Catalog Supplement - Effective 09.10.12

CANYON COUNTRY
ADMINISTRATION & FACULTY

ADMINISTRATION

MICHAEL McCLENIC
President

SONJA SHELBY
Director of Career Services

STACIE DeBERRY
Director of Student Success

KATE TAYLOR
Director of Admissions

FACULTY

LYNDA BRIERLY
Massage Therapy

ANGELINA CAUNCA
Medical Office
Administrative Assistant
- *Associate of Arts in Pre-Law, University of the Philippines (Quezon City, Philippines)*
- *Bachelor of Laws LLB, University of the Philippines (Quezon City, Philippenes)*

LAURA GALLEGOS
Medical Assisting
- *Associate of Arts in Nursing, College of the Canyons (Valencia, CA)*

KIMBERLY GARCIA
Medical Assisting

VIVIAN GOLD
Vocational Nursing
- *Master of Arts & MFT, Pacific Oak College (Pasadena, CA)*
- *Registered Nursing Degree, West Jersey Hospital School of Nursing (Camden, NJ)*

JOEL GUTIERREZ
Medical Assisting

CHARLENE HALL
Dental Assistant
- *Associate of Arts in Paralegal Studies, De Anza College (Cupertino, CA)*
- *Bachelor of Science, Idaho State University (Pocatello, ID)*

LORI HOFFMAN
Legal Assistant
- *Bachelor of Arts in Law, Union Institute (Los Angeles, CA)*
- *Associate of Arts in Law, Central Texas College (Killeen, TX)*

FACULTY (continued)

DAWN MARTIN
Medical Insurance Coding & Billing;
Medical Assisting

NANCYLEE SIWULA
Vocational Nursing

- *MBA in Business, University of La Verne (La Verne, CA)*
- *Bachelor of Arts in Interdisciplinary Studies, University of Redlands (Redlands, CA)*
- *Registered Nursing Degree, St. Francis Medical Center (Pittsburgh, PA)*

CANYON COUNTRY ACADEMIC CALENDAR

PROGRAM START DATES

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

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

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10/15/12	11/18/12
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2013 MODULE DATES

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08/05/13	09/08/13
09/09/13	10/13/13
10/14/13	11/17/13
11/18/13	12/22/13

CANYON COUNTRY ACADEMIC CALENDAR

HOLIDAYS AND MAKE-UP DAYS

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

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

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

CANYON COUNTRY
TUITION AND FEES

CERTIFICATE PROGRAMS

PROGRAM	CREDIT HOURS	TUITION	RECOVERY FUND*	BOOKS / SUPPLIES	FEES	TOTAL
Computerized Accounting Specialist	66.5	$17,555	$45	$0	$0	$17,600
Computerized Office Specialist	66	$17,555	$45	$0	$0	$17,600
Dental Assisting	47	$18,552.50	$47.50	$0	$0	$18,600
Legal Assistant	42	$20,350	$50	$0	$0	$20,400
Massage Therapy	33	$17,555	$45	$0	$0	$17,600
Medical Assistant	29.5	$17,555	$45	$0	$0	$17,600
Medical Office Administration Assistant	51	$17,555	$45	$0	$0	$17,600
Vocational Nursing	72	$35,415	$85	$0	$0	$35,500

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

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

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

CANYON COUNTRY
TUITION AND FEES

ADDITIONAL FEES*

Certificate/diploma Mailing Fee	$7
Book Replacement	$75
Official Transcript Fee	$5
Expedited transcript or diploma processing	$25
Duplicate Certificate Fee	$50
Duplication of Student File Fee	$.50 per page or $25 min/file
Course Re-Take Fee	Under 80 contact hours: $500 80 or more contact hours: $1000
Business License Fee (MT)	$125
Certification Fee (PT only)	$250
Certification Fee (MT)	$125
Vocational Nursing Fees - Includes: CPR class ($40), BVNPT app fee ($75), ID/Passport Photo ($15), Live scan for BVNPT ($90), NCLEX review ($350), NCLEX exam fee ($200), VN license fee ($150)	$895
Credit Earned by Proficiency Exam** (per course)	$100

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

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

Catalog Supplement - Effective 09.10.12

LANCASTER
ADMINISTRATION & FACULTY

ADMINISTRATION

SHARON AHEARN
President

TERI KLEKAR
Director of Career Services

PAUL DILGER
Director of Student Success

CRYSTAL ELLERBE
Master Director of Admissions

FACULTY

PROGRAM CHAIRS

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

DALENE GARRETT, RDA
Dental Assistant
- *Associate of Science Dental Assisting, San Diego Mesa College, San Diego, CA*

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

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

SARAH KELLY, MBA, JD, CPI
Legal Assistant
and Business Programs
- *Juris Doctor, University of San Diego, San Diego, CA*
- *MBA, The Ohio State University, Columbus, OH*
- *Bachelor of Science in Business Administration, The Ohio State University, Columbus, OH*

LENORE STROHMER-VU, CPI
Medical Office Administrative Assistant
- *Bachelor of Science Health Care Administration, University of Phoenix, Lancaster, CA*
- *Diploma in Medical Assisting, Bryman College, Anaheim, CA*

FACULTY (continued)

INSTRUCTORS

DORIS ATKINS, RDA
Dental Assistant
- *Registered Dental Assistant - X-ray License*
- *Pit & Fissure Certification*

SHELLY BLACKWELDER, RDA, CPI
Dental Assistant
- *Associate of Arts, Antelope Valley College, Lancaster, CA*
- *Diploma in Dental Assistant, Clarita Career College, Canyon Country, CA*

LASHAWNA FORTENBERRY-POSTON
Medical Assistant / Medical Office Administrative Assistant
- *Diploma in Medical Assistant, Webster Career College, Los Angelese, CA*
- *Certificate in Phlebotomy, Allied Professional Institute, Long Beach, CA*

MARIA GONZALEZ
Medical Assistant
- *Associate of Science in Nursing, Pasadena City College, Pasadena, CA*

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

OLIVIA LOWE
Medical Insurance Coding & Billing
- *Certificate in Medical Billing, Antelope Valley Medical College, Lancaster, CA*
- *Certificate in Medical Assistant, Bryman College, Canoga Park, CA*

JAVIER VALENCIA
Heating, Ventilation, Air Conditioning and Refrigeration
- *Associate of Science Technology, Fire Science, Antelope Valley College, Lancaster, CA*
- *California Contractor's License*

BENJAMIN WORDINGER
Heating, Ventilation, Air Conditioning and Refrigeration
- *Bachelor of Science in Electrical Engineering Technology, Northern Arizona University, Flagstaff, AZ*

LANCASTER
ACADEMIC CALENDAR

PROGRAM START DATES

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

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

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10/14/13	11/17/13
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LANCASTER ACADEMIC CALENDAR

HOLIDAYS AND MAKE-UP DAYS

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HOLIDAY	MAKE-UP DAY
Memorial Day May 27, 2013	May 31, 2013
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LANCASTER
TUITION AND FEES

CERTIFICATE PROGRAMS

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

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LANCASTER
TUITION AND FEES

ADDITIONAL FEES*

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

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

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LONG BEACH
ADMINISTRATION & FACULTY

ADMINISTRATION

SHANNON THURMOND
President

(VACANT)
Director of Career Services

DORENE ORTEGA
Director of Student Success

(VACANT)
Director of Admissions

FACULTY

JAMES BAKER
Dental Assisting
- *Doctor of Dental Surgery, University of California Los Angeles*
- *Bachelor of Arts in History, University of California Riverside*

CHRISTOPHER CARTER
Medical Office Administrative Assistant
- *Master of Arts in ED in Educational Leadership, Argosy University*
- *Bachelor of Arts in Black Studies, California State University, Long Beach*
- *Bachelor of Arts in Speech Communication, California State University, Long Beach*
- *Certificate in HCEMD, American Career College*

JOSE SANIC ROEL S. JAVIER
Dental Assisting
- *Master of Arts in Teaching, major in Biological Sciences, University of the East*
- *Doctor of Dental Medicine, University of the East*

TERESA KEDWARDS
Massage Therapy
- *Doctor of Chiropractic, Los Angeles Colleges of Chiropractic*

PAUL KLEIMAN
Massage Therapy
- *Certificate in Massage Therapy, Shiatsu Massage School of California*
- *Juris Doctor, Benjamin Cardozo School of Law*
- *Bachelor of Arts in English, University of Buffalo*

DANIELLE MATHEWS
Pharmacy Technician
- *Pharmacy Technician National Certification*

CHRISTINA RYAN RODRIGUEZ
Computer Office Specialist
- *Master of Science in Education, University of Pennsylvania*
- *Bachelor of Arts in Liberal Arts, New York University*

FACULTY (continued)

IRENE SAID
Medical Assisting
- *MBBCH in Surgery and Medicine, Alexandria University*

ROBERT STEELE
Computer Accounting Specialist
- *Master of Science in Taxation, Golden Gate University*
- *Bachelor of Arts in Economics/ Accounting, University of California Santa Barbara*

LONG BEACH
ACADEMIC CALENDAR

PROGRAM START DATES

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LONG BEACH
TUITION AND FEES

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CHARTER COLLEGE

is my college.

2012-2013 CATALOG & STUDENT HANDBOOK

CANYON COUNTRY, LONG BEACH, AND LANCASTER, CA CAMPUSES

REVISED SEPTEMBER 10, 2012

CHARTER COLLEGE CharterCollege.edu

CHARTER COLLEGE

CHANGE YOUR LIFE. START HERE.

Catalog 2012-2013
&
Student Handbook

September 2012

Main Campus: OPE-ID 032783-00

27125 Sierra Highway, Suite 329, Canyon Country, CA 91351

(661) 252-1864

Branch Campus: OPE-ID 032783-02

100 West Broadway, Long Beach, CA, 90802

(562) 256-7157

Branch Campus: OPE-ID 032783-01

43141 Business Center Parkway, Suite 102, Lancaster CA 93535

(661) 341-3500

www.CharterCollege.edu

Revision Date September 10, 2012

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Mission

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

Objectives

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

Catalog Preparation

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

Accreditation and Licensure

Charter College – Canyon Country (previously known as Clarita Career College) and its branches (Charter College - Long Beach and Charter College – Lancaster) are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 to award diplomas. ACCSC is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Charter College – Canyon Country including its branches in Long Beach and Lancaster, CA are approved to operate by the California Bureau for Private Postsecondary Education. The Bureau for Private Postsecondary Education is located at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The phone number is 916-431-6959.

State of California Disclosures

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet that must be provided prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about the College with the California Bureau for Private Postsecondary Education by contacting the Bureau at P.O. Box 980818 West Sacramento, CA 95798-0810, phone 916-574-7720 or by completing a complaint form located on the Bureau's web site www.bppe.ca.gov.

Ownership

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

Veterans' Benefits

Charter College has been approved by the California State approving Agency for Veterans Education (CSAAVE) for the education of veterans and eligible dependents of veterans. Students with veterans benefits are required to report all previous postsecondary education prior to attending. Official transcripts must be submitted for transfer credit.

Students with questions or complaints should contact the California State approving Agency for Veterans Education at 1227 O Street, suite 314, Sacramento, CA 95814, www.cdva.ca.gov, phone 916-503-8317 or the California Bureau for Private Postsecondary Education by contacting the Bureau at P.O. Box 980818 West Sacramento, CA 95798-0810, phone 916-574-7720.

