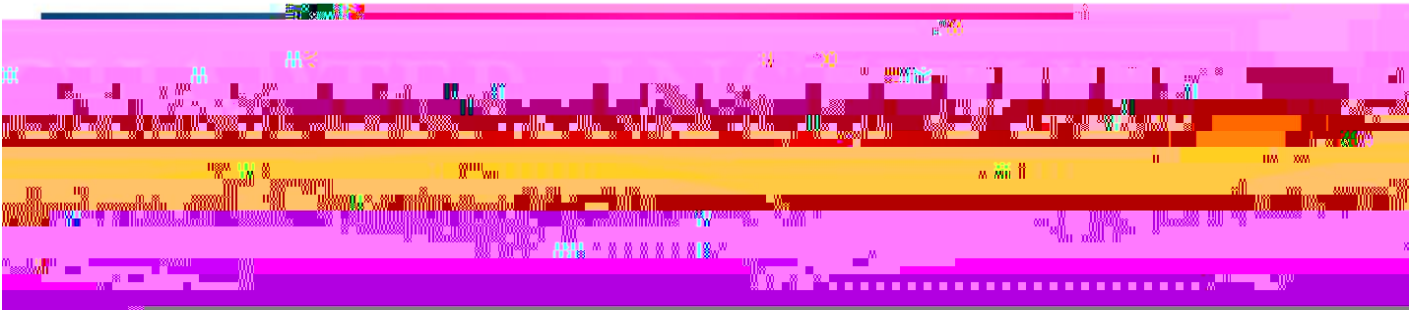
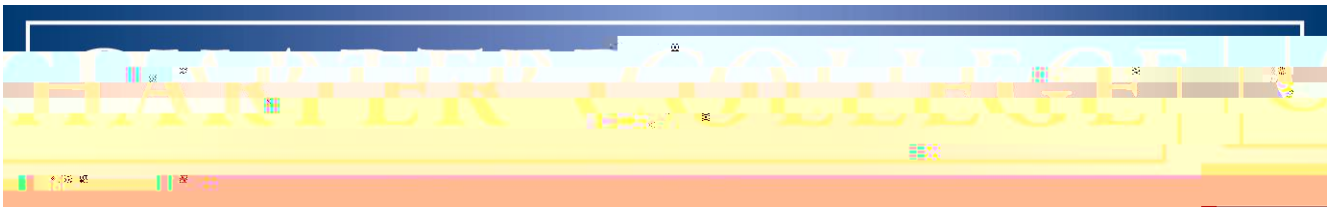


CATALOG ADDENDUM 2024-2025



Changes in this Addendum are indicated by **marking through removed language** and

CERTIFICATE IN MEDICAL ASSISTANT

Prior to attending externship, students must provide documentation of the following:

1. Hepatitis B vaccination series.
 - a.

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CIS1125	TestOut PC Pro	
CIS1155	TestOut Client Pro	
CIS1185	TestOut Desktop Pro	
CIS1195	TestOut Linux Pro	
CIS1225	TestOut Network Pro	
CIS2165	TestOut Server Pro 2016: Install and Storage	
CIS3115	TestOut Security Pro	
CIS3125	TestOut Server Pro: Manage and Administer	
CIS1900	CompTIA A+	

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS

PAGE 112

DELIVERY METHOD: ONLINE AND BLENDED

CAMPUS: ANCHORAGE

LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, coordinate, and implement an organization's networking systems. The program includes

13. Define a proper baseline for a computer or network.
14. Illustrate how that baseline can be used to identify problems.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware ¹	55	4.5
CIS1125	A+ Software ¹	55	4.5
CIS1135	Operating Systems Fundamentals	55	4.5
CIS1145	Client Administration and Support ¹	55	4.5
CIS1155	Windows Administration	55	4.5
CIS1165	CISCO Switches and Routers	55	4.5
CIS1175	Technology Infrastructure ¹	55	4.5
CIS1185	Software Applications ¹	55	4.5
CIS1195	Linux Administration	55	4.5
CIS1215	Computer Security Fundamentals ¹	55	4.5
CIS1225	Fundamentals of Networking ¹	55	4.5
CIS1235	Computer Troubleshooting ¹	55	4.5
CIS2115	Windows Server Administration	55	4.5
CIS2125	Cloud Computing ¹	55	4.5
CIS2145	Network Security Concepts ¹	55	4.5
CIS2155	Windows Server Active Directory Administration	55	4.5
CIS2165	Server Application Infrastructure ¹	55	4.5
CIS1900	A+ Certification	10	1.0
SS2101			

