safe effective nursing professionals. The Mission will be accomplished through delivery of an innovative program that reflects the needs and current trends of society and community. Our program is implemented by faculty who are committed to education of the highest standards and who promote clinical practice through evidence-based practice.

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Appraise current evidence into clinical practice for the purpose of improving patient/family/community health outcomes.
2. Summarize information technology to ensure application of evidence-based practice.
3. Evaluate others in the provision of individualized, safe, quality patient/family care.
4. Formulate plans to promote continuity of care with interdisciplinary team members.
5. Evaluate health -related evidence and nursing science tools in order to educate patient/families.
6. Evaluate nursing services that are patient/ family centered and culturally sensitive across the lifespan.
7. Evaluate nursing care based on physiological and psychosocial needs of patients/ families across the lifespan.
8. Value professional integrity. Ethical and legal behaviors that promote or exceed the standards of practice.
9. Evaluate quality improvement tools to affect positive change.
10. Evaluate safe environments for patient/family, self and others.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
NU1010	Fundamentals of Nursing[3]	35	3.5
NU1010L	Fundamentals of Nursing Lab[1]	40	2.0
NU1010C	Fundamentals of Nursing Clinical[4]	60	2.0
NU1015	Pharmacology for Nursing[3]	40	4.0
NU1015L	Pharmacology for Nursing Lab[1]	30	1.5
NU1015C	Pharmacology for Nursing Clinical[4]	60	2.0
NU1020	Gerontological Nursing and Community Health[3]	40	4.0
NU1205	Medical-Surgical Nursing I[3]	60	6.0
NU1205L	Medical-Surgical Nursing I Lab[1]	40	2.0
NU1205C	Medical-Surgical Nursing I Clinical[4]	60	2.0
NU2305	Medical-Surgical Nursing II[3]	60	6.0
NU2305L	Medical-Surgical Nursing II Lab[1]	40	2.0
NU2305C	Medical-Surgical Nursing II Clinical[4]	60	2.0
NU2405	Maternal/Child Nursing[3]	40	4.0
NU2405L	Maternal/Child Nursing Lab[1]	20	1.0
NU2405C	Maternal/Child Nursing Clinical[4]	60	2.0
NU2505	Pediatric Nursing[3]	40	4.0
NU2505L	Pediatric Nursing Lab[1]	20	1.0
NU2505C	Pediatric Nursing Clinical[4]	60	2.0
NU2605	Mental Health Nursing[3]	40	4.0
NU2605C	Mental Health Nursing Clinical[4]	60	2.0
NU2705	Leadership and Management[3]	40	4.0
NU2705C	Leadership and Management Clinical[4]	120	4.0
NU2800	NCLEX Review[3]	40	4.0
SC1800	Anatomy and Physiology I[2]	60	5.0
SC1900	Anatomy and Physiology II[2]	60	5.0
	Total	**1285**	**81.0**
	General Education Requirements		
GE1105	Human Growth and Development[3]	45	4.5
GE1115	Sociology of the Family[3]	45	4.5
GE2110	College Mathematics[3]	50	4.5
GE2310	Written and Oral Communication Practices[3]	45	4.5
GE2410	Ethical Principles Across Societies[3]	45	4.5
SC2310	Microbiology[2]	55	4.5
	Total	**285**	**27.0**
	Grand Total	**1570**	**108.0**

[1]This course is taught on-ground.
[2]This course is taught blended.
[3]This course is taught online.
[4]This course is completed off-site at clinical facility.

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PROGRESSION IN NURSING COURSES

The program participates in Assessment Technologies Institute (ATI) proctored achievement exams in the following areas:

ATI CONTENT MASTERY EXAM

Course Associated with Testing	ATI Content Mastery Exam
NU1015 Pharmacology for Nursing	Fundamentals
NU1020 Gerontological Nursing and Community Health	Community Health
NU2305 Medical-Surgical Nursing II	Adult Medical Surgical
NU2605 Mental Health Nursing	Mental Health
NU2405 Maternal/Child Nursing	Pharmacology Maternal Newborn
NU2505 Pediatric Nursing	Nutrition Nursing Care of the Children
NU2705 Leadership and Management	Leadership

Students are required to take the ATI Content Mastery Exams associated with the courses listed above. The ATI Content Mastery Exam will be all or part of the final exam grade for the designated course. The students published score will be entered in the grade book as their final exam score. When two ATI Content Mastery Exams are required, the scores will be averaged together to create the final exam score. Students will be scored on the first attempt of all ATI Content Mastery Exams.

Students who score below a Level 2, regardless of the published score, on the ATI Content Mastery Exams, and pass the course, will be provided with a remediation plan. Students who fail the course must repeat the course (see *Repeating a Course* and *Re-Entry*).

ATI RN COMPREHENSIVE PREDICTOR

Students are required to take the RN Comprehensive Predictor in NU2800 NCLEX Review and it is the final exam score for the course. Students may attempt the RN Comprehensive Predictor no more than two (2) times. The highest score will be recorded as the final exam grade.

Students who fail the course must repeat the course (see *Repeating a Course* and *Re-Entry*).

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CERTIFICATE IN BUSINESS OFFICE ADMINISTRATION

DELIVERY METHOD: ONLINE, BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Knowledge of Work Environments
    a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
    b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
    a. Use word processing software to correctly format and complete business documents in mailable formats.
    b. Produce complex documents containing graphics and tables with relative speed and efficiency.
    c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills
    a. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
    b. Use appropriate business English in written and verbal communication
    c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
    a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Marketing Skills
    a. Use marketing theory and strategies to explore all aspects of marketing
    b. Produce a marketing plan from initial analysis to final implementation and evaluation.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	60	6.0
BA1115	Human Relations in Organizations	60	6.0
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1210	Professional Success Strategies[1]	45	4.5
	Grand Total	**695**	**66**

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	60	6.0
BA1115	Human Relations in Organizations	60	6.0
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**695**	**66**

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CERTIFICATE IN COMPUTER AIDED DESIGN

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Computer Aided Design program is designed to provide students with fundamental computer aided design skills in two-dimensional (2D) and three-dimensional (3D) documentation creation and modeling. Students are prepared for a National Certification Exam (i.e., AutoCAD Certified User). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in a computer aided design or drafting related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Demonstrate knowledge of design techniques and principals involved in the production of technical plans, constructions drawings, and 3D models.
2. Demonstrate critical thinking and problem-solving skills to perform effectively as a Computer Aided Designer.
3. Apply interpersonal, verbal communications, and written communications skills.
4. Demonstrate the ability to create aesthetically pleasing presentations and visualizations of 3D designs and construction documents.

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Computer Aided Design program will take a proctored certification test. The proctored certification test takes place at a designated testing center (e.g., Certiport, Pearson VUE, etc.), and students will take the test at the testing center nearest to them. The College cannot guarantee a testing center will be available within a specific distance from a campus or the student's home; prospective students should consider testing center location as part of their enrollment decision.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CAD1000	Math for Computer Aided Design	50	4.5
CAD1001	Computer Aided Design Drafting I	80	6.0
CAD1002	Computer Aided Design Drafting II	80	6.0
CAD1003	Computer Aided Design Drafting III	55	4.5
CAD1201	3D Modeling CAD Techniques	55	4.5
CAD1300	3D Modeling CAD Advanced Techniques	55	4.5
CAD1400	Architectural Drawing I	55	4.5
CAD1500	Architectural Drawing II	55	4.5
CAD1600	Architectural Drawing III	55	4.5
CAD1700	Modeling, Rendering and Animation for Presentations	55	4.5
CAD1800	Foundations for Building Codes	55	4.5
CAD1900	CAD Certification Prep	55	4.5
OFM1010	Microsoft Word	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**800**	**66**

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CERTIFICATE IN DENTAL ASSISTING

DELIVERY METHOD: BLENDED
CAMPUS: CANYON COUNTRY, LANCASTER, OXNARD, FIFE, PASCO, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[1]	45	4.5
DA1110	Introduction to Dental Assisting	70	6.0
DA1121	Orthodontics and Dental Office Administrative Procedures	55	4.5
DA1130	Dental Pharmacology and Emergencies	55	4.5
DA1210	Dental Sciences	70	6.0
DA1220	Dental Care Delivery and Techniques	55	4.5
DA1310	Preventative Dentistry	55	4.5
DA1410	Introduction to Prosthodontics	55	4.5
DA1421	Dental Specialties	55	4.5
DA1510	Dental Radiology I	55	4.5
DA1520	Dental Radiology II	55	4.5
DA1990	Dental Assisting Externship[2]	180	6.0
SS1210	Professional Success Strategies[1]	45	4.5
	Grand Total	**850**	**63**

[1]This course is taught online.
[2]This course is completed off-site at an externship facility.

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CERTIFICATE IN HEALTH UNIT COORDINATOR

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

CERTIFICATE IN HEALTH UNIT COORDINATOR

Additionally, all students must comply with the following minimum requirements for admission to the program:
1. All students must **attest** to having a high school diploma, transcript, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

PROGRAM DESCRIPTION

A Health Unit Coordinator is responsible for ensuring the daily operations of a health care setting run efficiently. This important role serves as a link between physicians, nursing staff, patients, and other departments. The Health Unit Coordinator certificate program provides the industry knowledge to successfully work with hospitals, physician clinics, nursing homes, insurance companies, and other health care facilities. The certificate program introduces students to the health care environment and various processes performed by the Health Unit Coordinator. The role of the Health Unit Coordinator focuses on administrative activities related to patient care within a health care facility. The specific duties of the Health Unit Coordinator may include processing doctors' orders, scheduling diagnostic tests and treatments for patients, managing patient charts, completing discharge paperwork, ordering unit supplies and equipment, and the overall facilitation of an efficient workflow in the health care setting. Students are prepared for a National Certification Exam (i.e., Certified Health Unit Coordinator). A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a health unit coordinator related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Organize activities of nursing personnel, medical staff, hospital departments, patients, and visitors in the clinical setting to meet patient needs.
2. Manage patient care workflow across multiple departments.
3. Interpret, review, and document patient care orders and patient medical charts.
4. Plan and execute daily routines related to administrative responsibilities of patient care departments.
5. Describe and defend guidelines pertaining to data control, security, privacy, and confidentiality of protected health information for all patients.
6. Identify appropriate policies and procedures in health care situations.
7. Translate information in an ethically and culturally respectful manner to improve patient satisfaction and care.
8. Illustrate effective interpersonal skills to resolve conflict and solve problems within patient care departments and other health care institutions.

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Health Unit Coordinator program will take a proctored certification test. The proctored certification test takes place on a Charter College campus, and students will take the test at the campus nearest to them. If the student is not within a reasonable and customary commuting distance to a campus, the College will find a proctoring site that is close to the student's home or, if the student has the requisite technology requirements, the College will arrange for live remote proctoring for the student to attempt the exam from home.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
HC1010	Fundamentals of Health Care Delivery	60	6.0
HC1110	Hospital Unit Management	45	4.5
HC1210	Health and Safety Procedures in a Health Care Setting	50	4.5
HC1310	Health Unit Coordinator Procedures	45	4.5
HC1410	Professional Communication for Health Unit Coordinators	45	4.5
HC1510	Basic Patient Care	45	4.5
HC1610	Professionalism and Critical Thinking	45	4.5
MED1151	Functions of Health Records Management	45	4.5
HC1810	Legal Issues, Ethics, and Confidentiality in Health Care	45	4.5
HC1900	Health Unit Coordinator Certification	45	4.5
HC1920	Case Studies of the Health Unit Coordinator	45	4.5
MED1115	Medical Terminology Fundamentals	60	6.0
MOA1102	Medical Insurance Processing and Coding	55	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**675**	**66**

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CERTIFICATE IN HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, LACEY, LANCASTER, PASCO, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Be prepared for the EPA refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC Science and Electrical	70	6.0
HV1210	Basic Refrigeration and Air Properties	70	6.0
HV1220	Refrigeration Pipe, Duct and Flue Systems	55	4.5
HV1230	Refrigerants and Oils	55	4.5
HV1240	Mid Temperature and Low Temperature Commercial Refrigeration Systems	55	4.5
HV1310	Maintenance and Start up Skills	55	4.5
HV1410	Residential and Commercial Controls	55	4.5
HV1420	Introduction to DDC, PLC, and Pneumatic Control Logic	55	4.5
HV1510	Construction Drawings, Building Specifications, and Design Considerations	55	4.5
HV1610	Gas and Oil Heating Systems	55	4.5
HV1620	Boiler, Chiller, and Cooling Tower Systems	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps	55	4.5
HV1710	Energy Conservation, Heat Recovery, and Air Quality	55	4.5
SS1210	Professional Success Strategies[1]	45	4.5
	Grand Total	**790**	**66**

[1]This course is taught online.

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CERTIFICATE IN MEDICAL ASSISTANT

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, WASILLA, CANYON COUNTRY, LANCASTER, OXNARD, BILLINGS, MISSOULA, FARMINGTON, EAST WENATCHEE, FIFE, LACEY, PASCO, VANCOUVER, YAKIMA
LENGTH: 40 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

CERTIFICATE IN MEDICAL ASSISTANT

In addition to the *Admissions Requirements - Institutional*, all students must comply with the following minimum requirements for admission to the program:

1. All students must **attest to or provide evidence of** (see *Admissions Requirements – Institutional*): a high school diploma, transcript, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[2]	45	4.5
MA1120	Administrative Procedures[1]	55	4.5
MA1320	Patient Care Concepts	70	6.0
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1900	Medical Assistant Certification[1]	10	1.0
MA1990	Medical Assistant Externship[3]	180	6.0
MED1115	Medical Terminology Fundamentals[1]	60	6.0
MED1151	Functions of Health Records Management[2]	45	4.5
MOA1130	Medical Insurance Billing and Coding	55	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**840**	**64**

[1]This course is taught blended or online.
[2]This course is taught online.
[3]This course is completed off-site at an externship facility.

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CERTIFICATE IN MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

MODALITY: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Medical Office Administrative Assistant program will take a proctored certification test. The proctored certification test takes place on a Charter College campus, and students will take the test at the campus nearest to them. If the student is not within a reasonable and customary commuting distance to a campus, the College will find a proctoring site that is close to the student's home or, if the student has the requisite technology requirements, the College will arrange for live remote proctoring for the student to attempt the exam from home.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments	45	4.5
MED1115	Medical Terminology Fundamentals	60	6.0
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding and Reimbursement	45	4.5
MED1270	Confidentiality of Health Care Records	45	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2280	Health Care Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	70	6.0
MOA1105	Insurance Claims Processing	50	4.5
MOA1900	Medical Office Administrative Assistant Certification	10	1.0
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**710**	**67**

CERTIFICATE IN PHARMACY TECHNICIAN

DELIVERY METHOD: BLENDED
CAMPUS: FIFE, LACEY, VANCOUVER
LENGTH: 40 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

CERTIFICATE IN PHARMACY TECHNICIAN

In addition to the *Admissions Requirements - Institutional*, all students must comply with the following minimum requirements for admission to the program:

1. Applicant must successfully pass a background check as administered by a third-party vendor of the College.

PROGRAM DESCRIPTION

The Certificate in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice. Students are prepared for a National Certification Exam (e.g., PTCE, ExCPT, etc.) and complete a 180-hour externship. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), graduates could seek entry level employing in the pharmacy technician field.

WASHINGTON

In order for students to attend externship, students must be licensed as a Pharmacy Assistant by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission.

PROGRAM OUTCOMES

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

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the pharmacy field and pharmacy technicians.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level pharmacy technician in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the transcribing skills, compounding procedures, and appropriate operational functions of pharmacy technicians defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[2]	45	4.5
PT1110	Introduction to Pharmacy	70	6.0
PT1120	Pharmacy Operations and Administration	70	6.0
PT1130	Pharmacy Law and Ethics	45	4.5
PT1210	Infection Control and Safety	55	4.5
PT1310	Pharmacy Calculations	50	4.5
PT1320	Pharmacy Measurements	50	4.5
PT1330	Compounding	55	4.5
PT1410	Pharmacology	50	4.5
PT1420	Pharmacodynamics	50	4.5
PT1430	Pharmacokinetics	55	4.5
PT1900	Pharmacy Technician Certification [1]	10	1.0
PT1990	Pharmacy Technician Externship[3]	180	6.0
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	830	64

[1]This course is taught blended or online.

[2]This course is taught online.

[3]This course is completed off-site at an externship facility.

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CERTIFICATE IN VETERINARY ASSISTANT

DELIVERY METHOD: BLENDED
CAMPUS: OXNARD, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Veterinary Assistant program provides the technical skills and work habits required to seek entry-level positions as Veterinary 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 veterinary clinic. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), graduates could seek entry-level employment in the veterinary assistant field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional veterinary setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the veterinary assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level veterinary assistant in a variety of veterinary clinic settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the knowledge of anatomy, physiology, and medical terminology in small animals as it relates to a veterinary assistant profession.
6. Demonstrate an understanding of how to perform small animal restraint during an examination.
7. Evaluate and utilize the information received from an animal's health history form.
8. Perform universal precautions during the course of different veterinary assistant tasks.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
VA1000	Veterinary Practice Management	70	6.0
VA1100	Small Animal Musculoskeletal and Circulatory Systems and Diseases	55	4.5
VA1120	Small Animal Cardiorespiratory and Nervous Systems and Diseases	55	4.5
VA1130	Small Animal Digestive and Urogenital Systems and Diseases	55	4.5
VA1140	Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases	55	4.5
VA1150	Small Animal Endocrinology and Oncology	55	4.5
VA1200	The Veterinary Exam Room and Preventative Care	70	6.0
VA1300	Small Animal Nursing	55	4.5
VA1400	Small Animal Pharmacology and Toxicology	55	4.5
VA1500	Veterinary Laboratory Procedures	55	4.5
VA1600	Small Animal Radiology and Surgical Assisting	55	4.5
VA1990	Veterinary Assistant Externship[2]	180	6.0
SS1210	Professional Success Strategies[1]	45	4.5
	Grand Total	**860**	**63**

[1]This course is taught online.
[2]This course is completed off-site at an externship facility.

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CERTIFICATE IN WELDING

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment[3]	60	6.0
WE1210	Trades Math and Welding Details[3]	60	6.0
WE1310	Basic Welding[2]	55	4.5
WE1320	Cutting Procedures[2]	55	4.5
WE1340	Beads and Fillet Welds[2]	55	4.5
WE1350	Groove Welds and Joint Fit[2]	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal[2]	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead[2]	55	4.5
WE1445	Welding Fabrication Fundamentals[2]	55	4.5
WE1510	Gas Metal Arc Welding[2]	55	4.5
WE1520	Flux-Cored Arc Welding[2]	55	4.5
WE1540	Gas Tungsten Arc Welding[2]	55	4.5
WE1545	Aluminum and Stainless Welding Fundamentals[2]	55	4.5
SS1210	Professional Success Strategies[1]	45	4.5
	Grand Total	**770**	**66**

[1]This course is taught online.
[2]This course is taught on-ground.
[3]This course is taught blended.

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DIPLOMA IN PHLEBOTOMY

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 10 WEEKS

The Diploma in Phlebotomy program prepares students to seek entry-level employment in a medical office, hospital, laboratory, or blood bank. The program provides skills in venipuncture, capillary sticks, nonblood specimen collection, point of care, infection control, customer service, safety, orders, site preparation, and equipment selection. 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, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in the phlebotomy field.

LAB COURSES

Lab courses are facilitated at a local Charter campus. Students enrolling through the Anchorage campus are scheduled to attend lab in Anchorage or Wasilla and students enrolling through the Vancouver campus are scheduled to attend lab in Billings, Missoula, Vancouver, Fife, Lacey, or Pasco.

PROGRAM OUTCOMES

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

1. Describe the role of the phlebotomy technologist in the physician's office laboratory and hospital laboratory.
2. Apply the proper procedures to prepare a patient for specimen collection.
3. Apply the proper procedures for obtaining, transporting, and processing a specimen.
4. Demonstrate successful specimen collections using the appropriate technique.
5. Perform Point of Care testing (urinalysis, glucose, occult blood, pregnancy testing).
6. Perform and record quality control procedures and results.
7. Comply with laws and standards governing specimen collection as related to reliability and accuracy in lab testing.
8. Maintain quality control in the collection of blood specimens.
9. Select appropriate specimen collection equipment for the test ordered and type of patient.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
PB1000	Introduction to Phlebotomy	35	3.5
PB1000L	Introduction to Phlebotomy Lab	20	1.0
PB2000	Phlebotomy and Lab Procedures	35	3.5
PB2000L	Phlebotomy and Lab Procedures Lab	20	1.0
	Grand Total	**110**	**9.0**

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COURSE DESCRIPTIONS

AC1110 ACCOUNTING FUNDAMENTALS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

AH1400 COMPLIANCE IN HEALTH CARE ENVIRONMENTS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course introduces the student to compliance regulations within a health care facility. Students study workplace safety, universal precautions, personal protective equipment, OSHA, The Joint Commission, Bloodborne pathogens, HIV/AIDS, and HIPAA.

AH2110 THE HEALTH CARE SYSTEM   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course is a study in the U.S. health care system and is designed to expose students to the critical issues facing health care. Students will learn about the complexity and multidimensional nature of health care delivery in the United States, including health care provider and government roles, relationships between stakeholders, and the general continuum of health care. Health care administration and management practices are examined, and the goals of health research discussed.

AH2120 LEGAL AND ETHICAL ISSUES IN HEALTH CARE   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

BA1035 ESSENTIALS OF BUSINESS ENGLISH   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This is a study of the essential language skills for business contexts. This course explores how to become proficient in communication in the workplace, participation in meetings, writing skills in business situations, and written conflict resolution techniques. This course will also focus on composition basics, grammatical usage, business writing, proposals and reports, and visual design basics.

BA1110 BUSINESS FUNDAMENTALS   6.0 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

BA1110 BUSINESS FUNDAMENTALS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

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BA1115 HUMAN RELATIONS IN ORGANIZATIONS   6.0 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course provides an introduction to the principles and concepts of human behavior in developing inter-and intra-relationships in the business environment. Students will develop skills to help understand themselves better, improve efficiency on the job, and obtain knowledge of human relations and motivation theory.

BA1115 HUMAN RELATIONS IN ORGANIZATIONS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course provides an introduction to the principles and concepts of human behavior in developing inter-and intra-relationships in the business environment. Students will develop skills to help understand themselves better, improve efficiency on the job, and obtain knowledge of human relations and motivation theory.

BA1220 LEADERSHIP AND FOLLOWERSHIP   4.5 QUARTER CREDIT HOURS
PREREQUISITES: BA1110 BUSINESS FUNDAMENTALS AND BA1115 HUMAN RELATIONS IN ORGANIZATIONS

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

BA1410 MARKETING FUNDAMENTALS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: BA1110 BUSINESS FUNDAMENTALS AND BA1115 HUMAN RELATIONS IN ORGANIZATIONS

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

BA2025 LEADERSHIP AND TEAM MANAGEMENT   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

BA2203 MARKETING WITH TECHNOLOGY   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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.

BA2220 MANAGING PEOPLE: HUMAN RESOURCES DEVELOPMENT   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

BA2320 BUSINESS LAW AND ETHICS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

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

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BA2420 CUSTOMER FOCUSED MANAGEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

BA2720 DEVELOPING AND IMPLEMENTING PROJECTS   4.5 QUARTER CREDIT HOURS

PREREQUISITE: NONE

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

BA3308 ECONOMICS FOR MANAGERIAL DECISION MAKING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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.

BA3520 FINANCE FUNDAMENTALS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces the basic concepts and principles of corporate financial management. Financial planning, capital budgeting, strategic planning, the time value of money, financial return measurements, and stocks and bonds will be discussed.

BA3620 DATA DRIVEN DECISION MAKING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course will focus on the use of data as a foundation for informed decision making. Case study analysis will provide the basis of study and application as students learn to use tools to gather and analyze data and propose actions derived from the analyses. Risk analysis as well as predictive statistics will be emphasized.

BA3640 EFFICIENCY AND EFFECTIVENESS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides a foundation in quality management with a focus on improving effectiveness and efficiency organization wide. The history and creators of quality management are presented, with the resultant theories and principles providing focus, from scientific management to Six Sigma and beyond. Students will be encouraged to develop an understanding of the integration of quality management with strategic planning and effective decision making.

BA3920 CONTEMPORARY ISSUES IN BUSINESS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

While much of the climate of business is stable or slow-moving, our economic system is also subject to shocks that change the framework of the business enterprise over relatively short periods of time. This course allows the student to investigate the impact of current events on a specific business or industry. The faculty member facilitates each student investigating the impact of recent events on the business, and therefore the careers, of the individual student. Students will explore the latest economic, legal, technological, financial, and social factors that will impact their professional lives.

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BA4220 MANAGING CONFLICT: DISPUTE RESOLUTION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is a study of conflict management as it applies to Alternative Dispute Resolution (ADR). Topics include mediation, arbitration, and negotiation. The techniques that are instrumental in managing conflicts in a constructive way are investigated, roles in disputes analyzed, and individual conflict styles explored. Alternative Dispute Resolution as an approach to resolving conflicts in the business setting will be analyzed for application in the real world.

BA4401 ORGANIZATIONAL MANAGEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is a study of organizational behavior and management. The course explores the power of employees and teams to successfully navigate 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.

BA4580 BUSINESS TACTICS AND EXECUTION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course explores the ability of organizations to execute an existing strategic plan. Students will apply both qualitative and quantitative tools to identify organizational challenges impacting the execution of its strategic goals. Topics include theory of second best, cognitive limitations impacting decision analysis, prospect theory, profit and performance measurement, portfolio theory, and strategic intent.

BA4590 STRATEGY DEVELOPMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course focuses on the strategic planning process from situational analysis to implementation and evaluation. This course exposes students to various tools used in assessing performance from both the organization and industry perspectives, thus allowing students to analyze data in order to identify opportunities for competitive advantage. Topics include the strategic planning process, situational analysis, creating a sustainable competitive advantage, competitive strategies, and corporate social responsibility.

BA4820 GLOBAL INFLUENCES ON BUSINESS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

BA4920 ENTREPRENEURSHIP AND SMALL BUSINESS STRATEGIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is designed to provide students with an in-depth look at entrepreneurship and small business. The process of starting, buying, franchising, and owning and managing a small business will be explored. Topics include entrepreneurial strategies, writing business plans, strategic management and planning, tactics, financial and legal components and issues, marketing, Human Resource management, and international environments. Comparison of small business to corporate business processes will be presented.

CAD1000 MATH FOR COMPUTER AIDED DESIGN   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This is a college mathematics course with an emphasis on basic geometry and coordinate geometry, measurements and basic operations of addition, subtraction, multiplication, fractions, ratios and decimals, and their applications including.

CAD1001 COMPUTER AIDED DESIGN DRAFTING I   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

An introduction to the design process using computer-aided drafting (CAD) techniques. Using basic CAD procedures to graphically communicate through technical sketches, detail drawings and geometric construction. Students will understand the basic CAD procedures to properly create various projections such as auxiliary and section views, dimensioning, lettering. The course serves as

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the foundation for drafting and its applications to various areas of design and better familiarize students with concepts, processes and skills required by professionals in the field.

CAD1002 COMPUTER AIDED DESIGN DRAFTING II   6.0 QUARTER CREDIT HOURS

PREREQUISITES: CAD1001 COMPUTER AIDED DESIGN DRAFTING I

A real-world approach for students to view, modify, and create working drawings in the field of Drafting and Design. Students will apply their knowledge of AutoCAD to industry working drawings. They will apply Drafting and CAD procedures to various projections, sections, auxiliaries, dimensioning and detailed drawing. Proper drawing setup, various naming conventions, and maintenance of CAD drawing files will also be introduced.

CAD1003 COMPUTER AIDED DESIGN DRAFTING III   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1002 COMPUTER AIDED DESIGN DRAFTING II

This course is designed for the advanced CAD user. Advanced commands, menus and settings will be used to create and modify complex objects to drawings. The use of advanced techniques to help simplify mechanical and architectural plans for accuracy and time.

CAD1201 3D MODELING CAD TECHNIQUES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1003 COMPUTER AIDED DESIGN DRAFTING III

Introduces techniques to create three-dimensional objects in AutoCAD. Learn how to manipulate two-dimensional objects into precise three-dimensional models and add materials, color, lighting and shadows for a realistic representation of a mechanical object or architectural building.

CAD1300 3D MODELING CAD ADVANCED TECHNIQUES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1201 3D MODELING CAD TECHNIQUES

This course is an introduction to the techniques of freehand drawing and its application to technical sketching and design visualization. Exercises will include drawing of two- and three-dimensional shapes and objects, spatial thinking and eye-hand coordination in relationship to the practice of drafting and design.

CAD1400 ARCHITECTURAL DRAWING I   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1003 COMPUTER AIDED DESIGN DRAFTING III

An introduction to the theory and practice of architectural planning and design. Fundamental design methods and practices for the creation of architectural drawings are presented, with emphasis on the content of the drawings and the production skills. Topics include the development of plans, elevations and sections of a single-level building project incorporating material specifications, residential building code requirements.

CAD1500 ARCHITECTURAL DRAWING II   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1400 ARCHITECTURAL DRAWING I

A continuation of Architectural Drafting I through the functional planning of a progressively complex project using light construction systems. Drawings incorporating foundations, elevations, wall sections and roof framing details will be created using drafting and CAD techniques.

CAD1600 ARCHITECTURAL DRAWING III   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1500 ARCHITECTURAL DRAWING II

The purpose of this course is to provide students an overview of commercial building techniques and materials. Basic materials and installation methods for commercial construction are studied, which include site-work, concrete, masonry, metals, curtain-walls and finishes.

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CAD1700 MODELING, RENDERING AND ANIMATION FOR PRESENTATIONS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1300 MODELING CAD ADVANCED TECHNIQUES

In this course the student to use some of the projects and designs created in previous courses and assemble them for a presentation. The course will cover best practices in presenting technical documents and 3D renderings and allow the student to refine some of the previous work. Student will build a portfolio of projects for use at job interviews.

CAD1800 FOUNDATIONS FOR BUILDING CODES   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CAD1600 ARCHITECTURAL DRAWING III

An introduction to building codes in residential and commercial design. Students will use a hand on approach to plan, design and implement functional architectural drawing to code. Theory and practice of how to create working floor plans, elevations, sections, and details will be introduced. Topics will also include the use of general notes, construction documents and building specifications.

CAD1900 CAD CERTIFICATION PREPARATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1800 FOUNDATIONS FOR BUILDING CODES

This course prepares the student for the Autodesk Certification exam. The topics for this course will be a comprehensive review of all topics explored in previous courses, focusing on topics related to the Autodesk certification exam for the AutoCAD Certified User.

CIS1115 A+ HARDWARE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces the student to personal computers with an emphasis on the internal components and basic startup processing. Training is provided for installing, replacing and maintaining parts such as memory, chips, and interface cards. The student is taught to work with the hardware in a safe and effective way.

CIS1125 A+ SOFTWARE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS1115 A+ HARDWARE

This course trains the student to install, configure and troubleshoot common operating systems for personal computers with emphasis on Microsoft operating systems.

CIS1135 OPERATING SYSTEMS FUNDAMENTALS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides an overview of computer operating systems concepts to include the main functions, similarities, and differences. A variety of topics are explored: configurations, file systems, security, administration, interfacing, multitasking, and performance analysis.

CIS1145 CLIENT ADMINISTRATION AND SUPPORT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course prepares students to install, configure, and administer a desktop operating system, automate operating system installation, set up and manage user accounts, configure local file systems, configure and troubleshoot both local and network printers, manage and troubleshoot access to shared folders, and recover from system failures.

CIS1155 WINDOWS ADMINISTRATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS1135 OPERATING SYSTEMS FUNDAMENTALS, CIS1125 A+ SOFTWARE

This course prepares the student to administer a configuration of desktop systems, peripherals, and servers using Microsoft Windows server software. Specific areas covered include installing, configuring, and troubleshooting user accounts, file access, data storage, printers, and server security.

CIS1165 CISCO SWITCHES AND ROUTERS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS1135 OPERATING SYSTEMS FUNDAMENTALS, CIS1125 A+ SOFTWARE

This course will teach the student how routers control communication across networks. Cisco router technology will be used to show many ways in which networks can be configured to achieve the desired network control and performance.

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CIS1175 TECHNOLOGY INFRASTRUCTURE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces fundamental concepts of the technology infrastructure. Students learn about the structure and purpose of hardware components (computer, networks, and interface devices) and software components (middleware, applications, and systems software).