College History

In 1976, Charter College – Canyon Country (previously known as Clarita Career College) began offering vocational courses for X-ray certification and preparation for the California Registered Dental Assistant examination. In January of 1996, the College began offering two career programs - Dental Assistant and Health Insurance Biller/Collector.

The Accrediting Commission of Career Schools and Colleges (ACCSC) accredited the College in February of 1998.

Prospect Education LLC, an educational organization dedicated to offering excellent post-secondary education, acquired the College in 2003. In 2004, the College began to offer Legal Assisting, Massage Therapy and Pharmacy Technician. In the fall of 2004, the College opened a branch campus in Lancaster, California. In 2006, the Vocational Nursing program was started and in January of 2007 the Long Beach branch campus was opened.

In the fall of 2008 Clarita College changed its name to Charter College.

Location and Facilities

The main campus, Charter College – Canyon Country, located at 27125 Sierra Highway in Canyon Country, CA, occupies 28,000 square feet in Sierra Crest Center. The campus is accessible from CA-14. Charter College – Lancaster, located at 43141 Business Center Parkway, Suite 102 Lancaster, CA occupies 26,500 square feet. The branch is accessible from CA HWY 14. Charter College - Long Beach has 28,000 square feet at 100 West Broadway in Long Beach and is easily accessible from I-710. The campus is conveniently located on bus lines and is within walking distance of the Blue rail line.

In addition to classrooms, laboratories and a library resource center each location houses admissions, financial aid, and career services offices. The classrooms and laboratories have modern technology including audiovisual equipment. The facilities provide professional settings such as a modern medical office examination room, an infection control area, a massage therapy clinic, and pharmacy tech and medical assistant laboratories. The dental assisting laboratory is equipped with dental chairs, operating lights, X-ray unit, amalgamators, autoclave, typodonts, laboratory dental engines, and X-ray daylight automatic processing units. The massage therapy laboratories are equipped with massage tables and chairs. The medical assistant laboratories have EKG machines, microscopes, centrifuges, hematocrits and scales. The atmosphere and design of the campuses are highly conducive to academic achievement and performance.

PROGRAMS AND COURSE DESCRIPTIONS

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

Course Codes

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

ACC: Accounting	BSM: Business Management
CMP: Computer Science	DAP: Dental Assisting
ENG: Communications	HVC: Heating, Ventilation, Air Conditioning and Refrigeration
LAP: Legal Assistant	MCP: Medical Coding
MED: Medical Administration	MOA: Medical Office Administration
MTH: Mathematics	MTP: Massage Therapy
OFM: Office Administration	SOC: Social Science
VNP: Vocational Nursing	

The three numeric digits indicate the level of the course. Course numbers that are 200-level are generally more advanced than 100-level courses. Courses below 100 are non-credit courses.

Credit Hours

Coursework at Charter College is measured in both quarter credit hours and semester credit hours as follows. One contact hour is 50 minutes.

- One quarter credit hour equals 10 contact hours of lecture, 20 hours of laboratory, or 30 hours of externship.
- One semester credit hour equals 15 contact hours of lecture, 30 hours of laboratory, or 45 hours of externship.

Program Modification

The College reserves the right to modify the course content, structure and schedule without additional charges to the student and within regulatory guidelines. *The College reserves the right to amend the Catalog and Student Handbook as required.*

Diploma in Computerized Accounting Specialist

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Computerized Accounting Specialist program seeks to prepare the student with the knowledge and skills in reporting financial transactions, computerized operations, computerized accounting and computerized business software, customer service and career development. This program will prepare students for an entry-level position in accounting. The student to faculty ratio will be 30 to 1 (classroom and lab).

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
ACC200	Income Tax Preparation	40	4
ACC201	Advanced Principles of Accounting	40	4
ACC202	Managerial Accounting	40	3.5
ACC203	Advanced Managerial Accounting	40	3.5
ACC204	Audit Preparation	40	4
BSM206	Business Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint and Presentations	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
ENG121	Technical Writing and Presentation	40	4
OFM102	Customer Service	40	4
MTH100	College Mathematics	45	4.5
SOC101	Introduction to Economics	45	4.5
	Total for Graduation	**730**	**66.5**

Course Descriptions

ACC100
Accounting Essentials
4.0 Quarter Credit Hours / 40 Hours

This is an introduction to financial reporting. The course introduces the manual preparation of double-entry accounting with an emphasis on basic terminology, concepts, and procedures for a service enterprise. Use of special journals, subsidiary ledgers, and their relation to the general ledger is also covered.

ACC102
Payroll Reporting
3.5 Quarter Credit Hours / 40 Hours

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

ACC120
Automated Accounting
3.0 Quarter Credit Hours / 40 Hours

This is a continuing study of accounting, converting manual systems to automation. Widely recognized accounting software is introduced. Topics include general, payable, receivable, inventory, payroll and systems.

Prerequisites: ACC100 Accounting Essentials

ACC121
Principles of Accounting
4.0 Quarter Credit Hours / 40 Hours

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

Prerequisites: ACC100 Accounting Essentials

ACC200
Income Tax Preparation
4.0 Quarter Credit Hours / 40 Hours

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

Prerequisites: ACC100 Accounting Essentials

ACC201
Advanced Principles of Accounting
4.0 Quarter Credit Hours / 40 Hours

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

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

ACC202
Managerial Accounting
3.5 Quarter Credit Hours / 40 Hours

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

Prerequisites: ACC120 Automated Accounting, ACC121 Principles of Accounting

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Course Descriptions

ACC203
Advanced Managerial Accounting
3.5 Quarter Credit Hours / 40 Hours

This is an advanced study of automated accounting and application. The course presents Excel skills and relates them to functions in business. Topics include break-even analysis, budgeting, variance analysis, cost-volume-profit analysis, rate-of-return, performance evaluation, differential analysis, and product pricing.

Prerequisites: ACC202 Managerial Accounting

ACC204
Audit Preparation
4.0 Quarter Credit Hours / 40 Hours

This is a study of preparation for external audits. These audits include financial, tax, and compliance. The course includes how to prepare supporting schedules of a trial balance for an auditor by performing a simulated audit project.

Prerequisite: ACC120 Automated Accounting, ACC121 Principles of Accounting

BSM206
Business Law
4.0 Quarter Credit Hours / 40 Hours

This is an introductory survey of the law as it relates to business. Topics include the American court system, forms or business organizations, real and personal property, contract, agency and employment law.

CMP102
Computer Essentials with Microsoft Windows
3.0 Quarter Credit Hours / 40 Hours

This is an introduction to personal computer systems. Microsoft Windows and its applications such as desktop features, search capabilities, and file management are explored. Microsoft Outlook, Word, Excel, Access and PowerPoint, information literacy, and the Internet are introduced.

CMP126
PowerPoint and Presentations
3.0 Quarter Credit Hours / 40 Hours

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

CMP130
Word for Windows
3.0 Quarter Credit Hours / 40 Hours

Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

CMP131
Excel for Windows
3.0 Quarter Credit Hours / 40 Hours

Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

OFM102
Customer Service
4.0 Quarter Credit Hours / 40 Hours

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

ENG121
Technical Writing and Presentation
4.0 Quarter Credit Hours / 40 Hours

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

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Course Descriptions

MTH100
College Mathematics
4.5 Quarter Credit Hours / 45 Hours

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

SOC101
Introduction to Economics
4.5 Quarter Credit Hours / 45 Hours

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

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Diploma in Computerized Office Specialist

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Computerized Office Specialist program is especially recommended to students seeking rapid computer literacy and operational skills. The program includes skills in mathematics and communications, word processing, computer operations, the use of essential business computer software, payroll reporting, customer service and career development. This program will prepare students for an entry-level position in many business environments. The student to faculty ratio will be 30 to 1 (classroom & lab).

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting Essentials	40	4
ACC102	Payroll Reporting	40	3.5
ACC120	Automated Accounting	40	3
ACC121	Principles of Accounting	40	4
BSM200	Leadership and Team Management	40	4
BSM201	Managing People	40	4
BSM202	Managing Projects	40	4
BSM203	Marketing with Technology	40	4
BSM206	Business Law	40	4
CMP102	Computer Essentials with Microsoft Windows	40	3
CMP126	PowerPoint and Presentations	40	3
CMP130	Word for Windows	40	3
CMP131	Excel for Windows	40	3
CMP233	Advanced Word and Excel for Windows	40	3
ENG100	Written Communication	40	4
ENG121	Technical Writing and Presentation	40	4
MTH100	College Mathematics	45	4.5
OFM102	Customer Service	40	4
	Total for Graduation	**725**	**66**

Course Descriptions

ACC100
Accounting Essentials
4.0 Quarter Credit Hours / 40 Hours

This is an introduction to financial reporting. The course introduces the manual preparation of double-entry accounting with an emphasis on basic terminology, concepts, and procedures for a service enterprise. Use of special journals, subsidiary ledgers, and their relation to the general ledger is also covered.

ACC102
Payroll Reporting
3.5 Quarter Credit Hours / 40 Hours

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

ACC120
Automated Accounting
3.0 Quarter Credit Hours / 40 Hours

This course covers converting manual accounting systems to automation. Widely recognized accounting software is introduced. Topics include general ledger, accounts payable, accounts receivable, inventory, and payroll systems.

ACC121
Principles of Accounting
4.0 Quarter Credit Hours / 40 Hours

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

Prerequisites: ACC100 Accounting Essentials

BSM200
Leadership and Team Management
4.0 Quarter Credit Hours / 40 Hours

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

BSM201
Managing People
4.0 Quarter Credit Hours / 40 Hours

This course introduces how to hire, train, supervise, and evaluate employees. Topics include legal issues, recruiting employees, training, performance appraisals, discipline, and grievance handling.

BSM202
Managing Projects
4.0 Quarter Credit Hours / 40 Hours

This course presents the design, set up, and maintenance of a business management project to completion. Topics include deliverables, procedures, business survey, feasibility study, project analysis, detail design, project completion, and acceptance.

BSM203
Marketing with Technology
4.0 Quarter Credit Hours / 40 Hours

This is a study of marketing with emphasis on usage with technology. Topics include identifying target markets, identifying niches, meeting customer needs using technology to create sales promotions, and using electronic media to market products.

BSM206
Business Law
4.0 Quarter Credit Hours / 40 Hours

This is an introductory survey of the law as it relates to business. Topics include the American court system, forms or business organizations, real and personal property, contract, agency and employment law.

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Course Descriptions

CMP102
Computer Essentials with Microsoft Windows
3.0 Quarter Credit Hours / 40 Hours

This is an introduction to personal computer systems. Microsoft Windows and its applications such as desktop features, search capabilities, and file management are explored. Microsoft Outlook, Word, Excel, Access and PowerPoint, information literacy, and the Internet are introduced.

CMP126
PowerPoint and Presentation
3.0 Quarter Credit Hours / 40 Hours

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

CMP130
Word for Windows
3.0 Quarter Credit Hours / 40 Hours

Topics include basic and advanced concepts such as creating, editing, and formatting documents, desktop publishing, customizing, and working with large documents.