UPDATED 02/03/2023

Effective with the February 13th

	AAS in Business Management	Online	108	1,135	1,480	60	\$6,600	\$37,705.00 ¹ \$37,800.00 ²	\$95.00 ¹ \$0.00 ²	\$37,800	\$300	\$0	\$38,100
	AAS in Medical Billing and Coding	Online	108	1,180	1,535	60	\$6,834	\$39,104.00 ¹ \$39,204.00 ²	\$100.00 ¹ \$0.00 ²	\$39,204	\$300	\$0	\$39,504

EFFECTIVE 02/13/2023 START

Effective with the February 13th

Business Management (Online)	102	1340	1070	\$33,660	\$300	\$33,960
Computer Networking Systems (Online)	108	1590	1270	\$41,364	\$300	\$41,664
Cybersecurity (Online)	108	1445	1155	\$41,364	\$300	\$41,664
Medical Assistant* (Blended)	90	750	600	\$20,250	\$300	\$20,550

ASSOCIATE OF APPLIED SCIENCE PROGRAMS

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

BACHELOR OF SCIENCE PROGRAMS

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

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

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

MONTANA

CERTIFICATE PROGRAMS

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

NEW MEXICO

CERTIFICATE PROGRAMS

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

WASHINGTON

DIPLOMA PROGRAMS

Program	Quarter Credits	Contact Hours	

(Blended)						
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CERTIFICATE PROGRAMS

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

Business Administration * (Online)	180	920	\$41,400	\$300	\$0	\$41,700
Computer Information Systems (Online)	180	2030	\$62,100	\$300	\$0	\$62,400
Health Care Administration * (Online)	196.5	1100	\$39,405	\$300	\$0	\$39,705

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

- b. Internal applicants: Graduate from a Charter College business administration-related program (i.e., Business Administration, Business Management, etc.).
- 2. The associate degree or coursework must be completed at an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and confirmed with official transcripts prior to becoming an official start.
- 3. Official transcripts must demonstrate a cumulative grade point average of 2.0 or higher and meet the requirements of the Advanced Academic Standing policy.

PROGRAM DESCRIPTION

The Bachelor of Science in Business Administration program is designed for business professionals with an Associate degree or substantial coursework in business administration. The program provides students with the knowledge, technical skills, and work habits required for business administration in the public, private, or non-profit sector. Topics include entrepreneurship, project management, international business, conflict management, data driven decision making, and strategic planning and implementation. The program also provides general education coursework in advanced oral and written communication, logic and reasoning, economics, and science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see **Graduation Requirements** section of the catalog), students could enhance an existing business administration career, seek, or obtain entry-level employment in a business administration related field.

PROGRAM OUTCOMES

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

- 1. Identify and apply strategies for personal, academic, and professional success.
- 2. Apply the correct procedures for properly creating and editing documents, spreadsheets, and presentations using commonly known software.
- 3. Apply information literacy, research and critical thinking skills to assess concepts related to the core functional areas of business.
- 4. Identify and apply commonly practiced accounting concepts.
- 5. Identify and analyze legal and ethical issues presented within a given business setting.
- 6. Analyze core theories and models of leadership, marketing, and economics.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
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Concentration Requirementsstnoting.

DELIVERY METHOD: ONLINE
CAMPUS: ANCHORAGE, VANCOUVER
LENGTH: 60 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

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

1. A high school diploma, official transcript, or Proof of Graduation Letter;
2. A recognized equivalency certificate (e.g., GED);
 - a. A passed State-authorized examination recognized as the equivalent of a high school diploma (e.g., California High School Proficiency Examination, High School 4.98841 (a) or 4.98842 (a), or the State of Washington Proficiency Examination, State of Washington L95743(os)8.064 -773.7)

PROGRAM OUTCOMES

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AC1110	Accounting Fundamentals	50	4.5
BA1220	Leadership and Followership	45	4.5
BA2203	Marketing with Technology	45	4.5
BA2220	Managing People: Human Resources Development	45	4.5
BA2320	Business Law and Ethics	45	4.5
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
BA3308			

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

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 20 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

1. Describe and demonstrate effective supervisory and management skills.
2. Use critical thinking and problem-solving skills to explore solutions for specific workplace concerns and contemporary issues.
- 3.

