

LANCASTER

ADMINISTRATION & FACULTY

ADMINISTRATION

SHARON AHEARN

President

TERI KLEKAR

Director of Career Services

PAUL DILGER

Director of Student Success

CRYSTAL ELLERBE

Master Director of Admissions

FACULTY

PROGRAM CHAIRS

KRISTYNNA FOSTER

Medical Assistant

- *Licensed Vocational Nursing, North Valley Occupational Center, Mission Hills, CA*
- *Diploma in Medical Assistant, Modern Technology College, North Hollywood, CA*

DALENE GARRETT, RDA

Dental Assistant

- *Associate of Science Dental Assisting, San Diego Mesa College, San Diego, CA*

KIMBERLY HERNANDEZ, PTCB, CPI

Pharmacy Technician

- *Associate of Arts, Antelope Valley College, Lancaster, CA*
- *Diploma in Pharmacy Technician, United Education Institute, Reseda, CA*
- *PTCB Certified*

STEPHANIE JOHNSON, CPI

Massage Therapy

- *Certificate in Massage Therapy, Golden State Business College, Visalia, CA*

SARAH KELLY, MBA, JD, CPI

Legal Assistant and Business Programs

- *Juris Doctor, University of San Diego, San Diego, CA*
- *MBA, The Ohio State University, Columbus, OH*
- *Bachelor of Science in Business Administration, The Ohio State University, Columbus, OH*

LENORE STROHMER-VU, CPI

Medical Office Administrative Assistant

- *Bachelor of Science Health Care Administration, University of Phoenix, Lancaster, CA*
- *Diploma in Medical Assisting, Bryman College, Anaheim, CA*

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ADMINISTRATION & FACULTY

FACULTY (continued)

INSTRUCTORS

DORIS ATKINS, RDA

Dental Assistant

- Registered Dental Assistant - X-ray License
- Pit & Fissure Certification

SHELLY BLACKWELDER, RDA, CPI

Dental Assistant

- Associate of Arts, Antelope Valley College, Lancaster, CA
- Diploma in Dental Assistant, Clarita Career College, Canyon Country, CA

LASHAWNA

FORTENBERRY-POSTON

Medical Assistant / Medical Office Administrative Assistant

- Diploma in Medical Assistant, Webster Career College, Los Angeles, CA
- Certificate in Phlebotomy, Allied Professional Institute, Long Beach, CA

MARIA GONZALEZ

Medical Assistant

- Associate of Science in Nursing, Pasadena City College, Pasadena, CA

GLORIA GUTTER, CPI

Medical Assistant

- Certificate in Medical Assistant, Concorde Career Institute, San Bernardino, CA
- Certificate in Child Development, South Bay College, Hawthorne, CA
- Certified Phlebotomist

OLIVIA LOWE

Medical Insurance Coding & Billing

- Certificate in Medical Billing, Antelope Valley Medical College, Lancaster, CA
- Certificate in Medical Assistant, Bryman College, Canoga Park, CA

JAVIER VALENCIA

Heating, Ventilation, Air Conditioning and Refrigeration

- Associate of Science Technology, Fire Science, Antelope Valley College, Lancaster, CA
- California Contractor's License

BENJAMIN WORDINGER

Heating, Ventilation, Air Conditioning and Refrigeration

- Bachelor of Science in Electrical Engineering Technology, Northern Arizona University, Flagstaff, AZ

LANCASTER

ACADEMIC CALENDAR

PROGRAM START DATES

Charter College schedules ten modules in a calendar year. Each module meets for five weeks.

