

**CATALOG ADDENDUM
2023-2024**

CHARTER COLLEGE

CHARTER INSTITUTE

A Division of Charter College

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

UPDATED 02/03/2023

Effective with the February 13th, 2023, 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 Chief of Academic Operations. The table below reflects the updated cost per credit.

Charter Tuition & Fees

Select	Program	Delivery Method	Quarter Credits	Contact Hours	Homework Hours	Instructional Weeks to Complete Program	Total Charges for the Current Period of Attendance	Tuition	Recovery Fund*	Estimated Total Tuition Cost	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Diploma Program													
<input type="checkbox"/>	Diploma in Phlebotomy	Blended	9	110	140	10	\$3,519	\$3,519.00	\$0.00	\$3,519	\$0	\$0	\$3,519
Certificate Programs													
<input type="checkbox"/>	Certificate in Business Office Administration <i>(Anchorage Only)</i>	Blended	72	760	990	40	\$7,104	\$27,216.00	\$0.00	\$27,216	\$300	\$0	\$27,516
<input type="checkbox"/>	Certificate in Business Office Administration	Online	72	760	990	40	\$7,104	\$27,146.00 ¹ \$27,216.00 ²	\$70.00 ¹ \$0.00 ²	\$27,216	\$300	\$0	\$27,516
<input type="checkbox"/>	Certificate in Computer Aided Design	Online	72	845	1,095	40	\$8,104	\$27,146.00 ¹ \$27,216.00 ²	\$70.00 ¹ \$0.00 ²	\$27,216	\$1000	\$0	\$28,216
<input type="checkbox"/>	Certificate in Dental Assisting	Blended	69	915	1,190	40	\$7,248	\$26,556.50 ¹ \$26,634.00 ²	\$67.50 ¹ \$0.00 ²	\$26,634	\$300	\$0	\$26,934
<input type="checkbox"/>	Certificate in Health Unit Coordinator	Online	72	740	960	40	\$7,104	\$27,146.00 ¹ \$27,216.00 ²	\$70.00 ¹ \$0.00 ²	\$27,216	\$300	\$0	\$27,516
<input type="checkbox"/>	Certificate in Heating, Ventilation, Air Conditioning and Refrigeration	Blended	72	835	1,085	40	\$7,086	\$27,076.50 ¹ \$27,144.00 ²	\$67.50 ¹ \$0.00 ²	\$27,144	\$300	\$0	\$27,444
<input type="checkbox"/>	Certificate in Medical Assistant	Blended	70	905	1,175	40	\$7,122	\$26,462.50 ¹ \$26,530.00 ²	\$67.50 ¹ \$0.00 ²	\$26,530	\$300	\$0	\$26,830
<input type="checkbox"/>	Certificate in Medical Office Administrative Assistant	Online	73	775	1,010	40	\$7,104	\$27,524.00 ¹ \$27,594.00 ²	\$70.00 ¹ \$0.00 ²	\$27,594	\$300	\$0	\$27,894
<input type="checkbox"/>	Certificate in Pharmacy Technician	Blended	70	890	1,150	40	\$7,122	\$26,530.00	\$0.00	\$26,530	\$300	\$0	\$26,830
<input type="checkbox"/>	Certificate in Veterinary Assistant	Blended	69	920	1,195	40	\$7,230	\$26,497.50 ¹ \$26,565.00 ²	\$67.50 ¹ \$0.00 ²	\$26,565	\$300	\$0	\$26,865
<input type="checkbox"/>	Certificate in Welding	Blended	72	835	1,085	40	\$7,932	\$30,528.00	\$0.00	\$30,528	\$300	\$0	\$30,828