CIS1185 SOFTWARE APPLICATIONS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course teaches students to use application software. Students will receive an introduction to the Windows operating system and to Microsoft Office applications such as Word, Excel, and PowerPoint. Students will also learn how to troubleshoot Microsoft Office applications and the Windows operating system.

CIS1195 LINUX ADMINISTRATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS1135 OPERATING SYSTEMS FUNDAMENTALS, CIS1125 A+ SOFTWARE

This course will introduce the student to the fundamental Linux operating system concepts including Linux file systems, BASH shell, system initialization and X Windows. This course covers basic Linux administration tasks for the system and peripherals.

CIS1215 COMPUTER SECURITY FUNDAMENTALS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

Students learn the importance of key concepts of computer and information security, including technical, privacy, organizational, social, and policy issues. To further examine fundamental notions of authentication, authorization, and encryption.

CIS1225 FUNDAMENTALS OF NETWORKING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces the concepts, components, and design of information and communication infrastructures. Topics covered consist of methods of carrying data over wired and wireless media, fundamental network design components, topologies and access methods, basic administration of network operating systems.

CIS1235 COMPUTER TROUBLESHOOTING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course integrates problem-solving techniques and implementation solutions. Students research particular problems or issues they select, analyze the major concerns, and recommend viable information technology solutions to resolve or improve the problems or issues.

CIS2115 WINDOWS SERVER ADMINISTRATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course covers advanced features of the Microsoft Windows server software. Specific areas covered include network protocols and control, IP addressing, server availability and scalability.

CIS2125 CLOUD COMPUTING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS2115 WINDOWS SERVER ADMINISTRATION, CIS1165 CISCO SWITCHES AND ROUTERS

This course will cover the skills required to understand cloud computing terminology; to implement, maintain, and deliver cloud technologies and infrastructures; and to understand aspects of IT security and use of industry best practices related to cloud implementations and the application of virtualization.

CIS2145 NETWORK SECURITY CONCEPTS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides training with high-level security measures for web access, email, file transfer, wireless access, and instant messaging. Physical access security measures are also addressed. The student is taught intrusion detection, virus protection, and the use of encryption to secure network resources. Topics will include network security defense techniques and countermeasures,

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prevention and prosecution of criminal activity, and procedures and tools for collecting and investigating evidence from illegal or inappropriate computer use.

CIS2155 WINDOWS SERVER ACTIVE DIRECTORY ADMINISTRATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS2115 WINDOWS SERVER ADMINISTRATION

This course will cover managing an Active Directory network for small to large businesses. The student will learn how to configure DNS for Active Directory, manage Group Policy and policy settings, optimize Active Directory replication, and manage certificate services.

CIS2165 SERVER APPLICATION INFRASTRUCTURE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course teaches students to configure a server application infrastructure. Students will deploy images, create a virtual network, and configure a network load balancing (NLB) cluster. Students will also configure a remote desktop (RD) licensing server, secure socket layer (SSL), and are introduced to Windows Media Services (WMS).

CIS3115 NETWORK SECURITY APPLICATIONS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course will focus on network security perimeter, network, host, application, and data defenses. Students will learn how to assess and perform an audit on a network.

CIS3125 CONFIGURING WINDOWS SERVER   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS3115 NETWORK SECURITY APPLICATIONS, CIS2155 WINDOWS SERVER ACTIVE DIRECTORY ADMINISTRATION

This course covers advanced implementations of Microsoft Windows Server networks. Topics will include configuration of DNS zones, DHCP and IPAM, routing and remote access, distributed file system (DFS), NIC teaming and software-defined networking (SDN).

CIS3135 COMPUTER INFORMATION SYSTEMS PROJECT MANAGEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces students to the knowledge, tools, and techniques needed to successfully manage information technology projects throughout a project life cycle.

CIS3145 TECHNOLOGY IN CONTEMPORARY SOCIETY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course will introduce the student to importance of understanding the dimensions of technology in our society. The students will research the advantages and disadvantages of technology as it relates to the social network environment.

CIS3155 TRENDS IN COMPUTER NETWORKS AND CYBERSECURITY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS3115 NETWORK SECURITY APPLICATIONS

This course will focus on past, present, and the future of computer networks and cybersecurity. Students will research the beginning of data transference over telephone lines to how information is exchanged today and project for the future. The importance of cybersecurity and how the evolution of data protection effect everyday transference of information will also be discussed.

CIS3165 HUMAN COMPUTER INTERACTION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course will examine interaction design, implementation, and evaluation. Students will research the theory behind successful human-computer interaction, as well as an awareness of established procedures for good user interface design, including the 'usability engineering' process. A look at specific interface success stories and spectacular failures to learn from past experiences. An examination of portions of the design cycle, as well as familiarizing students about sound programming practices and effective tools and techniques to create successful user interfaces.

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CIS4115 ETHICAL HACKING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS3155 TRENDS IN COMPUTER NETWORKS AND CYBERSECURITY

This course will expose students to a different way of achieving optimal information security posture. Students will learn about scanning, testing, hacking, and securing systems. The importance of knowing different standards of computer information system ethical practices will also be examined.

CIS4125 VIRTUALIZATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides the student skills in a virtual server. Students will practice skills in securing virtual server networking, configure shared storage, data stores, deploy/administer virtual machines and virtual applications, establish and maintain service levels, perform basic troubleshooting and monitoring a virtual server implement and manage virtual server alarms.

CIS4135 SYSTEMS INTEGRATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course will focus on the integration of information. Students will examine the process by which different computing systems and software applications are linked together physically or functionally.

CIS4145 SYSTEMS ANALYSIS AND DESIGN   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS4135 SYSTEMS INTEGRATION

This course examines the system requirements (functional/nonfunctional), structural and function design, modeling, design representations and tools, application frameworks, security aspects of interfaces, and documentation.

CIS4155 NETWORK PLANNING AND MAINTENANCE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CIS4145 SYSTEMS ANALYSIS AND DESIGN

This course will examine the life cycle of a network plan and maintenance. Students will utilize the system develop life cycle theory to design a network plan and follow-up maintenance. Different life cycle models will also be discussed.

CS1000 FUNDAMENTALS OF CYBERSECURITY   4.5 QUARTER CREDIT HOURS

PREREQUISITE: NONE

This course combines theoretical security models with practical state-of-the-art examples for a comprehensive and useful introduction to this field and should benefit auditors, system administrators, or anyone else with a basic understanding of information technology. Topics include security policies, risk analysis, cryptography, and network security.

CS1020 NETWORK AND OPERATIONS SECURITY   4.5 QUARTER CREDIT HOURS

PREREQUISITE: NONE

Cyber-based attacks and data breaches are a critical risk for organizations of any size. Effective defenses to cyber threats are usually not well-understood or applied. This course delivers a step-by-step methodology to secure any infrastructure by enhancing defenses to the core components of networks, operating systems, and databases. The approach integrates cyber threat and risk management, defense-in-depth, network monitoring, cloud, and mobile devices. This course also provides practical strategies for security testing, mitigating the insider threat, and recovering from a security incident. Current events case studies illustrate key concepts and cyber defense techniques.

CS1040 GOVERNANCE, RISK MANAGEMENT, AND COMPLIANCE   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1000 FUNDAMENTALS OF CYBERSECURITY AND CS1020 NETWORK AND OPERATIONS SECURITY

The National Institute of Standards and Technology (NIST) Risk Management Framework (RMF) provides a mechanism to inform risk decisions and improve cybersecurity. As the federal government and private industry transition to RMF, a broad understanding of the entire process eases adoption challenges. Informative lectures provide in-depth knowledge concerning risk-management concepts, policies, and roles defined by the relevant Department of Defense (DoD), NIST, and Committee on National Security Systems publications. The seven-step life cycle process is explored through presentations, and hands-on exercises as attendees learn the steps involved to prepare for RMF, categorize information systems, select security controls, implement controls, assess controls, authorize information systems, and monitor the security controls.

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CS1050 BUSINESS CONTINUITY AND DISASTER RECOVERY   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1000 FUNDAMENTALS OF CYBERSECURITY AND CS1020 NETWORK AND OPERATIONS SECURITY

This course will provide a comprehensive overview of disaster recovery and countermeasures for networks and businesses. To assess risks in the enterprise, develop an enterprise disaster recovery system, and develop disaster policies, procedures, departmental roles, and communication processes for an enterprise network. Produce a disaster recovery document of procedures and policies to implement training, testing, and rehearsal of disaster recovery.

CS1060 SECURE SOFTWARE DEVELOPMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1000 FUNDAMENTALS OF CYBERSECURITY AND CS1020 NETWORK AND OPERATIONS SECURITY

Secure Software Development explores the implementation of security controls within web applications, mobile applications, utility applications, and traditional applications. Students will explore secure coding techniques as well as application security configuration techniques. A review of secure coding techniques will include Data Validation, Session Management, Exception Handling, and Data Encryption. Specific analysis of application security configuration techniques will consist of the secure configuration management of the application web server, middleware, and database. Students will review policy requirements necessary to implement a secure development program within enterprise organizations. Students will use source code analysis tools, HTTP Proxies, automated scanners, command-line tools to appraise software security.

CS1070 WEB APPLICATION SECURITY   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1000 FUNDAMENTALS OF CYBERSECURITY AND CS1020 NETWORK AND OPERATIONS SECURITY

In this course students will learn techniques used by attackers to breach Web applications and how to protect against them. Students will also learn how to secure authentication, access, databases, and back-end components and how to find common vulnerabilities in compiled code and source code.

CS1080 CASE STUDIES IN CYBERSECURITY   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1000 FUNDAMENTALS OF CYBERSECURITY AND CS1020 NETWORK AND OPERATIONS SECURITY

This course explores incident response methodologies and security models. You will learn to recognize and categorize key types of vulnerabilities and associated attacks against today's organizations. You will explore in depth several past and recent breaches to learn how they were detected and what was done or could have been done to reduce the threat risk to the organization. Finally, you will explore the costs of data breaches through research studies and well-known breaches. This course requires you to select and research a cybersecurity breach in the news today and apply your knowledge and skills from this course and previous cybersecurity courses to analyze the type of attack, attack timeline, vulnerable systems, and any missed opportunities.

CS2000 NETWORK SECURITY AND MONITORING   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1080 CASE STUDIES IN CYBERSECURITY

Firewalls and antivirus are not enough to protect modern computer networks, abuse and attacks are common and need to be prevented. Instead, monitoring systems to detect security incidents, and security teams respond to them to limit the harm they cause. This course prepares students for jobs in monitoring and incident response, providing skills that are in high demand.

CS2100 INFRASTRUCTURE SECURITY AND RESILIENCE   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1080 CASE STUDIES IN CYBERSECURITY

Organizations and societies rely on complex infrastructure networks to support economic development and security. Interruptions, originating from human-made and/or natural hazards, lead to a variety of significant consequences ranging from insecurity, economic decline, and impacts to health services. The complex nature of responding to disasters, whether human-made, natural, or terrorism, requires a level of integration and preparedness that can be challenging to attain. Thoughtful preparedness planning leads to more resilient organizations and societies. This course provides students with the skills needed to support disaster recovery and preparedness decision-making effectively.

CS2120 CLOUD SECURITY AND VIRTUALIZATION   4.5 QUARTER CREDIT HOURS

PREREQUISITE: CS1080 CASE STUDIES IN CYBERSECURITY

This course covers physical and logical security over data centers, buildings, and offices. It defines a management program that protects assets across all levels of technology and the core components that support that technology. The student analyzes the hacking

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methodology and how to create a functioning IT Infrastructure program for businesses, whether large or small and includes change management scenarios and how to approach daily business security issues from an IT perspective. Much of the challenge of IT security remains the fundamental fact that management does not see it as a profit center, and as long as there has been no reported breach, there is nothing to worry about. With this as a starting point, the student will investigate how best to explore the myriad options for network security.

CS2130 CYBERSECURITY MANAGEMENT LEVEL 1   4.5 QUARTER CREDIT HOURS
PREREQUISITE: CS1080 CASE STUDIES IN CYBERSECURITY

This is the first part of a two-part series of courses that combines theoretical security models with practical state-of-the-art examples for a comprehensive and useful introduction to this field and should benefit auditors, system administrators, or anyone else with a basic understanding of information technology. Topics include security policies, risk analysis, cryptography, and network security. Course material is consistent with relevant portions of the Certified Information System Security Professional (CISSP) certification exam's Common Body of Knowledge (CBK).

CS2140 MOBILE FORENSICS   4.5 QUARTER CREDIT HOURS
PREREQUISITE: CS1080 CASE STUDIES IN CYBERSECURITY

This course covers the fundamental concepts, tools, and techniques of digital forensics and cyber investigation. Topics include the identification, preservation, collection, examination, analysis, and presentation of digital evidence for administrative, civil, and criminal investigations. Applications of appropriate tools and technologies used for securing, handling, and preserving digital evidence are explored. The legal and ethical aspects associated with digital forensics and cyber investigation are examined in depth.

CS2210 CYBER THREATS AND COUNTERMEASURES   4.5 QUARTER CREDIT HOURS
PREREQUISITE: CS2130 CYBERSECURITY MANAGEMENT LEVEL 1

The course delves into cyber-threats and on the countermeasures that must be considered to manage risk effectively. Common system threats and attacks and the actors/agents that would perform them are reviewed. An exploration of the mechanisms used to secure systems and the ethical issues relating to vulnerability management is provided.

CS2510 COVERT CHANNELS   4.5 QUARTER CREDIT HOURS
PREREQUISITE: CS2130 CYBERSECURITY MANAGEMENT LEVEL 1

This course delves into the technical realm of covert channels and how to communicate outside the design of many systems. The utilization of tools and applications are introduced to create various types of hidden communication to gain a better understanding of how those mechanisms operate. The tools include stenography, network-based channels, text-based channels, and operating system channels. Detection techniques and concepts for potential new areas of research for a variety of covert channels are presented.

CS2900 CYBERSECURITY MANAGEMENT LEVEL 2   4.5 QUARTER CREDIT HOURS
PREREQUISITE: CS2130 CYBERSECURITY MANAGEMENT LEVEL 1

In this course students continue to explore the topics introduced in Cybersecurity Management Level 1 of theoretical security models with practical state-of-the-art examples for a comprehensive and useful introduction to this field and should benefit auditors, system administrators, or anyone else with a basic understanding of information technology. Topics include security policies, risk analysis, cryptography, and network security. Course material is consistent with relevant portions of the Certified Information System Security Professional (CISSP) certification exam's Common Body of Knowledge (CBK).

DA1110 INTRODUCTION TO DENTAL ASSISTING   6.0 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course introduces the basic components in the practice of dental assisting. Emphasis is placed on the role of the dental assistant, certifications for the dental assistant, patient assessment, infection control, blood borne pathogen training, and the legal and ethical responsibilities of the dental assistant. A brief overview of the history of dentistry will also be discussed.

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DA1121 ORTHODONTICS AND DENTAL OFFICE ADMINISTRATIVE PROCEDURES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES

This course is a comprehensive study on the administrative components in the dental office. Effective forms of communication and understanding cultural diversity will be discussed. Different systems for information management, appointment scheduling, recalling, and inventory management will be presented. Patient and insurance billing, receivables, payables, collections, and financial policies will be examined. Additionally, students will gain knowledge of and skills in a variety of procedures related to the treatment of orthodontic patients during laboratory experience.

DA1130 DENTAL PHARMACOLOGY AND EMERGENCIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES

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.

DA1210 DENTAL SCIENCES   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course details terminology, anatomy and physiology related to dentistry. Emphasis will be placed on the anatomy of the head and neck, pathology, oral histology, and various procedures performed by the dental assistant.

DA1220 DENTAL CARE DELIVERY AND TECHNIQUES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES

This course provides concepts related to general dentistry procedures with an emphasis on dental assisting during amalgam and composite restorative procedures, tray set-ups and chair side procedures. Topics include theory and practice in instrumentation basics, ergonomics, handpieces, rotary cutting instruments, and dental burs. The student is introduced to the patient record and assessment procedures including medical history, oral inspection and treatment planning.

DA1310 PREVENTATIVE DENTISTRY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES

This course provides discussion of the setting, techniques, materials, and equipment to meet the needs of all patients in a dental practice, with the emphasis on, but not limited to, the specialty of pediatrics. This course provides theory and practices to fluoride therapies, water fluoridation, preventive dentistry, coronal polishing and pit and fissure sealants. Students are required to demonstrate laboratory competency and preclinical competencies on student partners prior to successfully completing clinical competencies on patients. Nutrition and health promotion are also introduced.

DA1410 INTRODUCTION TO PROSTHODONTICS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES

This course addresses concepts related to fixed prosthodontics procedures with an emphasis on crown and bridge, inlay, onlay, veneers, and esthetic procedures. Topics include related dental materials, tray set-ups, chairside, and laboratory procedures. Materials, steps, indications and contraindications, and current trends are discussed.

DA1421 DENTAL SPECIALTIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES

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

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DA1510 DENTAL RADIOLOGY I   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES. CO-REQUISITE: DA1520 DENTAL RADIOLOGY II

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 techniques, armamentaria, holding devices, interproximal examination, intraoral 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.

DA1520 DENTAL RADIOLOGY II   4.5 QUARTER CREDIT HOURS

PREREQUISITES: DA1110 INTRODUCTION TO DENTAL ASSISTING AND DA1210 DENTAL SCIENCES. CO-REQUISITE: DA1510 DENTAL RADIOLOGY I

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.

DA1990 DENTAL ASSISTING EXTERNSHIP   6.0 QUARTER CREDIT HOURS

PREREQUISITES: DEMONSTRATE PROGRAM COMPETENCIES TO THE LEAD INSTRUCTOR OF THE PROGRAM VIA THE SKILLS CHECK-OFF PROCESS, COMPLETION OF ALL CORE (AH, DA AND SS PREFIX COURSES) IN THE DENTAL ASSISTING CERTIFICATE PROGRAM

This is an advanced course applying professional dental assisting knowledge and 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 professional dental assisting and front office procedures.

GE1105 HUMAN GROWTH AND DEVELOPMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

The course provides a foundation of human psychological development theory in the context of case examples. The theories are connected to the developmental domains each theory addresses and develop the understanding that no one theory currently in existence adequately addresses all of the developmental domains. The domains addressed in this course include personality, social, emotional, cognitive, language, moral, and gender role development. Subjects including perceptual, neuropsychological, genetic, environmental, psychobiological, and ecological development are also addressed to provide additional perspectives to help the student increase understanding of the complex nature of human psychological development.

GE1115 SOCIOLOGY OF THE FAMILY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

The course is an introduction to the sociology of the family. The course is designed to be an overview of the major models used to define and understand the interactions taking place in family units. Students develop an understanding of the basic functions all families perform including how values and beliefs are formed within and across cultures and the stages through which families develop. Students also gain an appreciation for the wide range of forms families can take and the circumstances under which the family units survive and develop.

GE2002 PSYCHOLOGY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This is an introduction to a scientific study of behavior with emphasis on terminology and principles that are fundamental to psychological thinking. Topics include: the scientific method, sensation, perception, consciousness, intelligence, learning, memory, personality, motivation, and emotion.

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GE2110 COLLEGE MATHEMATICS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

GE2210 ENVIRONMENTAL SCIENCE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

GE2310 WRITTEN AND ORAL COMMUNICATION PRACTICES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

GE2410 ETHICAL PRINCIPLES ACROSS SOCIETIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

GE2510 INTRODUCTION TO SOCIOLOGY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

GE3110 COLLEGE ALGEBRA   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course focuses on the development of mathematical understandings and mathematical operations. Topics include signed numbers, algebraic expressions, equations and inequalities, linear equations, exponents, power functions, logarithms, and exponential functions.

GE3210 SCIENTIFIC DISCOVERY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides a survey of the major sciences, including physics, chemistry, biology, earth science, and astronomy. Basic theories, concepts, and facts of each science are explored and discussed. Achievements made possible by each science will be presented, both past and present, and their effects on society, both national and global, debated. Critical thinking and problem solving are encouraged as the ethics of science and discovery are presented and applicable questions posed.

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GE3310 INTERPERSONAL COMMUNICATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course covers the dynamics and skills needed for effective interpersonal communications. The principle tools and skill of interpersonal communication will be examined and application methods for various situations are explored. Topics include communication and self, verbal and nonverbal communications, the importance of perception, conflict management, cross cultural communication and the influence of the media and technology on interpersonal communication.

GE3330 ADVANCED WRITTEN AND ORAL COMMUNICATION PRACTICES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

GE3410 LOGIC AND REASONING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course explores the principles of good and orderly reasoning. Fallacious reasoning and evaluation of the rhetoric of others are investigated. Topics include claims, arguments, evaluation, cogency, cognitive and emotive meanings, and evaluating advertising.

GE3510 MACROECONOMICS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides an introduction to the principles of macroeconomics, focusing on economic factors including the functioning of markets, economic growth, inflation, unemployment, recession, economic institutions, and the policies that define and affect them. Various economic models are presented and their application to current events and situations explored. The United States' role in the world economy is also emphasized.

GE4560 ECONOMIC PERFORMANCE, POLITICAL STRUCTURES, AND PERSONAL RESPONSIBILITY

4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

HC1010 FUNDAMENTALS OF HEALTH CARE DELIVERY   6.0 QUARTER CREDIT HOURS

PREREQUISITE: NONE

This course introduces students to the historic development, organization, and current issues in the United States health care delivery system. The roles of patients, physicians, hospitals, insurers, and pharmaceutical companies will be addressed. The progression and emerging trends in health information systems are explored as well as current national health care policy initiatives, health care spending, and medical staff organization. The course aims to provide a basis for critical and analytical thought about the management of the United States health care system and the people in it.

HC1110 HOSPITAL UNIT MANAGEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITE: NONE

This course provides students with an understanding of basic management principles in a health care setting and prepares the student to handle administrative functions within a hospital. The conceptual and technical knowledge gained in this course makes it possible for students to identify how decisions made by management impact departments and the entire organization. By the end of the course, students will recognize and differentiate, the essentials skills needed to be a good manager and an effective leader.

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HC1210 HEALTH AND SAFETY PROCEDURES IN A HEALTH CARE SETTING   4.5 QUARTER CREDIT HOURS

PREREQUISITE: HC1010 FUNDAMENTALS OF HEALTH CARE DELIVERY

This course provides basic knowledge of health and safety procedures within a health care setting. An emphasis is placed on the awareness and understanding of workplace hazards and how to identify, report and control them so all employees and patients have a lower risk of exposure and injury. Students will be instructed on current Occupational Safety and Health Administration (OSHA) standards as well as communicating information on health and safety, understanding the responsibilities of management and employees, analyzing health and safety priorities, and the impact that health and safety procedures have in a health care setting.

HC1310 HEALTH UNIT COORDINATOR PROCEDURES   4.5 QUARTER CREDIT HOURS

PREREQUISITE: HC1010 FUNDAMENTALS OF HEALTH CARE DELIVERY

This course explores the role of the Health Unit Coordinator and responsibilities within a health care setting. An emphasis is placed on administrative activities, facility communications, health information management, and daily routines of the health care team.

HC1410 PROFESSIONAL COMMUNICATION FOR HEALTH UNIT COORDINATORS 4.5 QUARTER CREDIT HOURS

PREREQUISITE: NONE

This course focuses on communication skills, both verbal and non-verbal, that Health Unit Coordinators use to build and maintain strong relationships and resolve conflict between other health care professionals, office staff, and patients. Students will focus on the impact of their own communication choices and patterns. There will be an emphasis on communication techniques that demonstrate personal awareness, respect, and active listening skills. Students are also introduced to, and encouraged to explore, concepts of culture and diversity as they relate to communications and care-giving interactions.

HC1510 BASIC PATIENT CARE   4.5 QUARTER CREDIT HOURS

PREREQUISITE: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND HC1010 FUNDAMENTALS OF HEALTH CARE DELIVERY

This course introduces the Health Unit Coordinator to patient care. Students will learn general terms regarding anatomy, diagnostic tests, medical equipment and tools, the preparation and maintenance of exam rooms, and how to assist medical professionals with patient care. Medical documentation is also introduced.

HC1610 PROFESSIONALISM AND CRITICAL THINKING   4.5 QUARTER CREDIT HOURS

PREREQUISITE: HC1010 FUNDAMENTALS OF HEALTH CARE DELIVERY

This course allows students to build on the professional communication skills already taught in the Health Unit Coordinator program and focus on critical thinking, reasoning, and judgement. An emphasis is placed on common professional standards that are needed to provide excellent care and service with a broad spectrum of qualities attributed to strong critical thinkers such as work ethic, character, relationships, teamwork, etiquette, honesty, and cultural competence.

HC1810 LEGAL ISSUES, ETHICS, AND CONFIDENTIALITY IN HEALTH CARE   4.5 QUARTER CREDIT HOURS

PREREQUISITE: HC1010 FUNDAMENTALS OF HEALTH CARE DELIVERY

This course focuses on the impact that law has on the health care. The course provides an overview of legal theory and responsibility as it applies to health care context with an emphasis placed on professional negligence. Topics to be discussed may include patients' rights, informed consent, confidentiality, medical research or experimentation, and moral/legal responsibilities toward colleagues, and ethical principles. Managed health care plans (HMO, PPO, EPO, Medicare, and Medicaid) will also be addressed.

HC1900 HEALTH UNIT COORDINATOR CERTIFICATION   4.5 QUARTER CREDIT HOURS

PREREQUISITE: STUDENTS NEED TO HAVE COMPLETED 54 CREDITS IN THE HEALTH UNIT COORDINATOR PROGRAM BEFORE ATTEMPTING THIS COURSE

This course helps prepare the student to take the Health Unit Coordinator Examination offered by the National Association of Health Unit Coordinators, Inc. The focus of the course will be on four content areas, 1) order management, 2) coordination of health unit, equipment, and technical procedures, 3) communication/customer service, and 4) professional development.

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HC1920 CASE STUDIES OF THE HEALTH UNIT COORDINATOR   4.5 QUARTER CREDIT HOURS

PREREQUISITE: STUDENTS NEED TO HAVE COMPLETED 54 CREDITS IN THE HEALTH UNIT COORDINATOR PROGRAM BEFORE ATTEMPTING THIS COURSE

This course helps students understand real life situations by reflecting on the environment of the health care setting. Students will review scenarios and identify the breakdown in process and/or teamwork. An emphasis will be placed on health care policy, medical staff organization, communication, legal issues, ethics, health and safety, electronic medical records, and customer service.

HCA300 THE HEALTH CARE SYSTEM   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

HCA305 HEALTH CARE ECONOMICS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

In this course the students will analyze economic models that control health care markets. The content focuses on complex federal, state, and local policies that affect overall health care policy.

HCA403 RESEARCH METHODOLOGIES IN HEALTH CARE APPLICATIONS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

HCA490 CAPSTONE PROJECT   3.0 QUARTER CREDIT HOURS

PREREQUISITES: ALL HEALTH CARE ADMINISTRATION CONCENTRATION REQUIREMENT COURSES

This is an advanced course that addresses the special skills and attitudes that a worker must possess to be recognized as a health care professional. This course stresses the idea that professional recognition is not automatically bestowed upon a person when he or she completes an educational program. When finished you will have a grasp of meeting that challenge by describing the professional standards that apply to all health care workers, the common ground that everyone shares in providing the quality care and service excellence that today's patients deserve and demand.

HTM4001 HEALTH CARE TECHNOLOGY MANAGEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is designed to prepare students to serve in HTM leadership positions as managers of in-house HTM departments or as managers of Independent Service Organizations (ISO). The course is designed to strengthen the student's understanding of the HTM department's integration and organization within the health care organization by addressing topics related to establishing the Medical Equipment Management Plan; budgeting; and medical equipment device lifecycle management.

HTM4110 INFECTION CONTROL IN HEALTH CARE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is designed to develop and evaluate the awareness of infection control to educate and equip the student to analyze safety precautions and preventative protocols associated with the role of the HTM manager relating to infection control in the EOC. The course will cover standard and transmission-based precautions to prevent the spread of infection, identify microorganisms that cause disease, discuss the types of transmissions, and the chain of infection.

HTM4210 HTM INFORMATICS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: HTM4001 HEALTH CARE TECHNOLOGY MANAGEMENT

The course is designed to develop a student's understanding of information technology as it applies to the health care industry. Students will define health care laws, regulations, and policies that govern competent health care information technology execution. They will recognize the needs of the organization as it pertains to information availability. They will understand health care information

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technology risk management, risk avoidance, and change control. They will identify evolving trends and future improvements to health care technology management and integration into existing technologies.

HTM4310 ENVIRONMENT OF CARE (EOC)   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course is designed to prepare students for career success as an HTM leader through a focus on the Environment of Care in Health Care. The Environment of Care is a term associated with risk mitigation and encompasses the physical, operational, and human elements of the health care system. The course will emphasize the three elements of the EOC and the six functional areas of the EOC. Additionally, students will develop an understanding of the HTM leader's role in EOC planning and policy implementation. Lastly, the student will gain an understanding of the Joint Commission Standards and policies governing risk mitigation in health care.

HTM4410 COMPLIANCE IN THE HEALTH CARE ENVIRONMENT   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course is designed to provide the student with an understanding of compliance in the health care environment to include Health Care Technical Management. The student will learn about the different organizations and agencies that govern medical maintenance management. The student will also learn about the unique legal and ethical responsibilities associated with health care organizations.

HTM4510 STRATEGIC LEADERSHIP IN HEALTH CARE   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

The course is designed to develop a student's understanding of their role as an influencer in employing change management within the health care organization. Students will explore strategic planning, high-level decision-making, and inter-departmental collaboration, planning, and operations. Student's will distinguish their role as a leader in the Health Care Organization by aligning health care products, services, and strategies with modern and future needs.

HTM4900 ADVANCED HEALTH CARE TECHNOLOGY   4.5 QUARTER CREDIT HOURS
PREREQUISITES: HTM4001 HEALTH CARE TECHNOLOGY MANAGEMENT

This course is designed to prepare students for leadership positions as an HTM leader within the health care organization. The course is designed to build upon the student's understanding of HTM management. Students will be introduced to high-level decision-making topics and strategic issues relating to the HTM department as a critical component of the health care system. Topics include implementation of the Medical Equipment Management Plan (MEMP), technology innovation; budgets; and professional development.

HV1110 BASIC HVAC SCIENCE AND ELECTRICAL   6.0 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course introduces the basic principles and theories of electricity and HVAC and emphasizes safety concepts and practices. Appropriate mathematics will be introduced and practiced through study and use of Ohm's Law and its application to electrical circuits, and gas laws and their application to the HVAC industry.

HV1210 BASIC REFRIGERATION AND AIR PROPERTIES   6.0 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course introduces some refrigeration concepts including safety issues, practices and applicable EPA laws, system components, and the mathematics necessary for AC and heat pump operations. Basic air properties and applicable physics as well as appropriate hand and power tools are presented.

HV1220 REFRIGERATION PIPE, DUCT AND FLUE SYSTEMS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to refrigeration pipe technology, duct and flue systems. Safety procedures and practices will be emphasized, and those of oxy and acetylene equipment focused upon. Materials covered include soft and hard drawn copper, PVC and black iron pipe. Procedures for how to size, handle, cut, bend, thread, and fit different pipe materials are presented. The student will learn to identify different duct systems used in the HVAC industry and the various materials used in the construction of residential

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and commercial duct systems. Identification of flue systems used for combustion heating systems is covered. The need for Make-air in systems is presented as are the different materials used based on application.

HV1230 REFRIGERANTS AND OILS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL AND HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of refrigeration chemicals and types as described by the Environmental Protection Agency. This class will overview correct refrigerant and refrigerant oil handling procedures and prepare the student for the US EPA refrigerant handling test and certification. The student will be introduced to the specific high pressure safety concerns and systems that operate with R410A refrigerants.

HV1240 MID TEMPERATURE AND LOW TEMPERATURE COMMERCIAL REFRIGERATION SYSTEMS
4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of refrigeration systems used for product cooling and making ice. The entire course will be detailed in mid and low temp refrigeration cycles. Four components of compressor, evaporator, condenser, and metering devices will be discussed within the context of the product cooling segment of the refrigeration industry. Safety precautions and procedures will be emphasized. System maintenance and troubleshooting procedures will provide focus.

HV1310 MAINTENANCE AND START UP SKILLS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of residential, commercial HVAC maintenance and start up skill sets. This course is centered on the basic skills needed for entry into the HVAC construction trade. Emphasis is on evacuation, charging, cleaning and troubleshooting using industry key performance indicators such as superheat, sub cooling, condenser split, delta t and temperature difference, humidity, and amp draw to determine system performance.