CMP131
Excel for Windows
3.0 Quarter Credit Hours / 40 Hours

Topics include basic and standard Excel concepts such as creating spreadsheets, working with charts and graphs, formatting, using solver utility, and importing data into Excel.

CMP233
Advanced Word and Excel for Windows
3.0 Quarter Credit Hours / 40 Hours

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

OFM102
Customer Service
4.0 Quarter Credit Hours / 40 Hours

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

ENG100
Written Communication
4.5 Quarter Credit Hours / 40 Hours

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

ENG121
Technical Writing and Presentation
4.0 Quarter Credit Hours / 40 Hours

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

MTH100
College Mathematics
4.5 Quarter Credit Hours / 45 Hours

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

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Diploma in Dental Assisting

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Dental Assisting Diploma 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, dental X-ray technician and dental office manager. The content of the program provides students with didactic, laboratory and clinical instruction in chair-side assisting procedures, infection control and treatment procedures commonly performed in a dental office setting. Students will also receive basic training in front office procedures.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
DAP101	Introduction to Dentistry, Concepts of Health and Safety	40	2
DAP102	Dental Sciences 1	40	3
DAP103	Dental Sciences 2, Basics of Dental Care Delivery	40	2.5
DAP104	Pharmacology, Emergency Management, Local Anesthesia	40	2.5
DAP105	Introduction to General Dentistry	40	2.5
DAP106	Introduction to Fixed Prosthodontics	40	2.5
DAP107	Prosthodontics 2, Esthetics, Introduction to Lab Procedures	40	2.5
DAP108	Business Operations, Communication, Orthodontics	40	2.5
DAP109	Pedodontics, Coronal Polishing	40	2.5
DAP110	Financial Management, Endodontics	40	2.5
DAP111	Periodontics, Oral and Maxillofacial Surgery	40	2.5
DAP112	Ethical-Legal-Professional Issues, Special Patients	40	4
DAP113	Concepts of Prevention, Oral Pathology	40	3.5
DAP114	Fluorides, Pit and Fissure Sealants	40	2
DAP115	Dental Radiology 1	40	2
DAP116	Dental Radiology 2	40	2
DAP117	Externship	180	6
	Total for Graduation	**820**	**47**

Course Descriptions

DAP101

Intro to Dentistry, Concepts of Health and Safety

2.0 Quarter Credit Hours / 40 Hours

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

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

DAP102

Dental Sciences 1

3.0. Quarter Credit Hours / 40 Hours

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

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

DAP103

Dental Sciences 2, Basics of Dental Care Delivery

2.5 Quarter Credit Hours / 40 Hours

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

Co-requisite: DAP102 Dental Sciences 1

DAP104

Pharmacology, Emergency Management, Local Anesthesia

2.5 Quarter Credit Hours / 40 Hours

This course provides the principles and regulations concerning pharmacology and prescription writing with emphasis on the classification of drugs, actions of drugs commonly prescribed in the dental office and the potential interactions with other commonly prescribed drugs. The role of the dental assistant in preparing for, recognizing and assisting in the first aid/treatment of medical-dental emergencies with an emphasis on prevention is presented. Students earn the *American Heart Association-Basic Life Support for Healthcare Providers* (CPR) certification. Students also learn about the drugs and procedures associated with assisting in the administration of local anesthesia.

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

DAP105

Introduction to General Dentistry

2.5 Quarter Credit Hours / 40 Hours

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

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

DAP106

Introduction to Fixed Prosthodontics

2.5 Quarter Credit Hours / 40 Hours

This course provides an introduction to concepts related to fixed prosthodontic procedures with emphasis on crown and bridge procedures. Topics include related dental materials, tray set-ups, provisional coverage chair-side and laboratory procedures.

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

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Course Descriptions

DAP107

Prosthodontics 2, Esthetics, Intro to Lab Procedures

2.5 Quarter Credit Hours / 40 Hours

This course addresses concepts related to fixed prosthodontic procedures with emphasis on inlay, onlay, veneer, and esthetic procedures. The fabrication and care of removable prosthetics and tooth whitening procedures are also discussed. Topics include related dental materials, tray set-ups, chair-side and laboratory procedures.

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

DAP108

Business Operations, Communication, Orthodontics

2.5 Quarter Credit Hours / 40 Hours

This course provides an overview of dental office business operations including recordkeeping, appointment management, recall programs, inventory management, and dental supply management and communication skills. Discussion regarding the setting, procedures, and materials required to meet the needs of patients of orthodontic specialty dental practices is also provided. Students gain skill in a variety of procedures related to the treatment of orthodontic patients during laboratory experiences.

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

DAP109

Pedodontics, Coronal Polishing

2.5 Quarter Credit Hours / 40 Hours

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

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

Co-requisite: DAP114 Fluorides, Pit and Fissure Sealants

DAP110

Financial Management, Endodontics

2.5 Quarter Credit Hours / 40 Hours

This course provides an overview of financial management in the dental office including accounting, accounts receivable, collections, accounts payable, payroll, and dental insurance. Discussion regarding the setting, procedures, and materials required to meet the needs of patients of endodontic specialty dental practices is also provided.

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

DAP111

Periodontics, Oral and Maxillofacial Surgery

2.5 Quarter Credit Hours / 40 Hours

This course provides discussion regarding the settings, procedures, instruments, dental materials, and the dental assistant's role associated with periodontal and oral maxillofacial surgery specialty dental practices.

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

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Course Descriptions

DAP112
Ethical-Legal-Professional Issues, Special Patients
4.0 Quarter Credit Hours / 40 Hours

This course details ethical guidelines, legal frameworks, and professional issues associated with dental assisting. Theory and discussion regarding the modification of treatment for the geriatric, physically compromised, and medically compromised patients with emphasis on HIV/AIDS is provided.

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

DAP113
Concepts of Prevention, Oral Pathology
3.5 Quarter Credit Hours / 40 Hours

This course provides theory regarding the etiology, process and prevention of dental decay and periodontal diseases and an introduction to oral pathology. Topics include: health promotion and disease prevention, oral infection control, nutrition, prevention-oriented community oral health programs, and common variations from normal and pathologic conditions of the oral cavity.

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

DAP114
Fluorides, Pit and Fissure Sealants
2.0 Quarter Credit Hours / 40 Hours

This course provides study regarding water fluoridation and the theory and practices related to topical fluoride therapies and pit and fissure sealants. Students apply topical fluorides to laboratory competency on manikins and preclinical competency on student partners. Students are required to apply pit and fissure sealants to laboratory competency on manikins and clinical competency on patients.

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

Co-requisite: DAP109 Pedodontics, Coronal Polishing

DAP115
Dental Radiology 1
2.0 Quarter Credit Hours / 40 Hours

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

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

Co-requisite: DAP116 Dental Radiology 2

DAP116
Dental Radiology 2
2.0 Quarter Credit Hours / 40 Hours

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

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

Co-requisite: DAP115 Dental Radiology 1

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DAP117

Externship

6.0 Quarter Credit Hours / 180 Hours

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

Prerequisite: Successful completion of all courses in the Dental Assisting program

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Diploma in Heating, Air Conditioning, Ventilation And Refrigeration

(Available at Lancaster Campus Only)

The Heating, Air Conditioning, Ventilation and Refrigeration program has been designed to prepare students for entry-level employment in industry. The content of this program is designed to provide students with specialized training in the installation, maintenance and repair of heating, air conditioning, ventilation and refrigeration systems. In each course, students will be provided with both lecture and hands-on experience fundamental to a successful understanding of course content.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
HVC101	HVAC Essentials	80	4.0
HVC102	Installation Fundamentals	80	4.0
HVC103	HVAC/R Systems	80	4.0
HVC104	HVAC Control Circuits	80	4.0
HVC105	Systems Troubleshooting	80	4.0
HVC106	Maintenance Skills	80	4.0
HVC107	Environmental Systems	80	4.0
HVC108	HVAC Applications I	80	4.0
HVC109	HVAC Applications II	80	4.0
	Total for Graduation	**720**	**36**

Course Descriptions

HVC101
HVAC Essentials
4.0 Quarter Credit Hours / 80 Hours

In this course, students will be introduced to safety concepts, construction math, blueprints, required communication skills, Trade mathematics, the use of hand tools, the use of power tools and basic rigging.

HVC102
Installation Fundamentals
4.0 Quarter Credit Hours / 80 Hours

This course is an introduction to the skills needed for installing heating, air conditioning, ventilation and refrigeration systems. The courses will cover copper and plastic piping practices, soldering and brazing, ferrous metal piping practices, sheet metal duct systems, fiberglass and flexible duct systems and chimneys, vents & flues.

Prerequisite: HVC101 HVAC Essentials

HVC103
HVAC/R Systems
4.0 Quarter Credit Hours / 80 Hours

The module provides instruction on the operation of HVAC/R systems. Specifically students will receive an introduction to cooling, an introduction to heating, instruction on heat pumps and retail refrigeration.

Prerequisite: HVC101 HVAC Essentials

HVC104
HVAC Control Circuits
4.0 Quarter Credit Hours / 80 Hours

This course focuses on the electrical systems in industry equipment. The topics that will be discussed are: basic electricity, alternation current, basic electronics, control circuit troubleshooting and troubleshooting electronic controls.

Prerequisite: HVC101 HVAC Essentials

HVC105
Systems Troubleshooting
4.0 Quarter Credit Hours / 80 Hours

Students will develop their skills in troubleshooting industry equipment. Specifically, the course will teach students to troubleshoot gas heating, cooling, heat pumps and oil heating systems.

Prerequisite: HVC101 HVAC Essentials

HVC106
Maintenance Skills
4.0 Quarter Credit Hours / 80 Hours

This course will develop students' ability to maintain HVAC/R systems. Topics that will be covered are:

- Basic Installation and Maintenance Practices
- Planned Maintenance
- Advanced Maintenance Concepts
- Leak Detection, Evacuation, Recovery and Charging
- System Startup and Shutdown
- Air System Balancing

Prerequisite: HVC101 HVAC Essentials

HVC107
Environmental Systems
4.0 Quarter Credit Hours / 80 Hours

This module will teach the importance of environmental systems. Students will be provided instruction in air quality equipment, commercial airside systems, indoor air quality, water treatment, energy conservation equipment and troubleshooting accessories.

Prerequisite: HVC101 HVAC Essentials

HVC108
HVAC Applications I
4.0 Quarter Credit Hours / 80 Hours

This module focuses instruction on refrigerants and oils, introduction to hydronic systems, air distribution systems, compressors and metering devices.

Prerequisites: HVC103 HVAC/R Systems, HVC104 HVAC Control Circuits, and HVC105 System Troubleshooting

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Course Descriptions

HVC109
HVAC Applications II
4.0 Quarter Credit Hours / 80 Hours

Students will receive instruction in:

- Construction Drawings and Specifications
- Building Management Systems
- Commercial Hydronic systems
- Steam Systems
- Heating and Cooling System Design
- Alternative Heating and Cooling Equipment
- Commercial and Industrial Refrigeration Systems
- Introduction to Supervisory Skills

Prerequisites: HVC 103HVAC/R Systems, HVC104 HVAC Control Circuits, and HVC105 System Troubleshooting

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Diploma in Legal Assistant

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Legal Assistant program has been designed to prepare students for entry-level employment as legal assistants/paralegals who assist attorneys in settings that include law offices, firms, agencies and other governmental entities. The content of the program is intended to provide the student with specialized training in legal research and writing and in the substantive areas of law including family law, criminal law and procedure, real estate law, torts, contracts, evidence, business law and legal office operations. Knowledge of these substantive areas is required in order for the student to understand basic legal principles that would be relevant to the student's interaction with clients and the issues presented to an attorney.