Select	Program	Delivery Method	Quarter Credits	Contact Hours	Homework Hours	Instructional Weeks to Complete Program	Total Charges for the Current Period of Attendance	Tuition	Recovery Fund*	Estimated Total Tuition Cost	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Associate of Applied Science Programs													
<input type="checkbox"/>	AAS in Business Management	Online	108	1,135	1,480	60	\$6,600	\$37,705.00 ¹ \$37,800.00 ²	\$95.00 ¹ \$0.00 ²	\$37,800	\$300	\$0	\$38,100
<input type="checkbox"/>	AAS in Medical Billing and Coding	Online	108	1,180	1,535	60	\$6,834	\$39,104.00 ¹ \$39,204.00 ²	\$100.00 ¹ \$0.00 ²	\$39,204	\$300	\$0	\$39,504

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 Discount will be included in financial aid offer when enrolling in advancing program.
- ~~2-3. 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, if applicable.
5. Students may receive more than one discount as the Charter College Advance Your Education Tuition Discount is per program.

UPDATED 01/27/2023

DIPLOMA IN PHLEBOTOMY

DELIVERY METHOD: BLENDED

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 10 WEEKS

The Diploma in Phlebotomy program prepares students to seek entry-level employment in a medical office, hospital, laboratory, or blood bank. The program provides skills in venipuncture, capillary sticks, nonblood specimen collection, point of care, infection control, customer service, safety, orders, site preparation, and equipment selection. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for everyone (1) hour of lecture. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in the phlebotomy field.

LAB COURSES

Lab courses are facilitated at a local Charter campus. Students enrolling through the Anchorage campus are scheduled to attend lab in Anchorage ~~or~~ Wasilla, [Billings, or Missoula](#) and students enrolling through the Vancouver campus are scheduled to attend lab in [Billings, Missoula,](#) Vancouver, Fife, Lacey, or Pasco.

UPDATED 01/20/2023

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
HV1610 PM1 TW	1/11/23 6:00 pm to 10:30 pm	1/13/23 6:00 pm to 10:30 pm	Lacey Campus

EFFECTIVE 02/13/2023 START

Effective with the February 13th, 2023, 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 Chief of Academic Operations.

ALASKA

DIPLOMA PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Phlebotomy (Blended)	9	140	110	\$3,519	\$0	\$3,519

CERTIFICATE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Office Administration (Blended)	66	890	695	\$21,780	\$0	\$21,780
Business Office Administration (Online)	66	890	695	\$21,780	\$300	\$22,080
Computer Aided Design (Online)	66	1000	800	\$16,500	\$1000	\$17,500
Health Unit Coordinator (Online)	66	845	675	\$16,500	\$300	\$16,800
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	66	990	790	\$22,440	\$0	\$22,440
Medical Assistant (Blended)	64	1050	840	\$21,120	\$0	\$21,120
Medical Office Administrative Assistant (Online)	67	890	710	\$21,775	\$300	\$22,075
Welding (Blended)	66	965	770	\$24,486	\$0	\$24,486

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Allied Health* (Online)	90	475	380	\$13,500	\$300	\$13,800
Business Administration* (Online)	90	475	380	\$13,500	\$300	\$13,800
Business Management (Online)	102	1340	1070	\$33,660	\$300	\$33,960
Computer Networking Systems (Online)	108	1590	1270	\$41,364	\$300	\$41,664
Cybersecurity (Online)	108	1445	1155	\$41,364	\$300	\$41,664
Medical Assistant* (Blended)	90	750	600	\$20,250	\$300	\$20,550
Medical Billing and Coding (Online)	102	1400	1115	\$34,068	\$300	\$34,368
Medical Billing and Coding (Degree Completion) * (Online)	90	750	600	\$13,500	\$300	\$13,800
Nursing (Blended)	108	1965	1570	\$58,806	\$0	\$58,806

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Administration* (Online)	180	1150	920	\$41,400	\$300	\$41,700
Computer Information Systems (Online)	180	2540	2030	\$62,100	\$300	\$62,400
Health Care Administration* (Online)	196.5	1375	1100	\$39,405	\$300	\$39,705
Health Technology Management * (Online)	198	1365	1090	\$35,100	\$300	\$35,400

