



Catalog  
&  
Student Handbook



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### **MESSAGE FROM THE OWNERS**

Welcome to Alaska Career College. You are about to embark upon one of the most important adventures in your life -- your education.

Alaska Career College has long recognized the need for a full-service career specific educational institution able to meet the requirements of growing career industries. Programs offered at Alaska Career College include training and education in aviation, allied health, and business and computer technology. We are pleased to be partners in these fast-paced, exciting global industries. The administration and faculty at Alaska Career College includes only the most highly qualified professionals with many years of educational and practical experience. Programs at Alaska Career College are designed to provide you with maximum individual attention and hands-on training.



**Don and Jennifer Deitz. Owners of Alaska Career College**

We are pleased you are considering Alaska Career College to obtain the skills necessary to achieve your career goals. We have all that it takes to prepare you for a successful career; equipment you will actually work on and within the workplace, motivated faculty, and challenging career educational programs.

All that we need is you.

Alaska Career College has been helping students achieve their educational and career goals since 1985. As we enter our twenty eighth year of providing career education in Alaska, one commitment remains true above all others, and that is Alaska Career College's tradition to our "Commitment to Excellence."

Along with the faculty and staff of Alaska Career College, we look forward to welcoming you as a partner in this tradition.

#### **YOUR NEXT STEP**

Your next step is simple but very important. We would like you to take a few moments to call us. It is important for us to know that you received this catalog, and it is important that all your questions be answered. So why not call today? We look forward to helping you reach your career potential.

*Don and Jennifer Deitz*

Don and Jennifer Deitz  
Owners  
Alaska Career College

## PROFILE OF ALASKA CAREER COLLEGE

### PHILOSOPHY & MISSION

#### "Commitment to Excellence"

Many businesses say their most important job is satisfying the customer. We believe customer satisfaction is only a minimum requirement. We seek therefore not merely to satisfy our students, but to empower them to make significant changes in their lives, changes our student's desire and deserve. We believe this empowerment comes from a unique educational process in which every Alaska Career College employee works toward the success of every student.

This unique commitment to the education of our students by the faculty and staff of Alaska Career College means giving our students dramatically more value than they expect -- whether that value is measured by performance, quality, tuition cost, features, or service. We know we are succeeding when we inspire our students not simply to accept the minimum standards, but to invest in themselves and their education. We seek not merely to provide the minimum requirements in career education; we seek to teach the skills necessary to help our graduates begin their careers.

The programs we offer at Alaska Career College are neither the shortest nor the least expensive, but we believe they are the best. The education we provide our students is well worth the extra commitment on their part and ours. We believe this commitment to be the true worth of our philosophy and mission.

### VALUES

Alaska Career College embraces the following values:

**Integrity** – we act honestly and ethically with one another, our students, and the larger community.

**Excellence** – we consciously set high standards and take steps to achieve and exceed them.

**Respect** – we create a kind, honest, and respectful environment that encourages people to act responsibly and give their best.

**Professionalism** – we are committed to developing, following, and modeling the best practices of our professions with each other and our students.

**Community** – we foster open and constructive communication and interactions with one another to support creative collaboration and opportunities for growth.

**Diversity** – we acknowledge that adult education is grounded and enriched by the wide variety of life experiences and learning styles of our students and teachers.

**Growth** – we continually seek to improve ourselves in an effort to become better people, teachers, learners, and professionals.

Thank you for your interest in Alaska Career College.

*Jennifer A. Dertz*

President & Founder  
Alaska Career College

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## **HISTORY**

In 1985, Jennifer and Don Deitz founded The Travel Academy (which became Career Academy and now Alaska Career College) after being approached by Alaskan employers in need of professionally skilled employees prepared to work in Alaska's growing tourism and aviation industries. Recognizing the need for a full-service, career-specific local educational institution able to support the needs of these employers, the academy began offering career programs in the areas of travel, tourism, and aviation. In early 1987 accreditation was granted by the Accrediting Commission of Career Schools and Colleges (formerly the National Association of Trade and Technical Schools). In early 1987, programs were added to support the cargo transportation and hospitality industries. These new programs were developed in response to the tremendous employment demands of these constantly changing industries, including the opening and expansion of Princess Hotel properties, Federal Express, and United Parcel Service. In the fall of 1991, The Travel Academy name was changed to Career Academy to express the globalization of career paths. That same year, the academy moved to a new campus with over 11,000 square feet of contemporary administrative offices and classrooms.

The College's philosophy has always been to meet the needs of qualified, goal-oriented adults by providing professional programs of study leading to satisfying and rewarding careers. That philosophy continued to grow as the academy expanded its program offerings to meet the employment demands of Alaska's growing healthcare community, as well as those of the booming travel and tourism, cargo transportation, logistics, hospitality, and aviation industries. The "Commitment to Excellence" has continued. The new millennium began with our expansion into business and computer technology training and the addition of the Medical Insurance Coding and Billing Specialist program. In 2004, planning for the 20th anniversary of Career Academy, the college expanded and completely remodeled the campus. Now occupying over 22,000 square feet of newly remodeled space, a Student Center was built along with classrooms and laboratories for the new Therapeutic Massage Specialist program. In the spring of 2005, the college opened a professional sixteen bed Therapeutic Massage Student Clinic --the first of its kind in Alaska. In 2017, the educational commitment to students and Alaska employers continued by upgrading the entire campus computer network of 140 computers. 2019 brought about yet another opportunity to deliver the qualities of an ACC career specific education. COVID. With the onslaught of the COVID virus and the governors and mayors of the greater Anchorage and Matanuska Valley "hunker-down" mandates ACC began delivering programs in a hybrid format. This mostly online delivery gave students the opportunity to complete their studies. Graduate and begin their careers. In 2024, we continue to validate the need for skilled professionals. Celebrating our 40th year, with our eye on the future, the most recent campus expansion added classrooms, a new medical laboratory and administrative offices with an expanded Therapeutic Massage Student clinic now hosting twenty-four public clinic therapy rooms.

We are poised for growth in career areas vital to the employment needs of Alaska. The launch of our Associate of Applied Science Degrees in Business Administration & Human Resource Management, and Business Administration & Accounting Technology continues to drive innovations at ACC. With the abandonment of all "wired" computer labs on campus, the Student Electronic Device Program has been enormously successful. Each student attending ACC, depending on their program of study, receives a fully loaded HP Laptop or HP Chromebook. This technology has allowed students a more robust educational experience as they are able to connect wirelessly through their devices to programmatic software, textbooks and study guides and the ACC Learning Resource System – LRS, both on campus, at home or Starbucks®, or at any location offering wireless services. ACC continues to prove our commitment to prepare each student to meet the challenges of today's, and tomorrow's, job market. Yet we rest not! Alaskan employers continue to depend on Alaska Career College as innovative leaders in career education and to provide skilled employees.

ACC staff and faculty are eager as we continue to communicate our commitment to career education. Now in 2024 ACC continues with the hybrid delivery system with plans to slowly bring most programs back to campus

## **DIVERSITY**

Alaska Career College aspires to create an environment of cultural serenity. We understand the educational significance of embracing the similarities and differences among all people and ideas. As a college located within a very culturally diverse city and state, we furthermore recognize the ever-changing societal, economic, and cultural needs of the public we serve. We believe by acknowledging and embracing diversity and ideas, we forge a platform to compel, empower, and encourage the college community to cultural awareness and action.

## **STATEMENT OF OWNERSHIP**

Alaska Career College is a wholly owned entity of Alaska Career College, Inc., an Alaskan corporation. Alaska Career College, Inc. assumes full responsibility for the educational agreement between the student and Alaska Career College. Owners and corporate officers of Alaska Career College are Jennifer A. Deitz and Don R. Deitz.

### ENTITLEMENT AGENCIES

Eligible students may apply to any of the following for determination of education assistance and other benefits to attend Alaska Career College programs. Contact the local agency office or the Financial Aid office at Alaska Career College for more information.

MYCAA Military

Spouse Training Assistance

Alaska Department of Vocational Rehabilitation

Department of Labor Career Support & Training

Local and Regional Alaska Native Associations and Tribal Councils

Department of Veterans Affairs

Bureau of Indian Affairs

Documentation describing the college’s approvals, licenses and accreditation is available by contacting the Campus Director.

