



Catalog Addendum for Anchorage and Wasilla

August 18, 2009

1. The refund policy has been update to allow a 100% refund for week one.
2. Effective **August 24, 2009** the curriculum for Charter College's programs will be modified. These changes reduce the length of all programs and we will work with every student to ensure that they graduate in the expected timeframe. All courses, in which you received a passing grade, will count towards completing your program. Should you have any questions about how the change specifically affects you please contact the Department of Student Services.
3. Involuntary Withdrawal policy has been updated.
4. Institutional Dismissal has been updated.
5. The grading has been updated.
6. The incomplete policy has been updated.
7. The Satisfactory Academic Progress Policy (SAP) has been updated.

Refund Policy

Students Who Withdraw or are Terminated Prior to Starting Classes

Prior to attending classes, the enrollment agreement may be cancelled by the student or the College for a full refund. If students have not visited the College prior to enrollment, they may withdraw without penalty within five business days following a tour of the College facilities and inspection of equipment where their education services would be provided. Students will also receive a full refund if their educational services are discontinued or their starting date is postponed by more than ninety days.

Students Who Withdraw After Starting Classes

For students who have attended classes, tuition refunds will be based on last date of attendance according to the Charter College refund schedule. An administrative fee of one hundred dollars (\$100) will be charged to students who attend the College and officially withdraw or are involuntarily withdrawn or suspended before the end of the quarter. A quarter is ten consecutive weeks of instruction, excluding the annual two week winter break. The administrative fee will be deducted prior to any return of federal aid or refund calculation.

After June 15, 2009 courses will be taught in five-week modules, with billing done for an entire ten-week quarter (two five-week modules). The refund policy will continue to be applied by quarter.

Irrespective of funding source(s), the following schedule is used to calculate refunds of tuition and fees for students who withdraw, are withdrawn, or suspended, or dismissed during the quarter:

Refund Schedule

LAST DATE OF ATTENDANCE IN A TEN WEEK QUARTER	Refund %
Week 1	100%
Week 2	80%
Week3	55%
Week 4	30%
Week 5	30%
Week 6-10	0%

Refunds are based on the last date of attendance in the ten week quarter in which the student is registered (a quarter is ten consecutive weeks of instruction, excluding the annual two week break). A quarter consists of any two consecutive five week modules.

Students remain liable for any portion of institutional charges not paid after Title IV funds are returned and/or the refund is calculated. All Refunds will be paid within 30 days.

Bachelor of Science Degrees

	Quarter Hours
Business Management Accounting	181.25
Business Management and Technology	182.75
Construction Management	182.25
Criminal Justice	185.50
Information Technology Engineering	180.00

Bachelor of Science Degree in Business Management Accounting

The *Bachelor of Science in Business Management Accounting* program is designed to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. This degree program requires a minimum of 180 quarter hours, usually earned over a period of twelve (12) quarters of study.

As part of the program, students are educated on the objectives necessary to prepare them to become certified as Certified Managerial Accountants (CMA).

Students in all concentrations will share the Group A, General Education and College Requirement courses. Each concentration will then take all the courses in Group C and Concentration courses specific to their programs.

GROUP A		
Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
MED215	Claims Examining and Dental Billing and Coding (<i>Replaces CMP233 for Medical Insurance Coding and Billing Concentration</i>)	3.5
OFM102	Customer Service and the Automated Office	4.0

COLLEGE REQUIREMENT COURSES		
Code	Course Name	Credits
BUS101	Career Development	4.0
BUS400	Capstone: An Integration of Learning	3.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
ENG101	Oral Communication	4.0
ENG201	Advanced Discourse	4.0
ENG300	Advanced Interpersonal Communications	4.0
HUM120	Twentieth-Century Fiction	4.0
HUM122	Philosophy of Ethics	4.0
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
MTH103	Algebra I	4.0
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5
SOC102	Interpersonal Psychology	4.0
SOC300	US History Since the Civil War	4.0

Concentration in Medical Insurance Coding & Billing

GROUP C		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC121	Principles of Accounting	4.0
ACC201	Advanced Principles of Accounting	4.0
ACC300	Governmental/Non-Profit Accounting	3.5
ACC302	Financial Analysis for Managers	3.5
ACC400	Accounting Information Systems	3.5

CONCENTRATION COURSES		
Code	Course Name	Credits
MED103	Professional Billing, Coding & Reimbursement	3.5
MED216	Medical Office Skills	3.5
MED100	Medical Terminology Essentials	4.0
MED101	Medical Insurance Billing Essentials	4.0
MED122	ICD-9-CM Coding Essentials	3.5
MED123	CPT Coding Essentials	3.5

ACC406	Contemporary Accounting Issues	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	2.0
BSM401	Organizational Management	4.0
BSM403	Research Methodologies in Business Applications	4.0
ENG400	Managerial Writing and Presentations	4.0

MED206	ICD-9-CM Coding Procedures	3.5
MED230	Institutional Billing, Coding and Reimbursement	4.0
MED208	CPT Coding Procedures	3.5
MED231	Medical Reimbursement	4.0
MED210	Medical Office Procedures	3.5
MED211	Reimbursement Methodologies	4.0
MED212	AHIMA Professional Practice	3.5

Concentration in Computerized Accounting

GROUP C		
Code	Course Name	Credits
ACC300	Governmental/Non-Profit Accounting	3.5
ACC302	Financial Analysis for Managers	3.5
ACC305	Automated Costing Applications	3.5
ACC400	Accounting Information Systems	3.5
ACC404	Advanced Tax	4.0
ACC406	Contemporary Accounting Issues	4.0
ACC450	Senior Accounting Internship	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	2.0
BSM401	Organizational Management	4.0
BSM403	Research Methodologies in Business Applications	4.0
ENG400	Managerial Writing and Presentations	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
ACC200	Income Tax Preparation	4.0
ACC201	Advanced Principles of Accounting	4.0
ACC202	Automated Accounting Applications	3.5
ACC203	Advanced Automated Accounting	3.5
ACC204	Audit Preparation	4.0
BSM206	Business Law	4.0
CMP126	Access and PowerPoint for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0

