CATALOG ADDENDUM
2022-2023

CHARTER COLLEGE

CHARTER INSTITUTE

A Division of Charter College

The Catalog Addendum is part of the Catalog & Student Handbook
Effective February 21, 2022-March 19, 2023, Second Addition, Published December 15th, 2022

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

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

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 / 2/15/24	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

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~~ 2/02/25	~~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 C~~M~~OO 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.)
   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.

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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.**
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.

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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:
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.

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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	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	2/2~~5~~4/23
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

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*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
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.

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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

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.

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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 1~~September 19, 202~~2~~19, the system tracks each individual graded activity as ~~6~~30 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

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.:

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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 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.

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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

CHARTER COLLEGE TUITION DISCOUNTS   PAGE 24

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.:

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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.

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

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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**

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.

COURSE DESCRIPTIONS

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

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.

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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.

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.

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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.

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

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Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
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 (Online)	108	1420	1135	$35,640	$300	$35,940
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

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Program	Credit Hours		Tuition	Fees	Books & Supplies	STRF*	Total
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.*

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

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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
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

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BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Administration** (Online)	180	915	50 weeks	$41,297.50	$102.50	$300	$0	$41,700
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.).

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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 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

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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
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

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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).
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
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**

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.

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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
GE2510	Introduction to Sociology	45	4.5
	Total	**240**	**22.5**
	Grand Total	**1180**	**108.0**

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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	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
BA2025	Leadership and Team Management	50	4.5

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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
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.

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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

CERTIFICATE IN HEALTH UNIT COORDINATOR

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

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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**

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

HOLIDAYS AND MAKE-UP DAYS

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

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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.

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.

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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).

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.

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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.

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.

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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:
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.
    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.

    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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