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.*

CALIFORNIA

CERTIFICATE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Dental Assisting (Blended)	63	\$4,032	\$20,737.50	\$52.50	\$0	\$0	\$20,790
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	66	\$4,080	\$22,385.00	\$55.00	\$0	\$0	\$22,440
Medical Assistant (Blended)	64	\$3,960	\$21,067.50	\$52.50	\$0	\$0	\$21,120
Veterinary Assistant (Blended)	63	\$4,020	\$20,737.50	\$52.50	\$0	\$0	\$20,790

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Medical Assistant ** (Blended)	90	\$6,750	\$20,200.00	\$50.00	\$300	\$0	\$20,550

BACHELOR OF SCIENCE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Health Technology Management (Online)	198	\$5,850	\$35,012.50	\$87.50	\$300	\$0	\$35,400

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

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MONTANA

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	64	\$21,120	\$0	\$0	\$21,120

NEW MEXICO

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	64	\$21,120	\$0	\$0	\$21,120

WASHINGTON

DIPLOMA PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Phlebotomy (Blended)	9	110	\$3,519	\$0	\$0	\$3,519

CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	66	695	\$21,780	\$300	\$0	\$22,080
Computer Aided Design (Online)	66	800	\$16,500	\$1000	\$0	\$17,500
Dental Assisting (Blended)	63	850	\$20,790	\$0	\$0	\$20,790
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	66	790	\$22,440	\$0	\$0	\$22,440
Health Unit Coordinator (Online)	66	675	\$16,500	\$300	\$0	\$16,800
Medical Assistant (Blended)	64	840	\$21,120	\$0	\$0	\$21,120
Pharmacy Technician (Blended)	64	830	\$21,120	\$0	\$0	\$21,120
Veterinary Assistant (Blended)	63	860	\$20,790	\$0	\$0	\$20,790
Welding (Blended)	66	770	\$24,486	\$0	\$0	\$24,486

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Allied Health * (Online)	90	380	\$13,500	\$300	\$0	\$13,800
Applied Technology * (Online)	90	385	\$13,500	\$300	\$0	\$13,800
Business Administration * (Online)	90	380	\$13,500	\$300	\$0	\$13,800
Business Management (Online)	102	1070	\$33,660	\$300	\$0	\$33,960
Computer Networking Systems (Online)	108	1270	\$41,364	\$300	\$0	\$41,664
Medical Assistant * (Blended)	90	600	\$20,250	\$300	\$0	\$20,550
Medical Billing and Coding (Degree Completion) * (Online)	90	600	\$13,500	\$300	\$0	\$13,800

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Administration * (Online)	180	920	\$41,400	\$300	\$0	\$41,700
Computer Information Systems (Online)	180	2030	\$62,100	\$300	\$0	\$62,400
Health Care Administration * (Online)	196.5	1100	\$39,405	\$300	\$0	\$39,705

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.*

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS**CERTIFICATE PROGRAMS**

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	66	695	40 weeks	\$21,725.00	\$55.00	\$300	\$0	\$22,080
Computer Aided Design (Online)	66	800	40 weeks	\$16,457.50	\$42.50	\$1000	\$0	\$17,500
Health Unit Coordinator (Online)	66	675	40 weeks	\$16,457.50	\$42.50	\$300	\$0	\$16,800

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS**ASSOCIATE OF APPLIED SCIENCE PROGRAMS**

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Allied Health ** (Online)	90	380	20 weeks	\$13,465.00	\$35.00	\$300	\$0	\$13,800
Applied Technology ** (Online)	90	385	20 weeks	\$13,465.00	\$35.00	\$300	\$0	\$13,800
Business Administration ** (Online)	90	380	20 weeks	\$13,465.00	\$35.00	\$300	\$0	\$13,800
Business Management (Online)	102	1070	60 weeks	\$33,575.00	\$85.00	\$300	\$0	\$33,960
Computer Networking Systems (Online)	108	1270	60 weeks	\$41,261.50	\$102.50	\$300	\$0	\$41,664
Medical Billing and Coding (Degree Completion) ** (Online)	90	600	30 weeks	\$13,465.00	\$35.00	\$300	\$0	\$13,800