Concentration in Business Management Practice

GROUP C		
Code	Course Name	Credits
ACC121	Contemporary Accounting Issues	4.0
ACC300	Governmental/Non-Profit Accounting	3.5
ACC302	Financial Analysis for Managers	3.5
ACC305	Automated Costing Applications	3.5
ACC400	Accounting Information Systems	3.5
ACC404	Advanced Tax	4.0
ACC450	Senior Accounting Internship	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	2.0
BSM401	Organizational Management	4.0
BSM403	Research Methodologies in Business Applications	4.0
ENG400	Managerial Writing and Presentations	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM204	Managing Small Businesses: Entrepreneurship	4.0
BSM205	Statistics for Business	3.0
BSM206	Business Law	4.0
CMP126	Access and PowerPoint for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0

Concentration in Business Applications

GROUP C		
Code	Course Name	Credits
ACC300	Governmental/Non-Profit Accounting	3.5
ACC302	Financial Analysis for Managers	3.5
ACC305	Automated Costing Applications	3.5
ACC400	Accounting Information Systems	3.5
ACC404	Advanced Tax	4.0
ACC406	Contemporary Accounting Issues	4.0
ACC450	Senior Accounting Internship	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM206	Business Law	4.0
CMP125	Programming Essentials	3.5

BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	2.0
BSM401	Organizational Management	4.0
BSM403	Research Methodologies in Business Applications	4.0
ENG400	Managerial Writing and Presentations	4.0

CMP126	Access and PowerPoint for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0

Minimum Credits: 181.25

Bachelor of Science Degree in Business Management Technology

The program seeks to provide students with higher levels of understanding and ability to apply both the values and uses of the traditional liberal disciplines as well as the rapidly changing approaches to Business Management. The Bachelor of Science degree in Business Management and Technology (BMT) underscores management of technology as well as the use of technology to manage. Specialized topics for the BMT degree include organizational management; conflict resolution; multimedia design; advanced software applications; employment law; and managerial communications.

Students in all concentrations will share the Group A, General Education and College Requirement courses. Each concentration will then take all the courses in Group C and Concentration courses specific to their programs. *This program requires that the student achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

GROUP A		
Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
MED215	Claims Examining and Dental Billing and Coding (<i>Replaces CMP233 for Medical Insurance Coding and Billing Concentration</i>)	3.5
OFM102	Customer Service and the Automated Office	4.0

COLLEGE REQUIREMENT COURSES		
Code	Course Name	Credits
BUS101	Career Development	4.0
BUS400	Capstone: An Integration of Learning	3.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
ENG101	Oral Communication	4.0
ENG201	Advanced Discourse	4.0
ENG300	Advanced Interpersonal Communications	4.0
HUM120	Twentieth-Century Fiction	4.0
HUM122	Philosophy of Ethics	4.0
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
MTH103	Algebra I	4.0
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5
SOC102	Interpersonal Psychology	4.0
SOC300	US History Since the Civil War	4.0

Concentration in Computerized Accounting

GROUP C		
Code	Course Name	Credits
ACC400	Accounting Information Systems	3.5
BSM300	Telecommunications for Managers	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	3.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
ACC200	Income Tax Preparation	4.0
ACC201	Advanced Principles of Accounting	4.0
ACC202	Automated Accounting Applications	3.5

BSM400	Information Technology for Managers	4.0
BSM401	Organizational Management	4.0
BSM402	Managing Conflict: Dispute Resolution	4.0
BSM403	Research Methodologies in Business Applications	4.0
BSM404	International Business for Managers	4.0
BSM405	E-Business for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0
ENG401	IT Business Communication	4.0

ACC203	Advanced Automated Accounting	3.5
ACC204	Audit Preparation	4.0
BSM206	Business Law	4.0
CMP126	Access and PowerPoint for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0

Concentration in Business Applications

GROUP C		
Code	Course Name	Credits
ACC400	Accounting Information Systems	3.5
BSM300	Telecommunications for Managers	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	3.0
BSM400	Information Technology for Managers	4.0
BSM401	Organizational Management	4.0
BSM402	Managing Conflict: Dispute Resolution	4.0
BSM403	Research Methodologies in Business Applications	4.0
BSM404	International Business for Managers	4.0
BSM405	E-Business for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0
ENG401	IT Business Communication	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM206	Business Law	4.0
CMP125	Programming Essentials	3.5
CMP126	Access and PowerPoint for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0

Concentration in Business Management Practice

GROUP C		
Code	Course Name	Credits
ACC400	Accounting Information Systems	3.5
BSM300	Telecommunications for Managers	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	3.0
BSM400	Information Technology for Managers	4.0
BSM401	Organizational Management	4.0
BSM402	Managing Conflict: Dispute Resolution	4.0
BSM403	Research Methodologies in Business Applications	4.0
BSM404	International Business for Managers	4.0
BSM405	E-Business for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0
ENG401	IT Business Communication	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM204	Managing Small Businesses: Entrepreneurship	4.0
BSM205	Statistics for Business	3.0
BSM206	Business Law	4.0
CMP126	Access and PowerPoint for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0

Concentration in Medical Coding and Billing

GROUP C		
Code	Course Name	Credits
CMP126	Access and PowerPoint for Windows	3.0
BSM300	Telecommunications for Managers	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
BSM308	Economics for Managerial Decision Making	3.0

CONCENTRATION COURSES		
Code	Course Name	Credits
MED103	Professional Billing, Coding & Reimbursement	3.5
MED216	Medical Office Skills	3.5
MED100	Medical Terminology Essentials	4.0
MED101	Medical Insurance Billing Essentials	4.0
MED122	ICD-9-CM Coding Essentials	3.5
MED123	CPT Coding Essentials	3.5
MED206	ICD-9-CM Coding Procedures	3.5

BSM400	Information Technology for Managers	4.0
BSM401	Organizational Management	4.0
BSM402	Managing Conflict: Dispute Resolution	4.0
BSM403	Research Methodologies in Business Applications	4.0
BSM404	International Business for Managers	4.0
BSM405	E-Business for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0
ENG401	IT Business Communication	4.0

MED230	Institutional Billing, Coding and Reimbursement	4.0
MED208	CPT Coding Procedures	3.5
MED231	Medical Reimbursement	4.0
MED210	Medical Office Procedures	3.5
MED211	Reimbursement Methodologies	4.0
MED212	AHIMA Professional Practice	3.5

Minimum Credits: 182.75

Bachelor of Science Degree in Construction Management (*Anchorage Only*)

The program seeks to provide students with higher levels of understanding and ability to apply the values, theory, and practices in use in the field of construction management. The Bachelor of Science degree in Construction Management underscores management of technology as well as the use of technology to manage. Specialized topics for the degree include safety and risk management, materials statics and strengths, legal issues, cost estimating, project scheduling, and business related topics of organizational management, conflict resolution, advanced software applications, employment law, and managerial communications.