### ACCREDITATION

All educational institutions in the state of Alaska must receive authorization to operate by the Alaska Commission on Postsecondary Education. Alaska Career College has been continuously authorized to operate by the state of Alaska Commission since March 1985. While it is not unusual for the Commission to authorize institutions for a maximum of three years, Alaska Career College received for the fourth renewal, an unprecedented authorization of five years at our most recent renewal in January 2027. This most current renewal for five additional years is through January 2027, included the following comments from Ms. San Efirid, Executive Director of the Commission.

*“Alaska Career College, which has been a well-established and accredited postsecondary educational institution for over 37 years, serving the workforce needs of the Greater Anchorage community and the State of Alaska, has consistently prepared its students for gainful employment, resulting in a mutually beneficial relationship for students and our state. I commend their on-going efforts to prepare their students to meet Alaska’s current and future workforce needs.”*

Alaska Career College voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private college administration. ACC is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a private, non-profit, independent accrediting agency recognized by the U. S. Department of Education. ACC has been accredited by ACCSC since 1987.



Accreditation assures students that an institution has earned national standing through a respected voluntary peer review process. The integrity and honesty of an institution is fundamental and critical to the process. Accreditation serves as an indication of institutional quality. Accredited schools agree to, and must meet or exceed, the Standards of Accreditation. As a qualified institution of higher learning, Alaska Career College offers approved programs of study that meet specific academic goals and standards. Alaska Career College employs professional faculty, provides facilities and equipment to the public designed to meet the educational objectives of the institution, and ensures that the financial and organizational structure of the school has stability and permanence in the educational community.

### ALPHA BETA KAPPA HONOR SOCIETY



The Alpha Beta Kappa Honor Society is a national honor society for the arts, sciences, trades, business, technical, and general studies. ABK installs local chapters in nationally accredited institutions demonstrating high standards in education and training for numerous occupations essential to modern society. It is a mark of distinction for an institution to be awarded a local chapter of the Society. Alaska Career College was awarded the Beta Chapter of Alaska in 1985. The purpose of installation into the honor society is to reward Alaska Career College graduates for superior academic performance, personal integrity, and leadership ability. A graduate elected to membership says that they are striving to meet the standards of a professional career. Alaska Career College encourages every student to strive for nomination. It is an honor remaining with you throughout your career. Graduates installed into the honor society receive recognition and awards during graduation ceremonies. Photos and news releases are given to local newspapers for publication.

### QUALITY STUDENT COMMITMENT

If there is an area of study in which an employer feels our graduate feels needs additional training or updating in the coursework obtained at ACC, The college will re-train him or her at no tuition cost. If the graduate should have any technical questions while on the job, he or she may contact Alaska Career College for assistance

### EMPLOYER GUARANTEE

An Alaska Career College education is not theoretical. It is education based on best business practices, technology, and hands-on experience necessary to prepare students for the world of work. Real-life situations are practiced giving Alaska Career College graduates an extra edge in the marketplace. Since 1985, thousands of satisfied employers of Alaska Career College graduates can attest to our quality education. To all perspective employers of our graduates, we provide this guarantee:



***If you hire an Alaska Career College graduate and you find during the first year after graduation, that he or she is lacking in any skill taught in their program of study, WE GUARANTEE THAT OUR GRADUATE WILL BE GIVEN ADDITIONAL TRAINING by Alaska Career College to remedy the training deficiency, at NO COST TO YOU OR THE GRADUATE.***

***We guarantee your satisfaction!***



## **IONTUITION®**

Alaska Career College is committed to providing a quality educational experience, including helping students understand the responsibilities of becoming a student loan borrower. One of the several initiatives active at ACC is a partnership with **IONTUITION®**. This initiative provides students, borrowers and graduates with the knowledge and tools necessary to take control of their student loans by providing default aversion and repayment assistance. Through an innovative student-centric counseling program that begins the first day of classes students are reached at enrollment and stood by after school with the belief that there is “no-end” to the need for accurate loan data and timely counseling services. In addition, each current and former student will have the ability to register for their own **IONTUITION®** account at [www.iontuition.com](http://www.iontuition.com). IonTuition is a self-help web tool that will allow the student to review their loan status, payment amount, due and servicer in one user friendly location. IonTuition also includes budgeting tools and repayment calculators to assist the students with all their repayment options available. Both are free services provided to the students on behalf of Alaska Career College.

## **SPECIALIZED TESTING**

### **NATIONAL CENTER FOR COMPETENCY TESTING – NCCT**

The National Center for Competency Testing, NCCT, is an independent testing agency focusing on the assessment of professional and occupational competence. Registered with the U.S. Department of Health and Social Services, NCCT examination services include national certification and registration programs within the health professions in the areas of Medical Assisting, Medical Office Assisting, Phlebotomy Technician, ECG Technician, Patient Care Technician, Surgery Technician and Insurance and Coding, to name just a few. Other specialized national certification testing is available through NCCT. Please contact Alaska Career College for testing information. As an accredited college, Alaska Career College is an authorized testing site for NCCT certification examinations.

Alaska Career College’s **Medical Assistant Specialist** and **Phlebotomy Laboratory & ECG Technician Specialist** students are scheduled to “sit” for the on-line national certification exams, without waiting for the two-year work experience requirement prior to testing. First time testing fees are included in the cost of tuition. Upon successful completion of the exam, Alaska Career College graduates are credentialed as National Certified Medical Assistants NCMA, National Certified Medical Office Assistants NCMOA, and/or Nationally Certified Phlebotomy Technician NCPT and Nationally Certified ECG Technician NCET, and receiving nationally recognized certification and acceptance into a career path and profession of healthcare technology.

### **CERTIFIED PROFESSIONAL BILLER & CODER – CPB®/CPC®**

As the nation's largest association of medical coders, billers, auditors, and compliance experts, the American Academy of Professional Coders AAPC®, certified members represent the industry standard and are recognized by physicians and clinical professionals across the country for their expertise. Both coders & billers work together to avoid insurance payment denials. Coders tell the story of the patients encounter with the primary doctor; billers capture reimbursement of rendered services. First time testing fees for the CPB® or the CPC® are included in the cost of tuition.

The Certified Professional Biller CPB® credential prepares medical billers with skills to maintain all aspects of the revenue cycle. Without expertise in medical billing and the nuances of payer requirements, reimbursement may be compromised. Certified CPB®s have proven knowledge of how to submit claims in accordance with government regulations and private payer policies, follow-up on claim statuses, resolution of claim denials, appeals submission, posting of payments and adjustments, and collections management. The CPB® medical billing certification is vital to the financial success of the professional services claims process.

The Certified Professional Coder CPC® credential is the gold standard for medical coding. The CPC® certification is critical to compliant and profitable medical practices. Earning the CPC® increases your chances of being hired and retained in a competitive job market. As an accredited institution, Alaska Career College **Medical Insurance Coding and Billing Specialist** students are scheduled to “sit” for the national certification exams. Students at Alaska Career College also receive a one-year membership to the American Association of Professional Coders – AAPC® including local chapters. Alaska Career College will assist students with scheduling test dates.

### **MASSAGE & BODYWORK LICENSING EXAMINATION MBLEx®**

The MBLEx® Massage & Bodywork Licensing Examination is a national licensing body governed by the Federation of State Massage Therapy Boards FSMTB®. It is designed to provide a standard examination for students of massage for entry-level professional scope of practice in gaining licensure. The mission of the Federation of State Massage Therapy Boards FSMTB® is to support its Member Boards in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner. In carrying out this mission, the Federation ensures the provision of a valid, reliable licensing examination that reflects current practice, to determine entry-level competence. As an accredited and approved institution, Alaska Career College’s **Therapeutic Massage Specialist** graduate students are eligible to “sit” for the on-line national licensing exam. First time testing fees are paid for by ACC on behalf of the student.