COURSES:

Course Code	Course Title	Contact Hours	Semester Credit Hours
LAP100	The Structure of the American Legal System and Civil Procedures	80	4.0
LAP101	Legal Research and Writing	80	4.0
LAP102	Wills and Trusts	80	4.0
LAP103	Family Law	80	4.0
LAP104	Contracts	80	4.0
LAP105	Torts	80	3.5
LAP106	Criminal Law	80	4.0
LAP107	Criminal Procedure and Evidence	80	4.0
LAP108	Property and Real Estate	80	4.0
LAP109	Business - Legal Professional Ethics	80	4.0
LAP110	Externship	120	2.5
	Total for Graduation	**920**	**42**

Course Descriptions

LAP100
The Structure of the American Legal System and Civil Procedures
4.0 Semester Credit Hours / 80 Hours

This is an introduction into the American Court System covering the political theories in the present system of government. Each branch of government is examined and the differences between the branches discussed. The rules of civil procedure including pleadings, complaints, and the laws that dictate how a suit will be filed, all pretrial matters, trial proceedings and post-trial issues are presented.

LAP101
Legal Research and Writing
4.0 Semester Credit Hours / 80 Hours

This course is an overview of the writing process, including prewriting, writing, editing, and revision. Topics include basic grammar, punctuation, rules of citation, and a review of the bluebook. The focus of the course is on researching and analyzing enacted law and court rules, preparing legal correspondence, and preparing a case brief using the IRAC format.

LAP102
Wills and Trusts
4.0 Semester Credit Hours / 80 Hours

This is an introduction to the complexities of wills, trusts and estate administration. The function of the probate courts is discussed. Topics include the purpose of a will, special clauses in a will, codicils, intestacy, incapacity, types of trusts and administration of a trust. Writing a will and a living will, advanced health care directives and durable power of attorney are presented.

LAP103
Family Law
4.0 Semester Credit Hours / 80 Hours

This is an overview of family law including marriage, annulment, common law marriage, domestic violence, separation, dissolution of marriage, temporary orders, child support, child custody, visitation, alimony, abortion, paternity and adoption. Topics include how to prepare divorce documents.

LAP104
Contracts
4.0 Semester Credit Hours / 80 Hours

This is an overview of basic contracts, including the elements of a contract, contract formation, breach and remedies for breach. An approach for analyzing contract problems is explored. There is a discussion of how the uniform commercial code governs the various practices of sales and financing by commercial business with one another and with the general public.

LAP105
Torts
3.5 Semester Credit Hours / 80 Hours

This is an introduction to law governing private injury, harm and remedies, differentiating civil and criminal wrong. The law of personal injury that results from the conduct of those who are careless, reckless, or impose harm in violation of state and federal law is examined. The focus is on damage to persons or property, worker's compensation, international torts, negligence, product liability, malpractice and wrongful death.

LAP106
Criminal Law
4.0 Semester Credit Hours / 80 Hours

This course explores the state and federal court systems, sources of law, criminal liability, constitutional safeguards, the nature and function of law in society, the stages of criminal accountability and the nature of criminal offenses. Constitutional issues that impact the rights of the accused are examined to identify how the legal assistant and paralegal assist the attorney in all stages of the criminal accountability process. Topics include the legal definitions of a crime and how criminal litigation procedures differ from civil litigation procedures.

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Course Descriptions

LAP107
Criminal Procedure and Evidence
4.0 Semester Credit Hours / 80 Hours

This course examines the American legal system which is committed to fairness to persons accused of criminal conduct, and where every attempt is made to ensure that innocent persons are not convicted and punished. Criminal procedure begins at the moment law enforcement authorities' suspect criminal activity. This course focuses on how the Constitution continues to influence the proceedings through its mandates regarding bail, specific charges, right to counsel and a speedy trial. Topics include the discovery phase of a legal matter and how, when and what may be brought up during a trial.

LAP108
Property and Real Estate
4.0 Semester Credit Hours / 80 Hours

This course covers the basic substantive law of real property and the practical aspects of real estate transactions, including discussions of real property, deeds, conveyances, liens and encumbrances, easements and covenants, future interests and conditional estates. The basic obligations of landlord and tenants are covered, as well as how to write residential and commercial leases.

LAP109
Business - Legal Professional Ethics
4.0 Semester Credit Hours / 80 Hours

This course presents the basic concepts of business law, including sole proprietorships, partnerships (both limited and general), and limited liability companies and corporations (for profit, non-profit and S Corporations). Topics include business law and relations, common failures of a business organization and business organization risks and liabilities, and professional responsibility as it pertains to a legal assistant.

LAP110
Externship
2.5 Semester Credit Hours / 120 Hours

This course provides an extern of 120 hours in a legal office setting under the direct supervision of the law office administrator, attorney, or person designated by the managing attorney.

Prerequisites: Successful completion of all courses in the Legal Assistant Program.

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Legal Assistant Requirements

Charter College administration, faculty and staff provide education and training to students enrolled in the Legal Assistant Program. This program provides practical, interactive applications and real office situations. Pursuant to California Business and Professions Code 6450, the program covers ethical and professional code requirements that are usual and customary to employment in the office of and under the direct supervision of a licensed attorney. The program covers substantive and practical legal principles, research and writing techniques, intra-office telephone, filing and interviewing requirements that prepare students to seek law office employment. A legal assistant is subject to the same confidentiality requirements as an attorney. The program is organized to meet the curriculum standards of the accrediting agency and includes preparation and assistance (including study materials) to successfully apply for the CLA examination. Requirements for licensure as a paralegal/legal assistant in California include:

1. A certificate of completion of a legal assistant program from a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization.
2. Paralegals are required to certify completion every three years of four hours of mandatory continuing legal education in legal ethics. All continuing legal education courses shall meet the requirements of Section 6070. Every two years, all paralegals shall be required to certify completion of four hours of mandatory continuing education in either general law or in a specialized area of law. Certification of these continuing education requirements shall be made with the paralegal's supervising attorney. The paralegal shall be responsible for keeping a record of the paralegal's certifications.

Legal Assistant Disclosure

In California, the state requires Legal Assistants to complete certified continuation education classes to work in the state in this professional capacity. Continuation requirements include:

- Four hours of mandatory continuing legal education in legal ethics every three years.
- Four hours of mandatory continuing legal education in general law or in a specialized area of law every two years.

The supervisory attorney in the legal assistant's place of work will monitor the continuing education requirements for the legal assistant. However, the legal assistant will be responsible for maintaining records of these certifications.

Diploma in Massage Therapy

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

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

COURSES:

Course Code	Course Title	Contact Hours	Semester Credit Hours
MED100	Introduction to Medical Programs	80	4.0
MTP100	Massage as a Healing Aid	80	4.0
MTP101	Human Anatomy and Physiology 1	80	4.0
MTP102	Effects, Benefits, Indications and Contradictions	80	4.0
MTP103	Consultation, Classifications and Applications of Massage	80	4.0
MTP104	Procedures for Complete Body Massage: Face and Body	80	3.0
MTP105	Massage in Nursing and Health Care	80	3.0
MTP106	Athletic Sports Massages	80	3.0
MTP107	Business Practices and Beginning a Business	80	4.0
	Total for Graduation	**720**	**33**

Course Descriptions

MED100
Introduction to Medical Programs
4.0 Semester Credit Hours / 80 Hours

This course focuses on a student's particular academic and career path, medical terminology, introductory anatomy and physiology, CPR instruction, and basic computer skills. A basic introduction into the structure and function of the human body and body systems are examined. Medical terminology centers on the prefixes and suffixes and their meanings as they relate to each system of the human body.

MTP100
Massage as a Healing Aid
4.0 Semester Credit Hours / 80 Hours

The course examines the development of modern massage and terminology as well as the decline of massage in the twentieth century. The requirements for massage practice licenses, law educational requirements and health requirements for practitioners are reviewed.

Prerequisite: MED100 Introduction to Medical Programs

MTP101
Human Anatomy and Physiology 1
4.0 Semester Credit Hours / 80 Hours

This course examines living matter including cells, cell structure, and cell functions. Topics include enzymes, integument skin, skeletal and muscular systems, and terminology. The anatomical position of the body, body cavities, and organs are covered, also.

Prerequisite: MED100 Introduction to Medical Programs

MTP102
Effects, Benefits, Indications and Contradictions
4.0 Semester Credit Hours / 80 Hours

This course covers massage conditions and contradictions involving pregnancy and critical illness. Topics include precautions to take with HIV infected individuals, endangered sites, disease, infection, equipment products, place of business, sanitary and safety practices.

Prerequisite: MED100 Introduction to Medical Programs

MTP103
Consultation, Classifications and Applications of Massage
4.0 Semester Credit Hours / 80 Hours

The needs, expectations and procedures for meeting state policies, developing a treatment plan, and explaining the plan to clientele are discussed in this course. Topics include intake, medical history terms, body diagrams, soap charting, records, pulse, and temperature. Basic massage movements, joint movements, strength and flexibility of the hands, as well as body mechanics including strength, balance and body control are covered.

Prerequisite: MED100 Introduction to Medical Programs

MTP104
Procedures for Complete Body Massage: Face and Body
3.0 Semester Credit Hours / 80 Hours

This course presents draping and preparing clients for a professional massage. Topics include therapeutic procedures and assessment techniques for face, chest, back and scalp.

Prerequisite: MED100 Introduction to Medical Programs

MTP105
Massage in Nursing and Health Care
3.0 Semester Credit Hours / 80 Hours

This course covers the use of hot and cold applications, Swedish shampoo, seat rub, cabinet bath, whirlpool bath, friction bath and Russian bath. Therapeutic aid in nursing practices and massages is studied, also.

Prerequisite: MED100 Introduction to Medical Programs

MTP106
Athletic Sports Massages
3.0 Semester Credit Hours / 80 Hours

The focus of this course is on chair massages, exercise programs, strength, endurance, flexibility stretching and yoga, breathing, and posture improvements. Topics include lymph, deep tissue, neurophysiologic therapies, trigger points, neuromuscular therapy, muscle energy, passive techniques, energetic manipulation, organ meridian, yin and yang, stress therapy, and relaxation massage. Also included is how to plan a personal fitness program.

Prerequisite: MED100 Introduction to Medical Programs

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Course Descriptions

MTP107

Business Practices and Beginning a Business

4.0 Semester Credit Hours / 80 Hours

Attitude, self and public image, and business planning and operations are discussed in this course. Topics include how to develop a start-up business, licensure and permits, business management practices, and ethics.

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Massage Therapy Disclosure

The State of California requires massage certification/licensure. Therapists not licensed by the state must obtain licensing through local county or city licensing authorities. Fees, rules and requirements for local licensing differ by jurisdiction. Some cities require a business license to operate a massage business within city limits. It is the massage therapist's responsibility to obtain state certification or appropriate local license.