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

PROGRAM OUTCOMES

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

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
BA2420	Customer Focused Management	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
SS2101	Academic Success Strategies	50	

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 20 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

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

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ASSOCIATE OF APPLIED SCIENCE IN COMPUTER NETWORKING SYSTEMS

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Computer Networking Systems program prepares students to seek careers in the field of computer networking. Networking specialists plan, **coordinate, and implement an organization's networking systems**. The program includes Windows Active Directory administration, cloud computing concepts, application development coursework, as well as general education coursework in oral and written communication, ethics, sociology, mathematics, and environmental science. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see **Graduation Requirements** section of the catalog), students could seek or obtain entry-level employment in computer networking or computer information systems related positions.

PROGRAM OUTCOMES



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The Catalog & Student Handbook is complete in conjunction with the Catalog Addendum and Catalog Supplement

CAMPUS: ANCHORAGE
DELIVERY METHOD: BLENDED



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Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
CAD1000	Math for Computer Aided Design	70	6.0
CAD1101	Introduction to Computer Aided Drafting and Design	80	6.0
CAD1110	Computer Aided Drafting and Design A	55	4.5
CAD1120	Computer Aided Drafting and Design B	55	4.5
CAD1210	3D Modeling CAD Techniques A		

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

PROGRAM OUTCOMES

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

1. Organize activities of nursing personnel, medical staff, hospital departments, patients, and visitors in the clinical setting to meet patient needs.
2. Manage patient care workflow across multiple departments.
3. Interpret, review, and document patient care orders and patient medical charts.
4. Plan and execute daily routines related to administrative responsibilities of patient care departments.
5. Describe and defend guidelines pertaining to data control, security, privacy, and confidentiality of protected health information for all patients.
6. Identify appropriate policies and procedures in health care situations.
- 7.

EFFECTIVE 07/11/2022 START

Effective with the July 11th, 2022, start, no new students will be enrolled into the program versions below. Students will only be permitted to re-enter into these programs at the discretion of the Chief of Academic Operations.

ALASKA

CERTIFICATE PROGRAMS

Program	Quarter Credits	Homework Hours	Contact Hours	Tuition	Books, Supplies & Fees	Institutional Total
Business Office Administration (Blended)	72	950	760	\$23,760	\$0	\$23,760
Business Office Administration (Online)	72	950	760	\$23,760	\$300	\$24,060
Computer Aided Design (Online)	72	1060	845	\$18,000	\$1000	\$19,000
Health Unit Coordinator (Online)	72	925	740	\$18,000	\$300	\$18,300
Heating, Ventilation, Air Conditioning and Refrigeration (Blended)	72	1045	835	\$24,480	\$0	\$24,480

WASHINGTON

CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	Tuition	Books & Supplies	Fees	Institutional Total
Business Office Administration (Online)	72	760	\$23,760	\$300	\$0	\$24,060
Computer Aided Design (Online)	72	845	\$18,000	8, \$1001B, \$10		

CALIFORNIA RESIDENTS ATTENDING VANCOUVER ONLINE PROGRAMS
CERTIFICATE PROGRAMS

Program	Quarter Credits	Contact Hours	
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BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 50 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

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

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

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

4. Additionally, all students must provide evidence of one (1) of the following for admission to the program:
 - c. External applicants: Official transcripts with 67.5 quarter credit hours in a business administration concentration and 22.5 quarter credits in general education courses; or,
 - d. 6.

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

Course Code	Course Title	Contact Hours	Quarter Credit Hours
Concentration Requirements			
BA2720	Developing and Implementing Projects	50	4.5
BA3520	Finance Fundamentals	45	4.5
BA3620	Data Driven Decision Making	45	4.5
BA3640	Efficiency and Effectiveness	45	4.5
BA3920	Contemporary Issues in Business	45	4.5
BA4220	Managing Conflict: Dispute Resolution	45	4.5
BA4580	Business Tactics and Execution	45	4.5
BA4590	Strategy Development	45	4.5
BA4820	Global Influences on Business	45	4.5
BA4920	Entrepreneurship and Small Business Strategies	45	4.5
SS1001	Student Success Strategies ¹	45	4.5
SS1210	Professional Success Strategies	45	4.5
SS4900	Developing and Managing a Career	45	4.5
Transfer Credit	Transfer in 67.5 quarter credit hours in business administration	0	67.5
Total		590	126.0
General Education Requirements			
GE3110	College Algebra	50	4.5
GE3210	Scientific Discovery	45	4.5
GE3310	Interpersonal Communication	50	4.5
GE3330	Advanced Written and Oral Communication Practices	45	4.5
GE3410	Logic and Reasoning	45	4.5
GE3510	Macroeconomics	45	4.5
GE4560	Economic Performance, Political Structures and Personal Responsibility	45	4.5
Transfer Credit	Transfer in 22.5 quarter credit hours in general education	0	22.5
Total		325	54.0
Grand Total		915	180.0