HV1410 RESIDENTIAL AND COMMERCIAL CONTROLS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of residential, commercial HVAC safety controls and operational controls and components. In addition there will be a fan and compressor motor segment focusing on how motors operate and start controls for fans and compressors. The student will learn basic ladder diagram development.

HV1420 INTRODUCTION TO DDC, PLC, AND PNEUMATIC CONTROL LOGIC   4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of Direct Digital Control (DDC), Pneumatic Logic Controllers (PLC) and Pneumatic Control Logic. The student will learn terminology, applications, control loops, input and output schedules and comparison to set point controls. This course will give the HVAC student needed knowledge to interface with the controls industry in the field.

HV1510 CONSTRUCTION DRAWINGS, BUILDING SPECIFICATIONS, AND DESIGN CONSIDERATIONS
4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the construction process. Building drawings and specifications for work will be presented and practiced. The authority chain of the construction project and design considerations when constructing an HVAC project will provide a focus.

HV1610 GAS AND OIL HEATING SYSTEMS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of Gas and Oil heating systems in residential and commercial applications. Fuels, circuits, combustion systems, thermostats, electronic modules and boards, and ignition approaches will be presented. New system technology will be discussed. Emphasis will be placed on safety concerns and procedures with both gas and oil heating systems, particularly their fuels. Troubleshooting problems associated with both systems will be presented, discussed, and demonstrated.

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HV1620 BOILER, CHILLER, AND COOLING TOWER SYSTEMS — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of low pressure and high pressure boiler systems, and low pressure, high pressure, absorption, and cooling towers in chilled water systems. The course will cover application in residential, commercial and industrial systems. Troubleshooting problems associated with the same systems as well as specific safety issues and procedures will be emphasized.

HV1630 RESIDENTIAL AND COMMERCIAL AC AND HEAT PUMPS — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of Air Conditioning and Heat Pump systems. The entire course will be detailed in high temp refrigeration cycles. Compressors, Evaporators, Condensers, and metering devices will be presented as the four major components within AC and Heat Pump Systems. Troubleshooting, maintenance, and service provide a foundation for the course.

HV1710 ENERGY CONSERVATION, HEAT RECOVERY, AND AIR QUALITY — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: HV1110 BASIC HVAC SCIENCE AND ELECTRICAL; HV1210 BASIC REFRIGERATION AND AIR PROPERTIES

This course introduces the student to the basics of Energy Conservation practice and equipment, Indoor Air Quality practice, testing, and equipment as well as the effects of humidity on human comfort and methods of control are investigated. Heating Recover Ventilators and Energy Recovery Ventilators will be presented. Service and corrective action measures will provide a focus.

MA1120 ADMINISTRATIVE PROCEDURES — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course explores the administrative activities of a medical office. Emphasis is placed on the roles of the health care team, effective communication skills, and medical record management. Legal, ethical, and cultural aspects of health care are also introduced.

MA1320 PATIENT CARE CONCEPTS — 6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces the concepts of patient care. Emphasis is placed on assisting with physical examinations, obtaining vital signs and anthropometric measurements, preparation, and maintenance of exam rooms, and assisting in life span specialties. Medical documentation is also introduced.

MA1340 SPECIMEN COLLECTION AND ANALYSIS — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MA1320 PATIENT CARE CONCEPTS

This course introduces the proper handling, collecting, transportation, and testing of various types of specimens. Emphasis is placed on specimen collection and analysis, including equipment and procedures. Hematology, phlebotomy, microbiology, and nutritional concepts as they pertain to organ systems and pertinent tissues are presented.

MA1420 MINOR SURGICAL PROCEDURES — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MA1320 PATIENT CARE CONCEPTS

This course introduces minor office surgical techniques and assisting with diagnostic procedures. Emphasis is placed on surgical asepsis, infection control, preparation of the patient for minor surgery, informed consent, assisting with diagnostic procedures, and postoperative care. Rehabilitative modalities are also introduced.

MA1520 PHARMACOLOGY — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MA1320 PATIENT CARE CONCEPTS

This course introduces the principles of pharmacology. Emphasis is placed on drug classification and dosage calculation, routes and methods of drug administration, prescription management, and abbreviations used in pharmacology.

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MA1620 MEDICAL OFFICE EMERGENCIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MA1320 PATIENT CARE CONCEPTS

This course introduces the management of medical office emergencies. Emphasis is placed on wound recognition and basic treatment, patient triage through primary assessment, and diagnostic testing for the cardiac and respiratory systems. The medical assistant's role in emergency preparedness and response is emphasized throughout.

MA1640 CARDIAC CARE   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MA1320 PATIENT CARE CONCEPTS

This course introduces the fundamentals of cardiac care for the medical assistant. The main body systems involved in cardiology (Cardiovascular, Circulatory, Respiratory, and Lymphatic) will be explored. The class will discuss pulmonary issues including lung volume and capacity, pulmonary diseases, and airway obstructions. Maintaining and operating electrocardiogram and pulmonary equipment, including identifying causes and corrections of artifacts, will be presented.

MA1900 MEDICAL ASSISTANT CERTIFICATION   1.0 QUARTER CREDIT HOUR

PREREQUISITE: STUDENTS NEED TO HAVE COMPLETED 54 CREDITS IN THE MEDICAL ASSISTANT PROGRAM BEFORE ATTEMPTING THIS COURSE.

This course is designed to prepare students to take a nationally recognized Medical Assistant certification exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of a Medical Assistant as well as test taking strategies. Students must attempt the certification exam which serves as the final exam of the course.

MA1990 MEDICAL ASSISTANT EXTERNSHIP   6.0 QUARTER CREDIT HOURS

PREREQUISITES: PREREQUISITES: STUDENTS NEED TO HAVE COMPLETED 63 CREDITS IN THE MEDICAL ASSISTANT PROGRAM BEFORE ATTEMPTING THIS COURSE AND DEMONSTRATE PROGRAM COMPETENCIES TO THE LEAD INSTRUCTOR OF THE PROGRAM VIA THE SKILLS CHECK-OFF PROCESS.

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

MA2110 ELECTROCARDIOGRAPHY   3.5 QUARTER CREDIT HOURS

COREQUISITE: MA2110L ELECTROCARDIOGRAPHY LAB

This course provides advanced training on performing diagnostic tests to assess the patient's heart rhythm and rate. Emphasis is placed on proper electrode placement on the patient, recording the Electrocardiography (ECG), preparing the report for the physician, ensuring patient comfort and safety, and troubleshooting recording abnormalities.

MA2110L ELECTROCARDIOGRAPHY LAB   1.0 QUARTER CREDIT HOUR

COREQUISITE: MA2110 ELECTROCARDIOGRAPHY

This course provides advanced training on performing diagnostic tests to assess the patient's heart rhythm and rate. Emphasis is placed on proper electrode placement on the patient, recording the Electrocardiography (ECG), preparing the report for the physician, ensuring patient comfort and safety, and troubleshooting recording abnormalities. The skills lab provides the opportunity for application of the course objectives.

MA2210 PHLEBOTOMY AND LAB PROCEDURES   3.5 QUARTER CREDIT HOURS

COREQUISITE: MA2210L PHLEBOTOMY AND LAB PROCEDURES LAB

This course provides advanced training in phlebotomy and lab procedures. Emphasis is placed on specimen collection procedures for difficult to draw patients, responding to patient reactions that may accompany blood collection, and prioritizing patient collections. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented.

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MA2210L PHLEBOTOMY AND LAB PROCEDURES LAB   1.0 QUARTER CREDIT HOUR

COREQUISITE: MA2210 PHLEBOTOMY AND LAB PROCEDURES

This course provides advanced training in phlebotomy and lab procedures. Emphasis is placed on specimen collection procedures for difficult to draw patients, responding to patient reactions that may accompany blood collection, and prioritizing patient collections. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented. The skills lab provides the opportunity for application of the course objectives.

MA2310 BILLING AND CODING FOR THE MEDICAL ASSISTANT   3.5 QUARTER CREDIT HOURS

COREQUISITE: MA2310L BILLING AND CODING FOR THE MEDICAL ASSISTANT LAB

This course provides additional training in the billing and coding process within the medical office. Emphasis is placed on accurate diagnostic and procedural coding, auditing processes, and fraud prevention. Claim submission and accurate documentation are presented. Medical terminology is reviewed.

MA2310L BILLING AND CODING FOR THE MEDICAL ASSISTANT LAB   1.0 QUARTER CREDIT HOUR

COREQUISITE: MA2310 BILLING AND CODING FOR THE MEDICAL ASSISTANT

This course provides additional training in the billing and coding process within the medical office. Emphasis is placed on accurate diagnostic and procedural coding, auditing processes, and fraud prevention. Claim submission and accurate documentation are presented. Medical terminology is reviewed. The skills lab provides the opportunity for application of the course objectives.

MA2410 ELECTRONIC HEALTH RECORDS   3.5 QUARTER CREDIT HOURS

COREQUISITE: MA2410L ELECTRONIC HEALTH RECORDS LAB

This course provides training in the utilization of Electronic Health Records. Emphasis is placed on maintaining an accurate health record, compliance with privacy laws, and data entry. Basic coding and electronic claim submission are also presented.

MA2410L ELECTRONIC HEALTH RECORDS LAB   1.0 QUARTER CREDIT HOUR

COREQUISITE: MA2410 ELECTRONIC HEALTH RECORDS

This course provides training in the utilization of Electronic Health Records. Emphasis is placed on maintaining an accurate health record, compliance with privacy laws, and data entry. Basic coding and electronic claim submission are also presented. The skills lab provides the opportunity for application of the course objectives.

MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course covers an integrated approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations, building of medical terms using word roots, suffixes, prefixes and combining forms. Emphasis is placed on medical abbreviations, definitions, and pronunciation of terms and the structural makeup of the human body, and disease process.

MED1151 FUNCTIONS OF HEALTH RECORDS MANAGEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS

This course provides a more detailed look at Electronic Health Records. The course examines the creation of a Superbill, adding comprehensive office visit information, entering of medical tests, 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.

MED1230 INSTITUTIONAL BILLING, CODING AND REIMBURSEMENT   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MOA1103 INSURANCE BILLING AND BOOKKEEPING

This is an introduction to CMS-1450 (UB04), ICD10-CM for diagnosis, CPT volume III for procedures, medical revenue codes, Diagnostic Related Groups (DRG), major diagnostic categories, charts, institutional forms and the electronic clearinghouse. 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. Medical terminology, anatomy and physiology are also covered.

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MED1270 CONFIDENTIALITY OF HEALTH CARE RECORDS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS

This course covers concepts for correctly dealing with patient heath information utilized throughout multiple allied health careers. Emphasis is placed on communication, written and oral skills, how to handle requests for information release, effective patient interviews and the completion of authorization forms.

MED2240 REIMBURSEMENT METHODOLOGIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MOA1103 INSURANCE BILLING AND BOOKKEEPING

This course will show students the reimbursement side of health care and the importance of correct coding and billing practices to both the facility and the patient. Students will gain insight into the various types of health insurance plans, and also study compliance as it relates to reimbursement. How to complete, interpret, and process manual and automated insurance claim forms for government and third-party payers are explored.

MED2280 HEALTH CARE DELIVERY SERVICES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS

This course covers the history, and current issues in the U.S. health care delivery systems. Interrelationships among system components and care providers are explored. Licensing, accreditation, and regulatory compliance activities are discussed, safety and security, and the role of health information professionals. The evolution, and emerging trends in health information systems are explored.

MED2285 PATHOPHYSIOLOGY AND PHARMACOLOGY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS

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.

MED2290 REGULATORY ISSUES IN HEALTH INFORMATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MOA1103 INSURANCE BILLING AND BOOKKEEPING

This course covers legal and regulatory issues in health care, with emphasis on delivery of health care services and documentation of care. Students explore the rights and responsibilities of providers, employees, payers, and patients in a health care context. Legal terminology pertaining to civil liability and the judicial and legislative processes are covered.

MOA1101 COMPUTERIZED BILLING AND CODING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MOA1103 INSURANCE BILLING AND BOOKKEEPING

The course will focus on the use of technology for computerized billing and coding procedures. Students will learn the basics of an electronic health record and practice management. It will incorporate the front office activities in a medical facility, information management, and billing and coding principles. Medical terminology, anatomy and physiology will also be covered.

MOA1102 MEDICAL INSURANCE PROCESSING AND CODING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS

The course will focus on coding diagnostic and professional services rendered by the physician. Emphasis is placed on the use of procedural and diagnostic coding utilized in insurance claim processing. Managed care organization, medical terminology, anatomy, and physiology are covered in the course.

MOA1103 INSURANCE BILLING AND BOOKKEEPING   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course will focus on the basics of accounting principles including the utilization of the 10-key to assist in solving math problems, developing speed, understanding charge slips and proficiency in the recording of accounting transactions. The application of basic bookkeeping, insurance billing, and reconciliation of bank statements are covered. Medical terminology, anatomy, and physiology are also covered.

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MOA1105 INSURANCE CLAIMS PROCESSING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MOA1103 INSURANCE BILLING AND BOOKKEEPING

In this course, students will learn to process claims in accordance with benefit and claims requirements. Responsibilities are to research, interpret client directives, and determine correct action to be taken for adjudication. Input claims in payment system. Special claims projects are required. Document action taken in payment system and letters to members and submitters. Medical terminology, anatomy and physiology are also covered.

MOA1130 MEDICAL INSURANCE BILLING AND CODING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MED1115 MEDICAL TERMINOLOGY FUNDAMENTALS AND MA1320 PATIENT CARE CONCEPTS

This course will focus on coding diagnostic and professional services rendered by the physician, and insurance and billing processes. Emphasis is placed on the use of procedural and diagnostic coding and systems utilized in insurance claim submission and processing. Managed care organization, medical terminology, anatomy, and physiology are covered in the course. Major insurance companies, government-sponsored health systems, and bookkeeping procedures used in health care are also discussed.

MOA1900 MEDICAL OFFICE ADMINISTRATIVE ASSISTANT CERTIFICATION   1.0 QUARTER CREDIT HOURS

PREREQUISITES: STUDENTS NEED TO HAVE COMPLETED 63 CREDITS IN THE MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM BEFORE ATTEMPTING THIS COURSE.

This course will prepare the student for the National Healthcareer Association's Medical Administrative Assistant certification exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of a Medical Administrative Assistant as well as test taking strategies. Students must attempt the certification exam which serves as the final exam of the course.

MOA2110 INSURANCE BILLING AND CODING EVALUATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course offers an in-depth overview of the various medical billing and coding procedures. Students will simulate providing medical billing and coding services to physician's offices and medical specialty practices for health care providers to be paid for services rendered.

MOA2210 INSURANCE AND CODING SPECIALIST   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MOA2110 INSURANCE BILLING AND CODING EVALUATION

This course provides advanced training in medical insurance, medical billing, collections, claims processing, ICD-10 coding, HCPCS coding, and CPT coding. Students will prepare to take Insurance and Coding Specialist certification exam.

MOA2310 BILLING AND CODING SPECIALIST   4.5 QUARTER CREDIT HOURS

PREREQUISITES: MOA2110 INSURANCE BILLING AND CODING EVALUATION

This course provides additional training in the billing and coding process within the medical office. Emphasis is placed on accurate diagnostic and procedural coding, auditing processes, and fraud prevention. Claim submission and accurate documentation are presented. Medical terminology is reviewed.

MOA2410 ELECTRONIC HEALTH RECORDS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides training in the utilization of Electronic Health Records. Emphasis is placed on maintaining an accurate health record, compliance with privacy laws, and data entry. Basic coding and electronic claim submission are also presented.

NU1010 FUNDAMENTALS OF NURSING   3.5 QUARTER CREDIT HOURS

PREREQUISITES: SC1800 ANATOMY AND PHYSIOLOGY I, SC1900 ANATOMY AND PHYSIOLOGY II
COREQUISITES: SC2310 MICROBIOLOGY, NU1010L FUNDAMENTALS OF NURSING LAB, NU1010C FUNDAMENTALS OF NURSING CLINICAL

This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process.

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NU1010L FUNDAMENTALS OF NURSING LAB   2.0 QUARTER CREDIT HOURS

PREREQUISITES: SC1800 ANATOMY AND PHYSIOLOGY I, SC1900 ANATOMY AND PHYSIOLOGY II
COREQUISITES: SC2310 MICROBIOLOGY, NU1010 FUNDAMENTALS OF NURSING, NU1010C FUNDAMENTALS OF NURSING CLINICAL
This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process. The skills lab provides the opportunity for application of the course objectives.

NU1010C FUNDAMENTALS OF NURSING CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: SC1800 ANATOMY AND PHYSIOLOGY I, SC1900 ANATOMY AND PHYSIOLOGY II
COREQUISITES: SC2310 MICROBIOLOGY, NU1010 FUNDAMENTALS OF NURSING, NU1010L FUNDAMENTALS OF NURSING LAB
This course is designed to build on concepts of critical thinking and evidence-based practice to introduce the fundamentals of nursing and the scientific basis for nursing practice. Topics include beginning and intermediate nursing skills through reciprocal skill development utilizing the nursing process. The clinical experience provides the application phase of the course objectives.

NU1015 PHARMACOLOGY FOR NURSING   4.0 QUARTER CREDIT HOURS

PREREQUISITES: GE2110 COLLEGE MATHEMATICS, NU1010 FUNDAMENTALS OF NURSING, NU1010L FUNDAMENTALS OF NURSING LAB, NU1010C FUNDAMENTALS OF NURSING CLINICAL
COREQUISITES: NU1015L PHARMACOLOGY FOR NURSING LAB, NU1015C PHARMACOLOGY FOR NURSING CLINICAL, GE1115 SOCIOLOGY OF THE FAMILY
This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations.

NU1015L PHARMACOLOGY FOR NURSING LAB   1.5 QUARTER CREDIT HOURS

PREREQUISITES: GE2110 COLLEGE MATHEMATICS, NU1010 FUNDAMENTALS OF NURSING, NU1010L FUNDAMENTALS OF NURSING LAB, NU1010C FUNDAMENTALS OF NURSING CLINICAL
COREQUISITES: NU1015 PHARMACOLOGY FOR NURSING, NU1015C PHARMACOLOGY FOR NURSING CLINICAL, GE1115 SOCIOLOGY OF THE FAMILY
This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations. The skills lab provides the opportunity for application of the course objectives.

NU1015C PHARMACOLOGY FOR NURSING CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: GE2110 COLLEGE MATHEMATICS, NU1010 FUNDAMENTALS OF NURSING, NU1010L FUNDAMENTALS OF NURSING LAB, NU1010C FUNDAMENTALS OF NURSING CLINICAL
COREQUISITES: NU1015 PHARMACOLOGY FOR NURSING, NU1015L PHARMACOLOGY FOR NURSING LAB, GE1115 SOCIOLOGY OF THE FAMILY
This course offers a clear approach to the study of drug prototypes and how they work. It provides the background needed to understand related drugs currently on the market, as well as drugs yet to be released. Summaries of major nursing implications provide an in-depth look at assessment, implementation, and ongoing evaluations. The clinical experience provides the application phase of the course objectives.

NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH   4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1015 PHARMACOLOGY FOR NURSING, NU1015L PHARMACOLOGY FOR NURSING LAB, NU1015C PHARMACOLOGY FOR NURSING CLINICAL
COREQUISITES: NU1205 MEDICAL-SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL-SURGICAL NURSING I CLINICAL
This course provides a detailed study of the aging process including the health care needs and associated cultural considerations of our aging population. Analysis of the needs of the individual and family with associated community and system challenges will foster

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development of effective nursing interventions. The course uses evidence-based information that is pertinent to providing wellness-oriented cared for older adults with a major focus on promoting health and improving quality of life for older adults.

NU1205 MEDICAL-SURGICAL NURSING I   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1015 PHARMACOLOGY FOR NURSING, NU1015L PHARMACOLOGY FOR NURSING LAB, NU1015C PHARMACOLOGY FOR NURSING CLINICAL
COREQUISITES: NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL-SURGICAL NURSING I CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH

This course provides the evidence-based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course.

NU1205L MEDICAL-SURGICAL NURSING I LAB   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1015 PHARMACOLOGY FOR NURSING, NU1015L PHARMACOLOGY FOR NURSING LAB, NU1015C PHARMACOLOGY FOR NURSING CLINICAL
COREQUISITES: NU1205 MEDICAL-SURGICAL NURSING I, NU1205C MEDICAL-SURGICAL NURSING CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH

This course provides the evidence-based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. The skills lab provides the opportunity for application of the course objectives.

NU1205C MEDICAL-SURGICAL NURSING I CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1015 PHARMACOLOGY FOR NURSING, NU1015L PHARMACOLOGY FOR NURSING I LAB, NU1015C PHARMACOLOGY FOR NURSING CLINICAL
COREQUISITES: NU1205 MEDICAL-SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH

This course provides the evidence-based science and clinical knowledge that supports learning adult medical-surgical nursing skills. Concepts of client centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. The clinical experience provides the application phase of the course objectives.

NU2305 MEDICAL-SURGICAL NURSING II   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1205 MEDICAL- SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL SURGICAL NURSING I CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH
COREQUISITES: NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence-based practice, and interdisciplinary collaboration will be integrated throughout the course.

NU2305L MEDICAL-SURGICAL NURSING II LAB   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1205 MEDICAL- SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL-SURGICAL NURSING CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH
COREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence-based practice, and interdisciplinary collaboration will be integrated throughout the course. The skills lab provides the opportunity for application of the course objectives.

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NU2305C MEDICAL-SURGICAL NURSING II CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1205 MEDICAL SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL-SURGICAL NURSING I CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH
COREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL

This course focuses on the care of adult clients with medical and/or surgical health alterations. Concepts of health promotion, health education, evidence-based practice, and interdisciplinary collaboration will be integrated throughout the course. The clinical experience provides the application phase of the course objectives.

NU2405 MATERNAL/CHILD NURSING   4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL
COREQUISITES: NU2405L MATERNAL/CHILD NURSING LAB, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2505 PEDIATRIC NURSING, NU2505L PEDIATRIC NURSING LAB, NU2505C PEDIATRIC NURSING CLINICAL

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention.

NU2405L MATERNAL/CHILD NURSING LAB   1.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL
COREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2505 PEDIATRIC NURSING, NU2505L PEDIATRIC NURSING LAB, NU2505C PEDIATRIC NURSING CLINICAL

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention. The skills lab provides the opportunity for application of the course objectives.

NU2405C MATERNAL/CHILD NURSING CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL
COREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405L MATERNAL/CHILD NURSING LAB, NU2505 PEDIATRIC NURSING, NU2505L PEDIATRIC NURSING LAB, NU2505C PEDIATRIC NURSING CLINICAL

This course presents a family-centered perspective on the theory of women's health during the reproductive years. Issues and care of childbearing women and newborns include wellness, health promotion, and disease prevention. The clinical experience provides the application phase of the course objectives.

NU2505 PEDIATRIC NURSING   4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL
COREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405L MATERNAL/CHILD NURSING LAB, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2505L PEDIATRIC NURSING LAB, NU2505C PEDIATRIC NURSING CLINICAL

This course presents evidence-based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors.

NU2505L PEDIATRIC NURSING LAB   1.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL
COREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405L MATERNAL/CHILD NURSING LAB, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2505 PEDIATRIC NURSING, NU2505C PEDIATRIC NURSING CLINICAL

This course presents evidence-based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics,

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common pediatric disorders, and promotion of healthy behaviors. The skills lab provides the opportunity for application of the course objectives.

NU2505C PEDIATRIC NURSING CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING, NU2605C MENTAL HEALTH NURSING CLINICAL
COREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405L MATERNAL/CHILD NURSING LAB, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2505 PEDIATRIC NURSING, NU2505L PEDIATRIC NURSING LAB

This course presents evidence-based science and clinical knowledge regarding the development and care of children from birth through adolescence. Emphasis is placed on health promotion and maintenance, normal growth and development, family dynamics, common pediatric disorders, and promotion of healthy behaviors. The clinical experience provides the application phase of the course objectives.

NU2605 MENTAL HEALTH NURSING   4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1205 MEDICAL-SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL-SURGICAL NURSING I CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH
COREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605C MENTAL HEALTH NURSING CLINICAL

This course focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed.

NU2605C MENTAL HEALTH NURSING CLINICAL   2.0 QUARTER CREDIT HOURS

PREREQUISITES: NU1205 MEDICAL-SURGICAL NURSING I, NU1205L MEDICAL-SURGICAL NURSING I LAB, NU1205C MEDICAL-SURGICAL NURSING I CLINICAL, NU1020 GERONTOLOGICAL NURSING AND COMMUNITY HEALTH
COREQUISITES: NU2305 MEDICAL-SURGICAL NURSING II, NU2305L MEDICAL-SURGICAL NURSING II LAB, NU2305C MEDICAL-SURGICAL NURSING II CLINICAL, NU2605 MENTAL HEALTH NURSING

This course focuses on the care of clients across the lifespan experiencing cognitive, mental, and behavioral disorders. Emphasis is placed on management of clients facing emotional and psychological stressors as well as promoting and maintaining the mental health of individuals and families. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. The clinical experience provides the application phase of the course objectives.

NU2705 LEADERSHIP AND MANAGEMENT   4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2405L MATERNAL/CHILD NURSING LAB, NU2505 PEDIATRIC NURSING, NU2505L PEDIATRIC NURSING LAB, NU2505C PEDIATRIC NURSING CLINICAL
COREQUISITES: NU2705C LEADERSHIP AND MANAGEMENT CLINICAL, NU2800 NCLEX REVIEW

This course focuses on refining leadership skills and assimilating all nursing education for the near graduate. This course assesses individual strengths in the core competencies of providing patient-centered care, working in interdisciplinary teams, employing evidence-based practice, applying quality improvement, and utilizing informatics as outlined in Institute of Medicine reports.

NU2705C LEADERSHIP AND MANAGEMENT CLINICAL   4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2405L MATERNAL/CHILD NURSING LAB, NU2505 PEDIATRIC NURSING, NU2505C PEDIATRIC NURSING CLINICAL, NU2505L PEDIATRIC NURSING LAB
COREQUISITES: NU2705 LEADERSHIP AND MANAGEMENT, NU2800 NCLEX REVIEW

This course focuses on refining leadership skills and assimilating all nursing education for the near graduate. This course assesses individual strengths in the core competencies of providing patient-centered care, working in interdisciplinary teams, employing evidence-based practice, applying quality improvement, and utilizing informatics as outlined in Institute of Medicine reports. The clinical experience provides the application phase of the course objectives.

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NU2800 NCLEX REVIEW
4.0 QUARTER CREDIT HOURS

PREREQUISITES: NU2405 MATERNAL/CHILD NURSING, NU2405L MATERNAL/CHILD NURSING LAB, NU2405C MATERNAL/CHILD NURSING CLINICAL, NU2505 PEDIATRIC NURSING, NU2505L PEDIATRIC NURSING LAB, NU2505C PEDIATRIC NURSING CLINICAL
COREQUISITES: NU2705 LEADERSHIP AND MANAGEMENT, NU2705C LEADERSHIP AND MANAGEMENT CLINICAL

The NCLEX-RN Exam Review course covers the registered nursing curriculum from basic concepts to the complexities of specialty areas, while incorporating the nursing process throughout. The entire course is organized in a concise format to enhance study and is followed by review questions. Practice online exams, focused reviews, and a comprehensive examination are included.

OFM1010 MICROSOFT WORD
4.5 QUARTER CREDIT HOURS

PREREQUISITES: SS1110 TECHNOLOGY FUNDAMENTALS

Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

OFM1020 MICROSOFT EXCEL
4.5 QUARTER CREDIT HOURS

PREREQUISITES: SS1110 TECHNOLOGY FUNDAMENTALS

Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

OFM1030 – MICROSOFT OUTLOOK AND OFFICE COMMUNICATION
4.5 QUARTER CREDIT HOURS

PREREQUISITES: SS1110 TECHNOLOGY FUNDAMENTALS

This course will provide students with the skills necessary to effectively communicate in a business setting. Through this course, the student will gain knowledge and understanding of the functions of business communication including when to use written versus spoken communication and how to effectively plan and implement communication strategies. Additionally, students will learn how to use Microsoft Outlook to create email messages, schedule calendar appointments, and schedule tasks and use Teams to hold conversations and meetings.

OFM1040 MICROSOFT POWERPOINT
4.5 QUARTER CREDIT HOURS

PREREQUISITES: SS1110 TECHNOLOGY FUNDAMENTALS

This course covers basic to advanced skills with PowerPoint. Presentations in PowerPoint and many other media are examined.

OFM1050 CUSTOMER SERVICE
4.5 QUARTER CREDIT HOURS

PREREQUISITES: BA1110 BUSINESS FUNDAMENTALS AND BA1115 HUMAN RELATIONS IN ORGANIZATIONS

This course explores the elements required to have great customer service skills. The intent of the topics covered in this course is to provide knowledge and skills to take a proactive approach to maintaining customer relations. Topics explored include communication (verbal, written, and technology), problem solving, handling different situations, professionalism, customer focus culture, managing stress, and developing a customer service team.

PB1000 INTRODUCTION TO PHLEBOTOMY
3.5 QUARTER CREDIT HOURS

COREQUISITES: PB1000L INTRODUCTION TO PHLEBOTOMY LAB

This course introduces common phlebotomy and lab procedures for adults and children. This course includes an approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented. The skills lab provides the opportunity for application of the course objectives.

PB1000L INTRODUCTION TO PHLEBOTOMY LAB
1.0 QUARTER CREDIT HOUR

COREQUISITES: PB1000 INTRODUCTION TO PHLEBOTOMY

This course introduces common phlebotomy and lab procedures for adults and children. This course includes an approach to the structure and function of the human body to include pronunciation, spelling, and usage of medical terms and abbreviations. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented. The skills lab provides the opportunity for application of the course objectives.

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PB2000 PHLEBOTOMY AND LAB PROCEDURES — 3.5 QUARTER CREDIT HOURS

PREREQUISITES: PB1000 INTRODUCTION TO PHLEBOTOMY AND PB1000L INTRODUCTION TO PHLEBOTOMY LAB
COREQUISITES: PB2000L PHLEBOTOMY AND LAB PROCEDURES LAB

This course provides advanced training in phlebotomy and lab procedures. Emphasis is placed on specimen collection procedures for difficult to draw patients, responding to patient reactions that may accompany blood collection, and prioritizing patient collections. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented. The skills lab provides the opportunity for application of the course objectives.

PB2000L PHLEBOTOMY AND LAB PROCEDURES LAB — 1.0 QUARTER CREDIT HOUR

PREREQUISITES: PB1000 INTRODUCTION TO PHLEBOTOMY AND PB1000L INTRODUCTION TO PHLEBOTOMY LAB
COREQUISITES: PB2000 PHLEBOTOMY AND LAB PROCEDURES

This course provides advanced training in phlebotomy and lab procedures. Emphasis is placed on specimen collection procedures for difficult to draw patients, responding to patient reactions that may accompany blood collection, and prioritizing patient collections. Quality, professionalism, infection control, safety, orders, site preparation, and equipment selection are presented. The skills lab provides the opportunity for application of the course objectives.

PT1110 INTRODUCTION TO PHARMACY — 6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course explores the past, present, and future of the pharmacy professions. Medical terminology and abbreviations specific to the practice of pharmacy will be discussed. Additional topics include the evolution of the pharmacy technician, types of pharmacy practices, educational and licensure/certification requirements, and the regulations involved in maintaining confidentiality for health care patients.

PT1120 PHARMACY OPERATIONS AND ADMINISTRATION — 6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces students to administrative components in the health-system pharmacy and includes the conceptual knowledge necessary to be a part of a successfully managed and operated pharmacy practice or facility. The fundamentals of record keeping, including customer service, patient confidentiality laws and policies, purchasing systems, pricing, and merchandising are presented. Accounting formulas and procedures, calculations, and insurance and other billing approaches and procedures are examined. The fundamentals of reading, processing, and filling prescriptions and medication orders, as well as dosing systems will be emphasized. Telepharmacy and other pharmacy technology approaches are also presented.

PT1130 PHARMACY LAW AND ETHICS — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course examines the major federal regulations and regulating agencies relating to pharmacy practice. Additionally, patient rights, drug monographs, and the ethical and moral philosophies pertaining to the practice of pharmacy will be discussed.