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Administration** (Online)	180	920	50 weeks	\$41,297.50	\$102.50	\$300	\$0	\$41,700
Computer Information Systems (Online)	180	2030	100 weeks	\$61,945.00	\$155.00	\$300	\$0	\$62,400
Health Care Administration** (Online)	196.5	1100	60 weeks	\$39,307.50	\$97.50	\$300	\$0	\$39,705

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

EFFECTIVE 02/13/2023 START

Effective with the February 13th, 2023, start, no new students will be enrolled into the program versions below through Vancouver online.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 50 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

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

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

1. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
 - a. External applicants: Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,

- b. Internal applicants: Graduate from a Charter College business administration-related program (i.e., Business Administration, Business Management, etc.).
2. The associate 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
SS2101	Academic Success Strategies	50	4.5
SS1210	Professional Success Strategies	45	4.5

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Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
	Total	595	126.0
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	325	54.0
	Grand Total	920	180.0

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 100 WEEKS

ADMISSIONS REQUIREMENTS – PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

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

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

PROGRAM DESCRIPTION

The Bachelor of Science in Computer Information Systems program provides direct application, management, and control of technology concepts. Topics include data management, Cisco, programming applications, web design, and information systems project management. The program includes instruction in operating system operation such as Linux and Human Computer Interaction (HCI). Additionally, ethical hacking and virtualization is also covered. Students will have the opportunity to study the concepts of system analysis and design. The program also provides general education coursework in mathematics, science, written and oral communication, ethics, sociology, science, interpersonal

communication, logic and reasoning, macroeconomics, and economic performance, political structures, and personal responsibility. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in computer information systems related positions.

PROGRAM OUTCOMES

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

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

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

The Catalog Addendum is part of the Catalog & Student Handbook
Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 60 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

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

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

BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

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

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GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
	Total	320	54.0
	Grand Total	1100	196.5

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 20 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem-solving skills to explore solutions for specific workplace concerns and contemporary issues.
3. Demonstrate written and oral communication skills in maintaining interpersonal relationships and communicating effectively in a professional office environment.

The Catalog Addendum is part of the Catalog & Student Handbook

Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

4. Describe the purposes and intents of key federal, state, and local health care policies.

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

ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 20 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

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

PROGRAM DESCRIPTION

The Associate of Applied Science in Applied Technology program is designed for trade and craft professionals with a certificate or substantial coursework in a trade program such as welding, plumbing, electrician, construction, CAD, or HVAC. The program includes coursework in project management and customer services, as well as, coursework in oral and

written communication, ethics, and advanced office software. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could enhance an existing trade or craft career, seek, or obtain entry-level employment in a trades or craft related field.

PROGRAM OUTCOMES

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

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

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

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 20 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2220	Managing People: Human Resources Development	45	4.5
BA2420	Customer Focused Management	45	4.5
SS2101	Academic Success Strategies	50	4.5

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Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

Transfer Credit	Transfer in 54 quarter credit hours in business administration	0	54.0
	Total	140	67.5
	General Education Requirements		
GE2110	College Mathematics	50	4.5
GE2210	Environmental Science	55	4.5
GE2310	Written and Oral Communication Practices	45	4.5
GE2410	Ethical Principles Across Societies	45	4.5
GE2510	Introduction to Sociology	45	4.5
	Total	240	22.5
	Grand Total	380	90.0

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, OXNARD, 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.

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

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS

DELIVERY METHOD: ONLINE

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.