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

BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

DELIVERY METHOD: ONLINE WITH SELECT COURSES AVAILABLE BLENDED

CAMPUS: ANCHORAGE, VANCOUVER

LENGTH: 100 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

ALL BACHELOR OF SCIENCE PROGRAMS

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

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

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

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

20. Support the setup, install, and deploy a server into an existing network.
21. Configure local, network, and security policies and permissions.
22. Diagnose common computer issues and replace field-replaceable parts.
23. Setup and configure basic software applications.
24. Setup, configure, and secure a wireless network.
25. Perform a basic installation project.

25.

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

Course Code	Course Title	Contact Hours	Credit Hours
	Concentration Requirements		
CIS1115	A+ Hardware	55	

		Total	1460	126.0
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General Education Requirements

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
AC1110	Accounting Fundamentals	50	4.5
BA1110	Business Fundamentals	45	4.5
BA1115			

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ASSOCIATE OF APPLIED SCIENCE IN CYBERSECURITY

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE

LENGTH: 60 WEEKS

PROGRAM DESCRIPTION

The Associate of Applied Science in Cybersecurity provides both the strategic and technical knowledge to make organizations more secure amidst growing threats to operations, data, and intellectual property. Students will learn how to mitigate risk best, defend networks from threats originating from both inside and outside their organization, and understand forensics. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see **Graduation Requirements** section of the catalog), students could obtain entry-level employment in a cybersecurity related field.

PROGRAM OUTCOMES

Upon successful completion of the program, students will be able to:

The Catalog & Student Handbook is complete in conjunction with the Catalog Addendum and Catalog Supplement

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

DELIVERY METHOD: ONLINE

CAMPUS: ANCHORAGE

LENGTH: 60 WEEKS

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL BILLING AND CODING

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

PROGRAM DESCRIPTION

The Associate of Applied Science in Medical Billing and Coding program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance company. The program provides skills in insurance processing, billing, coding, electronic health records, critical thinking, problem solving, and contemporary issues. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture, and about one (1) hour for every one (1) hour of lab. Upon successful completion of the program (see Graduation Requirements section of the catalog), students could seek or obtain entry-level employment in medical office administrative assistant or billing and coding field.

PROGRAM OUTCOMES

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

1. Demonstrate the importance of professionalism, communication, and collaboration skills in the professional setting.
2. Identify and describe the legal and ethical standards, guidelines, and regulations pertinent to the medical field.
3. Explain the knowledge, skills, and professional behavior necessary to perform as a competent entry level medical office administrative assistants or billing and coding in a variety of settings.
4. Demonstrate professional communication skills using both the written and spoken word.
5. Apply the knowledge of anatomy, physiology, and medical terminology as it relates to medical billing and coding.
6. Demonstrate an understanding of medical health record systems and how to enter patient information, creation of Superbills, and medical office visits.
7. Demonstrate an understanding of the importance of medical health record retention and security.
8. Demonstrate an understanding of medical insurance plans for inpatient and outpatient services and how to code, bill, and apply for reimbursement.
9. Explain and perform appropriate administrative tasks effectively.
10. Describe and demonstrate effective supervisory and management skills.
11. Use critical thinking and problem solving skills to explore solutions for specific workplace concerns and contemporary issues.

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CAMPUS: ANCHORAGE
DELIVERY METHOD: BLENDED

Course Code	Course Title	Contact Hours	Quarter Credit Hours
BA1035	Essentials of Business English	50	4.5
BA1110	Business Fundamentals	45	4.5

BA2320	Business Law and Ethics	45	4.5
BA2720	Developing and Implementing Projects	50	4.5
OFM1010	Microsoft Word	50	4.5
OFM1020	Microsoft Excel	50	4.5
OFM1030	Microsoft Outlook and Office Communication	50	4.5
OFM1040	Microsoft PowerPoint	50	4.5
OFM1050	Customer Service	45	4.5
SS1001	Student Success Strategies	45	4.5
SS1110	Technology Fundamentals	50	4.5
SS1210	Professional Success Strategies	45	4.5
	Grand Total	760	72.0

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

PROGRAM DESCRIPTION

A Health Unit Coordinator is responsible for ensuring the daily operations of a health care setting run efficiently. This important role serves as a link between physicians, nursing staff, patients, and other departments. The Health Unit Coordinator certificate program provides the industry knowledge to successfully work with hospitals, physician clinics,