Students in all concentrations will share the Group A, General Education and College Requirement courses. Each concentration will then take all the courses in Group C and Concentration courses specific to their programs. *This program requires that the student achieve the following industry certifications: Microsoft Certified Application Specialist: Word, Excel, PowerPoint and Access.*

GROUP A		
Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
ENG120	Technical Writing and Presentation	4.0
OFM102	Customer Service and the Automated Office	4.0

COLLEGE REQUIREMENT COURSES		
Code	Course Name	Credits
BUS101	Career Development	4.0
BUS400	Capstone: An Integration of Learning	3.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
ENG101	Oral Communication	4.0
ENG201	Advanced Discourse	4.0
ENG300	Advanced Interpersonal Communications	4.0
HUM120	Twentieth-Century Fiction	4.0
HUM122	Philosophy of Ethics	4.0
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
MTH103	Algebra I	4.0
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5
SOC102	Interpersonal Psychology	4.0
SOC300	US History Since the Civil War	4.0

Concentration in Technical Graphics

GROUP C		
Code	Course Name	Credits
CSM300	Principles of Construction Management	4.0
CSM301	Reading Construction Drawings	4.0
CSM302	Building Codes and Standards	4.0
CSM303	Materials Statics & Strengths	4.0
CSM304	Mechanical Systems	4.0
CSM400	Construction Project Scheduling and Logistics	3.0

CONCENTRATION COURSES		
Code	Course Name	Credits
CAD100	CAD Essentials	3.5
CAD101	Materials and Methods of Construction with Blueprint Reading	4.0
CAD120	Automated Drafting	3.5
CAD121	CAD Procedures	3.5
CAD200	Automated Architectural Drafting and Design	3.5
CAD202	Automated Process Pipe Drafting	3.5

CSM401	Safety and Risk Analysis	4.0
CSM402	Legal Issues in Construction Management	4.0
CSM403	Cost Estimating & Analysis	3.0
CSM404	Federal Acquisition Requirements	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0

CAD207	Automated Three-Dimensional Drafting	3.5
CAD208	Automated Civil Drafting	3.5
CAD209	Automated Electrical Drafting	3.5
CAD210	Automated Mechanical Drafting	3.5
CAD220	AutoCAD Portfolio and Certification	3.5
CMP125	Programming Essentials	3.5

Concentration in Business Management Practice

GROUP C		
Code	Course Name	Credits
CSM300	Principles of Construction Management	4.0
CSM301	Reading Construction Drawings	4.0
CSM302	Building Codes and Standards	4.0
CSM303	Materials Statics & Strengths	4.0
CSM304	Mechanical Systems	4.0
CSM400	Construction Project Scheduling and Logistics	3.0
CSM401	Safety and Risk Analysis	4.0
CSM402	Legal Issues in Construction Management	4.0
CSM403	Cost Estimating & Analysis	3.0
CSM404	Federal Acquisition Requirements	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM204	Managing Small Businesses: Entrepreneurship	4.0
BSM205	Statistics for Business	3.0
BSM206	Business Law	4.0
CMP126	Access and PowerPoint for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0

Concentration in Business Applications

GROUP C		
Code	Course Name	Credits
CSM300	Principles of Construction Management	4.0
CSM301	Reading Construction Drawings	4.0
CSM302	Building Codes and Standards	4.0
CSM303	Materials Statics & Strengths	4.0
CSM304	Mechanical Systems	4.0
CSM400	Construction Project Scheduling and Logistics	3.0
CSM401	Safety and Risk Analysis	4.0
CSM402	Legal Issues in Construction Management	4.0
CSM403	Cost Estimating & Analysis	3.0
CSM404	Federal Acquisition Requirements	4.0
BSM301	Project Management Applications	3.25
BSM302	Contract Management	4.0
BSM303	Lawful Employment Management	4.0
BSM307	Finance for Managers	4.0
ENG400	Managerial Writing and Presentations	4.0

CONCENTRATION COURSES		
Code	Course Name	Credits
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM206	Business Law	4.0
CMP125	Programming Essentials	3.5
CMP126	Access and PowerPoint for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0

Minimum Credits: 182.25

Bachelor of Science Degree in Criminal Justice (*Anchorage Only*)

The Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice in American society. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students for positions of responsibility and leadership within the criminal justice community and related professions. Students enrolled in the Criminal Justice program will examine the criminal justice process and its key components, while at the same time learn the skills needed for effective interpersonal communication, administrative decision-making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. The Criminal Justice curriculum will appeal to student professionals who are currently employed and seeking advancement within the criminal justice community, or to working adults pursuing a new career in a criminal justice related field. Graduates of the program may find employment opportunities within public and private policing agencies, corrections, the court system, social services, and in corporate security. This program requires a minimum of 185.55 quarter credit hours.