PT1210 INFECTION CONTROL AND SAFETY — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course introduces the concepts of infection control by examining modes of transmission and types of microorganisms. Proper IV preparation, sterile products, and patient safety relating to pharmacy practice will be discussed. A thorough examination of proper hand washing, basic first aid, and CPR is included.

PT1310 PHARMACY CALCULATIONS — 4.5 QUARTER CREDIT HOURS

PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course exposes students to the concepts and theories involved in pharmaceutical calculations in the creation of medications. The fundamentals of drug dosage calculations and conversions, concentrations and dilutions and the use of the alligation grid will be discussed. Calculations for flow rates, TPN, and other IV medications will be explored.

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PT1320 PHARMACY MEASUREMENTS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course presents the fundamental components used in measuring medications in the pharmacy practice. An emphasis will be placed on basic math skills needed by the pharmacy technician. Thorough discussions on the various systems of measurement will round out the course.

PT1330 COMPOUNDING   4.5 QUARTER CREDIT HOURS
PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course is a comprehensive exploration of compounding in pharmacy technology. The latest equipment, techniques and methods of compounding medication will be discussed. Students will learn to identify and use sterile, non-sterile, and cytotoxic products, as well as the important aspects of IV compounding. The fundamentals of dosage forms and medicinal flavoring are also presented.

PT1410 PHARMACOLOGY   4.5 QUARTER CREDIT HOURS
PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course focuses on the definitions, terms, and concepts of pharmacology, including drug nomenclature, sources, classifications, dosages, and administration. The particular challenges of neonatal, pediatric, and geriatric drug administrations and dosage adjustments are covered. Medication errors and prevention strategies are presented including the rights of medication administration. The description of drug addiction and dependency and the implications for the pharmacy industry are discussed. Legislation and regulations regarding drugs are emphasized.

PT1420 PHARMACODYNAMICS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course introduces the terms, concepts, and processes of pharmacodynamics. The class will focus upon the pathways by which drugs act upon the body. Factors affecting medication potency, efficacy, and response are emphasized, including age, body mass, gender, administration, genetic factors, and psychological factors are reviewed. The challenges of medication therapy in neonatal, pediatric, geriatric, pregnant, and lactating patients are considered. Specific disorders and abnormalities affecting the body are investigated, and actions and uses of drugs on each body system are covered.

PT1430 PHARMACOKINETICS   4.5 QUARTER CREDIT HOURS
PREREQUISITES: PT1110 INTRODUCTION TO PHARMACY AND PT1120 PHARMACY OPERATIONS AND ADMINISTRATION

This course introduces the definition and concepts of pharmacokinetics. The course examines the basic body processes involved in drug uptake and elimination, and reviews the anatomy and physiology of the body systems involved. Specific disorders and abnormalities affecting the body are introduced to include actions and uses of drugs on each body system are covered.

PT1900 PHARMACY TECHNICIAN CERTIFICATION   1.0 QUARTER CREDIT HOUR
PREREQUISITE: STUDENTS NEED TO HAVE COMPLETED 54 CREDITS IN THE PHARMACY TECHNICIAN PROGRAM BEFORE ATTEMPTING THIS COURSE

This course is designed to prepare students to take a nationally recognized Pharmacy Technician certification exam. To prepare students for the exam, topics include a focused review of the knowledge, skills, and abilities to perform the duties of a Pharmacy Technician as well as test taking strategies. Students must attempt the certification exam which serves as the final exam of the course.

PT1990 PHARMACY TECHNICIAN EXTERNSHIP   6.0 QUARTER CREDIT HOURS
PREREQUISITES: STUDENTS NEED TO HAVE COMPLETED 63 CREDITS IN THE PHARMACY TECHNICIAN PROGRAM BEFORE ATTEMPTING THIS COURSE AND DEMONSTRATE PROGRAM COMPETENCIES TO THE LEAD INSTRUCTOR OF THE PROGRAM VIA THE SKILLS CHECK-OFF PROCESS.

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. Students will be expected to perform entry-level pharmacy technician duties, as assigned by the designated supervisor.

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SC1800 ANATOMY AND PHYSIOLOGY I   5.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This laboratory course examines the structure and function of the systems in the human body. In this course cells and tissues, the urinary system, the musculoskeletal system, the nervous system, the senses, the integumentary system, and fluid and electrolyte balance will be covered. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

SC1900 ANATOMY AND PHYSIOLOGY II   5.0 QUARTER CREDIT HOURS

PREREQUISITES: SC1800 ANATOMY AND PHYSIOLOGY I

This laboratory course examines the structure and function of the systems in the human body. In this course, the circulatory system, respiratory system, metabolism and the endocrine system, digestive system, immunology and lymphatic system, reproductive system, the blood, and growth and development will be covered. This course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function.

SC2310 MICROBIOLOGY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: GE2110 COLLEGE MATHEMATICS

This course focuses on the essentials of diagnostic microbiology. Information progresses from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases to the development of problem-solving skills. The course explains basic principles and concepts to set-up a firm foundation in microbiology.

SS1001 STUDENT SUCCESS STRATEGIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is presents principle center habits important for personal and academic success. Students will explore how being response, building relationships, collaborating, and communicating effectively can improve their academic success. Additionally, students will develop a plan that support their academic and career visions and value how self-care and time management play a role in achieving that vision.

SS1110 TECHNOLOGY FUNDAMENTALS   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

SS1210 PROFESSIONAL SUCCESS STRATEGIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

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

SS2101 ACADEMIC SUCCESS STRATEGIES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course provides associate degree students in Charter College programs with strategies for academic success. Topics include self-directed learning, study habits, academic research and writing, and foundational math review. Using assignments, homework, and directed group discussions, students apply these foundational skills in measurable ways. Additionally, students receive actionable feedback and guidance in preparation for success in future classes.

SS4900 DEVELOPING AND MANAGING A CAREER   4.5 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course is intended as a study of career planning and management with a focus on portfolio production. Emphasis is placed on assisting students to improve their marketability in the job market. Topics include self-assessment, interviewing skills, networking,

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completing employment applications, writing cover letters, resumes, and follow up letters, and the creation of a professional portfolio to showcase their knowledge, skills, and competencies for prospective employers. Online and social media applications and websites are also explored as a method for networking and seeking employment.

VA1000 VETERINARY PRACTICE MANAGEMENT 6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

In this introduction to the small animal hospital, students will explore the roles of the veterinary health-care team as well as the main organizations that play a part in veterinary medicine. This course will cover professional client communication skills, medical records, and general veterinary terminology. An overview of disinfection in the small animal clinic and universal safety precautions will be discussed and practiced. Students will learn about the procedures and emotional issues surrounding euthanasia in the small animal clinic.

VA1100 SMALL ANIMAL MUSCULOSKELETAL AND CIRCULATORY SYSTEMS AND DISEASES
4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

In this course, students will study the gross musculoskeletal anatomy of dogs and cats. This section will cover immunology and the cells that circulate in the blood stream. The student will gain an understanding of the most common diseases seen in the small animal clinic of bone, immune and blood origins upon completion of this course. Examples of topics covered include anemia, osteoarthritis, and inflammation.

VA1120 SMALL ANIMAL CARDIORESPIRATORY AND NERVOUS SYSTEMS AND DISEASES
4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

In this course, students will learn the gross anatomy, function and terminology associated with the heart and lungs of both dogs and cats. Students will explore how the nervous system is organized. Upon completion of this section, students should be able to understand the most commonly encountered diseases of the cardiorespiratory and nervous systems in small animal medicine. Examples of topics include heart failure, murmurs, and seizures in pets.

VA1130 SMALL ANIMAL DIGESTIVE AND UROGENITAL SYSTEMS AND DISEASES 4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

In this course, students will explore the gross anatomy, function and terminology of the organs that make up the digestive system in dogs and cats. This section will also discuss the signs and symptoms of the diseases of the digestive system in small animals. An overview of small animal reproductive cycles, anatomy, pregnancy, and birth will be presented. Students will be introduced to the anatomy and function of the urinary systems, as well as the most common diseases pertaining to the kidneys and bladder of dogs and cats. Topics covered include vomiting, principles of birthing, and kidney failure in pets.

VA1140 SMALL ANIMAL OPHTHALMIC, INTEGUMENTARY, AND DENTAL SYSTEMS AND DISEASES
4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

In this course, students will study the structure, function, terminology, and common diseases of the small animal eye. This lesson will also explore the structure and common diseases of the skin and ears of pets and will demonstrate the skin tests that veterinarians perform on a daily basis. An introduction to dental terminology and disease in dogs and cats will be discussed. Topics covered in this section include glaucoma, ear cleanings and dental charting.

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VA1150 SMALL ANIMAL ENDOCRINOLOGY AND ONCOLOGY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

This course will cover the most common cancers seen in small animals and the principles of chemotherapy in pets. Students will learn about the most common endocrine diseases of dogs and cats and their respective treatments. Examples of topics include diabetes, thyroid disorders and sarcomas.

VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This course introduces students to the physical exam process and patient restraint. Students will explore the most important topics that a veterinary assistant may need to provide client education on such as vaccines, heartworm preventatives, nutrition and common behavioral issues in dogs and cats. Examples of topics include nail trimming, ear cleaning and anal gland expression.

VA1300 SMALL ANIMAL NURSING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT, VA1200 VETERINARY EXAM ROOM AND PREVENTATIVE CARE

This course focuses on the essentials of nursing care that an assistant will provide to dogs and cats in veterinary hospitals. Students will explore medication administration, injection techniques and venipuncture. Topics include emergency care, bandaging and fluid therapy in small animals.

VA1400 SMALL ANIMAL PHARMACOLOGY AND TOXICOLOGY   4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

In this course, students will learn about common calculations, proper prescription labels and the most common categories of drugs dispensed from a small animal clinic. This section will also explore how to handle poisoning emergencies and the most common toxins encountered by dogs and cats. Topics include antibiotics, oral pain medications and chocolate toxicity.

VA1500 VETERINARY LABORATORY PROCEDURES   4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT AND VA1200 THE VETERINARY EXAM ROOM AND PREVENTATIVE CARE

On a typical day, a trained veterinary assistant will spend more time in the laboratory than the doctor. This course will examine how blood chemistries, CBCs and the urinalysis aid in assessing a pet's health. Students will also review diagnostic testing of the skin and ears and blood smears. Identification and treatment of both internal and external parasites will be explored further in this section.

VA1600 SMALL ANIMAL RADIOLOGY AND SURGICAL ASSISTING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: VA1000 VETERINARY PRACTICE MANAGEMENT, VA1200 VETERINARY EXAM ROOM AND PREVENTATIVE CARE

This course will emphasize the safety, terminology and positioning in taking radiographs of dogs and cats. In the surgery room, topics such as aseptic technique, surgical instrumentation and monitoring of the surgical patient will be explored. Common surgical procedures and perioperative pain control will be addressed in this section.

VA1990 VETERINARY ASSISTANT EXTERNSHIP   6.0 QUARTER CREDIT HOURS

PREREQUISITES: DEMONSTRATE PROGRAM COMPETENCIES TO THE LEAD INSTRUCTOR OF THE PROGRAM VIA THE SKILLS CHECK-OFF PROCESS, COMPLETION OF ALL CORE (SS AND VA PREFIX COURSES) IN THE VETERINARY ASSISTANT CERTIFICATE PROGRAM

This course allows students to apply veterinary assisting knowledge and skills at a sponsoring veterinary office under the direction of a site supervisor. The course provides 180 hours of supervised work involving a variety of professional veterinary assisting skills and front office procedures.

WE1110 WELDING SAFETY AND EQUIPMENT   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

In this course, students will be introduced to Basic Principles of Welding, to principles of Welding Safety and the basic welding equipment. The student will be exposed to the general safety considerations that apply to welding and metal cutting. Joint design and how to prepare metal joints for welding will be addressed. Students will learn the types and use of shielded metal arc welding machines.

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WE1210 TRADES MATH AND WELDING DETAILS   6.0 QUARTER CREDIT HOURS
PREREQUISITES: NONE

In this course students are exposed to the intricacies associated with construction math, blueprints and identifying and interpreting detailed drawings with regard to welding symbols, procedures, lines, fills, pipe breaks, object views, dimensioning, notes, and materials used. In addition, students will be introduced to the physical and mechanical characteristic a n d classifications of common ferrous and nonferrous metals as well as methods used in identifying each type.

WE1310 BASIC WELDING   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

In this course students will be exposed to training on how Shielded Metal Arc Welding is executed. The students will prepare the welding area and the welding machine. The scratch and strike methods of striking an arc will be covered. Students will practice setting up welding equipment, striking an arc, and extinguishing an arc. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1320 CUTTING PROCEDURES   4.5 QUARTER CREDIT HOURS
PREREQUISITES: NONE

This course teaches the principles of oxyfuel, plasma arc, and carbon arc cutting. The students will learn safety and operating requirements for all three cutting procedures. Area preparation and equipment setup, care, and maintenance are also covered. Preheating, interpass temperature control, post heating procedures, weldment strength, ductility, and weld quality will also be covered throughout.

WE1340 BEADS AND FILLET WELDS   4.5 QUARTER CREDIT HOURS
PREREQUISITE: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS

This course provides the foundations for proper creation of stringer, weave, and overlapping beads. Restarting and terminating beads will be addressed. Students will learn and practice fillet beads in the horizontal, vertical and overhead positions. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1350 GROOVE WELDS AND JOINT FIT   4.5 QUARTER CREDIT HOURS
PREREQUISITE: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS

This course focuses on job code specifications, using gauges to check joint fit-up, fitting up joints using pipe and plate fit-up tools, controlling distortion, and checking for misalignment and poor fit-up. Performing groove welds with backing in the flat, horizontal, vertical, and overhead positions using electrodes will also be discussed. Safety precautions and personal protective equipment will be reviewed and implemented throughout the course.

WE1410 OPEN V-GROOVE WELDS I: FLAT AND HORIZONTAL   4.5 QUARTER CREDIT HOURS
PREREQUISITES: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the flat and horizontal positions using electrodes. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1420 OPEN V-GROOVE WELDS II: VERTICAL AND OVERHEAD   4.5 QUARTER CREDIT HOURS
PREREQUISITES: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the vertical and overhead positions using electrodes. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

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WE1445 WELDING FABRICATION FUNDAMENTALS   4.5 QUARTER CREDIT HOURS

PREREQUISITE: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

This course provides students with an understanding of how to plan, design, prepare, and execute a project as they would in a welding fabrication shop. Students will design blueprints, build a materials list, gather materials, cut steel to the approved specifications, and complete their project during the course. Safety precautions and procedures, including use of personal protective equipment, will be emphasized and practiced throughout the course.

WE1545 ALUMINUM AND STAINLESS WELDING FUNDAMENTALS   4.5 QUARTER CREDIT HOURS

PREREQUISITE: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

This course builds upon the student's knowledge of the basics of steel welding and introduces new concepts, process, and procedures when working with other base materials, specifically aluminum and stainless steel. Safety precautions and procedures, including use of personal protective equipment, will be emphasized and practiced throughout the course.

WE1510 GAS METAL ARC WELDING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

This course teaches the student to prepare arc welding equipment and make welds on pads and open-root V-groove joints in the vertical and overhead positions using electrodes. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1520 FLUX-CORED ARC WELDING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

In this course students are presented with an overview of the equipment required for flux-cored arc welding. Topics include safety practices, power sources, equipment setup, and filler metals. Students will also learn how to make fillet and open V-groove welds on carbon steel plate using flux-cored arc welding (FCAW) in all positions. Safety precautions and procedures and use of personal protection equipment will be emphasized and practiced throughout the course.

WE1540 GAS TUNGSTEN ARC WELDING   4.5 QUARTER CREDIT HOURS

PREREQUISITES: WE1110 WELDING SAFETY AND EQUIPMENT, WE1210 TRADES MATH AND WELDING DETAILS, WE1310 BASIC WELDING, WE1320 CUTTING PROCEDURES

This course provides an overview of gas tungsten arc welding (GTAW). Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, and equipment setup. Primary focus involves lessons on the creating of fillet and V-groove welds on carbon steel plate coupons in all welding positions.

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APPENDIX A – EMERGENCY PREPAREDNESS PLAN

INTRODUCTION

This guidebook was designed to give members of the Charter College community a ready-reference on how to respond in case of an emergency situation on or near the campus. Campus safety is a responsibility we all share. All of us play a critical role in keeping students, faculty, and staff safe on campus. Here is how you can do your part:

- **Plan Ahead.** The time to think about what you would do in an emergency is now. Please take a few minutes to read through these procedures and consider how you would respond.
- **Awareness.** Pay attention to the little things around you! If you see something, say something. Report crimes, suspicious behavior, and safety concerns to a staff or faculty member.
- **Remember – if calling 911 from a campus phone there is no need to dial 9 to get an outside line; dial 911 directly.**

RISK ASSESSMENT

Charter College provides a variety of resources to assess and mitigate risks.
1. The College provides risk education during orientation of new students. During orientation, staff and students review the *Emergency Preparedness Plan* which spans a variety of topics including, but not limited to, emergencies on campus, how to respond, and how to communicate during emergencies. Visit the *Emergency Preparedness Video* available at https://www.chartercollege.edu/new-student-resources for more information.
2. Throughout the year, Charter staff and students participate in a variety of drills to practice the action needed and effective communication necessary during an actual emergency.
3. Annually, the College assesses risks via the Campus Safety & Security Annual Report. This report includes in-depth information on campus security, a drug-free campus and workplace, and other topics. More information is available at https://www.chartercollege.edu/campus-crime-security.

TRAINING

Students and staff will undergo emergency drills and review emergency procedures to prepare building occupants for an organized simulation of emergency conditions. Drills will be announced and unannounced to simulate the conditions that can occur in an actual emergency.

Disabled individuals and the Campus Manager will collaborate to create a plan for evacuation. To learn more, please refer to *Evacuating the Disabled* listed in the *Emergency Preparedness Plan*.

ACTIVE SHOOTER

Quickly determine the best way to protect your life.

Run.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide.
- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

Fight.
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. If available, discharge the fire extinguisher aiming at the shooter's eyes and nose.

CALL 911 AS SOON AS IT IS SAFE TO DO SO.

BIOHAZARDOUS MATERIALS

Part of learning to be a health care professional will be learning to deal with biohazardous materials. Charter College laboratories are designed to simulate a health care facility and deal with biohazardous materials accordingly. All federal, state, and local laws are complied with, sharps containers and biohazardous disposal bins are available at appropriate locations in the labs. In the event of exposure on campus the student will report the incident to the Lead Instructor, or in the case of exposure while on externship the student will report the incident to the site supervisor and Lead Instructor, to file an incident report.

BLOODBORNE PATHOGENS

Bloodborne pathogens are viruses that can be transmitted through contact with blood and other body fluids. The most important viruses affecting health care workers exposed to blood and body fluids are Hepatitis B, HIV, and Hepatitis C. For students enrolled in programs that may include exposure to bloodborne pathogens, the curriculum includes information about personal protective equipment and how to limit exposure. In the event of exposure on campus the student will report the incident to the Lead Instructor, or in the case of exposure while on externship the student will report the incident to the site supervisor and Lead Instructor, to file an incident report.

While on campus should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the student will report the incident to the Lead Instructor to file an Incident Report. In the case of exposure while on externship, the student will report the incident to the site supervisor and Lead Instructor to file an Incident Report.

BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:
- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and inform the Campus Manager immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

CHILD ABUSE AND NEGLECT REPORTING

Charter College strongly believes that protecting children in danger is everyone's responsibility. The Child Abuse and Neglect Reporting Act is designed to protect the children from suffering harm. Protecting the child may also provide the opportunity to protect other children in the home. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may lower the risk of abuse.

Should an employee of Charter College be made aware of a child or student under the age of 18 being directly or indirectly abused by another student and/or family member of a student, that employee must report the information to his or her supervisor/Campus Manager/Campus Leadership and the appropriate authorities within his or her county. Failure to do so could result in disciplinary action and/or legal actions outside the school.

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EARTHQUAKES

Taking the proper actions, such as "Drop, Cover and Hold On", can save lives and reduce the risk of injury. In most situations, you will reduce your chance of injury if you:

DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

COVER your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.

HOLD ON until shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.

Indoors: *Drop, Cover and Hold On*. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances and cabinets with heavy objects or glass. However, do not try to move more than 5 to 7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor, bend forward, *Cover* your head with your arms, and *Hold On* to your neck with both hands.

Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs buildings, vehicles and other hazards. Then *Drop, Cover and Hold On*. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

EMERGENCY NOTIFICATION

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Charter College:
- Charter College website: www.chartercollege.edu.
- Charter College social media pages (e.g., Facebook).
- Student and faculty portals.
- Broadcast emails.
- Use of campus paging system.

EVACUATING THE DISABLED

- **Pre-Planning is Important.** If you may need assistance evacuating in an emergency, advise your Campus Manager.
- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them (e.g., consider the pros and cons of being carried, etc.). Plan for a variety of conditions (e.g., how to evacuate if you and/or your helpers are injured, etc.).

EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you if time permits.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or College officials deem it safe to reenter.

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FIRE

In the event of a fire on campus:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or the Campus Manager deem it safe to reenter.

HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION

Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

IF YOU ARE TAKEN HOSTAGE

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

IN A RESCUE SITUATION

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

INFECTIOUS DISEASES

Students in clinical rotations or externships may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician's note specifically excluding this type of care is written and received by the Instructor and Program Manager/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless if the presence of an infectious disease is known or not.

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LOCKDOWN

An imminent threat of violence may be cause for a lockdown on all or part of the campus. The orderly lockdown of a building during an emergency depends on early warning and student, faculty, and staff awareness of proper lockdown procedures. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

If a lockdown is ordered:
- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible. If the office or classroom does not lock, the occupant(s) should barricade the door with a secure object (i.e. desk, etc.) until given the "all clear".
- Avoid being seen from the outside, if possible, and turn out all lights.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the Campus Manager.
- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an "all clear" from a police officer, emergency responder, or the Campus Manager.

MEDIA CALLS

The Chief Marketing Officer (CMO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Marketing Officer at the Corporate Office. The CMO speaks on behalf of Charter College and has the most accurate and up-to-date information. In addition, the CMO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:
- Direct all media inquiries to the Campus Manager. The Campus Manager will:
  - To assist the CMO in responding as quickly as possible, obtain the following information and forward to the CMO:
    - The reporter's name and phone number.
    - The media organization he/she represents.
    - The type of information he/she is seeking.
    - The reporter's deadline.
  - Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our CMO who handles media questions and they will be able to assist you."
  - Never talk "off the record" with the media. Always assume that they will use any and all information they obtain in their report.

MEDICAL EMERGENCIES

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.
- Give as much information as possible regarding the nature of the injury or illness (e.g., whether or not the victim is conscious, etc.).
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the Campus Manager.

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RADIATION EXPOSURE AND MONITORING

CERTIFICATE IN DENTAL ASSISTING

Radiation protection and monitoring devices are available for each Dental Assisting student. Students will be issued a dosimeter within the first module of attendance and are required to wear the issued dosimeter badge at all times while in the dental lab. Charter College will provide new dosimeters to all students quarterly; the College will also provide a quarterly dosing report to students. Students will leave the dosimeters on the campus in a designated location in the lab. Lost dosimeters must be replaced for a fee.

All students working in the dental labs are being exposed to radiation from the x-ray equipment will follow the ALARA "as low as reasonably achievable" principle. Basic protective measures will be executed at all times to minimize the time spent near a radioactive source, maximizing the distance away from the radioactive source, and the use of shielding between the person and the radioactive source. Additionally, students are not permitted to hold image receptors.

Radiation Safety for Pregnant Individuals

All students working in the dental lab who are pregnant, must sign the Written Declaration of Pregnancy and provide a doctor's note stating whether the doctor approves of the student taking radiographs. The student may seek external counseling from a qualified individual at any time regarding the safety of the unborn child. If approved to take radiographs, a fetal dosimeter badge must be worn at all times while in the dental lab and lead aprons must be worn while radiographs are being taken.

In the event of abnormal exposure levels:
1. It will be necessary for the campus to find out why the exposure is abnormal, and correct the problem to ensure the lowest reasonable and compliant levels.
2. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits.
3. The campus will follow all regulatory requirements for over-exposure.

CERTIFICATE IN VETERINARY ASSISTANT

Radiation protection and monitoring devices are available for each Veterinary Assistant externship student. All Veterinary Assistant externship students will be issued a dosimeter during their 7th mod before attending their externship. Students will return the dosimeters to the campus immediately following the completion of their externship hours.

In the event of abnormal exposure levels:
1. It will be necessary for the campus to find out why the exposure is abnormal and communicate with the extern site to correct the problem to ensure the lowest reasonable and compliant levels.
2. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits.
3. The campus will follow all regulatory requirements for over-exposure.

ASSOCIATE OF APPLIED SCIENCE IN NURSING

If a student experiences an exposure while at the clinical site they are to follow the agency's radiation exposure and monitoring policy.

REPORTING CRIME

All crimes should be reported to the Campus Manager. Charter College personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene unless it is not safe to do so.

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SEXUAL ASSAULT

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

- Go to a safe place; go somewhere to receive emotional support.
- Report a sexual assault on-campus to the Campus Manager.
- Report the assault to the police; if requested, Charter College will assist with notification.
- Preserve all physical evidence.

SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Charter College notification systems (student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Campus Manager.
- Do not leave the building until receiving the "all clear" from police, emergency responders, or a Charter College authorized official.

STUDENT IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the police and Campus Manager immediately.

Quick Reference for helping Students having difficulties:
Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

TORNADO/SEVERE WEATHER

- A *tornado watch* is issued by the National Weather Service when tornadoes are possible in the area.
- A *tornado warning* is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom

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- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

WEAPONS

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.

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WE WORK TO GET YOU TO WORK.

CHARTER COLLEGE

CHARTER INSTITUTE
A Division of Charter College

CATALOG ADDENDUM
2022-2023

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

UPDATED 12/20/2022

Program	Entry-Level Occupation(s)/Title(s) Program Prepares Graduates	U.S. Department of Labor Standard Occupation Classification Code(s)
Diploma in Phlebotomy	Phlebotomist	31-9097.00
Certificate in Business Office Administration	Office & Administration Support Worker Secretaries & Administrative Assistant	43-9199.00 43-6014.00
Certificate in Computer Aided Design	Architectural & Civil Drafter Mechanical Drafter	17-3011.00 17-3013.00
Certificate in Dental Assisting	Dental Assistant	31-9091.00
Certificate in Health Unit Coordinator	Medical Secretary & Administrative Assistant	43-6013.00
Certificate in Heating, Air Conditioning & Refrigeration	Heating, Air Conditioning & Refrigeration Mechanic and Installer	49-9021.00
Certificate in Medical Assistant	Medical Assistant Medical Secretary & Administrative Assistant	31-9092.00 43-6013.00
Certificate in Medical Office Administrative Assistant	~~Medical Secretary & Administrative Assistant~~ <u>Medical Records Specialist</u>	43-6013.00 29-2072.00
Certificate in Pharmacy Technician	Pharmacy Technician	29-2052.00
Certificate in Veterinary Assistant	Veterinary Assistant & Laboratory Animal Caretaker	31-9096.00
Certificate in Welding	Welder, Cutter, Solderer, & Brazer	51-4121.00
AAS in Allied Health	Healthcare Support Worker, All Other	31-9099.00
AAS in Applied Technology	First-Line Supervisor of Construction Trades & Extraction Workers	47-1011.00
AAS in Business Administration	Office & Administration Support Worker First-Line Supervisor of Retail Sales Worker	43-9199.00 41-1011.00
AAS in Business Management	Office & Administration Support Worker First-Line Supervisor of Retail Sales Worker	43-9199.00 41-1011.00
AAS in Computer Networking Systems	Computer Network Support Specialist Computer User Support Specialist	15-1231.00 15-1232.00
AAS in Cybersecurity	Information Security Analyst	15-1212.00
AAS in Medical Assistant	Medical Assistant	31-9092.00
AAS in Medical Billing & Coding	~~Medical Secretary & Administrative Assistant~~ <u>Medical Records Specialist</u>	43-6013.00 29-2072.00
AAS in Medical Billing & Coding (DC)	~~Medical Secretary & Administrative Assistant~~ <u>Medical Records Specialist</u>	43-6013.00 29-2072.00

AAS in Nursing	Registered Nurse	29-1141.00
BS in Business Administration	Business Operations Specialist, All Other	13-199.00
BS in Health Technology Management	Medical & Health Services Manager	11-9111.00
BS in Computer Information Systems	Computer Systems Analyst Network & Computer Systems Administrator	15-1211.00 15-1244.00
BS in Health Care Administration	Medical & Health Services Manager	11-9111.00

CALIFORNIA

Charter College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 1747 N Market Blvd. Ste 225 Sacramento, CA 95834. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959888-370-7589.

CALIFORNIA

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education 1747 N Market Blvd. Ste 225 Sacramento, CA 95834at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov/, (888) 370-7589 or by fax (916) 263-1897. Students may contact the Bureau to file a grievance prior to filing a grievance with the College.

