

**Provider Name**

Charter College

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Charter College is a private, independent Alaskan institution of higher education located in Anchorage, accredited by the Accrediting Council of Independent Colleges and Schools and authorized by the Alaska Commission on Postsecondary Education. Charter College was established to offer an alternative choice for both young and mature people who are seeking an efficient means to enhance their social and economic condition. Its programs are both time and cost-efficient. Full-time tuition (12.00 quarter credit hours or more) for 2007-08 is \$5,166 per quarter. Half-time tuition (6.00 to 8.99 quarter credit hours) is \$2,841 per quarter.

**Program Description and Length****Bachelor of Science Degree Programs:**

Information Technology Engineering, Bachelor of Science (B.S.) – Students pursuing the ITE degree may choose an optional concentration emphasis in the following areas: Concentration in Networking Technology, Concentration in Network Security, or Concentration in Technical Graphics.

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 courses leading to the degree include advanced communication, calculus, physics, ethics, and logic. This information technology degree requires courses in computer networking, management of telecommunications, web design, database management, and project management. Specialized topics for the ITE degree include: voice-over technology, advanced telecommunications, IP routing, network design, cabling standards and programming. This curriculum prepares students to take Cisco certification exams to qualify as a Cisco Certified Network Associate (CCNA) and a Cisco Network Professional (CCNP). This curriculum also prepares students to take the Certified Internet Webmaster certification exams to qualify each as a CIW Professional. This degree requires students to pass the examinations certifying each as a Cisco Certified Network Associate (CCNA), a Microsoft Office Specialist Word, and a Microsoft Office Specialist Excel.

Length: 55 courses, 195.5 quarter credit hours

Business Management and Technology, Bachelor of Science (B.S.) – Students in the BMT degree may choose an optional concentration emphasis in the following areas: Concentration in Business Management Practice, Concentration in Computerized Accounting, Concentration in Medical Office Administration Coding and Billing, or Concentration in Business Applications.

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. The courses leading to the degree include advanced communication, algebra, physics, ethics, and logic. Specialized topics for the BMT degree include organizational management, conflict resolution, multi-media design, advanced software applications, employment law, and managerial communication. This degree requires students to pass the examinations certifying each as a Microsoft Office Specialist Master.

Length: 55 courses, 193.30 quarter credit hours

Business Management Accounting, Bachelor of Science (B.S.) – Students in the BMA degree may choose an optional concentration emphasis in the following areas: Concentration in Business

Management Practice, Concentration in Computerized Accounting, Concentration in Medical Office Administration Coding and Billing, or Concentration in Business Applications.

The program seeks to provide students with the knowledge, technical skills, and work habits required for management accountants in the public, private, or non-profit sector. The courses leading to the degree include advanced communication, algebra, physics, ethics, and logic. The program shares all the General Education and concentration requirements with the Bachelor of Science program in Business Management and Technology, thus building on a solid foundation of traditional liberal disciplines as well as education in management of technology and the use of technology to manage. Specialized topics for the BMA degree include financial analysis, accounting information systems, organizational management, conflict resolution, tax, and accounting issues. Students are educated to prepare them to become certified as Certified Managerial Accountants. This degree requires students to pass the examinations certifying each as a Microsoft Office Specialist Master.

Length: 55 courses (minimum), 195.10 credits (minimum)

**Associate of Applied Science Degree Programs:**

Computerized Accounting, Associate of Applied Science (A.A.S.) – This program seeks to prepare student for careers in receiving, recording, storing, classifying, summarizing, communicating and interpreting individual and multiple financial transactions. Positions at primary levels include such activities as analyzing, journalizing, and posting transactions, preparing a worksheet and financial statements, recording adjusting and closing entries, preparing a post-closing trial balance for a sole proprietorship, preparing a basic payroll, including the preparation of state and federal payroll tax returns, and maintaining accounts receivable and accounts payable subsidiary records. The technical and operational skills are developed and nurtured in courses utilizing computerized accounting software, as well as mathematics, communications, psychology, and management.

Length: 29 courses, 96.7 quarter credit hours

Business Management Practice, Associate of Applied Science (A.A.S.) – The course content has been selected to provide graduates with the understanding and the skills to help them achieve success early in their management careers, whether they take a position with an established company or manage their own businesses. This degree will instruct students 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 curriculum prepares students to take Microsoft certification exams to qualify as a Microsoft Office Specialist (MOS) at the expert level for Word and Excel. This degree requires students to pass two Microsoft Core exams certifying them as MOS: Microsoft Word and Microsoft Excel.

Length: 29 courses, 97.8 quarter credit hours

Computer Science: Concentration in Technical Graphics, Associate of Applied Science (A.A.S.) – This program seeks to prepare students for careers in producing, comprehending, analyzing, and expanding the information contained in drawings, sketches, manufacturer catalog information and related documents. Positions at primary levels include such activities as interpreting architectural, engineering, design and field sketches, measuring actual and verifying assumed field conditions of buildings and installed equipment, translating digital databases or hand-written surveyor information into accurate plans, models and other electronic representations generated during a project's life, preparing graphics and tables to support proposal preparations, and measuring construction drawing for bill-of-material lists and pricing. The technical and operational skills are developed and nurtured in courses in computer science, including computer aided drafting, processing and spreadsheet operations, as well as mathematics, communications, psychology, and management. This curriculum prepares students to take Microsoft certification exams to qualify as a Microsoft Office Specialist (MOS). This degree requires students to pass two Microsoft Core exams certifying them as MOS: Microsoft Word and Microsoft Excel.