### **STATE OF ALASKA REQUIRED LICENSURE FOR MASSAGE THERAPISTS**

The state of Alaska requires massage therapists to obtain a state massage practitioners license. The board also requires license applicants to graduate from a massage program that has a minimum of 625 hours. The ACC program is 920 contact hours and 48 semester academic credits and meets or exceeds all state of Alaska program requirements. ACC assists massage therapy graduates with application submission, pays the associated fees and provides proof of:

- Program completion,
- Current CPR certification,
- Safety education including blood borne pathogens and universal precautions,
- Successful completion of the national massage exam MBLEx®
- No conviction or guilty plea to crimes involving moral turpitude
- Submission of fingerprints to the Department of Public Safety for a background check

### **MICROSOFT OFFICE® SPECIALIST CERTIFICATION – MOS**

The **Microsoft Office® Specialist Certification** testing program is the benchmark to national validation for Microsoft Office® users. The exams are not only a measure of skill, but also a gauge of productivity. In a competitive and aggressive job market, **MOS** certification distinguishes Alaska Career College graduates from their peers as truly knowledgeable in Microsoft Office® 365 products. Alaska Career is public Microsoft Authorized Testing Center. Other Microsoft exams are also available. Please contact Alaska Career College for more information. Alaska Career College's **Business Office Technology Specialist, Business Administration and Accounting Technology AAS**, and **Business Administration and Human Resources Management, AAS** students are scheduled to "sit" for the on-line Microsoft Certification exams to earn **MOS** certification. First time testing fees are included in the cost of tuition.

### **QUICKBOOKS® CERTIFICATION**

Testing to becoming a proficient QuickBooks® user is well worth the investment for anyone planning to use QuickBooks® in bookkeeping or accounting. As a commitment to the profession of business all ACC **Business Office Technology Specialist, Business Administration and Accounting Technology AAS**, and **Business Administration and Human Resources Management, AAS** students have the option of becoming certified or advanced certified in QuickBooks®. First time testing fees are included in the cost of tuition.

### **CONTINUING EDUCATION**

Continuing education is important to a successful career and is required to maintain national certification and is required when renewing state licensing. Alaska Career College offers continuing education workshops to assist applicants required to meet these requirements.

### **AMERICAN HEART ASSOCIATION®**

The nation's leader in CPR education training, the American Heart Association® is the nation's oldest and largest voluntary organization dedicated to fighting heart disease and stroke. Founded by six cardiologists in 1924, the organization now includes more than 22.5 million volunteers and supporters. What They Do: To improve the lives of all Americans, they provide public health education in a variety of ways. They help people understand the importance of healthy lifestyle choices. They provide science-based treatment guidelines to healthcare professionals to help them provide quality care to their patients. They educate lawmakers, policymakers and the public as we advocate for changes to protect and improve the health of our communities.

Alaska Career College is an AHA approved training center and authorized to teach the rigorous CPR program offered by AHA. Faculty teaching the course is certified by AHA. Students taking this course receive specialized training in basic emergency first aid, CPR and automated defibrillation to certify as Basic Life Support (BLS) Healthcare Providers. First time testing fees are included in the cost of tuition.



### **CONTRACT AND CORPORATE TRAINING**

Alaska Career College also provides to businesses and agency sponsored groups, corporate-consulting and specialized short-term training courses on a contract basis.

These courses are offered on a customized basis and are in addition to the regular programs listed in this catalog. Training in contract courses cannot be applied toward either credit hours or grade point averages in regular Alaska Career College programs.

Students enrolled in contract training are not eligible for financial aid through Alaska Career College. Although graduates of contract training courses will receive a certificate documenting completion, they do not receive a transcript or diploma from Alaska Career College. Contract and corporate trainings are separate and apart from regular Alaska Career College programs, and therefore do not qualify for student services or placement assistance.

### **PROGRAM ASSESSMENTS AND IMPROVEMENTS**

Alaska Career College maintains a standard of education approved by Programmatic Industry Advisory Committees. To uphold our dual commitment to high-quality, career-oriented education, and the maximum employability of our graduates, Alaska Career College has established programmatic industry advisory committees in each program area. Committee members are qualified business leaders representing each career field and meet a minimum of two times each year. Advisory committee members evaluate programs to ensure they are providing necessary training to assist in the placement of graduates, act as a communication link to each industry, and assist in the development of community understanding of and support for Alaska Career College's educational programs. Advisory committees make it possible for Alaska Career College to graduate students who are in step with, and oftentimes ahead of, industry needs. Student council members and graduates are invited to participate in Committee activities.

ACC utilizes an Institutional Assessment and Improvement Plan (IAIP) to monitor the college's ongoing institutional assessment and improvement activities. The IAIP provides a comprehensive assessment and analysis of each area of the college operations including, but not limited to: Management and Administrative Operations, Program Requirements, Faculty Development, Student Recruitment, Enrollment and Admissions, Student Services, Student Academic Progress and Graduate Placement.

### **ALLIED HEALTH EXTERNSHIP PROGRAMS**

Students enrolled in the **Medical Assistant Specialist, Medical Insurance Coding & Billing Specialist** and **Phlebotomy Laboratory & ECG Technician Specialist** programs are scheduled to participate in a required externship practicum. The externship is an integral part of the curriculum. This course of study provides students with on-the-job experience in selected physician's offices, hospitals, and healthcare facilities. During the externship, students will perform many of the duties of a Medical Assistant, Phlebotomy Technician, ECG Technician or Medical Insurance Coding and Billing employee and will earn credit for this work. The hours for this course of study vary depending on the externship site hours of operation. Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.

## **BUSINESS & TECHNOLOGY EXTERNSHIP PROGRAMS**

Students enrolled in the *Business Office Technology Specialist*, the *Business Administration & Accounting Technology AAS*, and the *Business Administration & Human Resources Management, AAS* programs are scheduled to participate in a required externship practicum. This externship is an integral part of the curriculum. This course of study provides students with on-the-job experience in selected business offices. During the externship, students will perform many of the duties of a Business Office employee and will earn credit for this work. The hours for this course of study vary depending on the externship site hours of operation. Generally, this course is only scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.

## **STUDENT CENTER**

The Alaska Career College Student Center is available to all students. It is equipped with a refrigerator, microwaves, change and vending machines.

## **THERAPEUTIC MASSAGE CLINIC**

Alaska Career College operates a public Therapeutic Massage Student Clinic, managed by a licensed massage therapist clinic manager, which provides the student's practicum and a culmination of the student's academic training. Under the direct supervision of a certified and licensed Therapeutic Massage Therapist, *Therapeutic Massage Specialist* students work in the clinic, schedule clients, and provide a variety of professional massage modalities to members of the community to further practice skills learned in the classroom. Students also participate in numerous Community Service opportunities which include local health fairs and hospital volunteer days. Specific training goals and objectives are reviewed prior to the start of their clinic experience. Clinic hours are generally from 4:00 p.m. to 10:00 p.m., Friday, Saturday, and Sunday 9:00 a.m. to 4:00 p.m. Additional appointments may be scheduled depending on student availability. Call Alaska Career College to schedule an appointment for yourself, a family member, or a friend. Graduate Massage Therapists are also invited to participate in the Graduate Therapeutic Massage Clinic where they can continue to fine-tune their skills and build their client base. Clinic hours vary and depend on graduate availability. Call Alaska Career College to schedule an appointment for yourself, a family member, or a friend.

## **PROGRAMS OF STUDY**

At Alaska Career College, students may choose from a variety of professional programs. Each comprehensive program prepares students for employment opportunities most in demand. Alaska Career College implements the objectives of each program by providing professional instruction and the use of modern equipment and facilities. We emphasize the importance of performing job-related competencies efficiently, safely, and honestly.

Hands-on training is the foundation of Alaska Career College's educational structure. Practical application in well-equipped labs, united with reinforcement in the classroom, allows Alaska Career College students to acquire substantial knowledge and technical ability.

We believe these skills enable graduates to rapidly progress from entry-level positions to more advanced career opportunities. Alaska Career College supports fast-paced, ever-changing career fields. Customers and employers depend on an employee's ethical standards, practical business commitment, and the ability to act quickly and provide excellence in customer service and care. Extended and aggressive classroom schedules help prepare students for employment.

## **EXTERNSHIPS/PRACTICUMS**

Externships and for massage therapists, the therapeutic massage clinic, is a capstone course in all Alaska Career College programs of study. Upon completion of all other program requirements, students are placed in an actual employment environment to apply skills learned throughout their classroom course work. Under the direct supervision of the Alaska Career College Externship Coordinator, specific training goals and objectives are prepared prior to the start of the externship. Students are required to maintain a written work log. Externships and many times for a massage therapist student, a working interview. It is an opportunity for the student not only to hone their skills but to showcase their employability. It is not uncommon for an externing student to be hired from their externship. The hours for this course of study vary depending on the externship site hours of operation. Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.