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
CIS1900	A+ Certification	10	1.0
SS2101	Academic Success Strategies	50	4.5
SS1210	Professional Success Strategies	45	4.5
Total		1040	86.5
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		1280	109.0

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

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 30 WEEKS

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

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

6. Determine reimbursement and payment methodologies applicable to healthcare provided in various US settings as it relates to relevant forms, processes, practices and the roles of health information professionals.
7. Demonstrate proficiency with Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding (HCPCS) as reporting systems to insurance carriers.
8. Demonstrate proficiency with International Classifications of Diseases (ICD) as a reporting system to insurance carriers and government agencies.
9. Describe medical terminology, including body parts and organs functions that make up the human body systems.
10. Interpret public and private insurance carriers, including their guidelines and reimbursement processes.
11. Demonstrate how billing gets processed to insurance carriers for reimbursement, including learning how to fill out billing forms.
12. Analyze how medical records are maintained and managed by medical providers for patients, including exposure to an EHR system.
13. Analyze healthcare regulations, medical laws and ethics, compliance and auditing in medical coding and billing.

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

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.

CAMPUS: ANCHORAGE
DELIVERY METHOD: BLENDED

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

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

CAMPUS: ANCHORAGE
DELIVERY METHOD: ONLINE

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	60	6.0
BA1115	Human Relations in Organizations	60	6.0
BA1220	Leadership and Followership	45	4.5
BA1410	Marketing Fundamentals	45	4.5
BA2025	Leadership and Team Management	50	4.5
BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5

The Catalog Addendum is part of the Catalog & Student Handbook
 Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	695	66

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
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

CERTIFICATE IN HEALTH UNIT COORDINATOR

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 40 WEEKS

CERTIFICATE IN HEALTH UNIT COORDINATOR

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

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

PROGRAM DESCRIPTION

A Health Unit Coordinator is responsible for ensuring the daily operations of a health care setting run efficiently. This important role serves as a link between physicians, nursing staff, patients, and other departments. The Health Unit Coordinator certificate program provides the industry knowledge to successfully work with hospitals, physician clinics, nursing homes, insurance companies, and other health care facilities. The certificate program introduces students to the health care environment and various processes performed by the Health Unit Coordinator. The role of the Health Unit Coordinator focuses on administrative activities related to patient care within a health care facility. The specific duties of the Health Unit Coordinator may include processing doctors' orders, scheduling diagnostic tests and treatments for patients, managing patient charts, completing discharge paperwork, ordering unit supplies and equipment, and the overall facilitation of an efficient workflow in the health care setting. Students are prepared for a National Certification

Exam (i.e., Certified Health Unit Coordinator). A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), students could seek or obtain entry-level employment in a health unit coordinator related field.

PROGRAM OUTCOMES

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

1. Organize activities of nursing personnel, medical staff, hospital departments, patients, and visitors in the clinical setting to meet patient needs.
2. Manage patient care workflow across multiple departments.
3. Interpret, review, and document patient care orders and patient medical charts.
4. Plan and execute daily routines related to administrative responsibilities of patient care departments.
5. Describe and defend guidelines pertaining to data control, security, privacy, and confidentiality of protected health information for all patients.
6. Identify appropriate policies and procedures in health care situations.
7. Translate information in an ethically and culturally respectful manner to improve patient satisfaction and care.
8. Illustrate effective interpersonal skills to resolve conflict and solve problems within patient care departments and other health care institutions.

NATIONAL CERTIFICATION EXAM

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
HC1010	Fundamentals of Health Care Delivery	60	6.0
HC1110	Hospital Unit Management	45	4.5
HC1210	Health and Safety Procedures in a Health Care Setting	50	4.5
HC1310	Health Unit Coordinator Procedures	45	4.5
HC1410	Professional Communication for Health Unit Coordinators	45	4.5
HC1510	Basic Patient Care	45	4.5
HC1610	Professionalism and Critical Thinking	45	4.5
MED1151	Functions of Health Records Management	45	4.5
HC1810	Legal Issues, Ethics, and Confidentiality in Health Care	45	4.5
HC1900	Health Unit Coordinator Certification	45	4.5
HC1920	Case Studies of the Health Unit Coordinator	45	4.5
MED1115	Medical Terminology Fundamentals	60	6.0
MOA1102	Medical Insurance Processing and Coding	55	4.5
SS1210	Professional Success Strategies	45	4.5
Total		675	66

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 Chief of Academic Operations.