Length: 29 courses, 96.60 quarter credit hours

Medical Office Administration: Concentration in Medical Coding and Billing, Associate of Applied Science (A.A.S.) – The 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 operations of medical and dental offices. Positions at primary levels include such activities as making and confirming appointments for patients, servicing customers, collecting and processing insurance information, using medical terminology, transcribing medical documents and handling basic accounting functions. Technical and operational skills are developed and nurtured in courses in computer science, including word processing and spreadsheets on state-of-the-art computers with substantial lab experience to develop a high level of proficiency. Courses in math, communication, psychology, science, and humanities are required.  
Length: 27 courses, 94.5 quarter credit hours

Computer Science: Concentration in Business Applications, Associate of Applied Science (A.A.S.) – The 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. Technical and operational skills are developed and nurtured in courses in computer science, including word processing, spreadsheet, and automated accounting on state-of-the-art computers with substantial lab experience to develop a high level of proficiency. Courses in math, communication, psychology, management, and humanities are required.  
Length: 29 courses, 96.7 quarter credit hours

Computer Science: Concentration Networking Technology, Associate of Applied Science (A.A.S.) – This program seeks to build a body knowledge and skills to prepare students for careers as computer professionals. It begins by establishing a primary understanding of 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. Technical and operational skills are developed and nurtured in courses in computer science on state-of-the-art computers with substantial lab experience to develop a high level of proficiency. Courses in mathematics, communication, psychology, science, and humanities are required. This curriculum prepares students to take Microsoft certification exams to qualify as a Microsoft Certified Professional (MCP). This degree requires students to pass the Microsoft exam certifying them as MCP.  
Length: 29 courses, 95.9 quarter credit hours

Computer Science: Concentration in Network Security, Associate of Applied Science (A.A.S.) – This degree program seeks to prepare students for careers in the field of network security. Network Security specialists plan, co-ordinate, 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. Technical and operational skills are developed and nurtured in courses in computer science on state-of-the-art computers with substantial lab experience to develop a high level of proficiency. Courses in mathematics, communication, psychology, science, and humanities are required. This degree prepares and requires students to pass the *Security +* certification, the Microsoft Office Specialist Word, and the Microsoft Office Specialist Excel.  
Length: 29 courses, 95.90 quarter credit hours

Medical Office Administration Concentration in Medical Assistant, Associate of Applied Science (A.A.S.) – 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 student's 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 comprised of two phases: the first phase being the Certificate in Medical Assistant, 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. Courses in mathematics, communication, psychology, science, and humanities are required. This degree prepares and requires students to pass the NCCT certification, to be certified as a Microsoft Office Specialist Word, and the Microsoft Office Specialist Excel.

Length: 28 courses, 103.85 quarter credit hours

**Certificate Programs:**

Computerized Bookkeeping Specialist – This program establishes knowledge in reporting financial transactions, computerized operations, computerized accounting, and computerized business software and career development. This program requires the student to become certified as a Microsoft Office Specialist Word and Microsoft Office Specialist Excel.

Length: minimum 13 courses, 45.55 quarter credit hours

Computer Aided Drafting Associate – The program seeks to prepare students to become technical professionals for the fields of construction, engineering, architecture and related fields, with skills in operating the AutoCAD program, relevant computer software, and sophisticated computer monitoring of the strategic processes of complex projects. To build the skills and knowledge base necessary for most students to establish a technical career requires the completion of the total degree program. This program requires the student to become certified as a Microsoft Office Specialist Word and Microsoft Office Specialist Excel.

Length: minimum 13 courses, 42.20 quarter credit hours

Network Security – This program is designed to provide students with the knowledge, skills and work habits required for careers in the field of network security. Security specialists educated 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. Technical and operational skills are developed and nurtured in courses in computer science on state-of-the-art computers with substantial lab experience to develop a high level of proficiency. Students are required to pass the *Security +* examination.

Length: minimum 15 courses, 49.15 quarter credit hours

Medical Coding and Billing – This program prepares students for careers as medical clerks, medical secretaries, transcribers, record keepers, appointment administrators, medical insurance processors, and medical office managers to serve in busy doctors' offices and medical clinics. Courses include computer operation, word processing, communications, office procedures, financial reporting, medical terminology, medical transcription, medical insurance billing and career-development. To build the skills and knowledge base necessary for most students to establish a career in computerized medical office administration requires the completion of the total degree program. This program requires the student to become certified as a Microsoft Office Specialist Word and Microsoft Office Specialist Excel.

Length: minimum 13 courses, 46.80 quarter credit hours

Medical Assistant – This 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 student's potential for placement. Prior to graduation, students are required to pass the NCCT examination and 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.

Length: 13 courses (including externship), 50.55 quarter credit hours

Computerized Office Specialist – The Computerized Office Specialist certificate program is especially recommended for students seeking rapid computer literacy and operational skill development. The program includes courses in business mathematics, written and oral communication, word processing, computer operations, the use of essential business computer software, and payroll and career

development. Certification as a Microsoft Office Specialist Word and Microsoft Office Specialist Excel is required.

Length: minimum 13 courses, 44.55 quarter credit hours