GROUP A		
Code	Course Name	Credits
CMP102	Computer Essentials with MS Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
OFM102	Customer Service and the Automated Office	4.0

COLLEGE REQUIREMENT COURSES		
Code	Course Name	Credits
BUS101	Career Development	4.0
BUS400	Capstone: An Integration of Learning	3.0

CONCENTRATION COURSES		
Code	Course Name	Credits
BSM206	Business Law	4.0
CJA100	Introduction to Criminal Justice & Law Enforcement	4.0
CJA101	Introduction to Policing	4.0
CJA103	Criminal Justice and Public Policy	4.0

GROUP C		
Code	Course Name	Credits
CJA300	Corrections	4.0
CJA301	Substantive Criminal Law	4.0
CJA302	Probation and Parole	4.0
CJA304	Restorative Justice Studies	4.0
CJA305	Cyber Crimes	4.0
CJA400	Ethics in Criminal Justice	4.0
CJA401	Perspectives on Terrorism	4.0
CJA402	Drugs and the Criminal Justice System	4.0
CJA404	White Collar and Organized Crime	4.0
CJA405	Gangs and Deviant Social Groups	4.0
CJA406	Criminal Justice Practicum	3.0
CJA407	Natural and Catastrophic Events Management	4.0
BSM401	Organizational Management	4.0
BSM402	Managing Conflict: Dispute Resolution	4.0
ENG400	Managerial Writing and Presentations	4.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
ENG101	Oral Communication	4.0
ENG201	Advanced Discourse	4.0
ENG300	Advanced Interpersonal Communications	4.0

CJA105	Crime Scene and Investigations	4.0
CJA201	Juvenile Justice	4.0
CJA202	Criminology	4.0
CJA203	Criminal and Delinquent Behavior	4.0
CJA205	Constitutional Law	4.0
CMP126	Access and PowerPoint for Windows	3.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP234	Computer Forensics and Investigations	3.0
ENG121	Technical Writing and Presentation	4.0

HUM120	Twentieth-Century Fiction	4.0
HUM122	Philosophy of Ethics	4.0
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
MTH103	Algebra I	4.0
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5
SOC102	Interpersonal Psychology	4.0
SOC300	US History Since the Civil War	4.0

Minimum Credits: 185.50

Bachelor of Science Degree in Information Technology Engineering (*Anchorage Only*)

The program seeks to provide students with higher levels of understanding and ability to apply both the values and uses of the traditional liberal disciplines as well as the rapidly advancing discipline of information technology. The Bachelor of Science degree in Information Technology Engineering (ITE) underscores the direct application, manipulation and control of the technology. Specialized topics for the ITE degree include enterprise computer networking, advanced telecommunications, IP routing, network design, cabling standards, and programming.

Students in all concentrations will share the Group A, General Education and College Requirement courses. Each concentration will then take all the courses in Group C and Concentration courses specific to their programs. *This program requires that the student achieve the following industry certification: Cisco Certified Network Associate.*

GROUP A		
Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP125	Programming Essentials	3.5
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
ENG121	Technical Writing and Presentation	4.0

COLLEGE REQUIREMENT COURSES		
Code	Course Name	Credits
BUS101	Career Development	4.0
BUS400	Capstone: An Integration of Learning	3.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
ENG101	Oral Communication	4.0
ENG201	Advanced Discourse	4.0
ENG300	Advanced Interpersonal Communications	4.0
HUM120	Twentieth-Century Fiction	4.0
HUM122	Philosophy of Ethics	4.0
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
MTH103	Algebra I	4.0
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5
SOC102	Interpersonal Psychology	4.0
SOC300	US History Since the Civil War	4.0

Concentration in Networking Technology

GROUP C		
Code	Course Name	Credits
BSM301	Project Management Applications	3.25
CMP302	Database Management	3.25
CMP303	Interconnecting Cisco Network Devices	3.00
CMP304	Programming Applications And Development	3.00
CMP306	Principles of Information Security	3.25
CMP400	Advanced Web Design	3.00
CMP401	Cisco Certified Network Professional 1	6.75
CMP402	Network Design	3.00

CONCENTRATION COURSES		
Code	Course Name	Credits
CMP129	Microsoft Server Windows Environment	4.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP134	Network+	4.0
CMP210	Wireless Essentials	4.0
CMP211	Linux Networking	4.0
CMP229	Microsoft Server Network Services	3.5
CMP231	Microsoft Server Active Directory Infrastructure	3.5
CMP232	Microsoft Internet Security	3.5

	Applications	
CMP403	Cisco Certified Network Professional 2	6.75
CMP404	Cisco Certified Network Professional 3	6.75
CMP410	JavaScript and Perl	3.00
CMP411	Cisco Network Security	3.00
DET400	Advanced Telecommunications Technologies	4.00
DET401	Cabling Standards and Codes	3.00

	and Acceleration Server	
CMP236	Server +	3.5
CMP237	Managing Small Business Server	3.5
CMP238	Microsoft Exchange Server	3.5
DET124	A+ Fundamentals	4.0
DET218	Virtualization	3.5

Concentration in Network Security

GROUP C		
Code	Course Name	Credits
BSM301	Project Management Applications	3.25
CMP302	Database Management	3.25
CMP303	Interconnecting Cisco Network Devices	3.00
CMP304	Programming Applications And Development	3.00
CMP306	Principles of Information Security	3.25
CMP400	Advanced Web Design	3.00
CMP401	Cisco Certified Network Professional 1	6.75
CMP402	Network Design Applications	3.00
CMP403	Cisco Certified Network Professional 2	6.75
CMP404	Cisco Certified Network Professional 3	6.75
CMP410	JavaScript and Perl	3.00
CMP411	Cisco Network Security	3.00
DET400	Advanced Telecommunications Technologies	4.00
DET401	Cabling Standards and Codes	3.00

CONCENTRATION COURSES		
Code	Course Name	Credits
CMP129	Microsoft Server Windows Environment	4.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP134	Network+	4.0
CMP210	Wireless Essentials	4.0
CMP211	Linux Networking	4.0
CMP234	Computer Forensics and Investigations	3.0
CMP235	Checkpoint Security Administration	3.5
CMP236	Server+	3.5
CMP237	Managing Small Business Server	3.5
DET124	A+ Fundamentals	4.0
DET216	Tactical Perimeter Defense	3.5
DET217	Network Defense and Countermeasures: SCP-NDC	3.5
DET218	Virtualization	3.5

Concentration in Technical Graphics

GROUP C		
Credits	Credits	Credits
BSM301	Project Management Applications	3.25

CONCENTRATION COURSES		
Code	Course Name	Total
ACC100	Accounting Essentials	4.0

CMP302	Database Management	3.25
CMP303	Interconnecting Cisco Network Devices	3.00
CMP304	Programming Applications And Development	3.00
CMP306	Principles of Information Security	3.25
CMP400	Advanced Web Design	3.00
CMP401	Cisco Certified Network Professional 1	5.75
CMP402	Network Design Applications	3.00
CMP403	Cisco Certified Network Professional 2	5.75
CMP404	Cisco Certified Network Professional 3	5.75
CMP405	Cisco Certified Network Professional 4	5.75
CMP410	JavaScript and Perl	3.00
CMP411	Cisco Network Security	3.00
DET400	Advanced Telecommunications Technologies	4.00
DET401	Cabling Standards and Codes	3.00