UPDATED 12/15/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
VA1140 AM1 TW	11/30/22 9:00 am to 1:30 pm	12/9/22 9:00 am to 1:30 pm	Oxnard Campus
PT1310 AM1 TW	11/29/22 1:45 pm to 3:45 pm	12/9/22 1:45 pm to 3:45 pm	Vancouver Campus
PT1330 AM1 TW	11/29/22 9:00 am to 1:30 pm	12/9/22 9:00 am to 1:30 pm	Vancouver Campus
PT1420 AM1 MR	9/29/22 9:00 am to 1:30 pm	10/14/22 9:00 am to 1:30 pm	Lacey Campus

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Module Dates		Estimated Completion Dates by Program Length (in weeks)										
Start Date	End Date	20	30	35	40	50	55	60	70	80	100	120
2/21/22	3/27/22	07/10/22	09/18/22	10/23/22	11/27/22	02/12/23 ~~1/02/23~~	03/19/23 ~~2/12/23~~	04/23/23 ~~3/19/23~~	07/02/23 ~~4/23/23~~	09/10/23 ~~5/28/23~~	01/28/24 ~~7/02/23~~	06/16/24 ~~09/10/23~~
3/28/22	5/1/22	08/14/22	10/23/22	11/27/22	01/02/23 ~~1/08/23~~	03/19/23 ~~2/12/23~~	04/23/23 ~~3/19/23~~	05/28/23 ~~4/23/23~~	08/06/23 ~~5/28/23~~	10/15/23 ~~7/02/23~~	03/03/24 ~~8/06/23~~	07/21/24 ~~10/15/23~~
5/2/22	6/5/22	09/18/22	11/27/22	01/02/23	02/12/23	04/23/23 ~~3/19/23~~	05/28/23 ~~4/23/23~~	07/02/23 ~~5/28/23~~	09/10/23 ~~7/02/23~~	11/19/23 ~~8/06/23~~	04/07/24 ~~9/10/23~~	08/25/24 ~~11/19/23~~
6/6/22	7/10/22	10/23/22	01/02/23	02/12/23	03/19/23	05/28/23 ~~4/23/23~~	07/02/23 ~~5/28/23~~	08/06/23 ~~7/02/23~~	10/15/23 ~~8/06/23~~	12/24/23 ~~9/10/23~~	05/12/24 ~~0/15/23~~	09/29/24 ~~12/24/23~~
7/11/22	8/14/22	11/27/22	02/12/23	03/19/23	04/23/23	07/02/23 ~~5/28/23~~	08/06/23 ~~7/02/23~~	09/10/23 ~~8/06/23~~	11/19/23 ~~9/10/23~~	01/28/24 ~~0/15/23~~	06/16/24 ~~1/19/23~~	11/03/24 ~~02/04/24~~
8/15/22	9/18/22	01/02/23	03/19/23	04/23/23	05/28/23	08/06/23 ~~7/02/23~~	09/10/23 ~~8/06/23~~	10/15/23 ~~9/10/23~~	12/24/23 ~~0/15/23~~	03/03/24 ~~1/19/23~~	07/21/24 ~~2/24/23~~	12/08/24 ~~03/10/24~~
9/19/22	10/23/22	02/12/23	04/23/23	05/28/23	07/02/23	09/10/23 ~~8/06/23~~	10/15/23 ~~9/10/23~~	11/19/23 ~~0/15/23~~	01/28/24 ~~1/19/23~~	04/07/24 ~~2/24/23~~	08/25/24 ~~2/04/24~~	01/12/25 ~~04/14/24~~
10/24/22	11/27/22	03/19/23	05/28/23	07/02/23	08/06/23	10/15/23 ~~9/10/23~~	11/19/23 ~~0/15/23~~	12/24/23 ~~1/19/23~~	03/03/24 ~~2/24/23~~	05/12/24 ~~2/04/24~~	09/29/24 ~~3/10/24~~	02/16/25 ~~05/19/24~~
11/28/22	1/2/23	04/23/23	07/02/23	08/06/23	09/10/23	11/19/23 ~~0/15/23~~	12/24/23 ~~1/19/23~~	01/28/24 ~~2/24/23~~	04/07/24 ~~2/04/24~~	06/16/24 ~~3/10/24~~	11/03/24 ~~4/14/24~~	03/23/25 ~~06/23/24~~
1/9/23	2/12/23	05/28/23	08/06/23	09/10/23	10/15/23	12/24/23 ~~1/19/23~~	01/28/24 ~~2/24/23~~	03/03/24 ~~2/04/24~~	05/12/24 ~~3/10/24~~	07/21/24 ~~4/14/24~~	12/08/24 ~~5/19/24~~	04/27/25 ~~07/28/24~~
2/13/23	3/19/23	07/02/23	09/10/23	10/15/23	11/19/23	01/28/24 ~~2/24/23~~	03/03/24 ~~2/04/24~~	04/07/24 ~~3/10/24~~	06/16/24 ~~4/14/24~~	08/25/24 ~~5/19/24~~	01/12/25 ~~6/23/24~~	06/01/25 ~~09/01/24~~
3/20/23	4/23/23	08/06/23	10/15/23	11/19/23	12/24/23	03/03/24 ~~2/04/24~~	04/07/24 ~~3/10/24~~	05/12/24 ~~4/14/24~~	07/21/24 ~~5/19/24~~	09/29/24 ~~6/23/24~~	02/16/25 ~~7/28/24~~	07/06/25 ~~10/06/24~~
4/24/23	5/28/23	09/10/23	11/19/23	12/24/23	01/28/24 ~~2/04/24~~	04/07/24 ~~3/10/24~~	05/12/24 ~~4/14/24~~	06/16/24 ~~5/19/24~~	08/25/24 ~~6/23/24~~	11/03/24 ~~7/28/24~~	03/23/25 ~~9/01/24~~	08/10/25 ~~11/10/24~~
5/29/23	7/2/23	10/15/23	12/24/23	01/28/24 ~~2/04/24~~	03/03/24 ~~3/10/24~~	05/12/24 ~~4/14/24~~	06/16/24 ~~5/19/24~~	07/21/24 ~~6/23/24~~	09/29/24 ~~7/28/24~~	12/08/24 ~~9/01/24~~	04/27/25 ~~0/06/24~~	09/14/25 ~~12/15/24~~
7/3/23	8/6/23	11/19/23	01/28/24 ~~2/04/24~~	03/03/24 ~~3/10/24~~	04/07/24 ~~4/14/24~~	06/16/24 ~~5/19/24~~	07/21/24 ~~6/23/24~~	08/25/24 ~~7/28/24~~	11/03/24 ~~9/01/24~~	01/12/25 ~~0/06/24~~	06/01/25 ~~1/10/24~~	10/19/25 ~~01/26/25~~
8/7/23	9/10/23	12/24/23	03/03/24 ~~3/10/24~~	04/07/24 ~~4/14/24~~	05/12/24 ~~5/19/24~~	07/21/24 ~~6/23/24~~	08/25/24 ~~7/28/24~~	09/29/24 ~~9/01/24~~	12/08/24 ~~0/06/24~~	02/16/25 ~~1/10/24~~	07/06/25 ~~2/15/25~~	11/23/25 ~~03/02/25~~
9/11/23	10/15/23	01/28/24 ~~2/04/24~~	04/07/24 ~~4/14/24~~	05/12/24 ~~5/19/24~~	06/16/24 ~~6/23/24~~	08/25/24 ~~7/28/24~~	09/29/24 ~~9/01/24~~	11/03/24 ~~0/06/24~~	01/12/25 ~~1/10/24~~	03/23/25 ~~2/15/24~~	08/10/25 ~~1/26/25~~	12/28/25 ~~04/06/25~~

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10/16/23	11/19/23	03/03/24 ~~3/10/24~~	05/12/24 ~~5/19/24~~	06/16/24 ~~6/23/24~~	07/21/24 ~~7/28/24~~	09/29/24 ~~9/01/24~~	11/03/24 ~~0/06/24~~	12/08/24 ~~1/10/24~~	02/16/25 ~~2/15/24~~	04/27/25 ~~1/26/25~~	09/14/25 ~~3/02/25~~	02/01/26 ~~05/ 11/25~~
11/20/23	12/24/23	04/07/24 ~~4/14/24~~	06/16/24 ~~6/23/24~~	07/21/24 ~~7/28/24~~	08/25/24 ~~9/01/24~~	11/03/24 ~~0/06/24~~	12/08/24 ~~1/10/24~~	01/12/25 ~~2/15/24~~	03/23/25 ~~1/26/25~~	06/01/25 ~~3/02/25~~	10/19/25 ~~4/06/25~~	03/08/26 ~~06/ 15/25~~

HOLIDAYS AND MAKE-UP DAYS

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

Holiday	Make-Up Day
12/31/21	1/7/22
2/21/22	2/25/22
5/30/22	6/3/22
7/4/22	7/8/22
9/5/22	9/9/22
11/24/22	11/18/22
11/25/22	11/11/22
12/26/22 - 12/30/22	N/A
1/2/23	1/6/23

Holiday	Make-Up Day
1/2/23	1/6/23
2/20/23	2/24/23
5/29/23	6/2/23
7/4/23	7/7/23
9/4/23	9/8/23
11/23/23	12/1/23
11/24/23	meets four times in the mod for longer amounts of time
12/25/23 ~~12/31/23~~	~~N/A~~ 12/29/2023
1/1/24	1/5/24

MEDIA CALLS

The Chief ~~Marketing~~ Operations Officer (~~CMO~~ COO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief ~~Marketing~~ Operations Officer ~~at the Corporate Office~~. The COO speaks on behalf of Charter College and has the most accurate and up-to-date information. In addition, the ~~CMO~~ COO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:
- Direct all media inquiries to the Campus Manager. The Campus Manager will:
  - To assist the ~~CMO~~ COO in responding as quickly as possible, obtain the following information and forward to the ~~CMO~~ COO:
    - The reporter's name and phone number.
    - The media organization he/she represents.
    - The type of information he/she is seeking.
    - The reporter's deadline.
  - Regardless of the situation or what the media questions might be, never say "No Comment." A better response is "Thanks for calling. Allow me to refer you to our ~~CMO~~ COO who handles media questions and they will be able to assist you."
  - Never talk "off the record" with the media. Always assume that they will use any and all information they obtain in their report.

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EFFECTIVE 11/28/2022

CHARTER COLLEGE TUITION DISCOUNTS

CHARTER COLLEGE ADVANCE YOUR EDUCATION TUITION DISCOUNT

Charter College would like to recognize our graduates and promote the advancement of their education. Students, who graduate from a Certificate, or Associate program and enroll in an advancing Associate or Bachelor's degree program, will receive a 10% tuition discount off the next program's tuition cost.

The following eligibility criteria and steps must be met:
1. Student must be a graduate from Charter College/Charter Institute.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Students may receive more than one discount as the Charter College Advance Your Education Tuition Discount is per program.

The below discounts are discontinued effective 11/28/2022. Students enrolled or active prior to this date will not be impacted. Students re-entering after 11/28/2022, will not be eligible for previously applied discount listed below.

~~CHARTER COLLEGE TUITION DISCOUNTS~~

~~**Tuition Discount Disclosure**~~

~~Students enrolling in the Diploma in Phlebotomy program are not eligible for tuition discounts.~~

~~CHARTER COLLEGE ALASKA NATIVE & AMERICAN AND CANADIAN INDIAN TUITION DISCOUNT~~

~~This tuition discount applies to all students who are Alaska Native & American and Canadian Indian and the amount of this tuition discount is 15% of the total tuition. Current and newly enrolled students at any Charter College Campus may apply for the tuition discount and the tuition discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:~~

~~1. The Alaska Native & American and Canadian Indian Tuition Discount (15%) applies to Alaska Native & American and Canadian Indian students. Proof of eligibility is required as follows:~~
   ~~a. An Alaska Native person listed on the original Alaska Native Claims Settlement Act (ANCSA) roll;~~
   ~~a. A lineal descendent of a person listed on the original ANCSA roll;~~
   ~~b. A person holding a Certificate of Indian Blood (CIB) issued by the U.S. Bureau of Indian Affairs (BIA) or a U.S. federally recognized tribe;~~
   ~~c. A person recognized as an official member of a U.S. federally recognized Indian tribe (excluding honorary or other non-constitutional or non-customary forms of membership.)~~

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      d.   A person holding an Indian and Northern Affairs Canada Certificate of Indian Status card or other official proof of registration as an Indian under the Government of Canada Indian Act.

2.   The tuition discount applies to program charges only and cannot result in a cash payment to the student. Tuition discount will be applied to the student's account over the remaining billing periods for his/her program.

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

3.   Students participating in the Alaska Native & American and Canadian Indian Tuition Discount program are eligible for Title IV funds, but they should be advised from accepting funding that exceed program charges.

4.   Students participating in the Alaska Native & American and Canadian Indian Tuition Discount program are not eligible for additional tuition discount programs with the following exceptions: students may combine this tuition discount with the Share the Knowledge discount if they meet the eligibility requirements of both tuition discounts.

CHARTER COLLEGE ALUMNI ADVANCE YOUR TRAINING TUITION DISCOUNT

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students, who graduate from an associate program and enroll in a bachelor program, will receive a 25% tuition discount off the bachelor program's tuition cost.

The following eligibility criteria and steps must be met:
1.   Student must be a graduate from Charter College Associate Degree Program
2.   Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3.   To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4.   If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5.   Student may receive more than one tuition discount as the Alumni Advance Your Training tuition discount is per program.
6.   Alumni Advance Your Training Discount cannot be combined with any other tuition discounts.

CHARTER COLLEGE ALUMNI TUITION DISCOUNT

Charter College would like to recognize our graduates and promote the advancement of their education. Students, who graduate from a Diploma, Certificate, or Associate program and enroll in another program, will receive a 15% tuition discount off the next program's tuition cost.

The following eligibility criteria and steps must be met:
1.   Student must be a graduate from Charter College/Charter Institute.
2.   Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3.   To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4.   If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5.   Student may receive more than one tuition discount as the Alumni Tuition Discount is per program.
6.   Diploma graduates enrolling into the AAS Nursing program are not eligible for the Alumni Tuition Discount.

CHARTER COLLEGE COMMUTER TUITION DISCOUNT

General Eligibility Requirements:
1.   To apply, applicants must complete and sign the **Charter College Commuter Tuition Discount Application.**

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2. This tuition discount is for an amount up to $2000 and will be applied evenly across all terms of enrollment.
3. If a student re-enters, the tuition discount will be reinstated based on the original application and the student will receive the tuition discount for the remaining unbilled tuition of the program. If the tuition discount was never received, then the amount will be prorated to $500 per term, not to exceed $2000 per program.
4. The Charter College Commuter Tuition Discount can be combined with **one** other tuition discount if eligible.
5. Tuition discount applies to program tuition charges only and will not result in any cash payment to the student.
6. The tuition discount is only available for select blended programs as identified below.

The Charter College Commuter Tuition Discount is designed to provide additional educational opportunities to the residents of the Wasilla/Mat-Su Borough and Yakima Valley communities. Since Wasilla and Yakima only provide opportunities to attend courses in the Certificate in Medical Assistant program, the College is offering a commuter tuition discount for select programs available in Anchorage and Pasco.
1. Select programs include:
    a. Pasco: Certificate in Dental Assisting; Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.
    b. Anchorage: Certificate in Business Office Administration (blended); Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration; Certificate in Welding.
2. Eligible students are residents of the Wasilla/Mat-Su Borough, Alaska or Yakima Valley, Washington communities attending programs listed above and residing in:
    a. Eligible Zip Codes for the Wasilla/Mat-Su Borough communities include: 99629, 99645, 99652, 99654, 99667, 99674, 99676, 99683, 99687, 99688, 99694.
    b. Eligible Zip Codes for the Yakima Valley communities include: All zip codes in Yakima County (98901-98904, 98907-98909, 98920, 98921, 98923, 98929, 98930, 98932, 98933, 98935-98939, 98942, 98944, 98947, 98948, 98951-98953) as well as 98824, 98926, 98950 99321, 99349.

The Charter College HVAC Commuter Tuition Discount is designed to provide an educational opportunity to the residents of the state of California and Seattle/Tacoma communities. Since the location in Lancaster and Lacey are the only College locations to provide an opportunity to attend courses in the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration program, the College is offering a commuter tuition discount. To be eligible, students must enroll into the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.
1. California – Residents of Lancaster and Palmdale are not eligible for the HVC Commuter Discount.
2. Washington – Residents of Lacey, Centralia, and Olympia are not eligible for the HVAC Commuter Discount.

The Charter College DA Commuter Tuition Discount is designed to provide an educational opportunity to the residents of the Lacey/Olympia communities. Since the location in Fife is the only College location in this area to provide an opportunity to attend courses in the Certificate in Dental Assisting program, the College is offering a commuter tuition discount. To be eligible, students must enroll into Certificate in Dental Assisting.
1. Residents of Fife and Tacoma are not eligible for the DA Commuter Discount.

The Charter College Oregon Resident Tuition Discount is designed to provide additional educational opportunities to the residents of Oregon.
1. Eligible students are residents of the state of Oregon who commute to Charter College to attend school.
2. The tuition discount is available for students enrolling in all blended programs except Diploma in Phlebotomy.

CHARTER COLLEGE SHARE THE KNOWLEDGE TUITION DISCOUNT (STK)

Charter College has created the Share the Knowledge Tuition Discount because we recognize the challenges families face when multiple members decide to attend college. The tuition discount is 10% of total tuition costs for each family member that attends the College as well as family members of current employees. Current and newly enrolled students may apply for tuition discount, but the tuition discount only applies to remaining unbilled tuition.

Eligibility:

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1. Each student must complete an application which includes their information and the information of the family member who they bring in. This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Each student receiving the tuition discount will need to fill out the application.
1. Tuition discount is applicable to immediate family members (father, mother, son, daughter, brother, sister, stepchildren, cousins, aunts, uncles, nieces, nephews, spouses, significant others, and grandparents/grandchildren) or those residing in the same household of an attending/enrolling student, completer, graduate, current employee.
2. Because this tuition discount can be used for multiple family members, some students may be required to fill out more than one application. (Example: Student A brings in Student B and they each complete an application. Then Student A brings in Student C and they each complete an application. Note: Student A will only receive one tuition discount).
3. Tuition discount applies to program tuition charges only and will not result in any cash payment to student.
4. Recipients may attend different Charter College campuses.
5. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program
6. If one family member drops or withdraws from the College it does not affect the tuition discount of the remaining student.
7. If the employee ceases employment with the college it does not affect the tuition discount of the family member enrolled.

The STK Tuition Discount can be combined with the Alumni Tuition Discount or the Charter College Alaska Native & American and Canadian Indian Tuition Discount for a total tuition discount not to exceed 25%.

CHARTER COLLEGE TECHNOLOGY ALUMNI PLUS TUITION DISCOUNT

Charter College would like to recognize our technology graduates and promote the advancement of their education. Students, who graduate from the Certificate in Computer Technology or Associate of Applied Science Computer Networking Systems program and enroll in the Bachelor of Science in Computer Information Systems, will receive a 30% tuition discount off the next program's remaining unbilled tuition after the consideration of transfer credits. The following eligibility criteria and steps must be met:
1. Student must be a graduate from the Charter College Certificate in Computer Technology or Associate of Applied Science Computer Networking Systems program.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation of the recipient.
4. If the recipient petitions for a change in program, the Charter College Technology Alumni Plus Tuition Discount will no longer apply.
5. Students participating in the Charter College Technology Alumni Plus Tuition Discount program are not eligible for any other tuition discount programs.

UPDATED 10/31/2022

HOLIDAYS AND MAKE-UP DAYS

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

Holiday	Make-Up Day
12/31/21	1/7/22
2/21/22	2/25/22
5/30/22	6/3/22
7/4/22	7/8/22
9/5/22	9/9/22
11/24/22	11/18/22

Holiday	Make-Up Day
1/2/23	1/6/23
2/20/23	2/254/23
5/29/23	6/2/23
7/4/23	7/7/23
9/4/23	9/8/23
11/23/23	12/1/23

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11/25/22	11/11/22	**11/24/23**	meets four times in the mod for longer amounts of time
12/26/22 - 12/30/22	N/A	**12/25/23 -12/31/23**	N/A
1/2/23	1/6/23	**1/1/24**	1/5/24

*Make-up days will be announced in the future, information will be available in the *Addendum* at the appropriate time.

UPDATED 10/24/2022

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[2]	45	4.5
MA1120	Administrative Procedures[1]	55	4.5
MA1320	Patient Care Concepts[1]	70	6.0
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1900	Medical Assistant Certification[1]	10	1.0
MA1990	Medical Assistant Externship[3]	180	6.0
MED1115	Medical Terminology Fundamentals[1]	60	6.0
MED1151	Functions of Health Records Management[2]	45	4.5
MOA1130	Medical Insurance Billing and Coding	55	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**840**	**64**

[1]This course is taught blended or online.
[2]This course is taught online.
[3]This course is completed off-site at an externship facility.

UPDATED 10/21/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus

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| MA1320A AM1 TW | 10/18/22 9:00 am to 1:30 pm | 10/20/22 9:00 am to 1:30 pm | Anchorage Campus |

ACCREDITATION AND LICENSURE

Documents describing the College's *Accreditation and Licensure* are available at the local campus and via written request submitted to compliance@prospecteducation.com.

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)

Charter College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 6116 Executive Blvd. Suite 730, North Bethesda, MD 20852 and can be reached at Phone (301) 291-7550, www.abhes.org, or info@abhes.org. ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

UPDATED 09/30/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
PT1420 AM1 MR	9/29/22 9:00 am to 1:30 pm	10/14/22 9:00 am to 1:30 pm	Lacey Campus

UPDATED 09/23/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
MA1620 PM1 MW	9/21/22 6:00 pm to 10:30 pm	9/20/22 6:00 pm to 10:30 pm	Lacey Campus
MA1320 PM1 MW	10/05/22 6:00 pm to 10:30 pm	10/07/22 6:00 pm to 10:30 pm	Billings Campus
MA1320A PM1 MW	10/05/22 6:00 pm to 10:30 pm	10/07/22 6:00 pm to 10:30 pm	Billings Campus

STUDENTS WITH FINANCIAL BALANCES

Students whose accounts with Charter College are past due and who have not made satisfactory payment arrangements may be *Involuntarily Withdrawn*. If the student is placed with an outside collection agency on their institutional loan, and their account has not been paid in full, then: 1) the College will release the student's diploma and official transcripts to the student, 2) the College will release the requested documentation to the student's employer, and 3) the College will not release official transcripts to another school. Many payment options are available, and students are encouraged to consult with the Department of Student Finance for assistance.

UPDATED 09/07/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
MED1115A PM1 MW	9/9/22 6:00 pm to 10:30 pm	9/8/22 6:00 pm to 10:30 pm	Farmington Campus

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ATTENDANCE

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

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

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

The attendance in an online course, or the distance education portion of a blended course, is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance; if no activity is submitted, then it cannot be graded, and attendance will not be recorded for the student. Attendance is posted automatically from the Learning Management System (LMS) into the student record management system daily for the previous day. Historically, the student record management system tracked each individual graded activity as either 20- or 30-minute increments; beginning July 1September 19, 202219, the system tracks each individual graded activity as 630 minutes. These numbers do not represent and should not be considered the actual time in clock hours the assignment takes to complete.

UPDATED 09/02/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
MA1520 AM1 TR	9/1/22 9:00 am to 1:30 pm	9/9/22 9:00 to 1:30 pm	Soledad Campus
PT1130 AM1 TW	8/31/22 9:00 am to 1:30pm	9/2/22 9:00 am to 1:30 pm	Vancouver Campus

UPDATED 08/26/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
MA2210L PM1 R	8/25/2022 6:00 pm to 10:30 pm	8/23/22 6:00 pm to 10:30 pm	Oxnard Campus

UPDATED 08/19/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
VA1300 PM1 MW	8/15/22 6:00 pm to 8:00 pm	8/18/22 6:00 pm to 8:00 pm	Oxnard
MA1520 AM1 MW	8/17/2022 9:30 am to 2:00 pm	8/19/22 9:30 am to 2:00 pm	Wasilla Campus

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UPDATED 08/05/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
PT1410 AM1 MW	8/10/22 9:00 am to 1:30 pm	8/5/22 9:00 am to 1:30 pm	Fife Campus

UPDATED 07/22/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
PT1120 AM1 MW	7/20/2022 9:00 am to 1:30 pm	7/29/22 9:00 am to 1:30 pm	Fife Campus
PT1120A AM1 MW	7/20/2022 9:00 am to 1:30 pm	7/29/22 9:00 am to 1:30 pm	Fife Campus

UPDATED 07/08/2022

CHARTER COLLEGE ALUMNI TUITION DISCOUNT

Charter College would like to recognize our graduates and promote the advancement of their education. Students, who graduate from a Diploma, Certificate, or Associate program and enroll in another program, will receive a 15% tuition discount off the next program's tuition cost.

The following eligibility criteria and steps must be met:
1. Student must be a graduate from Charter College/Charter Institute.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete the Charter College Authorizations for Financial Aid (CCAFA). This form is available through the Department of Student Finance. This can be completed at any time prior to or after graduation from the original program.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one tuition discount as the Alumni Tuition Discount is per program.
6. Diploma graduates enrolling into the AAS Nursing program are not eligible for the Alumni Tuition Discount.

UPDATED 07/01/2022

INSTITUTIONAL 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. It is Charter's practice to exhaust all federal funding options that offer no repayment or low-interest repayment options before reviewing alternative source loans with students. Students utilizing alternative source loans will be encouraged to utilize the alternative source with the lowest interest and fees

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and the most equitable repayment options available to them; however, the final selection ultimately resides with the student and/or student's parent or legal guardian. Charter College has no preferred lender relationships.

For students who have exhausted these options, the College offers an institutional financing option called a *Retail Installment Contract (RIC)*; the RIC is commonly referred to as Charter College Credit. A Retail Installment Contract without credit worthiness is available.

Charter College Credit is interest free. Payments are due on the first of every month after attending class.

Students are expected to keep their account current. Students over 60 days delinquent may be blocked from beginning classes in their next term.

Charter College is unable to service loans in the States of Illinois, Minnesota, Oregon, and New York. Student's residing in the states of Illinois and New York are not eligible for a CCC payment plan or cash payment by term options. Any student with an owing account balance (GAP) after all other discount and aid has been applied will be required to make a single payment to cover the owing balance. This single payment must be received by Friday of Week 1 of the term.

UPDATED 06/10/2022

PROGRAMS OF STUDY   PAGE 100

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 50 WEEKS

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS
DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 100 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS
DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

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The Charter College Oregon Resident Tuition Discount is designed to provide additional educational opportunities to the residents of Oregon.
1.   Eligible students are residents of the state of Oregon who commute to Charter College to attend school.
2.   The tuition discount is available for students enrolling in all blended programs except Diploma in Phlebotomy.

UPDATED 06/06/2022

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

Course Make-Up	Original Date & Time	Make-Up Date & Time	Campus
VA1120 PM1 MT	5/31/22 6:00 pm to 10:30 pm	6/2/22 6:00 pm to 10:30 pm	Oxnard Campus

EFFECTIVE 07/11/2022 START

CERTIFICATE IN COMPUTER AIDED DESIGN

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Computer Aided Design program is designed to provide students with fundamental computer aided design skills in two-dimensional (2D) and three-dimensional (3D) documentation creation and modeling. Students are prepared for a National Certification Exam (i.e., AutoCAD Certified User). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in a computer aided design or drafting related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1.   Demonstrate knowledge of design techniques and principals involved in the production of technical plans, constructions drawings, and 3D models.
2.   Demonstrate critical thinking and problem-solving skills to perform effectively as a Computer Aided Designer.
3.   Apply interpersonal, verbal communications, and written communications skills.
4.   Demonstrate the ability to create aesthetically pleasing presentations and visualizations of 3D designs and construction documents.

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Computer Aided Design program will take a proctored certification test. The proctored certification test takes place at a designated testing center (e.g., Certiport, Pearson VUE, etc.), and students will take the test at the testing center nearest to them. The College cannot guarantee a testing center will be available within a specific distance from a campus or the student's home; prospective students should consider testing center location as part of their enrollment decision.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CAD1000	Math for Computer Aided Design	70	6.0
CAD1101	Introduction to Computer Aided Drafting and Design	80	6.0
CAD1110	Computer Aided Drafting and Design A	55	4.5
CAD1120	Computer Aided Drafting and Design B	55	4.5
CAD1210	3D Modeling CAD Techniques A	55	4.5
CAD1220	3D Modeling CAD Techniques B	55	4.5
CAD1410	Architectural Drawing A	55	4.5
CAD1510	Architectural Drawing B	55	4.5
CAD1610	Revit Fundamentals	55	4.5
CAD1710	Structural Components of Buildings	55	4.5
CAD1810	CAD Specialties	55	4.5
CAD1900	CAD Certification Prep	55	4.5
CAD1999	CAD Capstone and Portfolio Design	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**800**	**66**

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CAD1000 MATH FOR COMPUTER AIDED DESIGN   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This is a college mathematics course with an emphasis on basic geometry and coordinate geometry, measurements and basic operations of addition, subtraction, multiplication, fractions, ratios and decimals, and their applications including.

CAD1101 INTRODUCTION TO COMPUTER AIDED DRAFTING AND DESIGN   6.0 QUARTER CREDIT HOURS

PREREQUISITES: NONE

This is an introduction course to the world of AutoCAD drafting, design and annotation utilizing AutoCAD software. The course begins with basic operations that include downloading and installing AutoCAD, as well as the features of the user interface or the drawing display. The use of basic drawing and editing commands will be combined to create simple line drawings through the fundamentals and essential topics of drafting design using computer-aided drafting (CAD) tools and techniques. This course serves as the foundation for AutoCAD drafting and its applications to various areas and industries of design to better familiarize students with the necessary knowledge, concepts, processes, and skills required by professionals in the field to turn every challenge into an opportunity.

CAD1110 COMPUTER AIDED DRAFTING & DESIGN A   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1101 INTRODUCTION OF COMPUTER AIDED DRAFTING & DESIGN

COURSE DESCRIPTIONS

A real-world approach for students to view, modify, edit, and create precision drawings in the field of Drafting & Design. This course introduces proper drawing setup, various naming conventions, layers, object properties, plotting and maintenance of AutoCAD drawing files. Students will also apply drafting and CAD procedures to various projections, sections, auxiliaries, assemblies, detailed and complex drawing, and techniques to industry working drawings.

CAD1120 COMPUTER AIDED DRAFTING & DESIGN B   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1101 INTRODUCTION OF COMPUTER AIDED DRAFTING & DESIGN A

This course will introduce advanced techniques and functions for AutoCAD. The use of advanced techniques to help simplify mechanical and architectural plans for accuracy and time. The course will assist in the understanding and application of advanced commands, menus, and settings to create and modify complex objects, blocks, and styles in AutoCAD drawings. Introducing xrefs and understand layouts while continuing to develop software skills in dimensioning and text features.

CAD1201 3D MODELING CAD TECHNIQUES A   4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

Introduces techniques to create three-dimensional objects in AutoCAD. Learn how to manipulate two- dimensional objects into precise three-dimensional models and add materials, color, lighting and shadows for a realistic representation of a mechanical object or architectural building.

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CAD1220 3D MODELING CAD ADVANCED TECHNIQUES B
4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

This course is an introduction to technical sketching and design visualization. Exercises will include drawing of two- and three-dimensional shapes and objects, spatial thinking and eye-hand coordination in relationship to the practice of drafting and design.

CAD1410 ARCHITECTURAL DRAWING A
4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

The purpose of this course is to provide students with the theory and practice techniques of architectural planning and design using the Revit program. During this course, students will be learning by developing a two-story residential building (single-family house). Fundamental design methods and practices for the creation of architectural drawings are presented, with emphasis on the content of the drawings and the production skills.

CAD1510 ARCHITECTURAL DRAWING B
4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

This course aims to provide students with the theory and practice techniques of Site Planning and Architectural Design using the Revit program. Students will be learning by developing a commercial project that includes multiple buildings planned together to form a shopping center during this course. Fundamental commercial design methods and practices for creating architectural drawings are presented. Basic materials and installation methods for commercial construction are studied, including site work, concrete, masonry, metals, curtain walls, and finishes.

CAD1610 REVIT FUNDAMENTALS
4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

A continuation of Architectural Drafting using Autodesk Revit to incorporate construction backgrounds to produce working drawings. This course also offers fundamental design methods and practices for the creation of architectural drafting, with emphasis on the content of the drawings and the production skills. Topics include the development of levels, families, callouts & enlargements, title blocks, parameters, sheet index and other design principles of a multi-level building set.

CAD1710 STRUCTURAL COMPONENTS OF BUILDINGS
4.5 QUARTER CREDIT HOURS

PREREQUISITES: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

The purpose of this course is to provide students an overview of the most common buildings' components to learn how various building systems are designed and integrated. Students will develop the fundamental vocabularies and terms needed to analyze, design, and draft buildings and their various systems such as plumbing, mechanical, electrical, and structural systems.

CAD1810 CAD SPECIALTIES
4.5 QUARTER CREDIT HOURS

PREREQUISITE: CAD1110 COMPUTER AIDED DRAFTING AND DESIGN A, CAD1120 COMPUTER AIDED DRAFTING AND DESIGN B

This course is a survey of various Computer-Aided Drafting applications and production processes
as found in the manufacturing and construction industries. Students will be introduced to different types of AutoCAD drafting applications, tools and requirements to produce working, industry standard drawings.

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CAD1900 CAD CERTIFICATION PREPARATION   4.5 QUARTER CREDIT HOURS

PREREQUISITES: STUDENTS NEED TO HAVE COMPLETED 54 CREDITS IN THE COMPUTER AIDED DESIGN PROGRAM BEFORE ATTEMPTING THIS COURSE

This course prepares the student for the Autodesk Certification exam. The topics for this course will be a comprehensive review of all topics explored in previous courses, focusing on topics related to the Autodesk certification exam for the AutoCAD Certified User.

CAD1999 CAD CAPSTONE AND PORTFOLIO DESIGN   4.5 QUARTER CREDIT HOURS

PREREQUISITES: STUDENTS NEED TO HAVE COMPLETED 54 CREDITS IN THE COMPUTER AIDED DESIGN PROGRAM BEFORE ATTEMPTING THIS COURSE

In this course the student will use theory and practical development, planning, management and presentation of a drafting project from start to finish. The course will cover best practices in presenting technical documents, 3D renderings and allow the student to apply project management techniques to a Capstone Project. Student will create a portfolio for use at job interviews.

EFFECTIVE 07/11/2022 START

Effective with the July 11th, 2022, start, no new students will be enrolled into the program versions below. Students will only be permitted to re-enter into these programs at the discretion of the Vice President of Academic Operations.