## **UNIT OF CREDIT/ACADEMIC HOUR DEFINITION**

The instructional hours/credits listed for each of the programs in this catalog are included in compliance with various regulators and are predicated on regular attendance, successful completion of each course in the program without repetition or make up work and excluding holidays that occur during the period of enrollment. An academic hour or class is 50 minutes of instruction in a 60-minute period allowing students a break each hour. Academic hours are converted into credit hours for programs to allow for comparison with other post-secondary institutions.

One semester credit hour equals 45 units comprised of the following academic activities:

- one clock hour in a didactic learning environment equals 2 units
- one clock hour in a supervised laboratory setting of instruction equals 1.5 units
- one hour of externship equals 1 unit
- one hour of out-of-class work and/or preparation designed to measure the student's achieved competency relative to the required subject matter objectives equals 0.5 units

## **DISTANCE EDUCATION**

Alaska Career College delivers a hybrid method of distance education; students enrolled in all programs of study attend both on-line (live as you would be on campus) and on-campus classes. All attendance policies apply to both on-line and on-campus. Admissions requirements, expected learning outcomes, graduation requirements, student services, technology and equipment requirements are the same for both online and on campus students.

Alaska Career College issues electronic devices (HP Laptop Chromebook) to each student. They are fully loaded with all the software needed for their program, such as Microsoft Office 365®, internet access software, access to learning resources, ACC email, Cengage Unlimited®, and American Association of Professional Coders, AAPC®.

To ensure each student is prepared to take distance education courses, enrolling students complete an IT survey to assess the student's level of knowledge working with computers and software. In addition, the IT department meets with students one-on-one prior to starting classes, to assist in accessing courses and classes, navigating the student learning resource system - LRS, and utilizing the tools available to the student for distance education success. The IT department is also available to assist students during the hours of all class sessions.

Alaska Career College's state approving agency, The Alaska Commission on Postsecondary Education and accrediting body, Accrediting Commission of Career School and Colleges approved all programs as "hybrid," however, for Veterans Administration eligible beneficiaries these programs are considered "combination" (ground) programs as defined by Federal Regulations.

## **ACADEMIC TIME LIMITS**

It is the intent of ACC to ensure students requesting transfer credits from another institution to be proficient in the application of the education. Due to the nature of courses in allied health programs, health science courses may not be transferable. In place of a transfer of academic credit authorization where a student is not required to take a particular course, a tuition waiver is considered, which requires the student to take the course for credit and receive financial credit. A skills assessment may be scheduled to determine a student's standing and educational level.

## **TRANSCRIPTS**

Graduates receive an official Alaska Career College transcript with their graduation documents. Additional official transcripts are \$10 each. Additional/ replacement diplomas are \$20 each. Alaska Career College reserves the right to withhold an official transcript if the student's financial account is in arrears.

## **GAINFUL EMPLOYMENT**

Of the core values of Alaska Career College transparency and accountability of information regarding our educational programs and the services offered are essential. It is our intention to provide an atmosphere in which potential students and their families interested in career education at Alaska Career College feel comfortable asking questions and discussing graduation rates, program costs, placement rates, and student loan debt. Choosing the right college should include investigating important factors about the college.

An education is an investment in your future. It is valuable and worthy of your time and research. This catalog contains much information about Alaska Career College and our programs of study. Program completion and placement rates are calculated annually per numerous approving agencies. This information is contained in ACC Addendum #2.

Remember, wherever you seek information, whether at Alaska Career College or another institution, all information should be verified and documented.

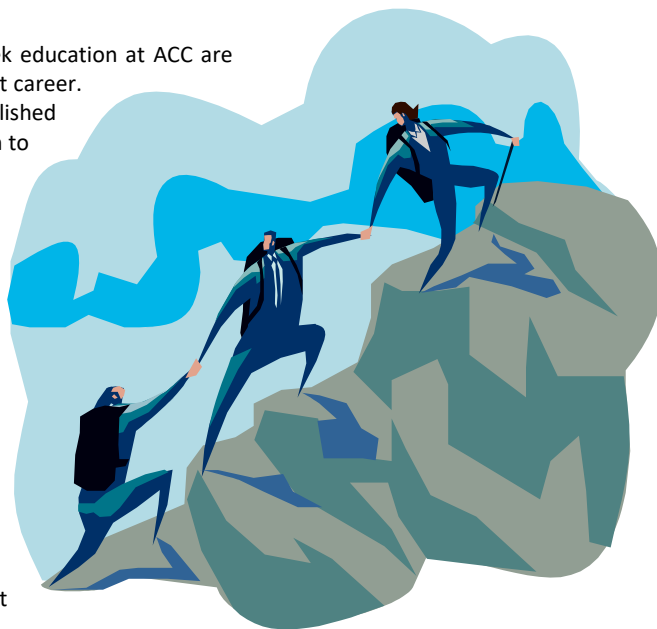
## **CAREER SERVICES**

Programs at Alaska Career College are career focused. Students who seek education at ACC are looking for career education to start a new career or enhance their current career.

As an accredited college, Alaska Career College is required to meet established benchmark rates of completion and placement and report this information to accreditors, state agencies and other interested parties. This information is also shared with potential students, their parents, and employers in a number of ways; ACC website, catalog, and information posted on campus.

## **STUDENT EMPLOYMENT**

Today, many students need to work part-time while attending college to supplement their income. The Anchorage area marketplace is an excellent source for part-time jobs for Alaska Career College students. Alaska Career College employs a full-time placement staff to assist students in securing employment. We understand the need to work part-time while attending classes. We will make every effort to assist you in securing employment. While no ethical institution can guarantee employment for students, we do make every effort to assist our students in finding jobs. Those students enrolled in Alaska Career College programs who require employment while attending classes are encouraged to contact our Career Services Department for assistance.



## **PROFESSIONAL CAREER MARKETING PLAN**

Although many colleges offer basic graduate placement assistance, Alaska Career College has made a commitment to a philosophy of total professional development for your new career. This philosophy was developed to meet the expectations and needs of employers recruiting from Alaska Career College.

Alaska Career College's unique Professional Career Marketing Plan begins with the process of self-assessment, identifying your current skills, traits and goals and then determine your personal and career potential in your chosen career field. Your career marketing plan also includes the development of your professional resume and business wardrobe to personalize your "career packaging." Once you have learned to capture an employer's interest with your professional first impression, your interview skills are reinforced to demonstrate your own unique qualities and capabilities. Role-playing exercises conclude the development of your plan. As a graduate of Alaska Career College equipped with a personal career marketing plan, you are ready to go, your "package" is complete.

## **ALUMNI**

Graduates of all Alaska Career College programs are considered alumni of the college. Alumni receive invitations to college events and career and placement assistance. Assistance is available to students and alumni for resume, cover letter and thank you letter preparation as well as submitting on-line employment applications. Alumni are encouraged to store their data in their personal file in the Alaska Career College database or on their own storage device. The Career Services Department is available for assistance and for critique of final copies.

## **ALUMNI REFRESHER & RECERTIFICATION PROGRAM**

All Alaska Career College graduates are invited to participate in the Alaska Career College Alumni Refresher & Recertification Program. ACC graduates can audit classes, take an updated course and/or learn about new equipment and software. Alaska Career College graduates receive this benefit tuition at no cost. Participation is limited to the program from which the student graduated. Periodic seminars are scheduled for graduates on new developments and procedures in the field. Graduates are contacted informing them of these services.

## **ALUMNI JOB PLACEMENT ASSISTANCE**

We are certain one of the foremost questions on your mind is, "After I finish my program will I be able to get a job?" It has often been said that the quality of a school can be judged by the success of its graduates. Our graduates are succeeding, and employers who have hired our graduates contact us again and again for additional employees. What does that tell you? They are not only satisfied with the performance of our graduates, but also want additional employees with the same high level of competency.

Many times, throughout the year employers come to Alaska Career College to give presentations. You will be introduced to company policies, the benefits they offer to their employees, and your potential within their organizations. We encourage you to set goals and make plans for your future from the first day you meet with us. Alaska Career College also provides individual guidance to graduates needing additional assistance.