CAD100	CAD Essentials	3.5
CAD101	Materials and Methods of Construction with Blueprint Reading	4.0
CAD120	Automated Drafting	3.5
CAD121	CAD Procedures	3.5
CAD200	Automated Architectural Drafting and Design	3.5
CAD202	Automated Process Pipe Drafting	3.5
CAD207	Automated Three-Dimensional Drafting	3.5
CAD208	Automated Civil Drafting	3.5
CAD209	Automated Electrical Drafting	3.5
CAD210	Automated Mechanical Drafting	3.5
CAD220	AutoCAD Portfolio and Certification	3.5
OFM102	Customer Service	4.0

Minimum Credits: 180.00

Associate of Applied Science Degrees

	Quarter Hours
Business Management Practice	90.00
Computer Science: Concentration in Business Applications.....	90.50
Computer Science: Concentration in Network Security	90.00
Computer Science: Concentration in Networking Technology	90.00
Computer Science: Concentration in Technical Graphics	90.00
Computerized Accounting	90.00
Criminal Justice	91.50
Medical Office Administration: Concentration in Medical Assistant.....	90.00
Medical Office Administration: Concentration in Medical Coding and Billing.....	91.00

Associate of Applied Science Degree in Business Management Practice (*Anchorage Only*)

This degree program will instruct students in how to hire, support, and evaluate personnel; to supervise working teams of staff; to identify, develop, and implement vital projects; to comply with complex business laws and regulations; to review financial data for decision-making; to use information technology to communicate and market; to apply the critical elements of leadership; to use advanced computer technology to manage; and to start and manage a small business. *This program requires that the student achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.*

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM204	Managing Small Businesses: Entrepreneurship	4.0
BSM205	Statistics for Business	3.0
BSM206	Business Law	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP126	Access and PowerPoint for Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0
OFM102	Customer Service	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

Minimum Credits: 90.00

Associate of Applied Science Degree in Computer Science: Concentration in Business Applications

This degree program seeks to prepare students for careers in receiving, processing, delivering, and storing information that is vital in both the short-term and the long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises. *This program requires that the student achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.*

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
BSM200	Leadership and Team Management	4.0
BSM201	Managing People: Human Resource Development	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM203	Marketing with Technology	4.0
BSM206	Business Law	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP125	Programming Essentials	3.5
CMP126	Access and PowerPoint for Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0
OFM102	Customer Service and the Automated Office	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

MINIMUM CREDITS: 90.50

Associate of Applied Science Degree in Computer Science: Concentration in Network Security (Anchorage Only)

This degree program seeks to prepare students for careers in the field of network security. Network security specialists plan, coordinate, and implement an organization's information security and security systems. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. *This program requires that the student achieve the following industry certification: Security+.*

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP125	Programming Essentials	3.5
CMP129	Microsoft Server Windows Environment	4.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP134	Network+	4.0
CMP210	Wireless Essentials	4.0
CMP211	Linux Networking	4.0
CMP234	Computer Forensics and Investigations	3.0
CMP235	Checkpoint Security Administration	3.5
CMP236	Server+	3.5
CMP237	Microsoft Small Business Server	3.5
DET124	A+ Fundamentals	4.0
DET216	Hardening the Infrastructure: SCP-HTI	3.5
DET217	Network Defense and Countermeasures: SCP-NDC	3.5
DET218	Virtualization	3.5
ENG121	Technical Writing and Presentation	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES

Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

Minimum Credits: 90.00

Associate of Applied Science Degree in Computer Science: Concentration in Networking Technology (*Anchorage Only*)

This degree program seeks to build a body of knowledge and skills to prepare students for careers as computer professionals. The program begins by establishing primary understanding and skills in computer operations with Windows Server 2003. Students are introduced to Linux, wireless technology, Cisco routers, and Novell NetWare. The program then proceeds to build a foundation in primary network architecture and current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. *This program requires that the student achieve the following industry certification: Microsoft Certified Professional.*

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP125	Programming Essentials	3.5
CMP129	Microsoft Server Windows Environment	4.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP134	Network+	4.0
CMP210	Wireless Essentials	4.0
CMP211	Linux Networking	4.0
CMP229	Microsoft Server Network Services	3.5
CMP231	Microsoft Server Active Directory Infrastructure	3.5
CMP232	Microsoft Internet Security and Acceleration Server	3.5
CMP236	Server +	3.5
CMP237	Microsoft Small Business Server	3.5
CMP238	Microsoft Exchange Server	3.5
DET124	A+ Fundamentals	4.0
DET218	Virtualization	3.5
ENG121	Technical Writing and Presentation	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

Minimum Credits: 90.50

Associate of Applied Science Degree in Computerized Accounting

This degree program seeks to prepare students for global careers in receiving, recording, storing, classifying, summarizing, communicating, and interpreting individual and multiple financial transactions that are vital to both the short-term and long-term operation and decision-making of virtually all businesses and governmental, social, and professional agencies and enterprises. *This program requires that the student achieve the following industry certifications: (1) Microsoft Certified Application Specialist: Word; (2) Microsoft Certified Application Specialist: Excel.*

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
ACC200	Income Tax Preparation	4.0
ACC201	Advanced Principles of Accounting	4.0
ACC202	Automated Accounting Applications	3.5
ACC203	Advanced Automated Accounting	3.5
ACC204	Audit Preparation	4.0
BSM206	Business Law	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP126	Access and PowerPoint for Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP233	Advanced Word and Excel for Windows	3.0
CMP305	Advanced Microsoft Office Applications	3.0
ENG121	Technical Writing and Presentation	4.0
OFM102	Customer Service and the Automated Office	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

MINIMUM CREDITS: 91.00

Associate of Applied Science Degree in Medical Office Administration: Concentration in Medical Assistant