Some employers conduct background checks prior to hiring. Massage therapists in California must undergo background checks as part of the licensing process.

Diploma in Medical Assistant

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Medical Assistant program has been designed to prepare students for entry-level employment in a variety of medical settings, such as a physician's office or medical clinic. Typical job titles for Medical Assistants entering the field would be Clinical Medical Assistant, Electrocardiogram Technician, Medical Secretary and Medical Receptionist. The content of the program provides the student with specialized training in industry-current medical, clinical and administrative procedures. Instruction in the clinical aspect of the program includes medical terminology, anatomy and physiology, patient relations, use and care of diagnostic equipment, veni-puncture, injections, infection control protocol, EKG operations, urinalysis and treatment procedures commonly performed in a medical setting. The administrative aspect includes scheduling appointments, medical bookkeeping, processing insurance forms and other critical patient services. *This program requires that students pass a certification exam in Medical Assisting prior to externship.*

COURSES:

Course Code	Course Title	Contact Hours	Semester Credit Hours
MED100	Introduction to Medical Programs	80	4.0
MED101	Cardiology and Pharmacy	80	4.0
MED102	Laboratory and Patient Service	80	4.0
MED103	Clinical Procedures and Anatomy and Physiology	80	3.0
MED104	Phlebotomy and Medical Terminology	80	4.0
MED105	Medical Office and Insurance Introduction	80	4.0
MED106	Calculator/Bookkeeping and Minor Surgery Setup	80	3.0
MED107	Externship	160	3.5
	Total for Graduation	**720**	**29.5**

Course Descriptions

MED100
Introduction to Medical Programs
4.0 Semester Credit Hours / 80 Hours

This course focuses on a student's particular academic and career path, medical terminology, introductory anatomy and physiology, CPR instruction, and basic computer skills. A basic introduction into the structure and function of the human body and body systems are examined. Medical terminology centers on the prefixes and suffixes and their meanings as they relate to each system of the human body.

MED101
Cardiology and Pharmacy
4.0 Semester Credit Hours / 80 Hours

This course provides comprehensive instruction on Electrocardiographs including an overview of the cardiovascular system. Topics include an introduction in pharmacology, drug classifications, drug interactions and contraindications, inventory requirements, and law and medical ethics.

Prerequisite: MED100 Introduction to Medical Programs

MED102
Laboratory and Patient Service
4.0 Semester Credit Hours / 80 Hours

This course covers the fundamentals and use of microscopes with an emphasis on specimen collection, urinalysis, and hemoglobin analysis. Topics include procedures and protocol for infection control, patient data, medical health history, and physical examination.

Prerequisite: MED100 Introduction to Medical Programs

MED103
Clinical Procedures and Anatomy and Physiology
3.0 Semester Credit Hours / 80 Hours

This course covers dosage calculations, anatomy and physiology, and various routes of administration of medication. Topics include the structure, function and diseases of the human body. The course includes hands-on experience performing the following types of injections: intra-muscular, subcutaneous, and intra-dermal.

Prerequisite: MED100 Introduction to Medical Programs

MED104
Phlebotomy and Medical Terminology
4.0 Semester Credit Hours / 80 Hours

This course covers the theory of hematology as it relates to special procedures such as therapeutic monitoring protocol. Topics include venipuncture, infection control, and medical terminology. Hands-on practice to gain experience collecting blood by venipuncture is included.

Prerequisite: MED100 Introduction to Medical Programs

MED105
Medical Office and Insurance Introduction
4.0 Semester Credit Hours / 80 Hours

This course presents correct coding processes for diagnostic and professional services rendered by physicians. Emphasis is on the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding.

Prerequisite: MED100 Introduction to Medical Programs

MED106
Calculator/Bookkeeping and Minor Surgery Setup
3.0 Semester Credit Hours / 80 Hours

This course examines various medical office management systems and operations. Topics include telephone answering, filing medical records, and letter writing with an emphasis on basic bookkeeping including accounts payable and receivable, and procedures for reconciling daily and monthly accounts. Handling of in-office patient care including vital signs and medical emergencies is also covered.

Prerequisite: MED100 Introduction to Medical Programs

MED107
Externship
3.5 Semester Credit Hours / 160 Hours

This course provides an externship of 160 hours in a medical office setting under the direct supervision of the faculty administrator.

Prerequisite: Successful completion of all courses in the Medical Assistant Program

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Diploma in Medical Office Administrative Assistant

(Available at Canyon Country, Lancaster, and Long Beach Campuses)

The Medical Office Administration Diploma program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. 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.

COURSES:

Course Code	Course Title	Contact Hours	Quarter Credit Hours
MOA100	Introduction to Medical Programs	80	8.0
MOA101	Computerized Billing and Coding	80	6.5
MOA102	Medical Insurance Processing and Coding	80	6.5
MOA103	Insurance Billing and Bookkeeping	80	6.0
MOA105	Insurance Claims Processing	80	6.0
MOA106	Medical Office Administrative Assistant Externship	160	5.0
MOA107	Office and Records Management and Medical Ethics	80	6.5
MOA108	Office Accounting and Customer Service	80	6.5
	Total for Graduation	**720**	**51**

Course Descriptions

MOA100
Introduction to Medical Programs
8.0 Quarter Credits / 80 Hours

This course introduces the structure and function of the human body and body systems. Topics include medical terminology, anatomy and physiology, CPR instruction and basic computer skills.

MOA101
Computerized Billing and Coding
6.5 Quarter Credits / 80 Hours

This course reviews all activities of the medical office including front office, managing information, and insurance and medical billing and coding. Medical terminology and using computers for finding and entering coding and billing data are also covered.

Prerequisite: MOA100 Introduction to Medical Programs

MOA102
Medical Insurance Processing and Coding
6.5 Quarter Credits / 80 Hours

This course discusses how to correctly code diagnostic and professional services rendered by physicians for insurance reimbursement. Emphasis and focus is placed on CPT, ICD, and HCPCS codes.

Prerequisite: MOA100 Introduction to Medical Programs

MOA103
Insurance Billing and Bookkeeping
6.0 Quarter Credits / 80 Hours

This course is the study and practice of bookkeeping skills for insurance billing and for reconciling bank statements and records. The focus is on developing speed using a 10-key to assist in solving math problems, verifying charge slips, and recording accounting transactions.

Prerequisites: MOA100 Introduction to Medical Programs

MOA105
Insurance Claims Processing
6.0 Quarter Credits / 80 Hours

This course covers processing claims in accordance with benefit and claims requirements. Topics include researching and interpreting client directives, determining correct action to be taken for adjudication, and inputting claims into the payment system.

Prerequisites: MOA100 Introduction to Medical Programs

MOA106
Medical Office Administrative Assistant Externship
5.0 Quarter Credits / 160 Hours

This course provides an extern of 160 hours in a medical setting under the direct supervision of the facility administrator.

Prerequisites: Successful completion of all courses in the Medical Office Administrative Assistant program

MOA107
Office and Records Management and Medical Ethics
6.5 Quarter Credits / 80 Hours

This course presents the major clerical and front office functions of a medical office. Topics include the medical office environment; types of practice; verbal, nonverbal, and written communication; telephone techniques and triage; hereditary and cultural influences on behavior; interpersonal skills; patient education; coping with stress; medical law, ethics, and management of medical records.

Prerequisites: MOA100 Introduction to Medical Programs

MOA108
Office Accounting and Customer Service
6.5 Quarter Credits / 80 Hours

This course discusses the concepts and practices of medical office procedures and accounting. The focus is on customer service and anticipating, preventing, and solving problems related to customer service using interpersonal tactics and technology. Topics include basic bookkeeping procedures, accounts payable, accounts receivable, payroll and taxation, banking processes, petty cash, communication skills, time management, and working with internal and external customers.

Prerequisites: MOA100 Introduction to Medical Programs

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Vocational Nursing

(Available at Canyon Country Campus Only)

The Licensed Vocational Nursing program has been designed to prepare students with nursing skills for direct patient care. Training in the following areas: patient care, nursing skills, medical-surgical nursing, specialty nursing - family nursing/obstetrics, pediatrics, mental health, home health, hospice and rehabilitation. Graduates should be able to function as part of the interdisciplinary health care team in selected health care settings with individuals, families and communities across the life span. The program provides the student with the fundamentals of nursing. The program emphasizes theory, as well as hands-on practice. Graduates of this program will be qualified for the entry-level position as a vocational nurse. (These positions include but are not limited to: Staff Nurse, Industrial Nurse, Private Nurse, Practical Nurse, and General Nurse.) Employment as a vocational nurse is the expected outcome as well as to successfully pass the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN Examination). Employment in this field requires a license.

COURSES:

Course Code	Course Title	Contact Hours	Semester Credit Hours
VNP101	Fundamentals of Nursing	390	18
VNP102	Medical-Surgical Nursing Part A	390	18
VNP103	Medical-Surgical Nursing Part B	390	18
VNP104	Specialty Areas Nursing	390	18
	Total for Graduation	**1560**	**72**

Course Descriptions

VNP101
Fundamentals of Nursing
18 Semester Credit Hours / 390 Hours

This course is an introduction to basic nursing skills for direct patient care in nursing with an emphasis on Vocational Nursing, the healthcare environment, critical thinking, and basic nursing skills and procedures. Topics include physical assessment, an introduction to anatomy and physiology, and an introduction to pharmacology principles and medication administration. This is a preparation course for the Nursing Assistant Certification Examination.

VNP102
Medical-Surgical Nursing Part A
18 Semester Credit Hours / 390 Hours

This course is comprised of three integrated components: anatomy and physiology, medical-surgical nursing and pharmacology. Topics include general care of patients having problems with pain, cancer, immobility and fluid and electrolyte imbalance. Emphasis is placed on disorders of the skin, endocrine system, cardiovascular systems, blood and lymph systems and respiratory system.

VNP103
Medical-Surgical Nursing Part B
18 Semester Credit Hours / 390 Hours

Anatomy and physiology, medical-surgical nursing and pharmacology are examined in this course. Emphasis is placed upon care of patients with musculoskeletal, neurological, eye and ear, gastrointestinal, urological and reproductive disorders and AIDS-HIV.

VNP104
Specialty Areas Nursing
18 Semester Credit Hours / 390 Hours

This course provides basic knowledge in various key areas. The topics include obstetrics, pediatrics, mental health, home health, hospice, rehabilitation, and leadership and supervision. In addition, career issues for the vocational nursing profession are discussed during preparation for professional practice.

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ADMISSIONS

Admission Requirements

Students must comply with one of the following:

1. Provide a copy of a high school diploma, official transcript, or Proof of Graduation Letter
2. Provide a GED certification or official documentation of California High School Proficiency Examination
3. Provide documentation of an official passing score for an approved ability to benefit test

NOTE: Students who have passed an ability to benefit (ATB) test may enroll in Charter College. ATB students may not enroll in the Vocational Nursing program. ATB students may be eligible to receive Title IV financial aid only if they have received Title IV funds prior to July 1, 2012. ATB students may be eligible for VA benefits, scholarships and other funding (contact Financial Aid for more information).