The development of a professional image gives Alaska Career College graduates that desirable extra edge in today's competitive job market. While no ethical school can guarantee a graduate employment, Alaska Career College employs a professional career services staff. The goal of the job placement staff is to assist each graduate with job search ideas, leads, scheduling interviews, and placement assistance as soon after graduation as possible. Most Alaska Career College graduates are employed within weeks of graduation. As an accredited institution of higher learning, Alaska Career College is required to maintain standards in graduate and placement statistics. These statistics are calculated annually. Ask your Admissions Advisor for the most current listing of graduates and job placement statistics. A copy of the most recent statistics is included as an addendum #2 to this catalog.

Placement success is greatly influenced by academic performance, attendance, and overall attitude. At Alaska Career College, we believe the expression, "your attitude will determine your aptitude to reach your altitude." Alaska Career College placement staff provides comprehensive placement assistance to students who meet graduation requirements. Alaska Career College informs potential employers of qualified graduates, and assists with scheduling interviews with employers, as opportunities become available. Graduates seeking employment outside the greater Anchorage area and Alaska are further assisted with information regarding hiring trends, names and addresses of potential employers, and recommended job-search techniques. If you have a particular employer in mind, we are happy to contact them on your behalf.

## **EMPLOYMENT IN THE HEALTHCARE INDUSTRY**

The healthcare industry is one of the fastest growing industries across the country and particularly Alaska. There are employment opportunities in public and private clinics and doctors' offices, insurance companies, laboratories, and hospitals. While many employer's office hours are 8am to 5pm or 9am to 6pm., there is a growing number of health care facilities open in the evenings and weekends.

Demand for health care services will escalate as Alaska's population ages, and especially as urban Alaskans seek the services available in the Lower 48. Expansion of Medicaid eligibility also will boost employment in the industry. Health care is set to fully recover this year. As reported by the US Department of Labor salary averages for medical assistants in the greater Anchorage areas range between \$35,190 to \$59,180. As reported in the January 2022 Alaska Economic Trends report, health care recovered 900 jobs in 2021 as outpatient services resumed, pushing employment over 2019 levels. A forecasted 500 new health care jobs this year through a combination of hospital job recovery and renewed growth in ambulatory health care, which is mostly

## **EMPLOYMENT IN THE THERAPEUTIC MASSAGE INDUSTRY**

The massage industry is considered a partner industry with healthcare employment. ACC graduates who prefer to work in established businesses have the full support of the Career Services Department who connects ACC graduates with a wide range of job opportunities. Students can also take advantage of school-sponsored activities and community events to meet and interview with potential employers.

Self-employment is common in the massage therapy profession. Many students who attend and graduate from Alaska Career College have a goal of establishing a private practice. All massage students attend **TMH230 BUSINESS PRACTICES & MARKETING** and create a viable business marketing plan.

Employment of massage therapists is projected to grow 8 percent in 2022 (Alaska Economic Trends), much faster than the average for all occupations. Demand will likely increase as more healthcare providers understand the benefits of massage and these services become part of treatment plans. (Bureau of Labor Statistics April 2022)

## **CONTINUING EDUCATION**

Continuing education is vital to career growth and professionalism. Each industry served by Alaska Career College, i.e., health care, massage, requires continuing education to maintain professional licensure, accreditation and/or certification. Information about obtaining continuing education units is available at Alaska Career College

## **ALUMNI SERVICES**

Graduates may contact Alaska Career College for details about the following services:

**ALUMNI ASSOCIATION** As an Alaska Career College graduate you automatically become a member of the Alaska Career College Alumni Association. This association will help you keep in touch with other professionals and obtain information about current issues affecting your career field. Services such as continuing resume updates and advanced job placement assistance is available to graduates.

**CONTINUING PLACEMENT ASSISTANCE** Continuing placement assistance is available to provide graduates with new career opportunities. Contact the Director of Career Services if you are relocating or looking for new opportunities.

## **FINANCIAL PLANNING / LOAN MANAGEMENT**

Most students use some type of financial assistance to attend Alaska Career College programs. Alaska Career College employs professionals available to assist you should you need help with loan payments, deferments, loan consolidation, or other areas of financial need. There is no charge for these services as students or graduates of Alaska Career College. If you are located out of the greater Anchorage area, use the toll-free number 1-800-770-7575 (in Alaska) or call collect for assistance. Alaska Career College is committed to providing a quality educational experience, including helping students understand the responsibilities of becoming a student loan borrower. One of the several initiatives active at ACC is a partnership with IONTUITION®. This initiative provides students, borrowers and graduates with the knowledge and tools necessary to take control of their student loans by providing default aversion and repayment assistance. Through an innovative student-centric counseling program that begins the first day of classes students are reached at enrollment and stood by after school with the belief that there is “no-end” to the need for accurate loan data and timely counseling services. In addition, each current and former student will have the ability to register for their own IONTUITION® account at [www.iontuition.com](http://www.iontuition.com). Iontuition is a self-help web tool that will allow the student to review their loan status, payment amount, due date, and servicer in one user friendly location. Iontuition also includes budgeting tools and repayment calculators to assist the students with all their repayment options available. Both are free services provided to the students on behalf of Alaska Career College.

**RE-CERTIFICATION COURSES** Graduates of Alaska Career College may enroll, space available, in previously completed courses that are required for re-certification i.e., First Aid, BLS/CPR for a nominal fee.

**REFRESHER TRAINING / AUDITING A COURSE** Graduates of Alaska Career College may keep abreast of the latest changes in the industry by auditing Alaska Career College courses. Although there is no tuition for graduate students, enrollment is subject to space availability. Required textbooks and lab supplies must be purchased as necessary. See Re-Certification Courses for special requirements.

**RÉSUMÉ SERVICE** Resumes are stored in Alaska Career College's computer library and are easily updated. Alaska Career College provides each graduate with copies of his or her resume. As you pursue your career ambitions and need to update your career marketing portfolio, we will be glad to update your resume and cover letter. Additional copies of your resume, or cover letters, are available for a nominal fee.

## ADMISSIONS

### ADMISSION REQUIREMENTS

A term commonly used in the education community is "Ability to Benefit". This term, when used in the traditional sense, identifies students who have not completed high school or earned their GED and have taken an evaluative test known as the Ability to Benefit examination to determine his or her level of proficiency. The term, "Ability to Benefit," as defined and used by Alaska Career College, means that we have an additional responsibility and obligation to our students and our employers to determine if the potential student has a true ability to benefit from an Alaska Career College program of study. Alaska Career College will not knowingly enroll a student who cannot benefit from the type of career training offered at Alaska Career College.

The college follows an open enrollment system. Individuals may apply up to six months in advance of a scheduled start date to be officially accepted, complete an Enrollment Application and secure tuition pricing. Admission to any program listed in this catalog is open to individuals 17 years of age or older unless specific programs require an older age. Applicants must:

1. Complete an Application for Admission which includes providing government issued photo identification and proof of graduation from high school, or equivalency (GED, Associate Degree, or higher education degree)
2. Interview with an Admissions Advisor
3. Tour the campus (virtually if not within driving distance to the campus.)
4. Applicants who are under the age of 18 at enrollment require a parent or legal guardian to sign the enrollment agreement. Some programs have additional age or other program-specific requirements. See below.

Alaska Career College does not offer English as a Second Language (ESL) coursework. Instruction and services are delivered in English only.

To be accepted for enrollment in the **Therapeutic Massage Specialist** program, applicants must be 18 years of age within one month of completing the program. In order to work as a massage therapist in the state of Alaska, graduates must pass a national certification exam and be licensed by the state.

Admissions requirements expected learning outcomes, graduation requirements, student services, technology and equipment requirements are the same for both online and on campus students.

### TUITION FREEZE

Alaska Career College offers a tuition freeze program in which the tuition for the program will not increase for students who are enrolled and attending. Students with repeated coursework can expect their actual program costs to be slightly higher.

### MESSAGE & BODYWORK LICENSING EXAMINATION MBLEX

The MBLEx<sup>®</sup> Massage & Bodywork Licensing Examination is a national licensing body governed by the Federation of State Massage Therapy Boards FSMTB. It is designed to provide a standard examination for students of massage for entry-level professional scope of practice in gaining licensure. The mission of the Federation of State Massage Therapy Boards FSMTB is to support its Member Boards in their work to ensure that the practice of massage therapy is provided to the public in a safe and effective manner. In carrying out this mission, the Federation ensures the provision of a valid, reliable licensing examination that reflects current practice, to determine entry-level competence. As an accredited and approved institution, Alaska Career College's **Therapeutic Massage Specialist** graduate students are eligible to "sit" for the on-line national licensing exam. First time testing fees are paid for by ACC on behalf of the student.