This degree program is designed to provide students with the knowledge, technical skills, and work habits required for entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance the students' potential for placement, and the medical office administration orientation of the second portion of the program makes graduates more valuable in the fast-paced health care offices of today and the future. This program is broken into two phases, the first phase being the Certificate in Medical Assistant program, and the second phase being the medical office administration courses. Prior to advancing to the medical office administration courses, students must complete the Certificate in Medical Assistant program. *This program requires that the student achieve the following industry certification prior to their externship: NCCT National Certified Medical Assistant.*

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.00
MAP101	Record Management and Ethics	3.25
MAP102	Patient Care Concepts	3.25
MAP103	Office Management and Communications	3.25
MAP104	Minor Office Surgery	3.25
MAP113	Pharmacology	3.25
MAP107	Fundamentals of Office Accounting	3.25
MAP115	Office Emergencies	3.00
MAP116	Cardiac Care	3.00
MAP109	Hematology and Phlebotomy	3.00
MAP111	Specimen Collection and Analysis	3.00
MAP200	Medical Assistant Externship	6.00
MED100	Medical Terminology Essentials	4.00
MED101	Medical Insurance Billing Essentials	4.00
MED122	ICD-9-CM Coding Essentials	3.50
MED123	CPT Coding Essentials	3.50
MED211	Reimbursement Methodologies	4.00
OFM102	Customer Service and the Automated Office	4.00
BUS101	Career Development	4.00

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

Minimum Credits: 90.00

Associate of Applied Science Degree in Medical Office Administration: Concentration in Medical Coding and Billing

This degree program offers an understanding of modern medical practice, the requirements for accurate medical records, and the significance of medical coding and billing. Importantly, the program teaches the skills to identify accurately a specific examination, diagnosis, and/or therapy, as well as the means to acquire reimbursement.

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
MED215	Claims Examining and Dental Billing and Coding	3.5
MED103	Professional Billing, Coding & Reimbursement	3.5
MED216	Medical Office Skills	3.5
MED100	Medical Terminology Essentials	4.0
MED101	Medical Insurance Billing Essentials	4.0
MED122	ICD-9-CM Coding Essentials	3.5
MED123	CPT Coding Essentials	3.5
MED206	ICD-9-CM Coding Procedures	3.5
MED230	Institutional Billing, Coding and Reimbursement	4.0
MED208	CPT Coding Procedures	3.5
MED231	Medical Reimbursement	4.0
MED210	Medical Office Procedures	3.5
MED211	Reimbursement Methodologies	4.0
MED212	AHIMA Professional Practice	3.5
OFM102	Customer Service	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES		
Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

Minimum Credits: 90.50

Associate of Applied Science Degree in Criminal Justice (*Anchorage Only*)

The Criminal Justice program provides students interested in policing, criminal law, or corrections with an interdisciplinary study of crime and justice in American society. The program's inclusion of interpersonal skills and managerial and administrative subject matter prepares students for positions of responsibility and leadership within the criminal justice community and related professions. Students enrolled in the Criminal Justice program will examine the criminal justice process and its key components, while at the same time learn the skills needed for effective interpersonal communication, administrative decision-making and personnel management. Contemporary issues such as human relations and social conflict, professionalism and ethics, and the injection of technology into crime and its detection are also addressed. The Criminal Justice curriculum will appeal to student professionals who are currently employed and seeking advancement within the criminal justice community, or to working adults pursuing a new career in a criminal justice related field. Graduates of the program may find employment opportunities within public and private policing agencies, corrections, the court system, social services, and in corporate security. This program requires a minimum of 91.50 quarter credit hours.

CONCENTRATION REQUIREMENTS

Code	Course Name	Credits
BSM206	Business Law	4.0
CJA100	Introduction to Criminal Justice & Law Enforcement	4.0
CJA101	Introduction to Policing	4.0
CJA103	Criminal Justice and Public Policy	4.0
CJA105	Crime Scene and Investigations	4.0
CJA201	Juvenile Justice	4.0
CJA202	Criminology	4.0
CJA203	Criminal and Delinquent Behavior	4.0
CJA205	Constitutional Law	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP126	Access and PowerPoint for Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP233	Advanced Word and Excel for Windows	3.0
CMP234	Computer Forensics and Investigations	3.0
ENG121	Technical Writing and Presentation	4.0
OFM102	Customer Service and the Automated Office	4.0
BUS101	Career Development	4.0

GENERAL EDUCATION COURSES

Code	Course Name	Credits
ENG100	Written Communication	4.5
HUM202	Logic & Reasoning	4.5
MTH100	College Mathematics	4.5
SCI102	Introduction to Human Anatomy and Physiology	4.5
SOC101	Introduction to Economics	4.5

Minimum Credits: 91.50

Certificate Programs

	Quarter Hours
Computerized Accounting Specialist.....	43.00
Computerized Office Specialist.....	43.00
Medical Assistant	53.00
Medical Coding and Billing Specialist	42.50
Network Security	42.50
Computer Aided Drafting Associate.....	41.50

Certificate Program in Computerized Accounting Specialist

The Computerized Bookkeeping 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. The skills, competencies, knowledge base, and attributes necessary for most students to establish a financial accounting career may require the completion of a degree program.

Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.5
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
ACC201	Advanced Principles of Accounting	4.0
ACC202	Automated Accounting Applications	3.5
BSM206	Business Law	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
ENG121	Technical Writing and Presentation	4.0
OFM102	Customer Service and the Automated Office	4.0

Minimum Credits: 43.00

Certificate Program in Computerized Office Specialist

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. The skills, competencies, knowledge base, and attributes necessary for most students to establish a career in the office professions may require the completion of a degree program.