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

2012

MODULE DATES

START	END
05/28/12	07/01/12
07/02/12	08/05/12
08/06/12	09/09/12
09/10/12	10/14/12
10/15/12	11/18/12
11/19/12	12/23/12

2013

MODULE DATES

START	END
01/07/13	02/10/13
02/11/13	03/17/13
03/18/13	04/21/13
04/22/13	05/26/13
05/27/13	06/30/13
07/01/13	08/04/13
08/05/13	09/08/13
09/09/13	10/13/13
10/14/13	11/17/13
11/18/13	12/22/13

LANCASTER

ACADEMIC CALENDAR

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
Memorial Day May 28, 2012	June 1, 2012
Independence Day July 4, 2012	July 6, 2012
Labor Day September 3, 2012	September 7, 2012
Thanksgiving November 22-25, 2012	November 30, 2012
Winter Break December 24, 2012 - January 4, 2013	N/A

HOLIDAY	MAKE-UP DAY
Memorial Day May 27, 2013	May 31, 2013
Independence Day July 4, 2013	July 12, 2013
Labor Day September 2, 2013	September 6, 2013
Thanksgiving November 28 - December 1, 2013	December 6, 2013
Winter Break December 23, 2013 - January 5, 2014	N/A

LANCASTER

TUITION AND FEES

CERTIFICATE PROGRAMS

PROGRAM	CREDIT HOURS	TUITION	RECOVERY FUND*	BOOKS / SUPPLIES	FEES	TOTAL
Computerized Accounting Specialist	66.5	\$17,555	\$45	\$0	\$0	\$17,600
Computerized Office Specialist	66	\$17,555	\$45	\$0	\$0	\$17,600
Dental Assisting	47	\$18,552.50	\$47.50	\$0	\$0	\$18,600
Heating, Ventilation, Air Conditioning, and Refrigeration	36	\$18,552.50	\$47.50	\$0	\$0	\$18,600
Legal Assistant	42	\$20,350	\$50	\$0	\$0	\$20,400
Massage Therapy	33	\$17,555	\$45	\$0	\$0	\$17,600
Medical Assistant	29.5	\$17,555	\$45	\$0	\$0	\$17,600
Medical Office Administration Assistant	51	\$17,555	\$45	\$0	\$0	\$17,600

* BILLED AS PART OF THE PROGRAM AND IS NON-REFUNDABLE.

Students are billed each quarter based on the number of credit hours in which they are enrolled for the quarter and the cost per credit hour for their program. Full time students must take a minimum of twelve (12) quarter credit hours. Although Charter College encourages all students to attend full time occasionally students may attend part-time. If a student is attending part-time, financial aid will be adjusted based on actual hours attended.

Freshmen have successfully completed less than thirty-six (36) quarter credit hours. Sophomores have successfully completed at least thirty-six (36) quarter credit hours, but fewer than ninety (90) quarter credit hours. Juniors are those students who have successfully completed at least ninety (90) quarter credit hours. Seniors have successfully completed at least one hundred thirty-six (136) quarter credit hours.

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TUITION AND FEES

ADDITIONAL FEES*

Certificate/diploma Mailing Fee	\$7
Book Replacement	\$75
Official Transcript Fee	\$5
Expedited transcript or diploma processing	\$25
Duplicate Certificate Fee	\$50
Duplication of Student File Fee	\$.50 per page or \$25 min/file
	Under 80 contact hours: \$500
Course Re-Take Fee	80 or more contact hours: \$1000
Business License Fee (MT)	\$125
Certification Fee (PT only)	\$250
Certification Fee (MT)	\$125
Certification Fee (HVAC-R)	\$125
Credit Earned by Proficiency Exam** (per course)	\$100

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

**Non-refundable; the charge is per attempt.

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TUITION AND FEES

PROGRAM SPECIFIC COST OF ATTENDANCE

For each program, Charter has developed a standard budget, otherwise known as Cost of Attendance (COA). Each budget includes the total of tuition and standardized amounts for living expenses including room/board, travel, and additional expenses. The table below outlines the standard budgets for each program by grade level. Student budgets may be adjusted due to enrollment status and Institutional discounts.