ALASKA

CERTIFICATE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Office Administration (Blended)	72	950	760	$23,760	$0	$23,760
Business Office Administration (Online)	72	950	760	$23,760	$300	$24,060
Computer Aided Design (Online)	72	1060	845	$18,000	$1000	$19,000
Health Unit Coordinator (Online)	72	925	740	$18,000	$300	$18,300
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	1045	835	$24,480	$0	$24,480
Medical Assistant (Blended)	70	1135	905	$23,100	$0	$23,100
Medical Office Administrative Assistant (Online)	73	970	775	$24,090	$300	$24,390
Welding (Blended)	72	1045	835	$26,712	$0	$26,712

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Management	108	1420	1135	$35,640	$300	$35,940

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Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
(Online)						
Computer Networking Systems (Online)	108	1585	1265	$41,364	$300	$41,664
Cybersecurity (Online)	108	1440	1150	$41,364	$300	$41,664
Medical Billing and Coding (Online)	108	1475	1180	$36,072	$300	$36,372

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration* (Online)	180	1145	915	$41,400	$300	$41,700
Computer Information Systems (Online)	180	2535	2025	$62,100	$300	$62,400

*The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

CALIFORNIA

CERTIFICATE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Dental Assisting (Blended)	69	$6,048	$23,126.50	$57.50	$0	$0	$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	$6,120	$24,420	$60	$0	$0	$24,480
Medical Assistant (Blended)	70	$5,940	$23,042.50	$57.50	$0	$0	$23,100
Veterinary Assistant (Blended)	69	$6,030	$23,057.50	$57.50	$0	$0	$23,115

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

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MONTANA

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	70	$23,100	$0	$0	$23,100

NEW MEXICO

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	70	$23,100	$0	$0	$23,100

WASHINGTON

CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	72	760	$23,760	$300	$0	$24,060
Computer Aided Design (Online)	72	845	$18,000	$1000	$0	$19,000
Dental Assisting (Blended)	69	915	$23,184	$0	$0	$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	835	$24,480	$0	$0	$24,480
Health Unit Coordinator (Online)	72	740	$18,000	$300	$0	$18,300
Medical Assistant (Blended)	70	905	$23,100	$0	$0	$23,100
Pharmacy Technician (Blended)	70	890	$23,100	$0	$0	$23,100
Veterinary Assistant (Blended)	69	920	$23,115	$0	$0	$23,115
Welding (Blended)	72	835	$26,712	$0	$0	$26,712

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Management (Online)	108	1035	$35,640	$300	$0	$35,940

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Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Computer Networking Systems (Online)	108	1265	$41,364	$300	$0	$41,664

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Administration * (Online)	180	915	$41,400	$300	$0	$41,700
Computer Information Systems (Online)	180	2025	$62,100	$300	$0	$62,400

*The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	72	760	40 weeks	$23,700	$60	$300	$0	$24,060
Computer Aided Design (Online)	72	845	40 weeks	$17,955	$45	$1000	$0	$19,000
Health Unit Coordinator (Online)	72	740	40 weeks	$17,955	$45	$300	$0	$18,300

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Management (Online)	108	1135	60 weeks	$35,550	$90	$300	$0	$35,940
Computer Networking Systems (Online)	108	1265	60 weeks	$41,261.50	$102.50	$300	$0	$41,664

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Administration**	180	915	50 weeks	$41,297.50	$102.50	$300	$0	$41,700

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(Online)								
Computer Information Systems (Online)	180	2025	100 weeks	$61,945.00	$155	$300	$0	$62,400

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.*

PROGRAMS OF STUDY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 50 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS
All students must **provide evidence** of one (1) of the following prior to the first day of the first module:
1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
    a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate's degree.
    a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
    a. External applicants: Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,
    b. Internal applicants: Graduate from a Charter College business administration-related program (i.e., Business Administration, Business Management, etc.).
2. The associate's degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an *official start*.
3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the *Advanced Academic Standing* policy.

PROGRAM DESCRIPTION

The Bachelor of Science in Business Administration program is designed for business professionals with an Associate degree or substantial coursework in business administration. The program provides students with the knowledge, technical skills, and work habits required for business administration in the public, private, or non-profit sector. Topics include

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entrepreneurship, project management, international business, conflict management, data driven decision making, and strategic planning and implementation. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business administration related field.

PROGRAM OUTCOMES

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
	Total	**590**	**126.0**
	General Education Requirements		
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5

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GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	**325**	**54.0**
	Grand Total	**915**	**180.0**

[1]This course is taught on-ground, blended, or online.

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 100 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS
All students must **provide evidence** of one (1) of the following prior to the first day of the first module:
1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
   a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School Equivalent Test); (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination); or,
3. A diploma or official transcripts showing the award of an associate's degree.
   a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

PROGRAM DESCRIPTION

The Bachelor of Science in Computer Information Systems program provides direct application, management, and control of technology concepts. Topics include data management, Cisco, programming applications, web design, and information systems project management. The program includes instruction in operating system operation such as Linux and Human Computer Interaction (HCI). Additionally, ethical hacking and virtualization is also covered. Students will have the opportunity to study the concepts of system analysis and design. The program also provides general education coursework in mathematics, science, written and oral communication, ethics, sociology, science, interpersonal communication, logic and reasoning, macroeconomics, and economic performance, political structures, and personal responsibility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer information systems related positions.

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PROGRAM OUTCOMES

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

1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.
15. Configure a computer operating system.
16. Illustrate the processes of information systems project management from project initiation to completion.
17. Identify the ethical issues and responsibilities of the computer professional such as ethical hacking.
18. Demonstrate knowledge of Human Computer Interaction (HCI).
19. Perform computer system analysis and design.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5

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CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS3115	Network Security Applications	55	4.5
CIS3125	Configuring Windows Server	55	4.5
CIS3135	Computer Information Systems Project Management	50	4.5
CIS3145	Technology in Contemporary Society	45	4.5
CIS3155	Trends in Computer Networks and Cybersecurity	45	4.5
CIS3165	Human Computer Interaction	45	4.5
CIS4115	Ethical Hacking	55	4.5
CIS4125	Virtualization	50	4.5
CIS4135	Systems Integration	50	4.5
CIS4145	Systems Analysis and Design	50	4.5
CIS4155	Network Planning and Maintenance	45	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**1460**	**126.0**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures, and Personal Responsibility	45	4.5
	Total	**565**	**54.0**
	Grand Total	**2025**	**180.0**

[1]This course is taught on-ground, blended, or online.

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ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Business Management program provides students with the knowledge, technical skills, and work habits required for business management in the public, private, or non-profit sector. Topics include business fundamentals, marketing, human relations, leadership, personnel training, management, project management, customer service management, business technology, Microsoft Office software. The program also provides general education coursework in oral and written communication, ethics, sociology, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business management related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Explain the theories and concepts of basic human resource management and performance evaluation relevant to a successful business environment.
2. Describe the components of and need for quality customer service management in a diverse organizational and global environment.
3. Describe the marketing, management components, and functions of business organizations.
4. Explain the legal and ethical issues found in the business community and recommend how these issues might be mitigated or alleviated.
5. Describe the need for an understanding of basic sociological principles as well as the diverse ethical principles inherent in the global economy in order to plan for and manage a successful business organization.
6. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
7. Use business software to produce complex documents, spreadsheets and presentations containing graphics and tables with relative speed and efficiency.
8. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
9. Use marketing theory and strategies to explore all aspects of marketing and produce a marketing plan from initial analysis to final implementation and evaluation.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AC1110	Accounting Fundamentals	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115	Human Relations in Organizations	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2203	Marketing with Technology	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
SS2101	Academic Success Strategies	50	4.5
	Total	**895**	**85.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1135**	**108.0**

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ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, coordinate, and implement an organization's networking systems. The program includes Windows Active Directory administration, cloud computing concepts, application development coursework, as well as general education coursework in oral and written communication, ethics, sociology, mathematics, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer networking or computer information systems related positions.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Support the setup, install, and deploy a server into an existing network.
2. Configure local, network, and security policies and permissions.
3. Diagnose common computer issues and replace field-replaceable parts.
4. Setup and configure basic software applications.
5. Setup, configure, and secure a wireless network.
6. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
7. Perform basic subnetting tasks.
8. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
9. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
10. Recommend appropriate action to plug network vulnerabilities.
11. Employ best practices in setting up and configuring basic firewall appliances.
12. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware	55	4.5
CIS1125	A+ Software	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration and Support	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure	55	4.5
CIS1185	Software Applications	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals	55	4.5
CIS1225	Fundamentals of Networking	55	4.5
CIS1235	Computer Troubleshooting	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing	55	4.5
CIS2145	Network Security Concepts	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS2165	Server Application Infrastructure	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**1025**	**85.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1265**	**108.0**

[1]This course is taught on-ground, blended, or online.

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ASSOCIATE OF APPLIED SCIENCE IN CYBERSECURITY

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE
LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Cybersecurity provides both the strategic and technical knowledge to make organizations more secure amidst growing threats to operations, data, and intellectual property. Students will learn how to mitigate risk best, defend networks from threats originating from both inside and outside their organization, and understand forensics. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could obtain entry-level employment in a cybersecurity related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Recognize emerging threats and decipher risk to develop an appropriate and effective defense best suited to your organization.
2. Learn to build smarter and more effective cybersecurity solutions by approaching threats holistically and from the intruder's perspective.
3. Uncover and examine the latest research and techniques in security and mitigation strategies.
4. Understand how to apply systems engineering principles to build a more reliable enterprise.
5. Build an understanding of data network device and communications technology, architecture, and management.
6. Develop knowledge of technical and organizational information security risks and communication tactics to mitigate these risks for both traditional and cloud-based environments.
7. Learn to develop and articulate effective enterprise information security policies that address internal and external national and international threats.
8. Gain insight into the strategies and protocols needed to secure and monitor computer networks in global organizations.
9. Learn about securing applications, cryptography, common attack vectors, cyber attacks, and exploits.
10. Hands-on experience with OSI stack security, hacking methodology and mitigation, penetration testing, and defensive strategies.
11. Create security policies, risk assessments, disaster recovery plans, and post-attack protocols, and procedures.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS4115	Ethical Hacking	55	4.5
CS1000	Fundamentals of Cybersecurity	50	4.5
CS1020	Network and Operations Security	45	4.5
CS1040	Governance, Risk Management, and Compliance	45	4.5
CS1050	Business Continuity and Disaster Recovery	45	4.5
CS1060	Secure Software Development	50	4.5
CS1070	Web Application Security	50	4.5
CS1080	Case Studies in Cybersecurity	45	4.5
CS2000	Network Security and Monitoring	50	4.5
CS2100	Infrastructure Security and Resilience	50	4.5
CS2120	Cloud Security and Virtualization	45	4.5
CS2130	Cybersecurity Management Level 1	45	4.5
CS2140	Mobile Forensics	50	4.5
CS2210	Cyber Threats and Countermeasures	50	4.5
CS2510	Covert Channels	50	4.5
CS2900	Cybersecurity Management Level 2	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**910**	**85.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1150**	**108.0**

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ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE
LENGTH: 60 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

1. Additionally, all students must **attest to** having a high school diploma, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Billing and Coding program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. The program provides skills in insurance processing, billing, coding, electronic health records, critical thinking, problem solving, and contemporary issues. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in medical office administrative assistant or billing and coding field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistants or billing and coding in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical billing and coding.
6. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
7. Demonstrate an understanding of the importance of medical health record retention and security.
8. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
9. Explain and perform appropriate administrative tasks effectively.
10. Describe and demonstrate effective supervisory and management skills.
11. Use critical thinking and problem solving skills to explore solutions for specific workplace concerns and contemporary issues.
12. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.
13. Describe the purposes and intents of key federal, state and local health care policies.
14. Audit patient records to ensure completion and accuracy

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15. Determine reimbursement and payment methodologies applicable to health care provided in various US settings as it relates to relevant forms, processes, practices and the roles of health information professionals.
16. Demonstrate proficiency with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding (HCPCS) as reporting systems to insurance carriers.
17. Demonstrate proficiency with International Classifications of Diseases (ICD) as a reporting system to insurance carriers and government agencies.
18. Describe medical terminology, including body parts and organs functions that make up the human body systems.
19. Interpret public and private insurance carriers, including their guidelines and reimbursement processes.
20. Demonstrate how billing gets processed to insurance carriers for reimbursement, including learning how to fill out billing forms.
21. Analyze how medical records are maintained and managed by medical providers for patients, including exposure to an EHR system.
22. Analyze health care regulations, medical laws and ethics, compliance and auditing in medical coding and billing.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AH2110	The Health Care System	45	4.5
AH2120	Legal and Ethical Issues in Health Care	45	4.5
MED1115	Medical Terminology Fundamentals	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding, and Reimbursement	45	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	55	4.5
MOA1105	Insurance Claims Processing	50	4.5
MOA2110	Insurance Billing and Coding Evaluation	55	4.5
MOA2210	Insurance and Coding Specialist	55	4.5
MOA2310	Billing and Coding Specialist	55	4.5
MOA2410	Electronic Health Records	55	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
SS2101	Academic Success Strategies	50	4.5
	Total	**940**	**85.5**
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5

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GE2510	Introduction to Sociology		45	4.5
	Total		**240**	**22.5**
	Grand Total		**1180**	**108.0**

CERTIFICATE IN BUSINESS OFFICE ADMINISTRATION

DELIVERY METHOD: ONLINE, BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Knowledge of Work Environments
    a. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
    b. Conduct Internet searches to locate sites that provide information on careers, salaries, administrative skills, and other business information.
2. Administrative Skills
    a. Use word processing software to correctly format and complete business documents in mailable formats.
    b. Produce complex documents containing graphics and tables with relative speed and efficiency.
    c. Produce multiple documents required by a variety of office settings.
3. Oral and Written Communication Skills
    a. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
    b. Use appropriate business English in written and verbal communication
    c. Edit, format, proofread, and compose correspondences that meet course business standards.
4. Personal Development
    a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
5. Marketing Skills
    a. Use marketing theory and strategies to explore all aspects of marketing
    b. Produce a marketing plan from initial analysis to final implementation and evaluation.

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

[1]This course is taught on-ground, blended, or online.
[2]This course is taught online.
When a BA-prefix or OFM-prefix course is repeated, it may be taught online.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115	Human Relations in Organizations	45	4.5
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5

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BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
		Grand Total	**760**	**72.0**

CERTIFICATE IN COMPUTER AIDED DESIGN

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Computer Aided Design program is designed to provide students with fundamental computer aided design skills in two-dimensional (2D) and three-dimensional (3D) documentation creation and modeling. Students are prepared for a National Certification Exam (i.e., AutoCAD Certified User). In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in a computer aided design or drafting related field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
5. Demonstrate knowledge of design techniques and principals involved in the production of technical plans, constructions drawings, and 3D models.
6. Demonstrate critical thinking and problem-solving skills to perform effectively as a Computer Aided Designer.
7. Apply interpersonal, verbal communications, and written communications skills.
8. Demonstrate the ability to create aesthetically pleasing presentations and visualizations of 3D designs and construction documents.

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Computer Aided Design program will take a proctored certification test. The proctored certification test takes place at a designated testing center (e.g., Certiport, Pearson VUE, etc.), and students will take the test at the testing center nearest to them. The College cannot guarantee a testing center will be available within a specific distance from a campus or the student's home; prospective students should consider testing center location as part of their enrollment decision.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CAD1000	Math for Computer Aided Design	50	4.5
CAD1001	Computer Aided Design Drafting I	55	4.5
CAD1002	Computer Aided Design Drafting II	55	4.5
CAD1003	Computer Aided Design Drafting III	55	4.5
CAD1201	3D Modeling CAD Techniques	55	4.5
CAD1300	3D Modeling CAD Advanced Techniques	55	4.5
CAD1400	Architectural Drawing I	55	4.5
CAD1500	Architectural Drawing II	55	4.5
CAD1600	Architectural Drawing III	55	4.5
CAD1700	Modeling, Rendering and Animation for Presentations	55	4.5
CAD1800	Foundations for Building Codes	55	4.5
CAD1900	CAD Certification Prep	55	4.5
OFM1010	Microsoft Word	50	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**845**	**72**

CERTIFICATE IN DENTAL ASSISTING

DELIVERY METHOD: BLENDED
CAMPUS: CANYON COUNTRY, LANCASTER, OXNARD, FIFE, PASCO, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[2]	45	4.5
DA1110	Introduction to Dental Assisting	55	4.5
DA1121	Orthodontics and Dental Office Administrative Procedures	55	4.5
DA1130	Dental Pharmacology and Emergencies	55	4.5
DA1210	Dental Sciences	55	4.5
DA1220	Dental Care Delivery and Techniques	55	4.5
DA1310	Preventative Dentistry	55	4.5
DA1410	Introduction to Prosthodontics	55	4.5
DA1421	Dental Specialties	55	4.5
DA1510	Dental Radiology I	55	4.5
DA1520	Dental Radiology II	55	4.5
DA1990	Dental Assisting Externship[3]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**915**	**69.0**

[1]This course is taught on-ground, blended, or online.
[2]This course is taught online.
[3]This course is completed off-site at an externship facility.

CERTIFICATE IN HEALTH UNIT COORDINATOR

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

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CERTIFICATE IN HEALTH UNIT COORDINATOR

Additionally, all students must comply with the following minimum requirements for admission to the program:

1. All students must **attest** to having a high school diploma, transcript, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

PROGRAM DESCRIPTION

A Health Unit Coordinator is responsible for ensuring the daily operations of a health care setting run efficiently. This important role serves as a link between physicians, nursing staff, patients, and other departments. The Health Unit Coordinator certificate program provides the industry knowledge to successfully work with hospitals, physician clinics, nursing homes, insurance companies, and other health care facilities. The certificate program introduces students to the health care environment and various processes performed by the Health Unit Coordinator. The role of the Health Unit Coordinator focuses on administrative activities related to patient care within a health care facility. The specific duties of the Health Unit Coordinator may include processing doctors' orders, scheduling diagnostic tests and treatments for patients, managing patient charts, completing discharge paperwork, ordering unit supplies and equipment, and the overall facilitation of an efficient workflow in the health care setting. Students are prepared for a National Certification Exam (i.e., Certified Health Unit Coordinator). A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a health unit coordinator related field.

PROGRAM OUTCOMES

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

1. Organize activities of nursing personnel, medical staff, hospital departments, patients, and visitors in the clinical setting to meet patient needs.
2. Manage patient care workflow across multiple departments.
3. Interpret, review, and document patient care orders and patient medical charts.
4. Plan and execute daily routines related to administrative responsibilities of patient care departments.
5. Describe and defend guidelines pertaining to data control, security, privacy, and confidentiality of protected health information for all patients.
6. Identify appropriate policies and procedures in health care situations.
7. Translate information in an ethically and culturally respectful manner to improve patient satisfaction and care.
8. Illustrate effective interpersonal skills to resolve conflict and solve problems within patient care departments and other health care institutions.

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Health Unit Coordinator program will take a proctored certification test. The proctored certification test takes place on a Charter College campus, and students will take the test at the campus nearest to them. If the student is not within a reasonable and customary commuting distance to a campus, the College will find a proctoring site that is close to the student's home or, if the student has the requisite technology requirements, the College will arrange for live remote proctoring for the student to attempt the exam from home.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
HC1010	Fundamentals of Health Care Delivery	45	4.5
HC1110	Hospital Unit Management	45	4.5
HC1210	Health and Safety Procedures in a Health Care Setting	50	4.5
HC1310	Health Unit Coordinator Procedures	45	4.5
HC1410	Professional Communication for Health Unit Coordinators	45	4.5
HC1510	Basic Patient Care	45	4.5
HC1610	Professionalism and Critical Thinking	45	4.5
MED1151	Functions of Health Records Management	45	4.5
HC1810	Legal Issues, Ethics, and Confidentiality in Health Care	45	4.5
HC1900	Health Unit Coordinator Certification	45	4.5
HC1920	Case Studies of the Health Unit Coordinator	45	4.5
MED1115	Medical Terminology Fundamentals	45	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Total	**740**	**72.0**

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CERTIFICATE IN HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, LACEY, LANCASTER, PASCO, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, including working with electricity, refrigeration, and other HVAC systems.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic HVAC practices needed for heating, ventilation, air conditioning, and refrigeration systems maintenance and repair.
4. Identify and use EPA guidelines, Clean Air Act rules and regulations, manufacturer recommendations, and good trade practices.
5. Be prepared for the EPA refrigerant handling test and certification in order to service and maintain residential and light commercial HVAC and refrigeration systems using standard industry practices.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
HV1110	Basic HVAC Science and Electrical	45	4.5
HV1210	Basic Refrigeration and Air Properties	45	4.5
HV1220	Refrigeration Pipe, Duct and Flue Systems	55	4.5
HV1230	Refrigerants and Oils	55	4.5
HV1240	Mid Temperature and Low Temperature Commercial Refrigeration Systems	55	4.5
HV1310	Maintenance and Start up Skills	55	4.5
HV1410	Residential and Commercial Controls	55	4.5
HV1420	Introduction to DDC, PLC, and Pneumatic Control Logic	55	4.5
HV1510	Construction Drawings, Building Specifications, and Design Considerations	55	4.5
HV1610	Gas and Oil Heating Systems	55	4.5
HV1620	Boiler, Chiller, and Cooling Tower Systems	55	4.5
HV1630	Residential and Commercial AC and Heat Pumps	55	4.5
HV1710	Energy Conservation, Heat Recovery, and Air Quality	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**835**	**72.0**

[1]This course is taught on-ground, blended, or online.
[2]This course is taught online.

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CERTIFICATE IN MEDICAL ASSISTANT

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, WASILLA, CANYON COUNTRY, LANCASTER, OXNARD, BILLINGS, MISSOULA, FARMINGTON, EAST WENATCHEE, FIFE, LACEY, PASCO, VANCOUVER, YAKIMA
LENGTH: 40 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

CERTIFICATE IN MEDICAL ASSISTANT

In addition to the *Admissions Requirements - Institutional*, all students must comply with the following minimum requirements for admission to the program:

1. All students must **attest to or provide evidence of** (see *Admissions Requirements – Institutional*): a high school diploma, transcript, a recognized equivalency certificate (e.g., GED), or have passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., High School Equivalent Test (HiSET) or Test Assessing Secondary Completion (TASC), or other State-authorized examination).

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[2]	45	4.5
MA1120	Administrative Procedures[1, 4]	55	4.5
MA1320	Patient Care Concepts	55	4.5
MA1340	Specimen Collection and Analysis	55	4.5
MA1420	Minor Surgical Procedures	55	4.5
MA1520	Pharmacology	55	4.5
MA1620	Medical Office Emergencies	55	4.5
MA1640	Cardiac Care	55	4.5
MA1900	Medical Assistant Certification[4]	10	1.0
MA1990	Medical Assistant Externship[3]	180	6.0
MED1115	Medical Terminology Fundamentals[1]	45	4.5
MED1151	Functions of Health Records Management[2]	45	4.5
MOA1130	Medical Insurance Billing and Coding[5]	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	905	70.0

[1]This course is taught blended or online.
[2]This course is taught online.
[3]This course is completed off-site at an externship facility.
[4]This course may be taught online when repeated.
[5]This course is taught blended.

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CERTIFICATE IN MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

MODALITY: ONLINE WITH SELECT COURSES AVAILABLE BLENDED
CAMPUS: ANCHORAGE
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

NATIONAL CERTIFICATION EXAM

Students in the Certificate in Medical Office Administrative Assistant program will take a proctored certification test. The proctored certification test takes place on a Charter College campus, and students will take the test at the campus nearest to them. If the student is not within a reasonable and customary commuting distance to a campus, the College will find a proctoring site that is close to the student's home or, if the student has the requisite technology requirements, the College will arrange for live remote proctoring for the student to attempt the exam from home.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments	45	4.5
MED1115	Medical Terminology Fundamentals	45	4.5
MED1151	Functions of Health Records Management	45	4.5
MED1230	Institutional Billing, Coding and Reimbursement	45	4.5
MED1270	Confidentiality of Health Care Records	45	4.5
MED2240	Reimbursement Methodologies	45	4.5
MED2280	Health Care Delivery Services	45	4.5
MED2285	Pathophysiology and Pharmacology	50	4.5
MED2290	Regulatory Issues in Health Information	45	4.5
MOA1101	Computerized Billing and Coding	55	4.5
MOA1102	Medical Insurance Processing and Coding	55	4.5
MOA1103	Insurance Billing and Bookkeeping	55	4.5
MOA1105	Insurance Claims Processing	50	4.5
MOA1900	Medical Office Administrative Assistant Certification	10	1.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	**775**	**73.0**

[1]This course is taught on-ground, blended, or online.

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CERTIFICATE IN PHARMACY TECHNICIAN

DELIVERY METHOD: BLENDED
CAMPUS: FIFE, LACEY, VANCOUVER
LENGTH: 40 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

CERTIFICATE IN PHARMACY TECHNICIAN

In addition to the *Admissions Requirements - Institutional*, all students must comply with the following minimum requirements for admission to the program:

1. Applicant must successfully pass a background check as administered by a third-party vendor of the College.

PROGRAM DESCRIPTION

The Certificate in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment opportunities include positions in hospitals, medical centers, skilled nursing facilities, private pharmacies, outpatient clinics, and pharmaceutical companies. The program provides the student with the fundamentals of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. The program emphasizes theory, as well as hands-on practice. Students are prepared for a National Certification Exam (e.g., PTCE, ExCPT, etc.) and complete a 180-hour externship. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), graduates could seek entry level employing in the pharmacy technician field.

WASHINGTON

In order for students to attend externship, students must be licensed as a Pharmacy Assistant by the Washington Department of Health, Board of Pharmacy, Pharmacy Quality Assurance Commission.

PROGRAM OUTCOMES

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

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the pharmacy field and pharmacy technicians.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level pharmacy technician in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the transcribing skills, compounding procedures, and appropriate operational functions of pharmacy technicians defined by state and local regulations and/or licensure requirements.
6. Explain and perform appropriate administrative tasks effectively.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments[2]	45	4.5
PT1110	Introduction to Pharmacy	50	4.5
PT1120	Pharmacy Operations and Administration	55	4.5
PT1130	Pharmacy Law and Ethics	45	4.5
PT1210	Infection Control and Safety	55	4.5
PT1310	Pharmacy Calculations	50	4.5
PT1320	Pharmacy Measurements	50	4.5
PT1330	Compounding	55	4.5
PT1410	Pharmacology	50	4.5
PT1420	Pharmacodynamics	50	4.5
PT1430	Pharmacokinetics	55	4.5
PT1900	Pharmacy Technician Certification[4]	10	1.0
PT1990	Pharmacy Technician Externship[3]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	890	70.0

[1]This course is taught on-ground, blended, or online.
[2]This course is taught online.
[3]This course is completed off-site at an externship facility.
[4]This course may be taught online when repeated.

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CERTIFICATE IN VETERINARY ASSISTANT

DELIVERY METHOD: BLENDED
CAMPUS: OXNARD, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Veterinary Assistant program provides the technical skills and work habits required to seek entry-level positions as Veterinary 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 veterinary clinic. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), graduates could seek entry-level employment in the veterinary assistant field.

PROGRAM OUTCOMES

Upon successful completion of this program, graduates should be able to:
1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional veterinary setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the veterinary assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level veterinary assistant in a variety of veterinary clinic settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the knowledge of anatomy, physiology, and medical terminology in small animals as it relates to a veterinary assistant profession.
6. Demonstrate an understanding of how to perform small animal restraint during an examination.
7. Evaluate and utilize the information received from an animal's health history form.
8. Perform universal precautions during the course of different veterinary assistant tasks.
9. Explain and perform appropriate administrative tasks effectively.

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Course Code	Course Title	Contact Hours	Quarter Credit Hours
VA1000	Veterinary Practice Management	50	4.5
VA1100	Small Animal Musculoskeletal and Circulatory Systems and Diseases	55	4.5
VA1120	Small Animal Cardiorespiratory and Nervous Systems and Diseases	55	4.5
VA1130	Small Animal Digestive and Urogenital Systems and Diseases	55	4.5
VA1140	Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases	55	4.5
VA1150	Small Animal Endocrinology and Oncology	55	4.5
VA1200	The Veterinary Exam Room and Preventative Care	55	4.5
VA1300	Small Animal Nursing	55	4.5
VA1400	Small Animal Pharmacology and Toxicology	55	4.5
VA1500	Veterinary Laboratory Procedures	55	4.5
VA1600	Small Animal Radiology and Surgical Assisting	55	4.5
VA1990	Veterinary Assistant Externship[3]	180	6.0
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**920**	**69.0**

[1]This course is taught on-ground, blended, or online.
[2]This course is taught online.
[3]This course is completed off-site at an externship facility.

CERTIFICATE IN WELDING

DELIVERY METHOD: BLENDED
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

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

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PROGRAM OUTCOMES

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment[4]	45	4.5
WE1210	Trades Math and Welding Details[4]	45	4.5
WE1310	Basic Welding[3]	55	4.5
WE1320	Cutting Procedures[3]	55	4.5
WE1340	Beads and Fillet Welds[3]	55	4.5
WE1350	Groove Welds and Joint Fit[3]	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal[3]	55	4.5
WE1420	Open V-Groove Welds II: Vertical and Overhead[3]	55	4.5
WE1445	Welding Fabrication Fundamentals[3]	55	4.5
WE1510	Gas Metal Arc Welding[3]	55	4.5
WE1520	Flux-Cored Arc Welding[3]	55	4.5
WE1540	Gas Tungsten Arc Welding[3]	55	4.5
WE1545	Aluminum and Stainless Welding Fundamentals[3]	55	4.5
SS1001	Student Success Strategies[1]	45	4.5
SS1110	Technology Fundamentals[1]	50	4.5
SS1210	Professional Success Strategies[2]	45	4.5
	Grand Total	**835**	**72.0**

[1]This course is taught on-ground, blended, or online.
[2]This course is taught online.
[3]This course is taught on-ground.
[4]This course is taught blended.

UPDATED 05/27/2022

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HOLIDAYS AND MAKE-UP DAYS

Due to certain annual holidays, course make-up days are required. These make-up days are identified below.

Holiday	Make-Up Day		Holiday	Make-Up Day
12/31/21	1/7/22		1/2/23	1/6/23
2/21/22	2/25/22		2/20/23	2/25/23
5/30/22	6/3/22		5/29/23	6/2/23
7/4/22	7/8/22		7/4/23	7/7/23
9/5/22	9/9/22		9/4/23	9/8/23
9/5/22	9/3/22**			
11/24/22	11/18/22		11/23/23	12/1/23
11/25/22	11/11/22		11/24/23	meets four times in the mod for longer amounts of time
12/26/22 - 12/30/22	N/A		12/25/23 -12/31/23	N/A
1/2/23	1/6/23		1/1/24	1/5/24

*Make-up days will be announced in the future, information will be available in the *Addendum* at the appropriate time.
**For East Wenatchee only.

EFFECTIVE 06/06/2022

WITHDRAWAL OR DISMISSAL

ALASKA

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. 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. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

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 thirty (30) 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 to the student within thirty (30) days of the last day of attendance.

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CALIFORNIA

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 (see *Voluntary* and *Involuntary Withdrawal* sections) or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs.

The amount of tuition and fees owed to the College is prorated based on the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the quarter (see the *Refunds* section).

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 thirty (30) 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 to the student within forty-five (45) days of the last day of attendance.

MONTANA

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. 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. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

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 thirty (30) 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 to the student within thirty (30) days of the last day of attendance.

NEW MEXICO

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, Charter Institute, a Division of Charter College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. If a student attends the Institute 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 Institute is prorated based on the week of the last day of attendance. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the *Refunds* section).

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The amount of tuition and fees owed to the Institute 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 Institute the outstanding balance.** Student balances that remain unpaid for a period of thirty (30) 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.

Upon request by the student or NMHED, the Institute will provide an accounting for such amounts retained under within five (5) business days.

If the amount paid for institutional charges is more than the amount owed, a refund will be made to the student within thirty (30) days of the last day of attendance.

WASHINGTON

Students have the right to withdraw from a program of instruction at any time. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective withdrawal date. 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. Students are obligated to pay for all of the tuition and fees if they attend more than 60% of the financial payment period (see the Refunds section).

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 thirty (30) 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 to the student within thirty (30) days of the last day of attendance.

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ATTENDANCE

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

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

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

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The attendance in an online course, or the distance education portion of a blended course, is based on graded activity in the course. The graded activity completed is the evidence that a student has been in attendance; if no activity is submitted, then it cannot be graded, and attendance will not be recorded for the student. Attendance is posted automatically from the Learning Management System (LMS) into the student record management system daily for the previous day. Historically, the student record management system tracked each individual graded activity as 20 minutes; beginning July 1, 2019, the system tracks each individual graded activity as 30 minutes. These numbers do not represent and should not be considered the actual time in clock hours the assignment takes to complete.

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

ASSOCIATE OF APPLIED SCIENCE IN NURSING

In addition to the above requirements, students are expected to attend all labs and clinical rotations as assigned. Any students missing more than one (1) day of a NU prefixed lab or clinical course, may fail the course. It is advised that students do not miss clinical experiences as this is a privilege with the College's partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unusual and exceptional hardship, as determined by the SAA and the Dean of Nursing, efforts will be made to provide make-up opportunities, including the use of the simulation lab.

If a student is tardy by more than five (5) minutes to any clinical environment, the student may be sent home from the clinical site or campus laboratory and the student will be marked with one (1) absence.