Code	Course Name	Credits
ACC100	Accounting Essentials	4.0
ACC102	Payroll Reporting	3.0
ACC120	Automated Accounting	3.0
ACC121	Principles of Accounting	4.0
BSM202	Managing Projects: Development and Implementation	4.0
BSM206	Business Law	4.0
CMP102	Computer Essentials with Microsoft Windows	3.0
BSM200	Leadership and Team Management	4.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
ENG121	Technical Writing and Presentation	4.0
OFM102	Customer Service and the Automated Office	4.0

Minimum Credits: 43.00

Certificate Program in Medical Assistant

The Medical Assistant program of study is designed to provide students with the knowledge, technical skills, and work habits required for entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance the students' potential for placement. Prior to graduation, students are required to complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other allied health ambulatory facility. *This program requires that the student achieve the following industry certification prior to their externship: NCCT National Certified Medical Assistant.*

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.00
MAP101	Record Management and Ethics	3.25
MAP102	Patient Care Concepts	3.25
MAP103	Office Management and Communications	3.25
MAP104	Minor Office Surgery	3.25
MAP113	Pharmacology	3.25
MAP107	Fundamentals of Office Accounting	3.25
MAP115	Office Emergencies	3.00
MAP116	Cardiac Care	3.00
MAP109	Hematology and Phlebotomy	3.00
MAP111	Specimen Collection and Analysis	3.00
MAP200	Medical Assistant Externship	6.00
MED100	Medical Terminology Essentials	4.00
MED101	Medical Insurance Billing Essentials	4.0
SCI102	Introduction to Human Anatomy and Physiology	4.50

Minimum Credits: 53.00

Certificate Program in Medical Coding and Billing Specialist

The Medical Coding and Billing certificate program prepares entry-level medical clerks, medical secretaries, record keepers, appointment administrators, medical insurance processors, medical coders, and medical coding assistants to serve in busy doctors' offices and medical coding clinics. Classes include computer operations, word processing, financial reporting, medical terminology, medical insurance billing and career development. The skills, competencies, knowledge base, and attributes necessary for most students to establish a career in computerized medical office administration and management may require the completion of a degree program.

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
MED103	Professional Billing, Coding & Reimbursement	3.5
MED100	Medical Terminology Essentials	4.0
MED101	Medical Insurance Billing Essentials	4.0
MED122	ICD-9-CM Coding Essentials	3.5
MED123	CPT Coding Essentials	3.5
MED206	ICD-9-CM Coding Procedures	3.5
MED208	CPT Coding Procedures	3.5
MED210	Medical Office Procedures	3.5
SCI102	Introduction to Human Anatomy and Physiology	4.5

Minimum Credits: 42.50

Certificate Program in Network Security (*Anchorage Only*)

The *Certificate in Network Security* program is designed to provide students with the knowledge, technical skills, and work habits required for careers in the field of network security. This certificate program requires a minimum of 49.15 quarter hours, usually earned over a period of three (3) quarters of study. Security specialists educate users on computer security, install security software, monitor the network for security breaches, respond to cyber attacks, and gather data and evidence. They install, configure, and manage firewall devices in an effort to provide a higher level of protection. Network security specialists are also responsible for developing security policies and procedures and for the physical security of the data network. *This program requires that the student achieve the following industry certification: Security+*

Code	Course Name	Credits
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP125	Programming Essentials	3.5
CMP129	Managing and Maintaining a Microsoft Windows Server 2003 Environment: MS2273	4.0
CMP133	Security+: Network Security Fundamentals	3.0
CMP134	Network+: Network Essentials	4.0
CMP210	Implementing a Microsoft Windows Server 2003 Network Infrastructure: Network Hosts and Installing, Administering and Configuring Microsoft Windows XP Professional: MS2276 and MS2285 and Wiring Essentials	4.0
CMP234	Computer Forensics and Investigations	3.0
CMP235	Checkpoint Security Administration	3.5
CMP236	Server+	3.5
DET124	A+ Hardware/Operating System	4.0
DET216	Hardening the Infrastructure: SCP-HTI	3.5
DET217	Network Defense and Countermeasures: SCP-NDC	3.5

Minimum Credits: 42.50

Certificate Program in Computer Aided Drafting Associate

The Computer Aided Drafting Associate program seeks to prepare technical professionals for the fields of construction, engineering, architecture, and related fields. It helps the student master skills in operating the AutoCAD program, relevant computer software, and sophisticated computer monitoring of the strategic progress of complex projects. The skills, competencies, knowledge base, and attributes necessary for most students to establish a technical career may require the completion of a degree program. Students who come with substantial computer skills and knowledge and/or broad experience in one or more technical industries may become career-ready in less time.

Code	Course Name	Credits
CAD100	CAD Essentials	3.5
CAD101	Materials and Methods of Construction with Blueprint Reading	4.0
CAD120	Automated Drafting	3.5
CAD121	CAD Procedures	3.5
CAD200	Automated Architectural Drafting and Design	3.5
CAD207	Automated Three- Dimensional Drafting	3.5
CAD210	Automated Mechanical Drafting	3.5
CAD220	AutoCAD Portfolio and Certification	3.5
CMP102	Computer Essentials with Microsoft Windows	3.0
CMP130	Word for Windows	3.0
CMP131	Excel for Windows	3.0
ENG121	Technical Writing and Presentation	4.0

Minimum Credits: 41.50

Involuntary Withdrawal

Students who meet any of the following criteria will be subject to the Involuntary Withdrawal policy:

- Failure to attend by Monday of the second week of each module
- Failure to attend for more than 14 consecutive calendar days within a module
- Failure to meet financial obligations

Students attend classes each day to be successful. Students who fail to attend in the first week of each module will be involuntarily withdrawn and their classes cancelled.

Students who fail to attend class for a period of 14 consecutive (calendar days) including weekend days (excluding winter break), will be involuntarily withdrawn and will not be permitted to continue attending in the term(s).

Students with a financial balance from a prior term and those who fail to make satisfactory payment arrangements for any period, will have their schedule cancelled and will be involuntarily withdrawn

Institutional Dismissal

Students may be dismissed for violation of the code of conduct.

Grading

Mid-Quarter Grades

Mid-quarter grades have been eliminated.

Grading System

Instructors base their assessment of students' progress on the assignments completed by the students, tests and quizzes and course participation. The standard scale of A to F is used for all courses except externship. Official grades are issued at the completion of each quarter. Successful student course challenges and externships are identified with a P for Pass (or NP for fail-externs only). Credit hours for the challenged course/externship will be applied, but no quality grade points are awarded.