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

Prior to enrollment, all prospective students must be interviewed by an admissions representative to determine if they have the maturity, motivation, commitment and dedication to succeed in the programs they have chosen and the qualities of personality that will help make placement assistance effective.

Students who have been convicted of a crime, which may affect their ability to be eligible for employment in their chosen field, may be denied admission to the College. See Admission Disclosure.

In order to be admitted to Charter College, prospective students who are not citizens of the United States of America must provide Charter College with official documents verifying their current authorization from United States Immigration and Naturalization Service to attend college. Furthermore, because all courses are taught in English all applicants must demonstrate competence in the English language. This requirement may be met by submitting a diploma from a secondary school in a system in which English is the official language of instruction. If English is not the applicant's primary language, the applicant may be required to demonstrate English proficiency.

Admissions Disclosure

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

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

- Allied Health Programs
  - Massage Therapy
  - Medical Assistant
  - Vocational Nursing
- Heating, Ventilation, Air Conditioning, and Refrigeration

Vocational Nursing Program Admission Requirements

Applicants must:

1. Be 18 years of age or older.
2. Have a High School Diploma or its equivalent (GED). Foreign transcripts must be evaluated and approved prior to applying to the Vocational Nursing Program.
3. Complete a personal interview with an Admissions Representative.
4. Pass two skills-based tests, Wonderlic test minimum 300 Verbal and 250 Math.
5. Write a one page essay addressing the following questions:
   a. What do you think are the ideal characteristics of a nurse?
   b. How do you match up to them?
   c. What led you to choose nursing as

a career?

   d. What are your career plans? Do you plan to work towards becoming a Registered Nurse?
   e. Describe a problem and how you solved it?
6. Complete a personal interview with a Vocational Nursing Program Representative.
7. Complete enrollment process and all documents with Admission Representative.

The Admissions Committee, chaired by the Director of the Vocational Nursing Program, will make the conditional admissions decision regarding candidate program entry.

Final acceptance into the Vocational Nursing Program is contingent upon the student submission of required screening and documentation. This includes complete packaging of financial aid, negative findings on criminal background check, medical examination with titers and immunization, hepatitis B series and Negative PPD or chest X-ray.

All Vocational Nursing applicants are responsible for providing the College with a health clearance prior to beginning classes. This includes a physical, TB clearance and current immunizations for measles, mumps and rubella and hepatitis B. All costs for the health clearance are the responsibility of the applicant. The College will provide health care provider options and approximate costs to those applicants who do not have a health care provider.

Student's Right to Cancel

New students have the right to cancel the Enrollment Agreement for a program of instruction including any equipment such as books, materials and supplies or other goods related to the instruction offered in the Agreement up until midnight of the seventh calendar day after the first class attended.

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

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 30 days following the date of Notice of Cancellation. If the student fails to return this equipment, including books or other materials, in good condition within the 30-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

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

Cancellation of Classes

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

FINANCIAL INFORMATION

Student Financial Services

Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment. Charter College assists students and their families develop a payment plan to enable students to complete their programs. Students may apply for scholarships, grants and loans. Students seeking financial aid must first complete the Free Application for Federal Student Aid (FAFSA). Enrollment Processors guide students through the application process for federal and state grants and loans appropriate to students' circumstances. Students do not repay scholarships and grants, but loans must be repaid plus interest.

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

Cash Paying Students

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

To encourage students to make a substantial commitment to their education, Charter College offers the following discounts to cash payers.

- **Full cash payment of program tuition at onset of program = 10% Discount.** A student is not eligible if he or she receives Title IV funds. A student can receive Pell and still be eligible, but the 10% will be taken off of the net program cost, not the total tuition. For example, $19,700.00 (program costs) - $5550.00 (Pell) = $14,150. The 10% discount is $1,415 (non-degree programs only). To qualify, the payment must be made in the first 5 days of instruction.
- **Cash down payment of $5,000 = 5% Discount.** The total GAP amount is discounted 5%. To qualify, the payment must be made in the first 5 days of instruction.

Charter College Alumni Tuition Discount

Charter College would like to recognize our distinguished graduates and promote the advancement of their education. Students who enroll in another program with Charter College <u>before</u> graduating from the institution will receive a 15% discount of the next program's tuition cost. Students who enroll in another program with Charter College <u>after</u> graduating from the institution will receive a 10% discount of the next program's tuition cost.

The following eligibility criteria and steps must be met:

1. Student must be a graduate from Charter College.
2. Tuition discounts apply to program charges only and will not result in any cash payment to the student.
3. To apply, the recipient must complete an **Alumni Tuition Discount Application** (attached). This form is available through the Student Success and Admissions departments. This can be completed at any time prior to graduation of the recipient.
4. If the recipient petitions for a change in program, the tuition discount will adjust to a percentage of new total tuition charges.
5. Student may receive more than one discount as the discount is per program.
6. Student must complete entire program (graduate) to receive the discount.

Charter College Military Tuition Discount

This discount applies to veterans, active military, students in the Reserve or National Guard, or a spouse of a military member. The amount of this discount is 25% of total tuition. Current and newly enrolled students may apply for the discount; the discount will apply to the remaining unbilled tuition. The following eligibility criteria and steps must be met:

1. The Military Tuition Discount (25%) applies to military veterans, active military members, and their spouses. Proof of eligibility is required as follows:

- Veterans: Valid DD214 (discharge papers)
- Active military members: Valid Certificate of Eligibility OR military identification card
- Spouses: Valid military identification card

2. The tuition discount applies to program charges only and can result in a cash payment to the student. Discount will be applied to the student's account prorated over the remaining billing periods for his/her program.
3. If any recipient petitions for a change in program, the tuition discount will adjust to a percentage of the new total tuition charges remaining for their program.
4. If a military member and his/her spouse are both enrolled at Charter College, they are both eligible for the tuition discount provided proper documentation is submitted.
5. Standard Withdrawal and Re-entry policies, procedures and fees may apply to military personnel when deployed. See Re-Entry in the catalog.
6. Students participating in the Military Tuition Discount program are eligible for Title IV funds, but should be advised from accepting funding that exceed program charges.

Students participating in the Military Tuition Discount program are not eligible for additional tuition discount programs. Immediate family members, however, are eligible for the Share the Knowledge Tuition Discount.

Charter College Share the Knowledge Tuition Discount

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

1. Applicable to immediate family members only (father, mother, son, daughter, brother, sister, stepchildren, spouses, and grandparents/grandchildren) of an attending or enrolling student.
2. If one student is currently attending, s/he must have a cumulative GPA of 2.5 or greater with no less than 80% attendance at the time of application for Share the Knowledge Tuition Discount.
3. Tuition discount applies to program charges only and will not result in any cash payment to the student. Discount will be applied to student's account prorated over the remaining billing periods for their program.
4. Recipients may attend different Charter College campuses.
5. To apply, enrolling and/or current students must complete a Tuition Discount Application. This form is available through Admissions. This can be completed at any time prior to graduation of the recipient(s). Each family member must complete an application.
6. Effective for the April 23, 2011 start date, any newly enrolled family member(s) of a current student receiving a Share the Knowledge Tuition Discount is eligible for a 10% STK tuition discount.
7. If all but one family member drops or withdraws from the College, the earned discount completed will be applied, but any balance remaining will be forfeited by remaining student.
8. Students receiving Share the Knowledge

Tuition Discount must be current on monthly payment plans for balances owed towards tuition. A student will not receive tuition discount until all monthly payments are current.

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

Financial Aid Programs

Charter College administers many of the federal student financial aid programs in addition to other alternative loans based on an academic year, which varies by program. All students receiving federal aid are required to meet various disbursement requirements including entrance counseling and verification (if applicable). If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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

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

PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity Grant
DIRECT	Subsidized and Unsubsidized Loan Programs
PLUS	Federal Parent Loan for Undergraduate Students
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
ALTERN	Alternative Loan/Cash Payment Programs
FWS	Federal Work Study
VA	US Department of Veterans Affairs

Federal Pell Grant

The Federal Pell Grant is authorized by the United States Congress and administered by the United States Department of Education. As a grant, no repayment is necessary unless a student fails to complete a portion of the academic year, which will result in a Return of Title IV aid calculation. The Federal Pell Grant is need-based and limited to undergraduate students who have not earned a bachelor's degree or first professional degree.

Federal Supplemental Educational Opportunity Grant

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Supplemental Educational Opportunity Grant (FSEOG) is available for undergraduate students with exceptional financial need who are receiving a Federal Pell Grant. The FSEOG is available only to students who have not earned a bachelor's degree or first professional degree. FSEOG funding is limited and is awarded until

funding is expended. Priority will be given to new students with a 0 EFC. Remaining funds are awarded to otherwise eligible students based on need.

Federal Direct Subsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Subsidized Stafford Loan is a need-based loan for eligible undergraduate students. While a student is in school and during the six-month grace period (after the last date of attendance), interest is subsidized (paid) by the federal government. After the grace period, minimum payments are $50 per month per loan.

Federal Direct Unsubsidized Stafford Loan

Authorized by the United States Congress and administered by the United States Department of Education, the Federal Direct Unsubsidized Stafford Loan is a need-based loan for eligible undergraduate students. Independent students and dependent students whose parents did not qualify for the Federal PLUS Loan (see below) may qualify. In addition, students who are ineligible for subsidized loans may qualify for unsubsidized Stafford loans in lieu of subsidized loans. There is a six-month grace period after the last date of attendance during which no principal payments are due. Students may choose to pay the interest while in school or they can opt to capitalize the amount until after the grace period ends. Minimum payments are $50 per month per loan.

Federal Direct PLUS Loan

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

Federal Work Study

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

Veterans Assistance Programs

There are various Veterans Programs available to assist with educational funding. Please go to http://www.gibill.va.gov/GI_Bill_Info/programs.htm for more detailed information or speak to the Financial Aid department to determine eligibility for Veterans Benefits.

Federal or State Loans

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

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

Verification

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

New Students

All first-time, first-term students who remain in attendance after the 30 day waiting period

are eligible for their first disbursement of financial aid, if all other eligibility requirements are met. All subsequent disbursements are subject to attendance requirements and satisfactory academic progress.

Entrance Counseling

All students applying for federal loans are required to complete an entrance counseling session by meeting with an Enrollment Processor at the campus or by visiting the website www.studentloans.gov to complete the requirements online. Entrance counseling is intended to provide students with additional information regarding their rights and responsibilities as borrowers regarding their federal loans. Additional information regarding entrance counseling is available in the Financial Aid department.

Exit Counseling

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

Institutional Funding Option

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

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

Scholarships

Charter College 2013 High School Scholarship

Each campus will award 10 **Career Focused Educational Scholarships** to qualified 2013 high school graduates from area high schools. Each award is $2,000. See Admissions for eligibility and application information.

Charter College Community Scholarship

Scholarship Eligibility Requirements:

- High School graduate, GED recipient, or pass an approved ability to benefit test no later than January 4, 2013.
- Complete and submit all required documents no later than January 4, 2013.
- Complete an Admissions Interview at Charter College campus and apply for admission.
- Begin classes with Charter College no later than January 7, 2013.

Applicants must submit the following required documents by January 4, 2013:

- A two-page (double-spaced with 1" margins) essay describing their academic plans and career goals. Please give specific examples.
- Completed Charter College Scholarship Application
- Official High School or GED Certificate

Submit documents to the College by January 4, 2013 deadline via mail or delivery.