### STATE OF ALASKA REQUIRED LICENSURE FOR MASSAGE THERAPISTS

The state of Alaska requires massage therapists to obtain a state massage practitioners license. The board also requires license applicants to graduate from a massage program that has a minimum of 625 hours. The ACC program is 920 contact hours and 48 semester academic credits and meets or exceeds all state of Alaska program requirements. ACC assists massage therapy graduates with submitting an application, paying for the associated fees and proof of:

- Program completion
- Current CPR certification
- Safety education including blood borne pathogens and universal precautions
- Successful completion of national massage exam
- No conviction or guilty plea to crimes involving moral turpitude
- Submission of fingerprints to the Department of Public Safety for a background check

Fees to become a licensed professional massage therapist vary from state to state. Assistance is available for graduates who relocate to another state if that state requires the ACC program to be recognized/approved (including researching possible state massage hour requirements, state exams, state licensing requirements, or any other requirement to be licensed in the state). Fees vary depending on state and circumstances.

If you need additional information regarding state requirements, licensing details, and names and addresses of regulatory agencies the American Massage Therapy Association (AMTA) offers a list of such requirements that can be accessed at:

<http://www.amtamassage.org/regulation/stateRegulations.html>.

### HIGH SCHOOL DOCUMENTATION

Proof of graduation from high school, or equivalency certificate (GED); or documentation of a postsecondary education degree from an institution whose accreditation has been recognized by the U.S. Department of Education is required prior to starting classes. If you cannot locate your transcript or diploma, Alaska Career College can request one for you. The fee to request confirmation of high school/GED completion within the United States is \$10. For international high schools, the fee is \$25. High school seniors seeking admission to Alaska Career College before their graduation must provide written confirmation from their high school of the date they are scheduled to graduate and/or will receive a high school diploma or equivalent.

### FOREIGN HIGH SCHOOL DOCUMENTATION

Admissions documentation for students graduating high school in a foreign country must be translated into English (if not already) and evaluated for equivalency and certified to be at least equivalent to a U.S. high school diploma by a NACES (National Association of Credit Evaluation Services) approved evaluation agency. Alaska Career College is available to assist with document translation and certification. Fees vary.

### CRIMINAL BACKGROUND/MORAL TURPITUDE DOCUMENTATION

It is the intent of the college to assist all prospective students during the application process including applicants with researching criminal backgrounds, with the awareness that some employers might not hire individuals with disqualifying criminal offenses. It is the policy of Alaska Career College to assist students in determining which barrier crimes may affect career choices by requesting and reviewing criminal backgrounds. For specific information, please contact the Alaska Career College Admissions department.

**Therapeutic Massage Specialist** applicants with criminal backgrounds who with a history of a felony conviction, or a plea of guilty, nolo contendere, or no contest of a sexual crime (including but not limited to prostitution, sexual assault, molestation, and rape) must meet with the Director of Admissions as some crimes may restrict a graduate's ability to be licensed.

See **SPECIAL FEES & CHARGES** for information regarding externship sites and employers who may require additional criminal background documentation.

### ACADEMIC CREDIT TRANSFER

ACC evaluates and awards transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE). Alaska Career College accepts transfer credits from accredited colleges, universities, and the military. Some restrictions may apply such as the year academic credit was earned. Generally, transfer credits are not awarded for credits earned more than five years prior. The acceptance of academic credit for transfer into an Alaska Career College program may affect Federal Financial aid, length of program, and full-time student status. If the ACC program is shortened by the transfer of credits, the program cost will be reduced accordingly. For a credit to be transferred, it must meet four standards. It must be from an accredited college or university; it must have a "C" grade or better; its value must be equal to or greater than the value of the course being replaced; and the course outcomes must be primarily the same. Alaska Career College does not grant credits for prior experiential learning except when a particular licensing agency requires the granting of credit for experience as determined by written and/or practical examination, Alaska Career College will comply with such regulations. To earn an Alaska Career College credential, at a minimum, 75% of the required curriculum must be completed at Alaska Career College

Transferred credits will not be considered in computing grade point averages but are applied toward requirements for program completion.

**Alaska Career College is an accredited institution of higher education. Credits earned at Alaska Career College are not universally transferable. Accepting academic credit for studies completed at Alaska Career College is the prerogative of the receiving institution. While many institutions accept transfer credits from Alaska Career College, it should not be assumed that credits are transferable to all institutions. If you intend to pursue additional programs of study at another institution and want to transfer credits, you should become familiar with the specific requirements of that institution. Alaska Career College programs are designed to be comparable to and compatible with most other accredited institutions of higher learning.**

### ACTIVE-DUTY MILITARY, VETERANS AND ELIGIBLE BENEFICIARIES

For information about education benefits including Veteran benefits, eligible beneficiaries, and spousal tuition assistance, My Career Advancement Account, MYCAA contact the Financial Aid Department at the college.

All Veterans Affairs educational beneficiaries, except for the spousal My Career Advancement Account MYCAA are required to disclose prior military and postsecondary school attendance. Upon receipt of records the college will grant academic and financial credit where appropriate and advise the student and the Department of Veterans Affairs in accordance with VA regulations. If credit is granted, the program will be shortened. Enrollment status is reported to the Veterans Administration.

Federal regulations (Title 38, Code of Federal Regulations, Section 21.4253(d)(3) and 21.4254(c)(4)) require that ACC receive and evaluate prior academic credit for all students receiving education benefits through any VA education program. Evaluations must be completed on any prior college enrollments and prior military service through the evaluation of your military transcripts. Transcripts **must** be on record before a student will be certified for enrollment. Requested transcripts from prior colleges and the military must be submitted to the ACC Financial Aid Department. Alaska Career College will evaluate military course equivalency based on the ACE recommendation on the official transcript. Academic credit awarded through ACE evaluation is entered as TR on the transcript and is not calculated into a student's GPA. See instructions below for obtaining military transcripts.



### **U.S. Army, Navy, Marines, & Coast Guard**

Joint Services Transcript - <https://jst.doded.mil>

Once you have created an account, go to Order Official Transcripts and search for Alaska Career College for online delivery or select the option to print a copy to bring to your Financial Aid Advisor.

### **U.S. Air Force**

Community College of the Air Force - <http://www.airuniversity.af.mil/Barnes/CCAF/>

The USAF, through the Community College of the Air Force (CCAF), provides a transcript detailing ACE recommended credit. You will be able to obtain this transcript for military training and experience even if you have not attended classes at CCAF. To order an official copy and have it mailed directly to us, please download a [CCAF transcript request](#) and follow the instructions. CCAF transcripts typically arrive within 14 days. CCAF will send an official copy to ACC by mail.

A re-entering veteran student, who was required to withdraw because of active military status, will be promptly re-entered with no advance notice required by the student if re-entering within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-entry will be processed into his/her same program of study at the same enrollment status and with the same number of credits previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and credit hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the college at no additional charge to the student. In all cases the student will be charged the same tuition and fees that would have been assessed at the time the student left school for active military service. Students may contact the Director of Admissions for more information about this policy and eligibility, or when ready to re-enroll.

### **HOW TO APPLY FOR ADMISSION**

Want to know more about Alaska Career College or enrolling in Alaska Career College classes? Call us at 907-563-7575 or 800-770-7575. Check us out on:

Our website: [www.AlaskaCareerCollege.edu](http://www.AlaskaCareerCollege.edu)

Facebook Link: <https://www.facebook.com/AlaskaCareerCollege>

Instagram Link: <https://www.instagram.com/alaskacareercollege/>

YouTube Link: <https://www.youtube.com/user/AlaskaCareerCollege>

or email us at [Admissions@AlaskaCareerCollege.edu](mailto:Admissions@AlaskaCareerCollege.edu) to schedule a pre-admission interview with one of our Admissions Advisors. To apply for admission, complete an Application for Admission and contact the college for a priority enrolling appointment as soon as possible to be officially accepted for a specific program and starting date.