2012-13 FULL-TIME BUDGETS - OFF CAMPUS

GRADE LEVEL	PROGRAM	TUITION & FEES	INSTITUTIONAL TOTAL	ROOM & BOARD	TRAVEL	FOOD	PERSONAL EXPENSES	COA (TOTAL COSTS)
FRESHMAN								
	Computer Accounting Specialist	\$17,600.00	\$17,600.00	\$9,042.00	\$1,606.00	\$4,356.00	\$3,476.00	\$36,080.00
	Computer Office Specialist	\$17,600.00	\$17,600.00	\$9,042.00	\$1,606.00	\$4,356.00	\$3,476.00	\$36,080.00
	Dental Assisting (OLD)	\$18,600.00	\$18,600.00	\$8,220.00	\$1,460.00	\$3,960.00	\$3,160.00	\$35,400.00
	Dental Assisting (NEW)	\$18,600.00	\$18,600.00	\$9,042.00	\$1,606.00	\$4,356.00	\$3,476.00	\$37,080.00
	Heating Ventilation & Air Conditioning	\$18,600.00	\$18,600.00	\$9,042.00	\$1,606.00	\$4,356.00	\$3,476.00	\$37,080.00
	Medical Assisting	\$17,600.00	\$17,600.00	\$8,220.00	\$1,460.00	\$3,960.00	\$3,160.00	\$34,400.00
	Medical Office Administrative Assistant	\$17,600.00	\$17,600.00	\$8,220.00	\$1,460.00	\$3,960.00	\$3,160.00	\$34,400.00
	Massage Therapy	\$17,600.00	\$17,600.00	\$9,042.00	\$1,606.00	\$4,356.00	\$3,476.00	\$36,080.00
	Pharmacy Technician	\$11,547.17	\$11,547.17	\$9,083.10	\$1,613.30	\$4,375.80	\$3,491.80	\$30,111.17
	Legal Assisting	\$11,333.33	\$11,333.33	\$8,869.38	\$1,575.34	\$4,272.84	\$3,409.64	\$29,460.53
	Vocational Nursing	\$17,750.00	\$17,750.00	\$6,165.00	\$1,095.00	\$2,970.00	\$2,370.00	\$30,350.00
SOPHOMORE								
	Computer Accounting Specialist	N/A						
	Computer Office Specialist							
	Dental Assisting (OLD)							
	Dental Assisting (NEW)							
	Heating Ventilation & Air Conditioning							
	Medical Assisting							
	Medical Office Administrative Assistant							
	Massage Therapy							
	Pharmacy Technician	\$8,852.83	\$8,852.83	\$1,602.90	\$284.70	\$772.20	\$616.20	\$12,128.83
	Legal Assisting	\$9,066.67	\$9,066.67	\$1,816.62	\$322.66	\$875.16	\$698.36	\$12,779.47
	Vocational Nursing	\$17,750.00	\$17,750.00	\$6,165.00	\$1,095.00	\$2,970.00	\$2,370.00	\$30,350.00

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TUITION AND FEES

2012-13 FULL-TIME BUDGETS - OFF CAMPUS

GRADE LEVEL	PROGRAM	TUITION & FEES	INSTITUTIONAL TOTAL	ROOM & BOARD	TRAVEL	FOOD	PERSONAL EXPENSES	COA (TOTAL COSTS)
TOTAL PROGRAM COSTS								
	Computer Accounting Specialist	\$17,600.00	\$17,600.00					
	Computer Office Specialist	\$17,600.00	\$17,600.00					
	Dental Assisting (OLD)	\$18,600.00	\$18,600.00					
	Dental Assisting (NEW)	\$18,600.00	\$18,600.00					
	Heating Ventilation & Air Conditioning	\$18,600.00	\$18,600.00					
	Medical Assisting	\$17,600.00	\$17,600.00					
	Medical Office Administrative Assistant	\$17,600.00	\$17,600.00					
	Massage Therapy	\$17,600.00	\$17,600.00					
	Pharmacy Technician	\$20,400.00	\$20,400.00					
	Legal Assisting	\$20,400.00	\$20,400.00					
	Vocational Nursing	\$35,500.00	\$35,500.00					