ALASKA

CERTIFICATE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Office Administration (Blended)	72	950	760	\$23,760	\$0	\$23,760
Business Office Administration (Online)	72	950	760	\$23,760	\$300	\$24,060
Computer Aided Design (Online)	72	1060	845	\$18,000	\$1000	\$19,000
Health Unit Coordinator (Online)	72	925	740	\$18,000	\$300	\$18,300
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	1045	835	\$24,480	\$0	\$24,480
Medical Assistant (Blended)	70	1135	905	\$23,100	\$0	\$23,100
Medical Office Administrative Assistant (Online)	73	970	775	\$24,090	\$300	\$24,390
Welding (Blended)	72	1045	835	\$26,712	\$0	\$26,712

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Management (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

The Catalog Addendum is part of the Catalog & Student Handbook
Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

Computer Information Systems (Online)	180	2535	2025	\$62,100	\$300	\$62,400
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*The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

CALIFORNIA

CERTIFICATE PROGRAMS

Program	Credits	Total Charges for the Current Period of Attendance	Estimated Total Tuition Cost	Recovery Fund*	Books, Lab Supplies, Lab Kits, or Other Supplies	Fees	Estimated Total Charges for the Entire Educational Program
Dental Assisting (Blended)	69	\$6,048	\$23,126.50	\$57.50	\$0	\$0	\$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	\$6,120	\$24,420	\$60	\$0	\$0	\$24,480
Medical Assistant (Blended)	70	\$5,940	\$23,042.50	\$57.50	\$0	\$0	\$23,100
Veterinary Assistant (Blended)	69	\$6,030	\$23,057.50	\$57.50	\$0	\$0	\$23,115

*THE STUDENT TUITION RECOVERY FUND ASSESSMENT IS NON-REFUNDABLE.

**The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

MONTANA

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	70	\$23,100	\$0	\$0	\$23,100

NEW MEXICO

CERTIFICATE PROGRAMS

Program	Credit Hours	Tuition	Books & Supplies	Fees	Total
Medical Assistant (Blended)	70	\$23,100	\$0	\$0	\$23,100

WASHINGTON

CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	72	760	\$23,760	\$300	\$0	\$24,060
Computer Aided Design (Online)	72	845	\$18,000	\$1000	\$0	\$19,000
Dental Assisting (Blended)	69	915	\$23,184	\$0	\$0	\$23,184
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	835	\$24,480	\$0	\$0	\$24,480
Health Unit Coordinator (Online)	72	740	\$18,000	\$300	\$0	\$18,300
Medical Assistant (Blended)	70	905	\$23,100	\$0	\$0	\$23,100
Pharmacy Technician (Blended)	70	890	\$23,100	\$0	\$0	\$23,100
Veterinary Assistant (Blended)	69	920	\$23,115	\$0	\$0	\$23,115
Welding (Blended)	72	835	\$26,712	\$0	\$0	\$26,712

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Management (Online)	108	1035	\$35,640	\$300	\$0	\$35,940
Computer Networking Systems (Online)	108	1265	\$41,364	\$300	\$0	\$41,664

BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Administration * (Online)	180	915	\$41,400	\$300	\$0	\$41,700
Computer Information Systems (Online)	180	2025	\$62,100	\$300	\$0	\$62,400

*The costs in the table are not those for the number of quarter credits listed. Students enrolled in this program will earn the total quarter credits and clock hours through a combination of transfer quarter credit and campus course work. The number of quarter credits shown indicates the number of quarter credits a student will graduate from the program should the student be accepted to the program. See Admissions Requirements for more information.