CHARTER COLLEGE COMMUTER TUITION DISCOUNT

General Eligibility Requirements:
  7.1. To apply, applicants must complete and sign the **Charter College Commuter Tuition Discount Application.**
  8.2. This tuition discount is for an amount up to $2000 and will be applied evenly across all terms of enrollment.
  9.3. If a student re-enters, the tuition discount will be reinstated based on the original application and the student will receive the tuition discount for the remaining unbilled tuition of the program. If the tuition discount was never received, then the amount will be prorated to $500 per term, not to exceed $2000 per program.
  10.4.   The Charter College Commuter Tuition Discount can be combined with **one** other tuition discount if eligible.
  11.5.   Tuition discount applies to program tuition charges only and will not result in any cash payment to the student.
  12.6.   The tuition discount is only available for select blended programs as identified below.

The Charter College Commuter Tuition Discount is designed to provide additional educational opportunities to the residents of the Wasilla/Mat-Su Borough and Yakima Valley communities. Since Wasilla and Yakima only provide opportunities to attend courses in the Certificate in Medical Assistant program, the College is offering a commuter tuition discount for select programs available in Anchorage and Pasco.
  3.1. Select programs include:
        a. Pasco: Certificate in Dental Assisting; Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.
        b. Anchorage: Certificate in Business Office Administration (blended); Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration; Certificate in Welding.
  4.2. Eligible students are residents of the Wasilla/Mat-Su Borough, Alaska or Yakima Valley, Washington communities attending programs listed above and residing in:
        a. Eligible Zip Codes for the Wasilla/Mat-Su Borough communities include: 99629, 99645, 99652, 99654, 99667, 99674, 99676, 99683, 99687, 99688, 99694.

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b. Eligible Zip Codes for the Yakima Valley communities include: All zip codes in Yakima County (98901-98904, 98907-98909, 98920, 98921, 98923, 98929, 98930, 98932, 98933, 98935-98939, 98942, 98944, 98947, 98948, 98951-98953) as well as 98824, 98926, 98950 99321, 99349.

The Charter College HVAC Commuter Tuition Discount is designed to provide an educational opportunity to the residents of the state of California and Seattle/Tacoma communities. Since the location in Lancaster and Lacey are the only College locations to provide an opportunity to attend courses in the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration program, the College is offering a commuter tuition discount. To be eligible, students must enroll into the Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration.

3.1. California – Residents of Lancaster and Palmdale are not eligible for the HVC Commuter Discount.
4.2. Washington – Residents of Lacey, Centralia, and Olympia are not eligible for the HVAC Commuter Discount.

The Charter College DA Commuter Tuition Discount is designed to provide an educational opportunity to the residents of the Lacey/Olympia communities. Since the location in Fife is the only College location in this area to provide an opportunity to attend courses in the Certificate in Dental Assisting program, the College is offering a commuter tuition discount. To be eligible, students must enroll into Certificate in Dental Assisting.

2.1. Residents of Fife and Tacoma are not eligible for the DA Commuter Discount.

The Charter College Oregon Resident Tuition Discount is designed to provide additional educational opportunities to the residents of Oregon.

3.1. Eligible students are residents of the state of Oregon who commute to Vancouver, WA to attend school.
4.2. The tuition discount is available for students enrolling in all blended programs except Diploma in Phlebotomy.

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CATALOG SUPPLEMENT
2022-2023

ADMINISTRATION

CHARTER COLLEGE ADMINISTRATION

Joshua Swayne
Chief Executive Officer and President

Joel Nelson
Chief Academic Officer

Melissa Soderberg
Chief Operations Officer

Marcy Leuthold
Controller

Susan Hamilton
Vice President of Human Resources

Eric Miller
Chief Information Officer

Shellee Kilbride
Senior Director of Student Finance and
Student Records

Sarah Kirton
Senior Director of Financial Aid

Will McCoy
Director of Career Services

Mellinda Renteria
Marketing Outreach Manager

Heather Allen, Ph.D.
Director of Regulatory Affairs

Amanda Nickless
Registrar

Christy Ruiz
Dean of Education

Matthew Jaques
Director of Library Services

Heather Aguirre
Student Billing and Collections Manager

John Hughes
Instructional Quality Manager

Sarah Rentch
Finance Manager

Brandy Ingalsbe
Director of Student Services

CAMPUS ADMINISTRATION

ANCHORAGE

Gabriel Gonzales Campus Manager ADA Coordinator	**Elizabeth Burt** Campus Support Specialist	**Shon Trent** Director of Admissions	**Christopher Haines, Christopher Moss, Jessica Diaz, Geoye Pugh, Nicholas Clark** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Amanda Pineda** Financial Aid Advisor	**David Yaeger** Financial Aid Officer School Certifying Official	**Grant Wetteland, Brian Crawford, Jodie Brooks** Student Academic Advisor
Shawna Masters Senior Externship Coordinator	**Jim Culwell** Externship Coordinator	**Alisha Billings, Jill Ashlock, Amanda Van Kregten** Career Services Officer	

BILLINGS

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – ANCHORAGE

Amanda Stops Campus Manager ADA Coordinator	**Shannon Rutschke** Campus Support Specialist	**Cendee Bjerregaard** Director of Admissions	**Lilly Cudal** Admissions Representative
Jennifer Bennett Financial Aid Manager	**David Yaeger** Financial Aid Officer	**Robbi Belin** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Jim Culwell Externship Coordinator	**Jill Ashlock** Career Services Officer		

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CANYON COUNTRY

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – OXNARD

Ivan Grgas Campus Manager ADA Coordinator	**Stephanie Lopez** Campus Support Specialist	**Shon Trent** Director of Admissions	**Lori Baker, Gerardo Magana** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Sherry Silva** Career Services Officer	**Josh Divis** Student Academic Advisor
Shawna Masters Senior Externship Coordinator	**Gianluca Scoppa** Externship Coordinator		

EAST WENATCHEE

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – PASCO

Marrissa Wheatcroft Campus Manager ADA Coordinator	**Daniel Thomas** Campus Support Specialist	**Jeffery Hales** Director of Admissions	**Kanani Keo, Jerusha Reece** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Jaycee McPheeters** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Camille Iannacchione Externship Coordinator	**Emily Horan** Career Services Officer		

FARMINGTON

CHARTER INSTITUTE, A DIVISION OF CHARTER COLLEGE
A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – VANCOUVER

Tammy Wilhelm Campus Manager ADA Coordinator	**Chad Johnson, Donna Martinez** Campus Support Specialist	**Jeffery Hales** Director of Admissions	**Jerusha Reece, Kanani Keo, Farah D'Aponti** Admissions Representative
Jennifer Bennett Financial Aid Manager	**David Yaeger** Financial Aid Officer	**Robbi Belin** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Christy Lewis Externship Coordinator	**Jill Ashlock** Career Services Officer		

FIFE

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – VANCOUVER

Jasmin Camara Campus Manager ADA Coordinator	**Nancy Ly, Tamara Hays** Campus Support Specialist	**Cendee Bjerregaard** Director of Admissions	**Jennifer Beaucher** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Josh Divis** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Christy Lewis Externship Coordinator	**Brooke Finlayson** Career Services Officer		

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LACEY

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – VANCOUVER

Jacob Hovde Campus Manager ADA Coordinator	**Lynsie Emmons, Thomas Anderson** Campus Support Specialist	**Cendee Bjerregaard** Director of Admissions	**Jennifer Beaucher** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Robbi Belin** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Christy Lewis Externship Coordinator	**Brooke Finlayson** Career Services Officer		

LANCASTER

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – OXNARD

Nicolle McMillion Campus Manager ADA Coordinator	**Samantha Avery** Campus Support Specialist	**Shon Trent** Director of Admissions	**Fernanda Carrillo, Lori Baker** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Josh Divis** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Gianluca Scoppa Externship Coordinator	**Sherry Silva** Career Services Officer		

MISSOULA

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – ANCHORAGE

Andy Seno Campus Manager ADA Coordinator	**Leslie Hiller** Campus Support Specialist	**Cendee Bjerregaard** Director of Admissions	**Lilly Cudal** Admissions Representative
Jennifer Bennett Financial Aid Manager	**David Yaeger** Financial Aid Officer	**Robbi Belin** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Jim Culwell Externship Coordinator	**Jill Ashlock** Career Services Officer		

OXNARD

Julie Villalobos Campus Manager ADA Coordinator	**Rachel Kang** Campus Support Specialist	**Shon Trent** Director of Admissions	**Alexisa Peterson, Gerardo Magana** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Josh Divis** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Gianluca Scoppa Externship Coordinator	**Sherry Silva** Career Services Officer		

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PASCO

Angela McCary Campus Manager ADA Coordinator	**Cecilia Strietzel, Laura Dahmen** Campus Support Specialist	**Jeffery Hales** Director of Admissions	**Kanani Keo, Grecia Marquez** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Jessica Santiago, Ned Begzadic, Jose Cuevas, Jahaira Soto, Cher Cano** Financial Aid Advisor	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Gema Escobar** Student Academic Advisor
Shawna Masters Senior Externship Coordinator	**Camille Iannacchione** Externship Coordinator	**Jill Ashlock, Emily Horan** Career Services Officer	

VANCOUVER

Mahala Bemis Campus Manager ADA Coordinator	**Patricia Gilson, Allyra Brown** Campus Support Specialist	**Cendee Bjerregaard** Director of Admissions	**Beau Wiseman, Jennifer Beaucher** Admissions Representative
Jennifer Bennett Financial Aid Manager	**Kimberly Lowery, Alexandrea Gonzalez, Briannah Thompson** Financial Aid Advisor	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Grant Wetteland, Rebecca Weldon, Erica Almonte** Student Academic Advisor
Shawna Masters Senior Externship Coordinator	**Joni Runyon** Externship Coordinator	**Amanda Van Kregten, Cheyanne Carlson, Sherry Silva, Emily Horan** Career Services Officer	

WASILLA

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – ANCHORAGE

Charlie Soule Campus Manager ADA Coordinator	**Ami Mars** Campus Support Specialist	**Shon Trent** Director of Admissions	**Geoye Pugh, Tenisha Rumph** Admissions Representative
Jennifer Bennett Financial Aid Manager	**David Yaeger** Financial Aid Officer School Certifying Official	**Jodie Brooks** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Jim Culwell Externship Coordinator	**Alisha Billings** Career Services Officer		

YAKIMA

A SEPARATE EDUCATIONAL CENTER OF CHARTER COLLEGE – PASCO

David Anderson Campus Manager ADA Coordinator	**Kenneth Pinyerd, Ariah Humphreys** Campus Support Specialist	**Jeffery Hales** Director of Admissions	**Jerusha Reece** Admissions Representatives
Jennifer Bennett Financial Aid Manager	**Stacey Matthews** Financial Aid Officer School Certifying Official	**Jaycee McPheeters** Student Academic Advisor	**Shawna Masters** Senior Externship Coordinator
Cheyanne Carlson Career Services Officer			

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PROGRAM ADMINISTRATION & FACULTY

Not all programs are available at all campuses; refer to *Programs of Study* in the Catalog.

PROGRAM ADMINISTRATION

Christy Ruiz - Dean of Education
M.B.A., Everest University, Human Resources; B.S.B.A., California State University-San Marcos, Management /Marketing; A.A., North Idaho College, Psychology

Jayd, Tabi - Dean of Nursing
Campus: Anchorage
Subject: Nursing
M.S., University of Phoenix, Nursing; B.S., University of Phoenix, Nursing; A.A. Mount St. Mary's College, Nursing

Woods, Sandra - Associate Dean of Nursing
Campus: Anchorage
Subject: Nursing
M.S., University of Alaska, Health Care Administration: Nursing Science

Champoux, Nicole – Program Manager
Campus: Canyon Country, Fife, Lacey, Lancaster, Oxnard, Pasco, Vancouver
Subject: Dental Assisting, Pharmacy Technician, Veterinary Assistant
B.S., Warner Pacific University, Human Development

Morris, Mary – Program Manager
Campus: Anchorage, Billings, Canyon Country, East Wenatchee, Farmington, Fife, Lacey, Lancaster, Missoula, Oxnard, Paco, Vancouver, Wasilla, Yakima
Subject: Medical Assisting, Phlebotomy
B.A., Warner Pacific University, Healthcare Administration

Bicchinella, Joshua – Program Manager/Compliance Officer
Campus: Anchorage, Lacey, Lancaster, Pasco, Vancouver, Yakima
Subject: HVAC, Welding, Business Administration
M.S., Western Governors University, Management and Leadership; B.A, Ashford University, Social Science

Williams, Brandon – Program Manager
Campus: Anchorage, Vancouver
Subject: Online Programs
M.A., Ashford University, Organizational Management; B.A., San Diego State University, Communication

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PROGRAM SUPERVISORS

Castillo, Terisa – Program Supervisor
Campus: Anchorage, Billings, Canyon Country, East Wenatchee, Farmington, Fife, Lacey, Lancaster, Missoula, Oxnard, Pasco, Vancouver, Wasilla, Yakima
Subject: Medical Assistant, Phlebotomy

McLaughlin, Kathleen – Program Supervisor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
M.B.A., Charter College, Business Administration; B.A., University of Washington, History

Perez, Benjamin – Program Supervisor
Campus: Anchorage, Vancouver
Subject: Computer Aided Design, Computer Information Systems, Computer Networking Systems, Cybersecurity
Doctor, California Southern University, Business Administration; Master of Science, National University, Information Systems; Bachelor of Business Administration, National University, Business Administration

Rogers, Kimberly – Program Supervisor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Health Unit Coordinator, Medical Billing and Coding, Medical Office Administrative Assistant
M.B.A., Colorado Technical University, Health Care Management; M.B.A., Colorado Technical University, Human Resource Management; B.S., Grand Valley State University, Liberal Studies; A.A., Grand Rapids Community College, Nursing

Worby, Ryan – Program Supervisor, Shop Manager
Campus: Anchorage, Vancouver
Subject: Applied Technology; Heating, Ventilation, Air Conditioning, and Refrigeration; Welding
Certificate, Charter College, Welding

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FACULTY

Ackerman, George - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
Ph.D., Capella University, Criminal Justice; J.D., Nova Southeastern University, Law; M.B.A, Nova Southeastern University, Business; M.S., Nova Southeastern University, Criminal Justice; M.S., Lynn University, Sports; B.A, Nova Southeastern University, Criminal Justice

Adams, Koenraad - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Networking Systems, Computer Information Systems
M.B.A., Indiana University, Business Administration; B.S., Ferris State University, Computer Information Systems

Alexandrou, Amy – Full-Time Instructor
Campus: Yakima
Subject: Medical Assistant
A.A.S., Yakima Valley College, Medical Assistant; Certificate, Yakima Valley College, Medical Assistant; Certificate, Yakima Valley College, Medical Terminology

Amado, Tierra- Adjunct Instructor
Campus: Vancouver
Subject: Dental Assisting
B.A., University of Hawaii, English

Andaya, Martin - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Aided Design
MBA, American Intercontinental University; BS., ITT Technical Institute, Computer Visualization Technology

Anduiza, Theresa - Adjunct Instructor
Campus: Anchorage, Vancouver
Program: Medical Office Administrative Assistant, Medical Billing and Coding
M.B.A., American InterContinental University, Healthcare Management; B.B.A., American InterContinental University, Healthcare Management; Diploma, Miami Dade College, ATV Medical Coder/Biller

Ara, Sharika – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Office Administrative Assistant
PharmD., University of Southern California, Pharmacy; B.S., University of Southern California, Biology

Archibald, Sarah - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education

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PhD, University of Maryland, Public Policy; M.A., George Mason University, Sociology; B.S., State University of New York, Sociology

Asman, Sean – Adjunct Instructor
Campus: Anchorage
Subject: Medical Assisting
A.A.S, Charter College, Applied Science in Allied Health

Aviles, Robyn – Adjunct Instructor
Campus: Wenatchee
Subject: Medical Assisting
Certificate, Charter College, Medical Assisting

Ayzie, Shannon - Lead Instructor/Lab Instructor
Campus: Farmington
Subject Area: Medical Assistant
Master's, Independence University, Public Health; B.S., College America, Healthcare Administration, A.O.S., College America, Medical Specialties

Bard, Paul - Lead Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems, Computer Networking Systems, Cybersecurity
M.S., Baker College, Information Systems; B.S., University of Phoenix, Information Technology

Barker, Jennifer - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Office Administrative Assistant
A.S., Bryan University, Health Information Management; A.S., Wallace State Community College, General Studies

Barney, Jaron – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education, Student Success, Business Administration, Business Office Administration, Business Management
M.A., Chapman University, Education; B.A., San Francisco State University, English Literature; Diploma, Sumner College, Paralegal

Barone, Lindsey - Lead Instructor
Campus: Canyon Country
Subject: Dental Assisting
Certificate, Cypress College, Dental Assisting
Barajas, Cindy – Full Time Instructor
Campus: Yakima
Subject: Medical Assistant

Barrows, Bella – Adjunct Instructor

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Campus: Anchorage
Subject: Nursing
Bachelor of Science: Nursing, Seattle University, Master of Science, University of Alaska Anchorage

Bass, Brandon - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems, Computer Networking Systems, Cybersecurity
D.C.S., Colorado Technical University, Computer Science; M.S., Colorado Technical University, Systems Engineering; B.S., California State University-Fullerton, Computer Science

Bazan, Cynthia – Lead Instructor
Campus: East Wenatchee
Subject: Medical Assistant
Diploma, Everest College, Medical Assisting

Beck, Larry - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Office Administration, Business Management
M.B.A., Ashford University, Business Administration; B.A., University of Washington, Communications

Benarba, Jenna – Adjunct Instructor
Campus: Vancouver
Subject: Dental Assisting
B.S., Northeastern University, Behavioral Neuroscience

Bernstein, Laura – Lead instructor
Campus: Oxnard
Subject: Veterinary Assistant
B.A., Bemidji State University, English Literature

Bess-Orr, Shalon - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Medical Assistant, Medical Office Administrative Assistant
Diploma, National School of Technology, Medical Assistant

Bolstad, Kelly - Full Time Instructor
Campus: Pasco
Subject: Medical Assistant
A.A.S., Columbia Basin College, Medical Assistant; Certificate, Columbia Basin College, Medical Assistant

Borgialli, Athena – Full Time Instructor
Campus: Anchorage, Billings, Canyon Country, East Wenatchee, Farmington, Fife, Lacey, Lancaster, Missoula, Oxnard, Pasco, Vancouver, Wasilla, Yakima

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Subject: Student Success
M.A., New Mexico Highlands University, Educational Leadership; B.S., University of Wyoming, Marketing

Bowerfind, Merisue – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
B.S.N, University of Alaska, Nursing

Bowman, Ty – Full Time Instructor
Campus: Anchorage
Subject: Welding

Brooks, Thomas - Full Time Instructor
Campus: Anchorage
Subject: General Education
M.A., American Public University, American, History; B.A., University of Alaska-Anchorage, History; B.S., Portland State University, Economics; B.A, Multnomah University, Biblical Literature

Brown, Richard – Lead Instructor
Campus: Anchorage
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration

Bryson, Thomas – Lead Instructor
Campus: Vancouver
Subject: Welding

Burfoot, Kathleen - Lead Instructor
Campus: Fife
Subject: Dental Assisting
Certificate, Northwest College of Medical and Dental Assistants, Dental Assisting

Burgy, Matthew - Full Time Instructor
Campus: Anchorage
Subject: Welding
AAS, Lower Columbia College, Welding

Burke, Holly - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: General Education
M.A., Chapman University, Counseling; B.A., University of San Diego, Communication

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Burns, Robbin – Lead Instructor
Campus: Vancouver
Subject: Dental Assisting
Certificate, Portland Community College, Dental Assisting

Burnett, Brooke - Lead Instructor
Campus: Pasco
Subject: Medical Assistant
A.A.S., Charter College, Medical Office Administration: Medical Assistant

Cardillo, Deborah - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant, Medical Office Administrative Assistant, Medical Billing and Coding
M.B.A., Colorado Technical University, Health Care Administration; B.S., Colorado Technical University, Business Administration, A.A.S., Colorado Technical University, General Studies

Carrau, Jacqueline - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems
Ph.D., University of the Incarnate Word, Organizational Leadership; M.S., St. Mary's University, Computer Information Systems; B.B.A., St. Mary's University, Management Information Systems

Chick, Chad - Lead Instructor
Campus: Lacey
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration

Christianson, Pamela - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Allied Health, Medical Assistant, Health Care Administration, Medical Office Administrative Assistant, Health Technology Management
M.S., Montana State University, Science Education; B.S., St. Cloud State, Biomedical Sciences; A.A., Cambridge Community College, Transfer Curriculum; Certificate, Minnesota School of Business, Medical Assistant

Clark, Emily - Adjunct Instruct
Campus: Anchorage, Vancouver
Subject: General Education
Master of Education, Cambridge College, Education; Bachelor of Arts, Brigham Young University, English

Clark, Tara - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Networking Systems, Computer Information Systems
PhD, Capella University, Information Technology; M.S., Kennesaw State University; B.S., Western Michigan University, Biomedical Sciences

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Coggins, Cally – Full Time Instructor
Campus: Oxnard
Subject: Veterinary Assistant

Coleman, Shannon - Lead Instructor
Campus: Pasco
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration
Certificate, Charter College, Heating, Ventilation, Air Conditioning, and Refrigeration

Colgan, Kristin - Adjunct Instructor
Campus: Anchorage
Subject: Nursing
B.S., University of Pittsburgh, Nursing

Conklin, Jessica – Adjunct Instructor
Campus: Wasilla
Subject: Medical Assistant
Certificate, Charter College, Medical Assistant

Cosby, Heidi - Adjunct Instructor
Campus: Pasco
Subject: Medical Assistant
Certified Medical Assistant Program. Charter College, Nursing Assistant Program, Columbia Basin College

Coultas, Lindsay – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
B.S., Brigham Young University, Nursing

Curry-Cook, Tia - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant, Medical Office Administrative Assistant, Medical Billing and Coding
D.H.A., University of Phoenix, Healthcare Administration; M.P.A., Western Michigan University, Health Care Administration
Curtis, Lindsay – Adjunct Instructor
Campus: Pasco
Subject: Dental Assisting
Certificate, Yakima Valley Community College, Dental Assisting

Crawford, Stephanie - Full Time Instructor/Lab Instructor
Campus: Lacey

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Subject: Medical Assistant
Diploma, Altierus Career College, Medical Assisting

Cruikshank, Shelby – Full Time Nursing Instructor
Campus: Anchorage
Subject: Nursing
M.S.N., Auburn University, Nursing; B.S.N., Auburn University, Nursing

Davies, Carl – Adjunct Instructor
Campus: Vancouver
Subject: Welding

Davis, Eva - Adjunct Instructor
Campus: Anchorage, Vancouver
Program: Medical Office Administrative Assistant, Medical Billing and Coding
M.H.A., Capella University, Health Administration; B.S., DeVry University, Technical Management; A.A.S., Walters State Community College, Health Information Technology

Day, Mariah – Adjunct Instructor
Campus: Wenatchee
Subject: Medical Assistant

DeMartino, Lynda - Adjunct Instructor
Campus: Oxnard, Vancouver
Subject: General Education
Ph.D., University of Florida, Nuclear Engineering; M.S.E., University of Florida, Nuclear Engineering; B.S.E., University of Florida, Nuclear Engineering

Dibavand, Jeudi - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Health Care Administration, Medical Assistant, Medical Office Administrative Assistant, Medical Billing and Coding
M.Ed., Jones International University, Adult Education; B.S., Linfield College, Business Management; A.A., West Valley-Mission College, Business

Dixon, Amy - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Student Success
M.A., Montana State University, History; B.A., Carroll College, History

Dobson, Randy – Lead Instructor
Campus: Anchorage, Vancouver
Subject: Computer Aided Design
A.A.S., Lone Star College, General Studies

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Domagalski, Jennifer - Supervising Dentist
Campus: Pasco
Subject: Dental Assisting
D.D.M., A.T. Still University, Dental Medicine; M.P.H., A.T. Still University, Public Health; B.A., Dartmouth College, Anthropology

Drumheller, Matthew - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Student Success
M.Div., Austin Presbyterian Seminary, Theology & Homiletics; M.A., Texas Tech University, Communication Studies; B.A., McMurry University, Communication

Dunsire, Erin – Adjunct Instructor
Campus: Vancouver
Subject: Veterinary Assistant
A.A., Pierce College, Veterinary Technology; , Associate in Business, Tyler Commercial College

Ebberts, Kirk – Full Time Instructor
Campus: Vancouver
Subject: Welding
AAS Welding Technology, Portland Community College

Eddy, Tami – Adjunct Instructor
Campus: Fife
Subject: Pharmacy Technician

Edwards, Amanda – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
M.B.A., Grand Canyon University, Business Administration; B.S., Oregon Institute of Technology, Marketing and Small Business Management

Elledge, Micah – Full Time Instructor
Campus: Vancouver
Subject: Medical Assistant
A.A.S, Charter College, Applied Science in Medicine

Eppenger, Christopher - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems, Computer Networking Systems, Cybersecurity
M.B.A., American Intercontinental University, IT Project Management; B.S., DeVry University, Computer Information Systems; A.A.S., Northwest Mississippi Community College, Computer Networking Technology

Farr, Sheila - Adjunct Instructor

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Campus: Anchorage, Vancouver
Subject: General Education
Master of Arts, University of Washington, Sociology; Bachelor of Arts, Colorado College, Sociology

Fields, Joyce - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Student Success
M.S., California State University-East Bay, Education; B.S., Pittsburg State University, Education

Fischer, Aaron – Adjunct Instructor
Campus: Vancouver
Subject: Veterinary Assistant

Fisher, Brandon – Adjunct Instructor
Campus: Pasco
Subject: Heating, Ventilation, Air Conditioning and Refrigeration

Fisher, Jessica – Adjunct Instructor
Campus: Anchorage, Vancouver, Oxnard
Subject: Medical Assistant
Doctor of Philosophy: Leadership Education, University of The Cumberland's, Master of Science, Management and Leadership, Western Governors University, Master of Business Administration: Healthcare Management, Western Governors University, Bachelor of Science, Health Informatics, Western Governors University, Associates of Science: Health Information Technology, Ozarks Technical Community College

Flores, Jimmie - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
D.B.A., University of Phoenix, Information Systems and Technology; Ph.D., Fielding Graduate University, Human and Organizational Development; M.S., Keller Graduate School of Management, Educational Technology; M.S., Regis University, Computer Info Technology; M.S., Regis University, Management; M.S., Regis University, Education; M.A., Fielding Graduate University, Human and Organizational Systems; M.B.A., University of St. Thomas, Business Administration; B.B.A., St. Mary's University, Corporate Financial Management

Flynn, Carolyn - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
M.Ed., University of Phoenix, Adult Education; M.B.A., Letourneau University, Business Administration; B.S., Letourneau, Business Management; A.A., Peralta Community College, General Studies

Frandsen, Jennifer - Adjunct Instructor
Campus: Missoula
Subject: Medical Assistant

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Gamble, Monique – Lead Instructor
Campus: Lacey
Subject: Pharmacy Technician
B.S., Pima Medical Institute, Healthcare Administration

Garcia, Kimberly - Lead Instructor
Campus: Canyon Country
Subject: Medical Assistant
Diploma, Bryman College, Medical Assisting

Gardner, Treg – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education, Computer Information Systems, Cybersecurity
M.S., University of Phoenix, Computer Information Systems and B.S. Information Technology

Gaspar, Sabrina - Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Health Care Administration, Medical Assistant, Medical Office Administrative Assistant, Medical Billing and Coding, Health Technology Management
M.S., Indiana Wesleyan University, Healthcare Management; B.S., Indiana Wesleyan University, Management; Certificate, Oregon Health Science University, Biomedical Informatics

Gauntlett, Andrea – Full Time Instructor
Campus: Anchorage
Subject: Nursing
M.S.N., Grand Canyon University, Nursing, B.S., University of Massachusetts, Nursing

Gilliard, Jacqueline - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
Ph.D., Capella University, Organization and Management; M.S., Houston Baptist University, Management, Computing and Systems; B.B.A., University of Houston, Finance

Gordon, Phillip – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Aided Design
M.S., University of Texas, Tech-Industrial Management Major; Bachelor of Science, University of Texas, Tech-Industrial Technology; Associate of Arts and Sciences, Mountain View College, Liberal Arts and Sciences

Grayson, Karimah - Adjunct Instructor
Campus: Anchorage, Vancouver

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Subject: Applied Technology, Business Administration, Business Management, Business Office Administration, General Education
M.S., Capella University, Psychology, B.A., Florida Atlantic University, Social Studies Education

Green, Gail - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Student Success
Ed.D, Nova Southeastern University, Instructional Tech & Distance Education; M.S., Nova Southeastern University, Curriculum, Instruction & Tech; B.S., City University of New York, Business Education; A.A.S., City University of New York, Office Technology

Grunauer, Damarie – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Office Administrative Assistant
J.D., University of Florida, Law; M.S., Florida Gulf Coast University, Health Science; B.S., University of North Florida, Health Science Administration; A.A., Florida State College, Personal Enrichment

Guerra, Mandy – Adjunct Instructor
Campus: Canyon Country
Subject: Medical Assistant
Certificate, Charter College, Medical Assistant

Hageman, Faith - Adjunct Instructor
Campus: Pasco
Subject: Medical Assistant
A.A.S., Charter College-Pasco, Medical Office Administrations Assistant; Certificate, Charter College, Medical Assistant

Hall, Allen – Full Time Instructor
Campus: Anchorage
Subject: Heating, Ventilation, Air Conditioning and Refrigeration

Hallock, Melissa - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems, Computer Networking Systems
M.S., Phoenix University, Information Systems; B.A.S., Davenport University, Microcomputer and Network Management

Harris, Staci – Full Time Instructor
Campus: Pasco
Subject: Dental Assisting
Diploma, Altierus Career College, Dental Assisting

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Hathcoat, Megan - Adjunct Instructor
Campus: Anchorage
Subject: Nursing
Bachelor of Science in Nursing, Grand Canyon University, Associate of Applied Science, University of Anchorage Alaska

Heaney, Jill - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
D.B.A., Argosy University, Management; M.S., Duquesne University, Leadership, and Information Technology; B.S., Duquesne University, Professional Studies

Hearron, Lori - Lead Instructor
Campus: Yakima
Subject: Medical Assistant
Certificate, Yakima Valley Community College, Medical Assistant; Certificate, Yakima Valley Community College, Medical Terminology

Henze, Megan - Adjunct Instructor
Campus: Wasilla
Subject: Medical Assistant
Certification in Medical Assisting, Charter College - Anchorage, AK, Certificate in Phlebotomy, College Of Western Idaho

Hernandez, Mary - Adjunct Instructor
Campus: Canyon Country, Missoula, Vancouver
Subject: Medical Assistant, Medical Office Administrative Assistant
Diploma, Bryman College, Medical Office Management

Hergenrider, Kara - Adjunct Instructor
Campus: Billings
Subject: Medical Assistant

Heriveaux, Robert – Full Time Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant, Medical Office Administrative Assistant, Medical Billing and Coding
M.B.A., Eastern University, Healthcare Administration; B.S., Northeastern University, Political Science

Hobbs, Stephanie- Adjunct Instructor
Campus: Canyon Country
Subject: Medical Assistant
Certificate, Charter College, Medical Assisting

Hodge, Hattie (Dolly) - Adjunct Instructor

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Campus: Anchorage, Oxnard, Vancouver
Subject: General Education, Business Office Administration, Business Administration, Business Management
M.B.A., Golden Gate University, Management; B.S., University of South Carolina, General Business Administration

Jackson, Melissa – Adjunct Instructor
Campus: Anchorage
Subject: Dental Assisting and Allied Health
B.S., Walden University, Healthcare Management

Jenkins, Vickie – Full Time Instructor
Campus: Lacey
Subject: Medical Assistant
Associate, Centralia College, Medical Assistant; Associate, South Puget Sound Community College, Pre-Nursing

Johnson, Justin – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Office Administrative Assistant
B.S., University of Phoenix, Business Administration

Johnson, Kari - Adjunct Instructor
Campus: Missoula
Subject: Medical Assistant
Bachelor's degree in Education, Montana State University-Northern

Jones, Edward - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Student Success
M.S., Pace University, Investment Management; B.S., St. John's University, Finance

Kadian-Baumeyer, Kat – Adjunct Instructor
Campus: Anchorage Vancouver
Subject: Applied Technology, Business Administration, Business Office Administration, Business Management
M.S., Thomas A. Edison State College, Management; B.A., Felician College, Management/Marketing

Keller, Megan – Lead Instructor
Campus: Wasilla
Subject: Medical Assistant
LPN, Western Nebraska Community College, Licensed Practical Nursing