### **PRE-ADMISSION INTERVIEW**

Admission at ACC is a two-step process. It is an opportunity for you to meet with an Admissions Advisor, learn more about Alaska Career College, and ask specific questions about the college, the curriculum, and the career field you are considering. You will tour the campus, see program specific equipment and facilities, and meet students and other college administrators. It is also an opportunity for an Admissions Advisor to help you determine if you have the maturity, personal character, motivation, and commitment to succeed in the program you are considering. We encourage every member of the family who has a sincere interest in your success to be present for the interview. During this initial interview you will also meet with a Financial Planning Advisor and receive information about tuition assistance programs available to qualified applicants. If you live outside the greater Anchorage area you may ALSO request admissions information and an Application for Admission by calling Alaska Career College toll free (in Alaska) at **1-800-770-7575**.

### **ADMISSION ACCEPTANCE**

Once your application packet (Application, \$25 Application Fee, Government Issued Photo Identification, Proof of High School Completion Document/GED Certificate/Transcript, or Documentation of a Post-Secondary Education Degree) and recommendation from your Admissions Advisor has been submitted, the college will review the application packet and inform the applicant of its decision to accept or reject for admission. If accepted for admission an admissions acceptance interview is scheduled. If an applicant is not accepted for admission, all fees paid to the college are refunded. At your admissions acceptance interview, you will receive a formal letter of acceptance, your program pre-study packet and your program orientation and class schedule. Again, this is an excellent opportunity for you and your family to ask specific questions that may not have been answered or discussed in your initial interview. Upon completion of the admissions interview, you will have a thorough understanding of Alaska Career College, the curriculum and student life as well as graduate placement assistance. The Financial Planning Department will confirm your tuition package and any necessary financial aid. You will be ready to begin your new career.

### **LATE ADMISSION**

Classes start on the date indicated in the Academic Calendar. Should circumstances arise to prevent you from starting class on your scheduled start date, you may be able to enter class late. Late admission is considered on an individual basis evaluating the amount of time missed and the student's ability to make-up the work and assignments that has been missed. However, students may not enter classes after five days of the scheduled start date.

## DISABLED STUDENT SERVICES AND NON-DISCRIMINATION POLICY

Alaska Career College is committed to providing opportunities for all qualified students to participate in programs, including students who need reasonable accommodation. Alaska Career College does not discriminate based on race, color, national origin, gender, gender identity, disability, or age in admission to, access to, treatment in, or employment in its programs and activities.

Employment opportunities may be limited for individuals experiencing disabilities depending on the nature and degree of the disability. Accordingly, equal opportunity for employment and admission is extended to all persons. Alaska Career College provides facilities and services for with special needs who are qualified by meeting the academic and technical standards requisite to admission and participation in a program of study. The physical facilities include handicapped student parking and wheelchair accessibility to all areas of the school. Students with impaired skills are assisted with the provision of educational auxiliary aids. Alaska Career College expressly allows for third-party payment of auxiliary aids and services from agencies such as rehabilitation services and/or charitable organizations.

## HEALTH DOCUMENTATION / IMMUNIZATIONS

The program in which a student enrolls may be physically demanding. Students are expected to participate in all program components, including, lecture, lab, clinical & externship sessions. Students enrolled in the **Medical Assistant Specialist, Phlebotomy Laboratory & ECG Technician Specialist** and the **Therapeutic Massage Specialist** programs are required to have a Wellness Physical. Students in the **Medical Assistant Specialist and the Phlebotomy Laboratory & ECG Technician Specialist** programs are also required to have a negative “read” TB Tine test and to begin the Hepatitis B immunization series. Students must provide documentation of these vaccines. In some situations, a medical authorization from a health care provider may be required for admissions consideration. **NOTE:** Due to COVID restrictions and the inability for many to obtain non-emergent health care ACC has relaxed this requirement. Ask your admissions advisor for information.

Although not an admission requirement of Alaska Career College, some employers in the medical community require additional immunizations such as MMR (Measles, Mumps, and Rubella) and COVID vaccinations. Alaska Career College strongly recommends that students who have not completed the Hepatitis B series obtain the second and third inoculation while attending classes as well as obtain the MMR and Rubella inoculations. Additionally, certain externship sites as well as employers may require drug screening. Additional information about inoculations and medical clinics where students can obtain physicals and inoculations is available at Alaska Career College.

**COVID EMPLOYMENT RESTRICTIONS** Please note that a number of employers in the health care community are requiring COVID vaccinations as a condition for externships and employment

## HEALTH, PHYSICAL AND PROFESSIONAL REQUIREMENTS – THERAPEUTIC MASSAGE SPECIALIST PROGRAM

Massage therapy is a demanding profession. Students of massage therapy must be in good physical health, emotionally mature, exhibit excellent hygiene, have the intellectual capacity to study and comprehend basic anatomy, physiology, kinesiology, and pathology, and possess critical thinking skills.

To ensure success in the program, the physical requirements for students of massage therapy include stable and healthy joints, including the hands, wrists and shoulders as well as hips, knees and feet; the ability to stand for at least five hours; the ability to grasp, squeeze, lift, press, vibrate, jostle, tapote and otherwise manipulate soft tissue as is incidental to and reflective of the current practice of massage; the ability to apply downward pressure of 70 pounds; must be able to lift and move limbs weighting 40-80 pounds; and the ability to lift and move a 30 pound massage table or chair. In some situations, a medical authorization from a health care provider may be required for admission consideration.

All students will provide and receive massage and will work with both male and female students and ACC Student Massage Clinic public clients. Massage therapy is typically received unclothed with proper draping. Emotional health and maturity are strongly recommended for students to participate in this learning experience.

## UNIFORMS

Students enrolled in the **Medical Assistant Specialist, Phlebotomy Laboratory & ECG Technician Specialist** and the **Therapeutic Massage Specialist** programs are required to wear ACC issued uniforms (scrubs) Dress policy for medical assistants and phlebotomy/ ECG technician students include scrubs, duty shoes (non-porous, closed toes, any color), watch (with a second hand), and lab coat. Alaska Career College provides OSHA approved disposable lab coats as required. Students may purchase additional scrubs at the Alaska Career College Student Store. Dress appearance also includes clean, pressed scrubs; the hem of pants will not touch the ground and meet the industry standard of at least 1 inch above heel of shoe. Hair (including male) will be clean and groomed and not cover the eyes.

## STUDENT LIABILITY INSURANCE

Alaska Career College provides limited general liability medical coverage and limited coverage professional liability insurance for students enrolled in the **Medical Assistant Specialist, Phlebotomy Laboratory & ECG Technician Specialist, and the Therapeutic Massage Specialist** programs. This insurance provides coverage in the unlikely event a client or student is accidentally injured during a student practice session.

**Therapeutic Massage Specialist** This insurance covers only required practice massages (those performed in classes, student clinic, or completing course requirements that may include practice sessions off campus), provided that the student adheres to practice procedures as outlined in course expectations (including but not limited to intake, confidentiality, and charting, etc.), and practices only those techniques taught in class.

## HOUSING

Anchorage, Alaska, the "air crossroads of the world," has excellent housing opportunities. Beautiful parks and recreational facilities are located throughout the city. Residents may jog, cross-country ski, or bicycle on over 100 miles of paved trails. Varieties of activities are available to the Anchorage resident. Downhill skiing is just minutes away at the world-famous ski resort, Alyeska. We are proud of our community and our many community resources.

Although Alaska Career College does not provide campus housing, we are available to assist students who need accommodations. Although it is up to each individual student to select and secure housing, we want you to enjoy our beautiful city as much as we do. We are proud of our heritage and will make every effort to introduce you to our outstanding community. Please contact an Admissions Advisor if you need housing assistance.

## COLLEGE SUCCESS SKILLS

More than six out of every ten students enrolling in educational programs after high school express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high-tech business environment, understanding the student's learning needs and practicing new learning methods often make the difference between success and failure.

Alaska Career College assists students with their college success skills by providing each student with a program pre-study packet. Early enrolling students receive a specific program Pre-Study Packet which includes resources to help students get a jump start with practice exercises in math, English, and computers, as well as topical study areas in his or her specific program of study.

Alaska Career College has also developed a College Success Skills course. A key course within each program of study, the student will discover that by attending this course learning will be much more enjoyable and productive and academic success will lead more naturally to success in other aspects of life. The College Success Skills course is designed for students seeking academic success. If you want to fine tune your study skills and master valuable learning techniques, or if you feel you may have a more serious learning need, ask your Admissions Advisor for more specific information about this helpful and practical course.