Grading Scale

Grade	Grade Points/Quarter Credit Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
G	0.0
NP	0.0
P	0.0
I	0.0
W	0.0
T	0.0
I/T	0.0

Incompletes

Once enrolled in a course, students should make the effort to complete all course assignments during the module in which they are officially. 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 may be granted to students who have completed most of the assignments required by the course.. Students must petition to take an Incomplete in the course with the approval of the instructor and Dean (or Associate Dean) for the program in which they are enrolled. Students must complete a petition form and submit it to the instructor prior to the last class meeting. Petition forms are available in the Department of Student Services.

Students who are granted an Incomplete will receive a grade of "I" followed by a "/" and the grade earned in the course in the event the student does NOT satisfactory fulfil the requirement outlined on the Incomplete petition. Example: "I/D." Students must submit all missing course requirements to the instructor within two weeks after the end of the module . If the missing requirements are not completed, 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 regular letter grade at the end of that period.

Students should note that the policy on Satisfactory Academic Progress, set forth elsewhere in this Catalog, has a requirement, among others, that some number of credits be completed satisfactorily by the end of each quarter. An Incomplete with a grade of F does not satisfy this requirement. Therefore, notwithstanding the opportunity extended to the students to satisfy an Incomplete at some future date, students with an I/F may be subject to suspension and/or termination of financial aid.

BASED ON NEW PROGRAMS FOR AUGUST 2009 START

		% of Program											
		25%		50%		75%		100%		125%		150%	
CERTIFICATES		% of CC of CA											
Program	TTL Credits			55%				60%		65%		67%	
Bookkeeping Specialist	43.0	-	-	1.0	21.5	-	-	21.6	43.0	43.1	53.8	53.9	64.5
CAD Draft Associate	41.5	-	-	1.0	20.8	-	-	20.9	41.5	41.6	51.9	52.0	62.3
Medical Assistant	53.0	-	-	1.0	26.5	-	-	26.6	53.0	53.1	66.3	66.4	79.5
Medical Coding and Billing	42.5	-	-	1.0	21.3	-	-	21.4	42.5	42.6	53.1	53.2	63.8
Network Security	42.5	-	-	1.0	21.3	-	-	21.4	42.5	42.6	53.1	53.2	63.8
Network Technology	43.0	-	-	1.0	21.5	-	-	21.6	43.0	43.1	53.8	53.9	64.5
Computerized Office Specialist	43.0	-	-	1.0	21.5	-	-	21.6	43.0	43.1	53.8	53.9	64.5
ASSOCIATES		% of CC of CA											
Program	TTL Credits			60%				65%		65%		67%	
Computerized Accounting	90.0	-	-	1.0	45.0	-	-	45.1	90.0	90.1	112.5	112.6	135.0
Business Management Practice	90.0	-	-	1.0	45.0	-	-	45.1	90.0	90.1	112.5	112.6	135.0
Computer Science: Concentration in Technical Graphics	90.0	-	-	1.0	45.0	-	-	45.1	90.0	90.1	112.5	112.6	135.0
Criminal Justice	91.5	-	-	1.0	45.8	-	-	45.9	91.5	91.6	114.4	114.5	137.3
Medical Office Administration: Concentration in Medical Assistant	90.0	-	-	1.0	45.0	-	-	45.1	90.0	90.1	112.5	112.6	135.0
Medical Office Administration: Concentration Coding and Billing	91.0	-	-	1.0	45.5	-	-	45.6	91.0	91.1	113.8	113.9	136.5
Computer Science: Concentration in Networking Technology	90.5	-	-	1.0	45.3	-	-	45.4	90.5	90.6	113.1	113.2	135.8
Computer Science: Concentration in Network Security	90.0	-	-	1.0	45.0	-	-	45.1	90.0	90.1	112.5	112.6	135.0
Computer Science: Concentration in Business Applications	90.5	-	-	1.0	45.3	-	-	45.4	90.5	90.6	113.1	113.2	135.8
BACHELORS		% of CC of CA											
Program	TTL Credits	55%		60%		65%		67%		67%		67%	
Concentration in Computerized Accounting	181.25	1.00	45.31	45.32	90.63	90.64	135.94	135.95	181.25	181.26	226.56	226.57	271.88
Concentration in Business Management Practice	181.25	1.00	45.31	45.32	90.63	90.64	135.94	135.95	181.25	181.26	226.56	226.57	271.88
Concentration in Coding and Billing	182.75	1.00	45.69	45.70	91.38	91.39	137.06	137.07	182.75	182.76	228.44	228.45	274.13
Concentration in Business Applications	181.75	1.00	45.44	45.45	90.88	90.89	136.31	136.32	181.75	181.76	227.19	227.20	272.63
Concentration in Computerized Accounting	182.75	1.00	45.69	45.70	91.38	91.39	137.06	137.07	182.75	182.76	228.44	228.45	274.13
Concentration in Business Management Practice	182.75	1.00	45.69	45.70	91.38	91.39	137.06	137.07	182.75	182.76	228.44	228.45	274.13
Concentration in Coding and Billing	183.25	1.00	45.81	45.82	91.63	91.64	137.44	137.45	183.25	183.26	229.06	229.07	274.88

Concentration in Business Applications	183.25	1.00	45.81	45.82	91.63	91.64	137.44	137.45	183.25	183.26	229.06	229.07	274.88
Criminal Justice	185.50	1.00	46.38	46.39	92.75	92.76	139.13	139.14	185.50	185.51	231.88	231.89	278.25
Concentration in Business Management Practice	182.25	1.00	45.56	45.57	91.13	91.14	136.69	136.70	182.25	182.26	227.81	227.82	273.38
Concentration in Technical Graphics	182.25	1.00	45.56	45.57	91.13	91.14	136.69	136.70	182.25	182.26	227.81	227.82	273.38
Concentration in Business Applications	182.75	1.00	45.69	45.70	91.38	91.39	137.06	137.07	182.75	182.76	228.44	228.45	274.13
Concentration in Technical Graphics	180.00	1.00	45.00	45.01	90.00	90.01	135.00	135.01	180.00	180.01	225.00	225.01	270.00
Concentration in Networking Technology	180.50	1.00	45.13	45.14	90.25	90.26	135.38	135.39	180.50	180.51	225.63	225.64	270.75
Concentration in Network Security	180.00	1.00	45.00	45.01	90.00	90.01	135.00	135.01	180.00	180.01	225.00	225.01	270.00