Kern, Danielle - Adjunct Instructor
Campus: Anchorage

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Subject: Nursing
MSN, Grand Canyon University, Nursing; BSN, University of Alaska, Nursing

Kettemborough, Clifford - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems, Computer Networking Systems
M.A., Western Governors University, Mathematics Education; M.A., Azusa Pacific University, Education; M.B.A., University of La Verne, Business Administration; M.M.I.S., West Coast University, Management Information Systems; M.S., West Coast University, Computer Science; B.S., University of Bucharest, Mathematics

Kublic, Krystal – Adjunct Instructor
Campus: Yakima
Subject: Medical Assisting
Certificate, Charter College, Medical Assistant

Langerman, Rachael – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
M.S., Maryville University, Nursing; B.S., Ohio University, Nursing

Lanigan-Libby, Janet - Adjunct Instructor
Campus: Oxnard, Vancouver
Subject: General Education
J.D., Boston College, Law; B.A., Regis College, Political Science and Economics

Laub, Stacey - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education
M.S., American Public University System, Environmental Policy and Management; B.S., Humboldt State University, Natural Resources Planning and Interpretation

Lewisohn, Ilene - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education, Office Management
Master of Arts, William Paterson University, Social Science; Master of Arts, Webster University, Counseling

Lirot, Brian – Adjunct Instructor
Campus: Anchorage
Subject: Welding

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Lopez, Deana - Adjunct Instructor
Campus: Oxnard
Subject: Dental Assisting
A.A., Ventura County Community College, Liberal Arts

Lorenz, Josef – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Office Administration, Business Management
MBA, Alaska Pacific University, Strategic Leadership; M.S., University of Alaska Anchorage, Project Management; B.S., Indiana University, Psychology

Lundgren, Lindsey – Adjunct Instructor
Campus: Vancouver
Subject: Veterinary Assistant
Associate, Broadview University, Applied Science

Martin, Jennifer - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education
Master of Arts, San Diego State University, Mathematics

Martin, Lindsey - Adjunct Nursing Instructor
Campus: Anchorage
Subject: Nursing
B.S.N, Western Governors University, Nursing

Martindale, Nicholas – Full Time Instructor
Campus: Vancouver
Subject: Welding

Martinez, Javier – Adjunct Instructor
Campus: Lancaster
Subject: HVAC

Mathis, Cheyenne – Adjunct Instructor
Campus: Oxnard
Subject: Medical Assistant
Medical Assisting, Pacific Coast Trade School, Phlebotomy, Clinical Training Institute

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McNeill, Robert – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education
Master of Arts, Texas Southern University, Sociology; Bachelor of Arts, Texas Southern University, Sociology

McWilliams, Gloria – Lead Instructor, Lab Instructor
Campus: Anchorage
Subject: Medical Assistant
Certificate, Alaska Career College, Medical Assistant

Melendez, Alicia – Adjunct Instructor
Campus: Fife
Subject: Dental Assisting
B.S., Western Governors University, Business Management

Melloy, Victoria – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
M.S., Grand Canyon University, Nursing B.S., University of New Mexico, Nursing

Mena, Mariam – Supervising Dentist
Campus: Vancouver
Subject: Dental Assisting
D.D.S., State of Washington; Dentist; B.S., Minia University Egypt, Dental Medicine and Oral Surgery

Mercado, Lourdes – Adjunct Instructor
Campus: Lancaster
Subject: Dental Assisting

Mignott, Andrea – Adjunct Instructor
Campus: Vancouver, Wasilla
Subject: Medical Assistant, Medical Office Administrative Assistant
M.B.A., American Intercontinental University, Healthcare Management; B.S., Macon State University, Health Information Management

Miller, Sarah – Adjunct Instructor
Campus: Vancouver
Subject: Veterinary Assistant
Certificate in Veterinary Assistant, Pima Medical Institute, Associates in Arts & Science, Lower Columbia College

Miller, Tamara – Adjunct Instructor
Campus: Pasco

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Subject: Dental Assisting
A.A.S., Columbia Basin College, Dental Hygiene

Moore, Apple – Adjunct Instructor
Campus: Vancouver
Subject: Medical Assistant
A.A.S., Charter College, Medical Assistant; Certificate, Charter College, Medical Assistant

Morgan, Cheryl – Adjunct Instructor
Campus: Anchorage, Billings, Canyon Country, East Wenatchee, Farmington, Fife, Lacey, Lancaster, Missoula, Oxnard, Pasco, Vancouver, Wasilla, Yakima
Subject: Computer Networking Systems, Computer Information Systems, Cybersecurity, Student Success
PhD, Capella University, Information Technology; M.S, Capella University, Healthcare Information Technician; B.S., Kennesaw State University, Information Systems
Morris, Tammi Lynn – Full Time Instructor
Campus: Vancouver
Subject: Pharmacy Technician

Nibler, Charlotte – Full Time Instructor
Campus: Vancouver
Subject: Medical Assistant
Certificate, Portland Paramedical Center, Medical Assistant

Nielson, Karen – Adjunct Instructor
Campus: Oxnard
Subject: Medical Assistant
B.S., University of Phoenix, Nursing

Niezgoda, James – Lead Instructor
Campus: Vancouver
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration

Nofs, Elizabeth – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Business Management, Business Office Administration
B.A., University of Michigan-Ann Arbor, Biology

Norals, Sherri – Lead Instructor/Lab Instructor
Campus: Lancaster
Subject: Medical Assistant
B.S., St. Stephens University, Nursing

Nunez, Araceli – Full Time Instructor

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Campus: Pasco
Subject: Medical Assistant
A.A.S., University of Phoenix, Health Management; Certificate, Charter College, Medical Assisting

Oborny, Jared – Full Time Instructor
Campus: Anchorage
Subject: General Education
D.O., Cleveland Chiropractic College, Biology/Science; B.A., University of Kansas, Biology

Ortega, Anthony – Adjunct Instructor
Campus: Lancaster
Subject: Heating, Ventilation, Air Conditioning and Refrigeration

Otto, Linda – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems
Ph.D., University of Idaho, Education; M.S., Boise State University, Instructional & Performance Tech; B.A., Mt. Vernon Nazarene University, Accounting

Parker, Taylor – Adjunct Instructor
Campus: Vancouver
Subject: Veterinary Assistant
A.A.S., Penn Foster, Veterinary Technology; B.S. Biology, WA State University, Vancouver

Peabody-Lee, Dana – Lead Instructor, Lab Instructor
Campus: Vancouver
Subject: Medical Assistant
Certificate, Concorde Career College, Medical Assistant with LXRay

Perez-Montero, Nahir - Full Time Nursing Instructor
Campus: Anchorage
Subject: Nursing
M.S., University of Phoenix, Nursing; B.A., University of Puerto Rico, Elementary Education; A.D., University of Puerto Rico, Nursing

Peterson, Cassandra – Lead Instructor
Campus: Oxnard
Subject: Dental Assisting

Pfautsch, Glenn – Adjunct Instructor

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Campus: Vancouver
Subject: Cybersecurity
M.A., University of Idaho, Technical and Technology Education; B.A., Idaho State University, Marketing

Pham, Thomas – Supervising Dentist
Campus: Oxnard
Subject: Dental Assisting
D.D.S, University of Nevada, Las Vegas, B.S. Westminster College, Accounting

Pustlynik, Nina - Adjunct Instructor
Campus: Anchorage, Lancaster
Subject: Medical Assistant, Medical Office Administrative Assistant
M.B.A., University of Phoenix, Health Care Management; D.H.A., University of Phoenix, Health Administration

Ralston, Gwen – Adjunct Instructor
Campus: Pasco
Subject: Dental Assisting

Ralston, Kevin – Full Time Instructor
Campus: Vancouver
Subject: Welding

Ramadan, Amir - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Aided Design
M.B.A., Syrian Virtual University, Business Administration; Bachelor's Degree, International University for Science and Technology, Architectural Engineering

Randolph, Terri- Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Medical Office Administrative Assistant
M.A., University of Phoenix, Business Administration /Healthcare Management, B.S., University of Phoenix, Health Administration

Renteria, Christopher – Adjunct Instructor
Campus: Anchorage
Subject: Business Administration
B.S. University of Alaska, Health Management

Young Rhee- Adjunct Instructor

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Campus: Anchorage, Vancouver
Subject: Computer Aided Design
Masters in Architecture, The Southern California Institute of Architecture, Bachelor of Architecture, University Maryland

Rich, David - Adjunct Instructor
Campus: Lacey
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration

Richardson, Meghan -Adjunct Instructor
Campus: Vancouver
Subject: Dental Assisting
Certificate in Dental Assisting, Charter College

Rife, Renita - Adjunct Instructor
Campus: Lancaster
Subject: Dental Assisting
Certificate, Career Care Institute, Dental Assisting

Rivera, Jorge – Full Time Instructor
Campus: Pasco
Subject: Medical Assistant
A.A.S., Charter College, Medical Assistant; A.A.S. Charter College, Allied Health

Roa, Rembrandt – Adjunct Instructor
Campus: Anchorage
Subject: Welding

Robinette, LaVonda - Adjunct Instructor
Campus: Anchorage, Billings, Canyon Country, East Wenatchee, Farmington, Fife, Lacey, Lancaster, Missoula, Oxnard, Pasco, Vancouver, Wasilla, Yakima
Subject: Student Success
PhD, University of Toledo, Higher Education; M.A., Eastern Michigan University, Educational Leadership; B.S., Eastern Michigan University, Geography

Rogers, William - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems, Computer Networking Systems, Cybersecurity
M.B.A., Upper Iowa University, Quality Management Emphasis; B.S., Purdue University Global, Management; Certificate, Purdue University Global, MS Network Engineer

Rollins-Hatcher, Mia - Adjunct Instructor
Campus: Farmington, Vancouver
Subject: Medical Assistant
B.S., Western Kentucky University, Health

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Sanchez, Keyana - Adjunct Instructor/Lab Instructor
Campus: Oxnard
Subject: Medical Assistant
Certificate, Charter College, Medical Assistant

Sandoval, Sara – Adjunct Instructor
Campus: Farmington
Subject: Medical Assisting
AAS Applied Health, Charter College, Certified Medial Assistant, Charter College

Sarasin, Alison - Adjunct Instructor
Campus: Anchorage
Subject: Nursing
B.S., University of Alaska Anchorage, Nursing

Sawyer, Kelly – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
M.S., University of Alaska, Nursing; B.S., Grand Canyon University, Nursing

Schmitz, Brad – Adjunct Instructor
Campus: Anchorage
Subject: Business Office Administration
Bachelor of Arts in Social Work, Boise State University

Seavey, Khatianna (Katie) – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
B.S. Southern University of Maine; B.A. Psychology, New England College

Sellers, Courtney – Director of Pharmacy Technician
Campus: Vancouver
Subject: Pharmacy Technician
Doctor of Pharmacy, Pacific University School of Pharmacy, B.S. Biology and Environmental Science, Minor in Chemistry

Sequen, Daisy – Adjunct Instructor
Campus: Canyon Country
Subject: Medical Assistant
Diploma, Everest College, Medical Assistant

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Sexton, Dawn – Adjunct Instructor
Campus: Anchorage, Oxnard, Vancouver
Subject: Medical Assistant
Master of Science, Management and Leadership, Western Governors University, Bachelor of Science, , Healthcare Administration, Charter College, Associates of Applied Science in Medical Assisting, Columbia Basin College, Certificate in Medical Assisting, Columbia Basin College

Shinaberry, Brittainy - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant, Medical Office Administrative Assistant
M.H.A., Ohio University, Health Administration; B.S., Ohio University, Health Services Administration; A.A.S., Ohio University, Medical Assisting Technology

Shirley, Madrian - Adjunct Instructor
Campus: Anchorage
Subject: Nursing
B.S.N., Grand Canyon University, Nursing; A.D.N., Central Arizona College, Nursing

Sievers, Suzanne – Adjunct Instructor
Campus: Anchorage
Subject: Nursing
M.S.N., University of Virginia, Nursing

Simpson, Linda – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant, Medical Office Administrative Assistant
M.Ed., City University, Technology, Curriculum, and Instruction; B.S., Southern Illinois University-Carbondale, Workforce Education and Development; Diploma, ETON Technical Institute, Medical Assisting

Skibsted, Kasha-Lead Instructor
Campus: Missoula
Subject: Medical Assisting

Small, Jonathan - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Computer Information Systems
D.B.A., Argosy University, Business Administration; M.B.A., Argosy University, Business Administration, B.S., Argosy University, Business Administration

Smith, Janet – Adjunct Instructor
Campus: Anchorage, Vancouver

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Subject: General Education

PhD, University of Missouri, Practical Arts and Vocational Technical Education; MBA, Colorado State University, Operations, Finance; Bachelor of Science, University of Central Missouri, Construction Technology

Smith, Tina – Full Time Instructor
Campus: Anchorage
Subject: Nursing
PhD, American Sentinel University, Nursing Practice/Education Leadership; M.S., South University, Nursing; B.S., South University, Nursing

Sobkowiak, Sara - Adjunct Nursing Instructor - MSN
Campus: Anchorage
Subject: Nursing
M.S.N, University of South Florida, Nursing; B.S.N., Florida Gulf Coast University, Nursing; A.A., Florida Southwestern University, General Studies

Solis, Jeremiah – Full Time Instructor
Campus: Vancouver
Subject: Heating, Ventilation, Air Conditioning, and Refrigeration

Snodgrass, Anthony – Adjunct Instructor
Campus: Vancouver
Subject: Welding

Spencer, Sommer - Adjunct Instructor
Campus: Yakima
Subject: Medical Assistant
A.A.S., Yakima Valley College, Medical Assisting

Stafford, Vanessa - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant
M.B.A., American InterContinental University, Business Administration; B.B.A., South University, Business Administration; Associate of Applied Science, Stark State College, Medical Assisting

Stallone, Charlot- Adjunct Instructor
Campus: Anchorage
Subject: Nursing
BSN, University of Alaska, Nursing Science

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Steckline, Heidi - Lead Instructor
Campus: Pasco
Subject: Dental Assisting
Certificate, Yakima Valley Community College, Dental Assisting; A.A.S., Columbia Basin College

Striletskiy, Denis - Adjunct Instructor
Campus: Vancouver
Subject: Welding

Sunga, Paul – Lead Instructor/Lab Instructor
Campus: Fife, Vancouver
Subject: Medical Assistant
A.A.S., Charter College, Allied Health; Diploma, Everest College, Medical Assisting

Swedell, Amy – Full Time Instructor
Campus: Anchorage, East Wenatchee, Vancouver
Subject: Allied Health, Health Care Administration, Medical Assistant, Medical Office Administrative Assistant
M.H.A., University of Phoenix, Gerontology; M.A., University of Phoenix, Adult Education and Training; B.S., University of Phoenix, Human Services/Management A.A.S., Warren County Community College, Allied Health; Certificate, Warren County Community College, Early Childhood Education

Tamu, Crystal – Adjunct Instructor
Campus: Vancouver
Subject: Medical Assistant
A.A.S., Miller-Motte Technical College, Applied Science/Medical Assistant

Tausz, Ava – Lead Instructor
Campus: Fife
Subject: Pharmacy Technician
B.S. Communication/Public Relations, Pacific Lutheran University; A.A.S. Veterinary Technology, Macomb College;
A.A. General Arts, Macomb College; Certificate Medical Administrative Assistant, Ultimate Medical Academy

Thayer, Dr. – Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education
Ph.D., Florida International University, Community College Teaching; Ed.S., Nova University, Math; M.S., Florida International University, Math Education; B.S., Illinois State University, Speech; A.A., Sauk Valley Community College, Liberal Arts

Tillman, Jakay - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
M.S., Nova Southeastern University, Employment Law; B.S., Kansas State University, Human Resources Management

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Trowbridge, Nateal- Full Time Instructor
Campus: Billings
Subject: Medical Assistant

Turnquest, Anthony - Lead Instructor
Campus: Lancaster
Subject: Heating, Ventilation, Air Conditioning and Refrigeration

Van Pelt, Theresa – Lead Instructor
Campus: Oxnard
Subject: Medical Assistant

VanderPal, Geoffrey - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration
D.B.A, Nova Southeastern University, Finance; M.B.A, Webster University, Business Administration; B.S.B.A, Columbia College, Finance, Marketing, and Management

Villella, Jamie - Lead Instructor
Campus: Lancaster
Subject: Dental Assisting
A.A.S., Charter College, Allied Health; Diploma, Clarita Career College, Dental Assistant

Walker, Robert - Lead Instructor
Campus: Anchorage, Vancouver
Subject: Applied Technology, Business Administration, Business Management, Business Office Administration, Office Management
M.B.A., Duke University, Business Admin

Weltman, Laura - Lead Instructor
Campus: Vancouver
Subject: Student Success
J.D., San Fernando Valley College of Law; Master, University of Southern California, Public Administration; B.A., University of California Santa Barbara, Law & Society

West, Peteria – Full Time Instructor
Campus: Farmington
Subject: Medical Assistant
Certificate, Medical Assistant, Brookline College

Wilkinson, Janet – Adjunct Instructor
Campus: Anchorage
Subject: Nursing

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M.S./NP, University of Wisconsin, Adult Nurse Practitioner; B.S., Milwaukee School of Engineering, Nursing

Woldow, Jamie – Full Time Instructor
Campus: Anchorage
Subject: Nursing
M.S., Capella University, Health Administration, B.S.N., West Virginia University, Nursing

Wortman, Sandra - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: General Education
M.A., California Lutheran University, Curriculum & Instruction; B.A., University of California-Santa Barbara, Economics-Mathematics

Wright, Angela - Adjunct Instructor
Campus: Anchorage, Vancouver
Subject: Allied Health, Health Care Administration, Medical Office Administrative Assistant
M.B.A., Colorado Technical University, Business Administration; B.S., University of Phoenix, Health Care Science

Yatchyshyn, Gene - Adjunct Instructor
Campus: Anchorage
Subject: Heating, Ventilation, Air Conditioning and Refrigeration
A.S.T., Penn Commercial Business/Technical School, Air Conditioning/Heat & Vent

TUITION AND FEES

EFFECTIVE: 06/06/2022

Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program. Full time students must take a minimum of twelve (12) quarter credit hours or a maximum of nineteen (19) quarter credit hours per term. Although Charter College encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Freshmen have successfully completed less than thirty-six (36) quarter credit hours. Sophomores have successfully completed at least thirty-six (36) quarter credit hours, but fewer than ninety (90) quarter credit hours. Juniors are those students who have successfully completed at least ninety (90) quarter credit hours. Seniors have successfully completed at least one hundred thirty-six (136) quarter credit hours.

ALASKA

DIPLOMA PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Phlebotomy (Blended)	9	140	110	$3,519	$0	$3,519

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CERTIFICATE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Office Administration (Blended)	66	890	695	$21,780	$0	$21,780
Business Office Administration (Online)	66	890	695	$21,780	$300	$22,080
Computer Aided Design (Online)	66	1000	800	$16,500	$1000	$17,500
Health Unit Coordinator (Online)	66	845	675	$16,500	$300	$16,800
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	66	990	790	$22,440	$0	$22,440
Medical Assistant (Blended)	64	1050	840	$21,120	$0	$21,120
Medical Office Administrative Assistant (Online)	67	890	710	$21,775	$300	$22,075
Welding (Blended)	66	965	770	$24,486	$0	$24,486

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ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Allied Health* (Online)	90	475	380	$13,500	$300	$13,800
Business Administration* (Online)	90	475	380	$13,500	$300	$13,800
Business Management (Online)	102	1340	1070	$33,660	$300	$33,960
Computer Networking Systems (Online)	108	1590	1270	$41,364	$300	$41,664
Cybersecurity (Online)	108	1445	1155	$41,364	$300	$41,664
Medical Assistant* (Blended)	90	750	600	$20,250	$300	$20,550
Medical Billing and Coding (Online)	102	1400	1115	$34,068	$300	$34,368
Medical Billing and Coding (Degree Completion) * (Online)	90	750	600	$13,500	$300	$13,800
Nursing (Blended)	108	1965	1570	$58,806	$0	$58,806

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration* (Online)	180	1150	920	$41,400	$300	$41,700
Computer Information Systems (Online)	180	2540	2030	$62,100	$300	$62,400
Health Care Administration* (Online)	196.5	1375	1100	$39,405	$300	$39,705
Health Technology Management * (Online)	198	1365	1090	$35,100	$300	$35,400

The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

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CALIFORNIA

CERTIFICATE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Dental Assisting (Blended)	63	$4,032	$20,737.50	$52.50	$0	$0	$20,790
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	66	$4,080	$22,385.00	$55.00	$0	$0	$22,440
Medical Assistant (Blended)	64	$3,960	$21,067.50	$52.50	$0	$0	$21,120
Veterinary Assistant (Blended)	63	$4,020	$20,737.50	$52.50	$0	$0	$20,790

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Medical Assistant ** (Blended)	90	$6,750	$20,200.00	$50.00	$300	$0	$20,550

BACHELOR OF SCIENCE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Health Technology Management (Online)	198	$5,850	$35,012.50	$87.50	$300	$0	$35,400

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

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MONTANA

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	64	$21,120	$0	$0	$21,120

NEW MEXICO

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	64	$21,120	$0	$0	$21,120

WASHINGTON

DIPLOMA PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Phlebotomy (Blended)	9	110	$3,519	$0	$0	$3,519

CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	66	695	$21,780	$300	$0	$22,080
Computer Aided Design (Online)	66	800	$16,500	$1000	$0	$17,500
Dental Assisting (Blended)	63	850	$20,790	$0	$0	$20,790
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	66	790	$22,440	$0	$0	$22,440
Health Unit Coordinator (Online)	66	675	$16,500	$300	$0	$16,800
Medical Assistant (Blended)	64	840	$21,120	$0	$0	$21,120
Pharmacy Technician (Blended)	64	830	$21,120	$0	$0	$21,120
Veterinary Assistant (Blended)	63	860	$20,790	$0	$0	$20,790
Welding (Blended)	66	770	$24,486	$0	$0	$24,486

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ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Allied Health * (Online)	90	380	$13,500	$300	$0	$13,800
Applied Technology * (Online)	90	385	$13,500	$300	$0	$13,800
Business Administration * (Online)	90	380	$13,500	$300	$0	$13,800
Business Management (Online)	102	1070	$33,660	$300	$0	$33,960
Computer Networking Systems (Online)	108	1270	$41,364	$300	$0	$41,664
Medical Assistant * (Blended)	90	600	$20,250	$300	$0	$20,550
Medical Billing and Coding (Degree Completion) * (Online)	90	600	$13,500	$300	$0	$13,800

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Administration * (Online)	180	920	$41,400	$300	$0	$41,700
Computer Information Systems (Online)	180	2030	$62,100	$300	$0	$62,400
Health Care Administration * (Online)	196.5	1100	$39,405	$300	$0	$39,705

The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

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CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	66	695	40 weeks	$21,725.00	$55.00	$300	$0	$22,080
Computer Aided Design (Online)	66	800	40 weeks	$16,457.50	$42.50	$1000	$0	$17,500
Health Unit Coordinator (Online)	66	675	40 weeks	$16,457.50	$42.50	$300	$0	$16,800

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Allied Health ** (Online)	90	380	20 weeks	$13,465 .00	$35.00	$300	$0	$13,800
Applied Technology ** (Online)	90	385	20 weeks	$13,465.00	$35.00	$300	$0	$13,800
Business Administration ** (Online)	90	380	20 weeks	$13,465.00	$35.00	$300	$0	$13,800
Business Management (Online)	102	1070	60 weeks	$33,575.00	$85.00	$300	$0	$33,960
Computer Networking Systems (Online)	108	1270	60 weeks	$41,261.50	$102.50	$300	$0	$41,664
Medical Billing and Coding (Degree Completion) ** (Online)	90	600	30 weeks	$13,465.00	$35.00	$300	$0	$13,800

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Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Administration** (Online)	180	920	50 weeks	$41,297.50	$102.50	$300	$0	$41,700
Computer Information Systems (Online)	180	2030	100 weeks	$61,945.00	$155.00	$300	$0	$62,400
Health Care Administration** (Online)	196.5	1100	60 weeks	$39,307.50	$97.50	$300	$0	$39,705

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

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OTHER COSTS - GENERAL

Item	Amount
Credit Earned by Proficiency[1]	$100
Duplicate Certificate	$25
Official Transcript	$7
Administration Fee[2]	$75
Duplicate CPR card	$7
Lost Dosimeter Replacement	$25
Online Program Computer Fee (excludes CAD)	$300
CAD Program Computer Fee	$1000

[1] *Non-refundable; this charge is per attempt and per course.*
[2] *This fee is assessed when a student officially withdraws or is involuntarily withdrawn or dismissed. See the Withdrawal or Dismissal section.*

OTHER COSTS – UNIFORMS

Item	XS-2XL	3XL+	Other
Embroidered Top	$10	$12	N/A
Women's Pants	$10	$12	N/A
Unisex Pants	$9	$11	N/A
HVAC Short Sleeve Shirt	N/A	N/A	$21
Welding Long Sleeve Shirt	N/A	N/A	$25

OTHER COSTS – PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS & BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

Charter College Course	TestOut Pro Certification	A.A.S. in Computer Networking Systems	B.S. in Computer Information Systems	Amount
CIS1125	TestOut PC Pro[1]	•	•	$35
CIS1155	TestOut Client Pro[1]	•	•	$35
CIS1185	TestOut Desktop Pro[1]	•	•	$35
CIS1195	TestOut Linux Pro[1]	•	•	$35
CIS1225	TestOut Network Pro[1]	•	•	$35
CIS2165	TestOut Server Pro 2016: Install and Storage[1]	•		$35
CIS3115	TestOut Security Pro[1]		•	$35
CIS3125	TestOut Server Pro: Manage and Administer[1]		•	$35

[1]The first attempt is included in tuition. If the student fails the exam, the student will incur the listed cost per attempt.

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ASSOCIATE OF APPLIED SCIENCE IN CYBERSECURITY

Charter College Course	Certification	Amount
CS1000	ITF[1] TestOut: ITF Pro[1]	$119 $35
CS1030	Network+[1] TestOut: Network Pro[1]	$319 $35
CS1040	CAP[1]	$419
CS1120	CEH/CHFI[1] TestOut: Ethical Hacker Pro[1]	$500 $35
CS2010	Security+[1] TestOut: Security Pro[1]	$339 $35
CS2020	Cloud+[1]	$319
CS2040	CISSP[1]	$699

[1] The first attempt is included in tuition. If the student fails the exam, the student will incur the listed cost per attempt.

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Item	Amount
Entrance Exam - TEAS	$100
Nursing Honor Society - Alpha Delta NU-Delta Tau Membership Dues	$15
Organization for Associate Degree Nursing Membership Dues	$35
NCLEX-RN Exam Fee[1]	$275

[1] The first attempt is included in tuition. If the student fails the exam, the student will incur the listed cost per attempt.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTANT

Charter College Course	Certification Exam	Amount
MA2310 MA2310L	NHA Billing and Coding Specialist Exam[1]	$117
MA2410 MA2410L	NHA Electronic Health Records Specialist Exam[1]	$117
MA2110 MA2110L	NHA EKG Technician Exam[1]	$117
MA2110 MA2110L	NCCT ECG Technician Exam[1]	$90
MA2210 MA2210L	NHA Phlebotomy Technician Exam[1]	$117
MA2210 MA2210L	NCCT Phlebotomy Technician Exam[1]	$90

[1] The first attempt is optional and is included in tuition if the exam is attempted at the time the associated course is offered. If a student elects to attempt an exam at another time, the student will incur the listed cost per attempt.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING &
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING (DEGREE COMPLETION)

Charter College Course	Item	Amount
MOA2210	NCCT NCICS Insurance and Coding Specialist[1]	$135
MOA2310	NHA CBCS Billing and Coding Specialist[1]	$117
MOA2410	NHA CEHRS Electronic Health Record Specialist[1]	$117

[1] The first attempt is optional and is included in tuition if the exam is attempted at the time the associated course is offered. If a student elects to attempt an exam at another time, the student will incur the listed cost per attempt.

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CERTIFICATE IN HEALTH UNIT COORDINATOR

Charter College Course	Item	Amount
HC1900	NAHUC Exam Fee[1]	$150

[1] The first attempt is included in tuition. If the student failed the associated course and failed the certification exam, then the cost to attempt the certification exam again is include in the tuition to re-take the course. If the student passed the associated course but did not pass the certification exam, then the student may elect to attempt the certification exam again at this cost per attempt.

CERTIFICATE IN MEDICAL ASSISTANT

Charter College Course	Item	Amount
MA1900	NCCT Exam Fee[1]	$90
MA1900	NHA Exam Fee[1]	$125

[1] The first attempt is included in tuition. If the student failed the associated course and failed the certification exam, then the cost to attempt the certification exam again is include in the tuition to re-take the course. If the student passed the associated course but did not pass the certification exam, then the student may elect to attempt the certification exam again at this cost per attempt.

CERTIFICATE IN COMPUTER AIDED DESIGN

Charter College Course	Item	Amount
CAD1900	AutoCAD Certified User Exam Fee[1]	$150 price may vary by test site.

[1] The first attempt is included in tuition. If the student failed the associated course and failed the certification exam, then the cost to attempt the certification exam again is include in the tuition to re-take the course. If the student passed the associated course but did not pass the certification exam, then the student may elect to attempt the certification exam again at this cost per attempt.

CERTIFICATE IN MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

Charter College Course	Item	Amount
MOA1900	NHA Exam Fee[1]	$125

[1] The first attempt is included in tuition. If the student failed the associated course and failed the certification exam, then the cost to attempt the certification exam again is include in the tuition to re-take the course. If the student passed the associated course but did not pass the certification exam, then the student may elect to attempt the certification exam again at this cost per attempt.

CERTIFICATE IN PHARMACY TECHNICIAN

Charter College Course	Item	Amount
PT1900	PTCE Exam Fee[1]	$129
PT1900	ExCPT Exam Fee[1]	$125

[1] The first attempt is included in tuition. If the student failed the associated course and failed the certification exam, then the cost to attempt the certification exam again is include in the tuition to re-take the course. If the student passed the associated course but did not pass the certification exam, then the student may elect to attempt the certification exam again at this cost per attempt.

DIPLOMA IN PHLEBOTOMY

Charter College Course	Certification Exam	Amount
PB2000L	NHA Phlebotomy Technician Exam[1]	$117

[1] The first attempt is optional and is included in tuition if the exam is attempted at the time the associated course is offered. If a student elects to attempt an exam at another time, the student will incur the listed cost per attempt.

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STUDENT OUTCOMES

ABHES REPORTING PERIOD 07/01/2021 – 06/30/20212

ANCHORAGE

Program	Retention Rate	Credentialing Participation Rate	Credentialing Pass Rate	Placement Rate
BS in Business Administration	70%	NA	NA	100%
BS in Computer Information Systems	57%	NA	NA	100%
BS in Health Care Administration	84%	NA	NA	100%
BS in Health Technology Management	NA	NA	NA	NA
Certificate in Business Office Administration	55%	NA	NA	88%
AAS in Allied Health	79%	NA	NA	100%
AAS in Business Administration	91%	NA	NA	67%
AAS in Business Management	41%	NA	NA	100%
AAS in Computer Networking Systems	59%	NA	NA	50%
AAS in Cybersecurity	67%	NA	NA	NA
AAS in Medical Assistant	60%	NA	NA	100%
AAS in Medical Billing and Coding	74%	NA	NA	100%
AAS in Medical Billing and Coding (Degree Completion)	100%	NA	NA	100%
AAS in Nursing	78%	97%	93%	84%
Certificate in Business Office Administration	60%	NA	NA	71%
Certificate in Computer Aided Design	56%	NA	NA	NA
Certificate in Health Unit Coordinator	44%	NA	NA	NA
Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration	70%	NA	NA	46%
Certificate in Medical Assistant[1] Aggregate	70%	NA	NA	84%
Certificate in Medical Assistant[2] Disaggregate Anchorage	66%	NA	NA	79%
Certificate in Medical Assistant[2] Disaggregate Wasilla	83%	NA	NA	91%
Certificate in Medical Office Administrative Assistant	65%	NA	NA	58%
Certificate in Welding	64%	NA	NA	59%
Diploma in Phlebotomy	88%	NA	NA	60%

[1]This information contains aggregate data for students attending in Anchorage, Wasilla, Billings, and Missoula.
[2]This information contains disaggregate data for students attending in Anchorage and Wasilla.

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