Course Code	Course Title	Contact Hours	Quarter Credit Hours
	Concentration Requirements		
HC1010	Fundamentals of Health Care Delivery	45	4.5
HC1110	Hospital Unit Management	45	4.5
HC1210	Health and Safety Procedures in a Health Care Setting	50	4.5
HC1310	Health Unit Coordinator Procedures	45	4.5
HC1410	Professional Communication for Health Unit Coordinators	45	4.5
HC1510	Basic Patient Care	45	4.5
HC1610	Professionalism and Critical Thinking	45	4.5
MED1151	Functions of Health Records Management	45	4.5

CERTIFICATE IN HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

DELIVERY METHOD: BLENDED

CAMPUS: ANCHORAGE, LACEY, LANCASTER, PASCO, VANCOUVER

LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Certificate in Heating, Ventilation, Air Conditioning and Refrigeration program prepares students to seek entry-level employment in the industry. The program provides training in the installation, maintenance and repair of HVAC systems with a strong focus on industry safety practices. Standard rules and regulations will also be explored. In addition to attendance in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture. Upon successful completion of the program (see **Graduation Requirements** section of the catalog), students could seek or obtain entry-level employment in a heating, ventilation, air conditioning and refrigeration related field.

PROGRAM OUTCOMES

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
- 2.



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CERTIFICATE IN MEDICAL ASSISTANT

DELIVERY METHOD: BLENDED

CAMPUS: ANCHORAGE, WASILLA, CANYON COUNTRY, LANCASTER, OXNARD, BILLINGS, MISSOULA, FARMINGTON, EAST WENATCHEE, FIFE, LACEY, PASCO, VANCOUVER, YAKIMA

LENGTH: 40 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

CERTIFICATE IN MEDICAL ASSISTANT

In addition to the **Admissions Requirements - Institutional**, all students must comply with the following minimum requirements for admission to the program:

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

PROGRAM DESCRIPTION

The Certificate in Medical Assistant program provides the technical skills and work habits required to seek entry-level positions as Medical Assistants. The computer technology and word processing facets of the curriculum enhance students' potential for employment. Students are prepared for a National Certification Exam (e.g., NCCT, NHA, CMA, etc.) and complete a 180-hour externship program at a local clinic, physician's office, hospital, HMO (Health Maintenance Organization), or other ali

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CERTIFICATE IN MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

MODALITY: ONLINE WITH SELECT COURSES AVAILABLE BLENDED

CAMPUS: ANCHORAGE

LENGTH: 40 WEEKS

PROGRAM DESCRIPTION

The Medical Office Administrative Assistant program prepares students to seek entry-level employment in a medical front office, hospital office setting, or medical insurance

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CERTIFICATE IN PHARMACY TECHNICIAN

DELIVERY METHOD: BLENDED

CAMPUS: FIFE, LACEY, VANCOUVER

LENGTH: 40 WEEKS

ADMISSIONS REQUIREMENTS - PROGRAM

CERTIFICATE IN PHARMACY TECHNICIAN

In addition to the **Admissions Requirements - Institutional**, all students must comply with the following minimum requirements for admission to the program:

1. Applicant must successfully pass a background check as administered by a third-party vendor of the College.

PROGRAM DESCRIPTION

The Certificate in Pharmacy Technician program has been designed to prepare students for employment as an entry-level assistant to a licensed pharmacist. Employment

Course Code	Course Title	Contact Hours	Quarter Credit Hours
AH1400	Compliance in Health Care Environments ²	45	4.5
PT1110	Introduction to Pharmacy	50	4.5
PT1120	Pharmacy Operations and Administration	55	4.5
PT1130	Pharmacy Law and Ethics	45	4.5

Course Code	Course Title	Contact Hours	Quarter
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PROGRAM OUTCOMES

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

1. Identify the importance of professionalism, communication, and collaboration skills in a professional setting.
2. Demonstrate basic industry safety practices, rules and regulations in the welding field.
3. Demonstrate the knowledge, skills, and abilities necessary to complete basic welding practices.

Course Code	Course Title	Contact Hours	Quarter Credit Hours
WE1110	Welding Safety and Equipment ⁴	45	4.5
WE1210	Trades Math and Welding Details ⁴	45	4.5
WE1310	Basic Welding ³	55	4.5
WE1320	Cutting Procedures ³	55	4.5
WE1340	Beads and Fillet Welds ³	55	4.5
WE1350	Groove Welds and Joint Fit ³	55	4.5
WE1410	Open V-Groove Welds I: Flat and Horizontal ³	55	4.5