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TUITION AND FEES

2012-13 FULL-TIME BUDGETS - OFF CAMPUS WITH PARENT

GRADE LEVEL	PROGRAM	TUITION & FEES	INSTITUTIONAL TOTAL	ROOM & BOARD	TRAVEL	FOOD	PERSONAL EXPENSES	COA (TOTAL COSTS)
FRESHMAN								
	Computer Accounting Specialist	\$17,600.00	\$17,600.00	\$0.00	\$1,430.00	\$5,379.00	\$3,795.00	\$28,204.00
	Computer Office Specialist	\$17,600.00	\$17,600.00	\$0.00	\$1,430.00	\$5,379.00	\$3,795.00	\$28,204.00
	Dental Assisting (OLD)	\$18,600.00	\$18,600.00	\$0.00	\$1,300.00	\$4,890.00	\$3,450.00	\$28,240.00
	Dental Assisting (NEW)	\$18,600.00	\$18,600.00	\$0.00	\$1,430.00	\$5,379.00	\$3,795.00	\$29,204.00
	Heating Ventilation & Air Conditioning	\$18,600.00	\$18,600.00	\$0.00	\$1,430.00	\$5,379.00	\$3,795.00	\$29,204.00
	Medical Assisting	\$17,600.00	\$17,600.00	\$0.00	\$1,300.00	\$4,890.00	\$3,450.00	\$27,240.00
	Medical Office Administrative Assistant	\$17,600.00	\$17,600.00	\$0.00	\$1,300.00	\$4,890.00	\$3,450.00	\$27,240.00
	Massage Therapy	\$17,600.00	\$17,600.00	\$0.00	\$1,430.00	\$5,379.00	\$3,795.00	\$28,204.00
	Pharmacy Technician	\$11,547.17	\$11,547.17	\$0.00	\$1,436.50	\$5,403.45	\$3,812.25	\$22,199.37
	Legal Assisting	\$11,333.33	\$11,333.33	\$0.00	\$1,402.70	\$5,276.31	\$3,722.55	\$21,734.89
	Vocational Nursing	\$17,750.00	\$17,750.00	\$0.00	\$975.00	\$3,667.50	\$2,587.50	\$24,980.00
SOPHOMORE								
	Computer Accounting Specialist	N/A						
	Computer Office Specialist							
	Dental Assisting (OLD)							
	Dental Assisting (NEW)							
	Heating Ventilation & Air Conditioning							
	Medical Assisting							
	Medical Office Administrative Assistant							
	Massage Therapy							
	Pharmacy Technician	\$8,852.83	\$8,852.83	\$0.00	\$253.50	\$953.55	\$672.75	\$10,732.63
	Legal Assisting	\$9,066.67	\$9,066.67	\$0.00	\$287.30	\$1,080.69	\$762.45	\$11,197.11
	Vocational Nursing	\$17,750.00	\$17,750.00	\$0.00	\$975.00	\$3,667.50	\$2,587.50	\$24,980.00

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TUITION AND FEES

2012-13 FULL-TIME BUDGETS - OFF CAMPUS WITH PARENT

GRADE LEVEL	PROGRAM	TUITION & FEES	INSTITUTIONAL TOTAL	ROOM & BOARD	TRAVEL	FOOD	PERSONAL EXPENSES	COA (TOTAL COSTS)
TOTAL PROGRAM COSTS								
	Computer Accounting Specialist	\$17,600.00	\$17,600.00					
	Computer Office Specialist	\$17,600.00	\$17,600.00					
	Dental Assisting (OLD)	\$18,600.00	\$18,600.00					
	Dental Assisting (NEW)	\$18,600.00	\$18,600.00					
	Heating Ventilation & Air Conditioning	\$18,600.00	\$18,600.00					
	Medical Assisting	\$17,600.00	\$17,600.00					
	Medical Office Administrative Assistant	\$17,600.00	\$17,600.00					
	Massage Therapy	\$17,600.00	\$17,600.00					
	Pharmacy Technician	\$20,400.00	\$20,400.00					
	Legal Assisting	\$20,400.00	\$20,400.00					
	Vocational Nursing	\$35,500.00	\$35,500.00					