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	72	760	40 weeks	\$23,700	\$60	\$300	\$0	\$24,060
Computer Aided Design (Online)	72	845	40 weeks	\$17,955	\$45	\$1000	\$0	\$19,000
Health Unit Coordinator (Online)	72	740	40 weeks	\$17,955	\$45	\$300	\$0	\$18,300

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
ASSOCIATE OF APPLIED SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Management (Online)	108	1135	60 weeks	\$35,550	\$90	\$300	\$0	\$35,940
Computer Networking Systems (Online)	108	1265	60 weeks	\$41,261.50	\$102.50	\$300	\$0	\$41,664

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
BACHELOR OF SCIENCE PROGRAMS

Program	Quarter Credits	Contact Hours	Instructional Weeks to Complete Program	Tuition	Recovery Fund*	Books & Supplies	Fees	Institutional Total
Business Administration** (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:

4. A high school diploma, official transcript, or Proof of Graduation Letter;
5. 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,
6. 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

4. Additionally, all students must **provide evidence** of one (1) of the following for admission to the program:
 - c. External applicants: Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,
 - d. Internal applicants: Graduate from a Charter College business administration-related program (i.e., Business Administration, Business Management, etc.).
5. 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*.
6. 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:

7. Identify and apply strategies for personal, academic, and professional success.
8. Apply the correct procedures for properly creating and editing documents, spreadsheets, and presentations using commonly known software.
9. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of business.

The Catalog Addendum is part of the Catalog & Student Handbook
Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

10. Identify and apply commonly practiced accounting concepts.
11. Identify and analyze legal and ethical issues presented within a given business setting.
12. Analyze core theories and models of leadership, marketing, and economics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
Total		590	126.0
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
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

¹This 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:

4. A high school diploma, official transcript, or Proof of Graduation Letter;
5. 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,
6. A diploma or official transcripts showing the award of an associate's degree.
 - a. The institution issuing the diploma/transcript must be accredited by an accreditor recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

20. Support the setup, install, and deploy a server into an existing network.
21. Configure local, network, and security policies and permissions.
22. Diagnose common computer issues and replace field-replaceable parts.
23. Setup and configure basic software applications.
24. Setup, configure, and secure a wireless network.
25. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
26. Perform basic subnetting tasks.
27. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
28. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
29. Recommend appropriate action to plug network vulnerabilities.
30. Employ best practices in setting up and configuring basic firewall appliances.

31. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
32. Define a proper baseline for a computer or network.
33. Illustrate how that baseline can be used to identify problems.
34. Configure a computer operating system.
35. Illustrate the processes of information systems project management from project initiation to completion.
36. Identify the ethical issues and responsibilities of the computer professional such as ethical hacking.
37. Demonstrate knowledge of Human Computer Interaction (HCI).
38. 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

The Catalog Addendum is part of the Catalog & Student Handbook
 Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

	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

¹This course is taught on-ground, blended, or online.

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:

10. Explain the theories and concepts of basic human resource management and performance evaluation relevant to a successful business environment.
11. Describe the components of and need for quality customer service management in a diverse organizational and global environment.
12. Describe the marketing, management components, and functions of business organizations.

13. Explain the legal and ethical issues found in the business community and recommend how these issues might be mitigated or alleviated.
14. 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.
15. Describe the changing work environment and the skills needed by the office administrator to function in such an environment.
16. Use business software to produce complex documents, spreadsheets and presentations containing graphics and tables with relative speed and efficiency.
17. Develop and use good human relations skills, in interpersonal and intrapersonal interactions, as well as verbal and written communications.
18. Use marketing theory and strategies to explore all aspects of marketing and produce a marketing plan from initial analysis to final implementation and evaluation.