All applicants must complete an admissions interview with an Admissions Representative at Charter College prior to January 4, 2013, and complete the enrollment process. The applicant may contact the College at the number listed above to schedule an interview.

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

Current Charter College students are not eligible.

Notification and Awarding

The Scholarship Selection Committee will determine award recipients. All recipients will be notified via phone and mail no later than January 10, 2013.

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

Students Using Third-Party Funding

Students sponsored by governmental agencies, including, but not limited to, the California Department of Rehabilitation (DOR), the Veteran's Administration Department of Vocational Rehabilitation (VA-DVR) and the Workforce Investment Act (WIA) or STEP, must provide written approval from the sponsoring agency affirming the student's authorization for the academic year. Any portion of tuition and fees not covered by the sponsoring agency will need to be paid by the student.

Prior to attending classes, Charter College must receive verbal authorization from an official of the agency/foundation to sponsor students. Within two weeks after the verbal authorization, the College must have received written authorization in order for sponsored students to continue attending class. The agency/foundation will be billed within 30 days of receipt of signed authorization.

Students with Financial Balances

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

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

Withdrawal or Dismissal

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

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

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

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of 30 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 30 days of withdrawal (see Post Withdrawal Disbursements).

Refunds

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

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

Return of Title IV Funds

Students who are using Title IV federal aid and withdraw, are withdrawn, or dismissed from the College prior to completing more than 60% of the calendar days in the current financial aid payment period will have their eligibility for aid recalculated based on the percentage of the payment period completed (*percentage of Title IV aid earned*).

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

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

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

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

1. Federal Unsubsidized Stafford Loan

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

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

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

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

Post Withdrawal Disbursements

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

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

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

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

ACADEMICS

Academic Awards

President's Award

Upon graduation a student with a cumulative grade point average (CGPA) of 4.0 is recognized at commencement and receives a printed certificate.

Honors

Upon graduation a student with a cumulative grade point average (CGPA) of 3.7 or higher is recognized at commencement and receives a printed certificate.

Perfect Attendance Award

Upon graduation a student with perfect attendance is recognized at commencement and receives a printed certificate.

Dean's List

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

Perfect Attendance List

After each module, full time Charter College students with perfect attendance for the module are placed on the Perfect Attendance List.

Academic Freedom

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

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

Academic Honesty

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

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

Advanced Academic Standing

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

To obtain transfer credit the Charter College Education Department must receive an official transcript from the other institution. The transcript will be reviewed by the Education Department or designee. A student may be required to produce a catalog, textbook or other supporting documentation. Courses transferred to the College are assigned a "TC" grade on a student's transcript. Courses trans-

ferred to the College are not calculated in a student's cumulative grade point average, but do impact satisfactory academic progress (see Satisfactory Academic Progress section).

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

Proficiency Credit

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

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

Credit by Certification Examination

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

Charter College Course Name	Corresponding Official Certification
PowerPoint for Windows (CMP126)	Microsoft Certified Application Specialist (MCAS) Access and PowerPoint
Word for Windows (CMP130)	Microsoft Certified Application Specialist (MCAS) Word
Excel for Windows (CMP131)	Microsoft Certified Application Specialist (MCAS) Excel
Microsoft Server Windows Environment (CMP129)	Microsoft Exam 70–290: Managing and Maintaining a Microsoft Windows Server 2003 Environment (MCP)
Network+: Network Essentials (CMP134)	Network+
Security+: Network Security Fundamentals (CMP133)	Security+
A+ Fundamentals (DET124)	A+

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

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

Credit by National Examination

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

Attendance

The College emphasizes the need for all students to attend classes in order to develop

the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

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

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

Students are advised to call the administrative offices of Charter College when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 7:30 p.m., Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. A message may be left with anyone answering the phone.

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

The Vocational Nursing program has a different attendance policy. Please see the Vocational Nursing Student Handbook for the policy.

Class Size

Courses generally have a maximum of 40 students. Many courses and laboratories are limited to fewer students based on facilities and programmatic accreditations.

Change of Grade

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

Change of Program

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

Consortium Agreement

Students have the option to complete a portion of their program of study through online courses. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the Education Department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. On-line courses will be taught by Charter College in Anchorage, Alaska. A student or any member of the public may file a complaint about this institution with the Alaska Commission on Postsecondary Education, PO Box 110505 Juneau, Alaska 99811-0505, Phone (907) 465-6741, Fax (907) 465-5316.

Copyright Policy

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

Copyright infringement is the unauthorized reproduction, use, or display of copyrighted work without the permission of the copyright owner. Copyrighted work includes many forms of protected work including literary, musical, dramatic, and audiovisual creations, but not

limited to these. Copyright protects the particular way an author has expressed himself; it does not extend to any ideas, systems, or factual information conveyed in the work.

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

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

Course Schedules and Registration

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

Students are registered for courses by the Education Department. Students wishing to change their schedules must contact the Education Department on or before the first day of a module.

Diplomas

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

Externship

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

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

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

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

Grading System

Evaluation of student achievement will be based on meeting the objectives for each course. At the beginning of each course, the instructor will provide students with a syllabus identifying the objectives and grade determination criteria. Instructors base assessment on assignments, tests and quizzes, and course participation. The standard scale of A to F and

P are considered earned grades. Official grades are issued at the completion of each module. Students who wish to dispute a grade must complete the process within the first two weeks of the following module (see Change of Grade.) All grades are considered final 30 days after the end of the module.

Grade Scale

Letter Grade	Points	
A	4.0	Superior
B	3.0	Excellent
C	2.0	Satisfactory
D	1.0	Min Passing Grade
F	0	Fail
G		Graduate
I		Incomplete
P		Pass
TC		External Transfer Credit
W		Withdrawal
AU		Audit Grade

Withdrawal

A course is assigned a withdrawal grade of "W" when a student officially withdraws or is withdrawn by the College. A course withdrawal is not included in the calculation of a grade point average.

Failure

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

Incomplete

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

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

Dental Assisting

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

Vocational Nursing

Vocational Nursing requirements differ from those of other programs at Charter College. Students must pass each course at 80% cumulative grade point average or above and complete all assignments in order to progress to the next course.

During a course if a student has not completed the required coursework, a grade of "I" (Incomplete) will be assigned. Students cannot continue to the next course if coursework for the previous course is incomplete. If a course is not successfully completed with a cumulative grade point average of 80% or better, a grade of "F" (Failing) will be assigned and the course must be repeated..

Vocational Nursing Grading Scale

Letter Grade	Points	
A	94% - 100%	Excellent
B	93%-87%	Good
C	86%-80%	Average
F	Below 80%	Failing
I	Coursework Incomplete	Incomplete
W		Withdrawal
P		Pass
NP		Not Pass

Grade Point Average

To calculate a grade point average, multiply the points associated with each grade times the number of credit hours for each course. Add these grade points and divide the total by the total number of credit hours.

Graduation Requirements

To be eligible for graduation, students must:

1. complete all required courses with a cumulative grade point average (GPA) of at least 2.0;
2. meet the specific grade and other program requirements for specific modules (if applicable);
3. successfully complete the externship or clinical requirement (if applicable);
4. achieve Satisfactory Academic Progress;
5. meet all financial and other obligations to the College
6. meet all Career Services requirements
7. complete all required certifications (if applicable).

Holidays and Weather Closures

Occasionally the College will close due to holidays, bad weather or other natural phenomena. Make-up days for holidays are scheduled on Fridays; see the Academic Calendar section in this catalog for the Fridays when classes will meet. If the College closes for more than one day, classes will meet on an unscheduled Friday. In the case of an unexpected closure, if possible, students will be given notice at least one week in advance so that arrangements can be made to attend. When the College closes unexpectedly, students should anticipate making up the time before the end of the module.

Homework

In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two hours for every hour of lecture. Out-of-class assignments such as papers, projects and presentations and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

Involuntary Withdrawal

A student who meets any of the following criteria will be involuntarily withdrawn from the College:

- failure to attend classes for more than 14 consecutive calendar days
- academic dismissal (see Satisfactory Academic Progress)
- unable to secure an externship site
- certification test not successfully completed (if applicable to program)

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

Leave of Absence

Students are not allowed to take a leave of absence (LOA). Students who are not attending will be withdrawn and must follow the established process for reentry.

Make-up Work

Students at Charter College are responsible for completing all course study and assignments. Students that miss class time are responsible for making arrangements with their instructors for making-up course work. Make-up work is divided into two categories consisting of proctored (e.g., tests, quizzes, etc.) and non-proctored activities.

If a student gets the approval of the instructor to make up a proctored activity the student must, upon returning to the College, immediately arrange to meet with the instructor. The instructor will assign the student to attend the next proctored session at a designated time and place. Proctored activities will automatically be given a 20% deduction in grade and failure to attend at the assigned time and place will result in a zero.

If a student gets the approval of the instructor to make up the non-proctored activity the student must, upon returning to the College, immediately arrange to meet with the instructor to make up the missed assignments. The following penalties for make-up work turned in late will apply as follows.

1 day late, 10 % deduction in grade
2 days late, 20% deduction in grade
3 days late, 30% deduction in grade
4 days late, 40% deduction in grade
No opportunity after the 4th day

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits earned at Charter College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate earned at Charter College are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason a student should make certain that attendance at Charter College will meet his or her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Charter College to determine if the credits or degree, diploma or certificate will transfer. A student should assume that no credits or degree, diploma or certificate will transfer to another institution.

Re-Entry

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

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

Exceptions to the re-entry deposit are listed below.

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

Repeating a Course

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

A student may repeat one course during their enrollment at no charge when an unsatisfactory grade has been attained including withdrawn courses. Fees apply for all subsequent repeats.

A course in which a student has received a "W" or "F" grade may be attempted only **three** times. A student who does not successfully complete a course after the third attempt will be academically dismissed from the College and may not appeal the dismissal. A student will not be charged for the first repeat of a course. If a student takes a course for a third time, the student will be charged $1000 for an 80-hour course and $500 for a 40-hour course.

Satisfactory Academic Progress

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

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

Satisfactory Academic Progress Evaluation Points and Benchmarks

Degree	Evaluation Point	Benchmarks CGPA and % Rate of Progress
Certificate	**1st**	**Minimum of 1.6 and 50%**
	2nd	**Minimum of 1.8 and 60%**
	3rd and thereafter	**Minimum of 2.0 and 67%**
AAS Degree	**1st**	**Minimum of 1.0 and 33.4%**
	2nd	**Minimum of 1.6 and 50%**
	3rd	**Minimum of 1.8 and 60%**
	4th and thereafter	**Minimum of 2.0 and 67%**
BS Degree	**1st**	**Minimum of 1.0 and 33.4%**
	2nd	**Minimum of 1.6 and 50%**
	3rd	**Minimum of 1.8 and 60%**
	4th and thereafter	**Minimum of 2.0 and 67%**

Students not meeting these benchmarks are not making Satisfactory Academic Progress. The first time a student is not making SAP, the student is placed on academic warning. If the

student receives financial aid, the student may be placed on financial aid warning. Students on academic warning/financial aid warning will be notified via the student portal and contacted by their Program Chair or the Education Department (see the Academic Advising section).

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

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

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

Satisfactory Academic Progress and Course Withdrawals and Failures

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

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

Transfer Credit and Satisfactory Academic Progress

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

Appealing Financial Aid Probation

To appeal financial aid probation a student must write a letter to the Appeals Committee stating what circumstances lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable examples include death of a family member, military service, and child care problems. Documentation to support the appeal should be submitted with the appeal letter. In addition, the appeal letter must state what steps have been taken to correct the situation. The student should give the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes.

If the financial aid appeal is denied, the student may continue to attend classes on a cash pay basis until the next SAP evaluation point.

At the next evaluation point the student must meet or exceed the SAP benchmark to be making satisfactory academic progress. If the student is making SAP, financial aid eligibility is reestablished. If a student does not make SAP, the student is dismissed from the College.

Appealing Academic Dismissal

A student that has been dismissed for not making satisfactory academic progress may appeal the dismissal. To appeal the student must write a letter to the Appeals Committee stating what the circumstances were that lead to poor academic performance. Acceptable circumstances are generally outside of the student's control and are unavoidable such as death of a family member, military service, and child care problems. Documentation to

support the appeal should be submitted with the appeal letter. The student should give the appeal letter to the Education Department or a Program Chair. While the appeal is being considered by the Appeals Committee, the student should continue to attend classes. The Education Department will notify the student regarding the outcome of the appeal.

A student who is academically dismissed and does not appeal the dismissal immediately will be involuntarily withdrawn from the College. When an academically dismissed student wishes to return to the College, the student must appeal the academic dismissal according to the requirements above. If the appeal is approved by the Appeals Committee, the student will be readmitted to the College. The Education Department will inform the student of the appeal approval and will direct the student in the re-admission process.

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

Academic Advising

Students not making satisfactory academic progress must meet with the Education Department or a Program Chair for academic advising. Academic advising includes analyzing the circumstances that lead to poor academic performance and creating an academic improvement plan to address the circumstances. The academic improvement plan becomes part of a student's academic file. Students with an academic improvement plan must meet weekly with the Education Department or their Program Chair to determine progress toward completing the plan.

Transcripts

Charter College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or institution. An unofficial copy can be provided directly to a student upon graduation. Student accounts must be paid in full to receive an official transcript. The College archives academic transcripts indefinitely.

Transfer from One Charter College to another Charter College

Only students making satisfactory academic progress may transfer from one Charter College to another Charter College. Because the program requirements may differ, not all of the course credit may transfer. A student should check with the new campus for more information.

Voluntary Withdrawal

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the last date of attendance based on the date of the official notice.

Re-admission to the College following involuntary withdrawal will be at the discretion of the College. See the Re-entry section.

STUDENT SERVICES

Career Services

The Campus President, Education Department and Career Services work closely together to develop a partnership between graduates and future employers. The Career Services Department informs the medical/legal/business community of the programs of study and the education of the graduates. Career Services assists students with resume preparation and coaches them on effective interview techniques. The office also matches graduates with positions available in the community, arranges interviews and provides job notices. Career Services and the Externship Coordinator work hand-in-hand with students during the last two months of their program.

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

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

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

Policy on Accommodation for Disabled Individuals

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

Students with Disabilities

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

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

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

c. Students who are current clients of

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

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

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

Library

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

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

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

Library Circulation Policy

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

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

Tutoring

Tutoring is available for students who need additional assistance in their studies. Upon the request of the student faculty members are available for help. Students who need assistance should contact their instructor.

STUDENT CONDUCT

Students are expected to observe the following policies and those described in the Catalog and Student Handbook:

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

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

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

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

Weapons

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

Illegal Drugs and Alcohol

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

The unlawful possession or distribution of illicit drugs and alcohol is a violation of state and federal law. In the State of California, anyone under the age of 21 cannot be served or be in possession of alcohol.

For those who want to obtain direct assistance, there are several sources within the local community and many more within the greater Los Angeles area. These sources are listed in the "yellow pages" of the local phone book under "Alcohol and Drug Abuse."

Business/IT Programs Dress Code

All casual clothing is not suitable for the office. Therefore, such clothing is not suitable for Charter College. These guidelines will help a student determine what is appropriate to wear to Charter College and ultimately to the workplace. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Clothing

Appropriate	Inappropriate
• Slacks similar to Dockers and other makers of cotton or synthetic material pants • Wool pants • Flannel suit pants • Professional capris • Well-groomed dress synthetic pants • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets or sports jackets	• Jeans • Sweatpants. Exercise pants • Shorts • Leggings or any spandex or other form-fitting pants • Tank tops, Midriff tops • Shirts with potentially offensive words, terms, logos, picture, cartoons, or slogans • Halter tops, tops with bare shoulders • Sweatshirts • T-shirts unless worn under another blouse, shirt, jacket, or dress

Skirts, Dresses, and Skirted Suits

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

Shoes and Footwear

• Conservative walking shoes • Loafers, Leather deck-type shoes • Boots • Flats/dress sandals • Dress heels	• Athletic shoes • Thongs, flip-flops, and slippers • Clogs • Sneakers, tennis shoes

Hats, Jewelry, Perfume, and Cologne

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

Charter College ID must be worn at all times

Charter College HVAC-R Program Dress Code

Charter College expects HVAC-R students to dress professionally at all times. Our dress code is based on the expectations of the employers in the Heating, Ventilation, Air Conditioning and Refrigeration field. Students should maintain a professional appearance by wearing clean, pressed uniforms that are have no tears or stains; hair that is off the collar; black, steel-toed boots and no piercings. Failure to comply with the Charter Dress code will result in a warning from the instructor for the first lapse. A student will not be allowed in class for any subsequent incidents.

Appropriate	Inappropriate
Uniforms	
• Neat • Clean and pressed	• Wrinkled uniform • Dirty, bleached or torn uniform
Shirts and Jackets	
• White T-shirts • Blue jackets (in cold weather) • White or black thermals (in cold weather)	• Colored shirts • Sweatshirts over uniforms • T-shirts must be tucked in and may not hang below the uniform
Footwear	
• Black steel-toed boots	• Any other shoes
Hair and Hats	
• Hair must be kept neat • Long hair should be tied back	• Hats are **never** appropriate inside the campus
Tattoos	
• Be aware that visible tattoos will impede your job search	• Offensive tattoos must be covered at all times

Jewelry

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

Charter College ID must be worn at all times

Charter College Allied Health Professional Program Dress Code

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

Uniforms

Appropriate

- Neat
- Clean and pressed

Inappropriate

- Wrinkled uniform
- Dirty, bleached or torn uniform

Shirts, Tops, and Jackets

Appropriate

- White T-shirts
- White sweaters

Inappropriate

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

Shoes and Footwear

Appropriate

- White solid top shoes
- Puncture proof
- Covers entire foot

Inappropriate

- Any other shoes

Personal Hygiene

Fingernails:

Appropriate

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

Inappropriate

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

Hair and Hats

Hair:

Appropriate

- Kept up off shoulders

Inappropriate

- Long, loose hair that is not clean
- Hats are **never** appropriate

Jewelry

- Pierced ears: One earring per ear
- Earrings should be small and professional
- Piercings kept to earlobes
- No large hoops
- No facial piercings

Tattoos

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

Charter College ID must be worn at all times

GRIEVANCE AND APPEALS POLICY

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

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

Step 2: Communicate with the Campus President. A "Complaint Form" can be obtained from the Campus President or the Academic Office.

Step 3: The Campus President will meet with the student to discuss the issue. The Campus President may also meet with the other party(ies) to attempt to resolve the issue.

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

The following steps must be followed:

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

Step 5: If a student believes that the College did not address the complaint or concern, the student may consider contacting the Regional Vice President of Operations, Mr. Lamar Haynes at 775-737-7456.

Step 6: Continued unresolved concerns may be presented to the College's accrediting agency. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

STUDENT SEXUAL HARASSMENT POLICY

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex including, but not limited to sexual harassment, in any federally funded education institution.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Examples of sexual harassment include but are not limited to unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

Charter College is strongly opposed to sexual harassment and is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Sexual harassment is prohibited by state and federal laws including Title IX.

The Campus President serves as one of the Title IX Coordinators. If students feel that they have experienced sexual harassment, students must report any violations to the Campus President immediately. If the potential sexual harassment incident involves the Campus President, directly or indirectly, the student should report the violation to the Campus President the other Title IX Coordinator. The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment in accordance with the College's Student Sexual Harassment Policy. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

Students, staff and faculty are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints.

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

Prospect Education and Charter College Student Sexual Harassment Policy

Introduction

Prospect Education LLC., and Charter College, LLC., (the "College") is committed to provid-

ing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that the College is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of the College's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the College community through publications, the College website, new employee orientations, student orientations, and other appropriate channels of communication. The College provides training to key staff members to enable the College to handle any allegations of sexual harassment promptly and effectively. The College will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the College community, including faculty, staff, students, and non-employees participants in the College community, such as vendors, contractors, and visitors.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

Complaint Procedure

Any member of the College community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the College's Title IX Coordinator:

Campus	Title IX Coordinator	Phone	Address
Canyon Country	**Campus President**	**661-252-1864**	**27125 Sierra Hwy, Suite 329** **Canyon Country, CA 91351**
Lancaster	**Campus President**	**661-341-3500**	**43141 Business Center Parkway, Suite 102** **Lancaster, CA 93535**
Long Beach	**Campus President**	**562-216-7500**	**100 W Broadway, Suite 3000** **Long Beach, CA 90802**

Response to Sexual Harassment Allegations

The College takes all reports seriously and will provide a prompt and equitable response to all reports of sexual Any student with a sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, the College shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

False Reports

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Additional Information

The U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

GENERAL INFORMATION

Administrative Hours of Operation

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

Campus Visitors

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

Children on Campus

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

FERPA

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

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

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

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

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

Message for Students

Charter College is neither staffed nor organized to deliver personal messages to students. Nonetheless, the College realizes the importance of delivering messages regarding medical or police emergencies. To assist students, Charter College will take and deliver

messages to students while they are in class, during normal office hours, 8:00 a.m. to 7:30 p.m., Monday through Thursday, under the following provisions only: a) the call is a bona fide medical emergency (including calls from child care providers) and/or b) the call is a bona fide police emergency (from an official police agency). The caller will be required to disclose fully the nature of the call.

Non-Discriminatory Policy

Charter College is an equal opportunity institution providing an educational and working environment free from discrimination for students and employees. The College does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, disability, or age in its programs and activities.

Contact the President of the College with any inquiries and complaints regarding the Non-Discrimination Policy.

Placement Release

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

Program Disclosures

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

Report a Criminal Offense

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

Security on Campus

As mentioned above, the students, faculty, staff and community members themselves are responsible for measures to ensure personal safety and to protect property on Charter College Campuses. The College does not have law enforcement or security personnel located on the facilities.

To inform students and employees about campus security procedures, various measures are taken. The catalog, which is updated on an annual basis, is the main source of information pertaining to college policies in regards to campus security.

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

Security Report

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

The occurrence of the following crimes must be reported:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

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

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

The Charter College Annual Campus Security Report

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

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

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

The annual report is made available to all current students upon enrollment and employees upon hire. Prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Paper copies are available upon request through the Campus Presidents.

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