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

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:

15. Support the setup, install, and deploy a server into an existing network.
16. Configure local, network, and security policies and permissions.
17. Diagnose common computer issues and replace field-replaceable parts.
18. Setup and configure basic software applications.
19. Setup, configure, and secure a wireless network.
20. Perform a basic installation of a client desktop using a baseline configuration and deploy it onto an existing network.
21. Perform basic subnetting tasks.
22. Properly document all work, including generating tickets and using language appropriate for the end user to understand.
23. Perform a physical assessment of an existing network, as well as identify and locate potential vulnerabilities in the network.
24. Recommend appropriate action to plug network vulnerabilities.
25. Employ best practices in setting up and configuring basic firewall appliances.
26. Demonstrate the ability to correctly identify a common computer, hardware, or network issue and employ troubleshooting skills to correct the identified problem.
27. Define a proper baseline for a computer or network.
28. Illustrate how that baseline can be used to identify problems.

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

¹This course is taught on-ground, blended, or online.

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.

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.

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

The Catalog Addendum is part of the Catalog & Student Handbook
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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:

6. 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.
7. 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.
8. 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.
9. Personal Development
 - a. Analyze a variety of self-assessment surveys and make recommendations for personal improvements.
10. 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.

CAMPUS: ANCHORAGE
DELIVERY METHOD: BLENDED

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

¹This course is taught on-ground, blended, or online.

²This course is taught online.

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

CAMPUS: ANCHORAGE, VANCOUVER
DELIVERY METHOD: 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

The Catalog Addendum is part of the Catalog & Student Handbook
 Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

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.

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.

The Catalog Addendum is part of the Catalog & Student Handbook
Effective January 9th, 2023 – January 28th, 2024, Second Edition, Published February 2nd, 2023

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

¹This course is taught on-ground, blended, or online.

²This course is taught online.

³This 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:

2. 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:

9. Organize activities of nursing personnel, medical staff, hospital departments, patients, and visitors in the clinical setting to meet patient needs.
10. Manage patient care workflow across multiple departments.
11. Interpret, review, and document patient care orders and patient medical charts.
12. Plan and execute daily routines related to administrative responsibilities of patient care departments.
13. Describe and defend guidelines pertaining to data control, security, privacy, and confidentiality of protected health information for all patients.
14. Identify appropriate policies and procedures in health care situations.
15. Translate information in an ethically and culturally respectful manner to improve patient satisfaction and care.
16. 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.

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.

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

¹This course is taught on-ground, blended, or online.

²This course is taught online.

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.

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

¹This course is taught blended or online.

²This course is taught online.

³This course is completed off-site at an externship facility.

⁴This course may be taught online when repeated.

⁵This course is taught blended.

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.

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

¹This course is taught on-ground, blended, or online.

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.

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

¹This course is taught on-ground, blended, or online.

²This course is taught online.

³This course is completed off-site at an externship facility.

⁴This course may be taught online when repeated.

CERTIFICATE IN VETERINARY ASSISTANT

DELIVERY METHOD: BLENDED

CAMPUS: OXNARD, VANCOUVER

LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Veterinary Assistant program provides the technical skills and work habits required to seek entry-level positions as Veterinary Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Prior to graduation, students are required to complete a 180-hour externship program at a veterinary clinic. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see *Graduation Requirements* section of the catalog), graduates could seek entry-level employment in the veterinary assistant field.

PROGRAM OUTCOMES

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

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional veterinary setting
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the veterinary assistant field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level veterinary assistant in a variety of veterinary clinic settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Demonstrate the knowledge of anatomy, physiology, and medical terminology in small animals as it relates to a veterinary assistant profession.
6. Demonstrate an understanding of how to perform small animal restraint during an examination.
7. Evaluate and utilize the information received from an animal's health history form.
8. Perform universal precautions during the course of different veterinary assistant tasks.
9. Explain and perform appropriate administrative tasks effectively.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
VA1000	Veterinary Practice Management	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

¹This course is taught on-ground, blended, or online.

²This course is taught online.

³This 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.

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

¹This course is taught on-ground, blended, or online.

²This course is taught online.

³This course is taught on-ground.

⁴This course is taught blended.