Find out about the fun of learning. You will be glad you did!

## THOUGHT PATTERNS FOR SUCCESSFUL CAREERS

Critical thinking skills, creativity, and innovation, making effective decisions, empowering, and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. Alaska Career College's commitment to graduate success and employer satisfaction includes the course Thought Patterns for Successful Careers. Each student is scheduled for this course as a requirement to their specific program of study. Whether a returning or first-time college student, this course solidifies the philosophies and best practices of successful careers

## PROFESSIONAL IMAGE

Alaska Career College respects the commitment students have made to enter career training; therefore, we maintain a business-like environment and expect dependable attendance, responsible attitudes, and professional behavior. The faculty and administrative staff treat students with mutual respect. The professionalism exhibited by students and staff of Alaska Career College is a quality sought after by the prospective employers and industry leaders who frequently visit our campus.

Alaska Career College will introduce you to the professional wardrobe requirements in more detail as your program of study begins; however, Alaska Career College's classroom attire policy requires you to begin preparing yourself for the requirements of your career field. Putting your professional business wardrobe together takes time and you are encouraged to select the most "business-like" attire from your current wardrobe.

The following are guidelines for classroom attire, men: slacks, collared shirts, sport coats or blazers, with optional ties. Women: business dresses, sweaters or blouses with skirts or slacks, and pantsuits.

Remember that your career begins the first day of your program. Professional grooming and attire are required at Alaska Career College. Hair and makeup are to be neat and professional at all times. Beards and mustaches must be cut in a moderate style. Casual wear such as denim or colored jeans, T-shirts, sweatshirts, tennis shoes, open-toed shoes, or crocs, spandex pants, mini-skirts, revealing or tight clothing, etc., are not considered professional attire. Students enrolled in the **Medical Assistant Specialist** and **Phlebotomy Laboratory & ECG Technician Specialist** programs are required to wear Alaska Career College issued scrubs. Medical Assistant Specialist and Phlebotomy Laboratory & ECG Technician Specialist students are issued laboratory coats and receive stethoscopes which become their property. Therapeutic Massage Specialist students are required to wear Alaska Career College issued scrubs as part of their uniform.



### TRANSPORTATION

People Mover, the public bus system of Anchorage, provides bus service to most of the greater Anchorage and Eagle River area. A bus stop is within walking distance of Alaska Career College with routes to many of the popular areas where housing and shopping facilities are located. Students receive an official ACC Photo ID card which enables the student to ride the People Mover at no charge. The ID card can also be used to receive numerous discounts on products and services throughout the Greater Anchorage area.

### PARKING

Parking is provided for students and guests. The speed limit is 5 mph through the parking lot. Alaska Career College assumes no responsibility for damage or for items lost or stolen from vehicles.

### EQUIPMENT AND SUPPLIES

Alaska Career College provides all required instructional materials and books. Students receive loaner electronic devices such as a laptop, or Chromebook, depending on the program which will become their personal property upon graduation. Students are responsible for providing supplies such as pencils, notebooks, extra binders, etc.

Recommended classroom supplies include calculator (battery operated), highlighters, ruler (12-inch), and 3x5 index cards. You may want to set up your classroom workstation as you would on the job. Since you will be issued several reference books, we recommend you obtain a large carryall bag to make transportation of these books and laptop easier and to protect them from unnecessary abuse. Many students like to use small suitcases with wheels.

Students enrolled in the **Medical Assistant Specialist** and **Phlebotomy Laboratory & ECG Technician Specialist** programs are issued supplies associated with the program such as a lab coat and a stethoscope. Students enrolled in the **Therapeutic Massage Specialist** program receive a personal massage table and carrying case, stool, and bolster. **Therapeutic Massage Specialist** student's need two flat sheets, one king size pillow, two king size pillowcases, two bath towels and two hand towels for in-school technique classes. See **Special Fees & Charges** for a complete listing of items which may pertain to your program of study.

### INCLEMENT WEATHER

Alaska Career College seldom closes for inclement weather which is a reality of winter in Alaska. All changes in schedules will be announced on our telephone answering system. Every effort will be made to record announcements affecting morning classes by 6:30 a.m., and for evening classes by 4:00 p.m. All missed class hours will be made up.

### STUDENT FEEDBACK

Continuous student feedback is very important. Students regularly provide feedback on course content, instructional methods, tools, and equipment, and administrative services. Students may continue to offer their opinions and suggestions throughout their program by submitting student surveys, attending student council meetings and/or by offering suggestions to Alaska Career College staff and faculty.

## OPTIONAL FEES & CHARGES

The following is a listing of fees that either applies to all programs or fees for individual programs of study:

**ADMINISTRATIVE FEE** \$100. To withdraw from a course or program.

**AUDIT OF COURSE FEE (GRADUATES)** No Tuition Charge. Fees vary. Alaska Career College graduates may audit courses, or programs, on a space available basis. Students are required to purchase textbooks and lab supplies, as necessary. See Re-Certification Courses for additional information.

**COURSE REPEAT FEES** \$150.

**CREDENTIALS/CERTIFICATION FEES** *Medical Assistant Specialist, Phlebotomy Laboratory & ECG Technician Specialist, Medical Insurance Coding and Billing Specialist*, National Center for Competency Testing, NCCT. **Failed Retest Fee:** \$150- \$200. *Medical Insurance Coding and Billing Specialist* Certified Professional Biller or I Coder (CPB®/CPC®). **Failed Retest Fee:** \$300 *Therapeutic Massage Specialist*, Massage & Bodywork Licensing Examination, MBLEx. **Failed Retest Fee:** \$250- \$300. ACC will pay for the first professional certification exam and/or licensing examination

**CRIMINAL BACKGROUND EVALUATION** Prices vary depending on employer requirements.

**DRUG SCREENING** Prices vary depending on employer requirements.

**APPLICATION FEE** \$25

**CREDIT TRANSFER FEES** \$50 per course.

**GRADUATE STUDENT LIABILITY INSURANCE** *Medical Assistant Specialist & Phlebotomy Laboratory & ECG Technician Specialist* graduates wishing to practice skills at Alaska Career College after graduation are required to provide proof of professional liability insurance. Information and applications are available at Alaska Career College. Premiums vary. *Therapeutic Massage Specialist* graduates wishing to practice/conduct massage therapy at Alaska Career College after graduation are required to provide professional liability insurance. Information and applications are available at Alaska Career College. Premiums vary.

**GRADUATION FEE** \$125 Inclusive of invitations, diploma, credentials and awards, program, gown, tassel, honors cords.

**HEALTH DOCUMENTATION FEES** Students enrolled in the *Medical Assistant Specialist and Phlebotomy Laboratory & ECG Technician Specialist* must have a wellness physical exam, a TB Tine test with a negative read and are required to be immunized with the first of three in the series of Hepatitis. Alaska Career College can refer students to a medical clinic if the student does not have a personal physician. Fees vary. Other immunizations may be required by externship sites or employers. *Therapeutic Massage Specialist* students are required to have a wellness physical.

**HIGH SCHOOL TRANSCRIPT/ALASKA CAREER COLLEGE TRANSCRIPT/DIPLOMA REQUEST FEES, FOREIGN TRANSCRIPT TRANSLATION / EVALUATION FEES** U.S. High School Transcript \$10. International High School/College Translation and Equivalency. Fees vary. Alaska Career College Transcripts \$10. Alaska Career College Diploma \$20.

**IDENTIFICATION BADGE REPLACEMENT** \$50. ID Badges must be worn at all times while on campus and externship sites and may be used to purchase services and merchandise at discounted prices as well as ride the Anchorage People Mover Bus.

**ELECTRONIC DEVICES** All students receive an electronic device as part of their enrollment. Students are responsible for repair and/or replacement if damaged, lost or stolen. Charges vary. **SHIPPING CHARGES** are the responsibility of the student. Charges vary depending on shipping destination.

**RE-CERTIFICATION COURSE FEE** Graduates of Alaska Career College may enroll in courses previously completed that are required for recertification i.e., First Aid, BLS/CPR. Fees vary.

**RE-ENROLLMENT FEE:** \$25. Fee waived for ACC graduates reenrolling into another program.

**REPLACEMENT BOOK FEE** If a student does not return a loaner or library book and/or must replace a student textbook, book fees are charged. Fees vary.

**RESUME SERVICE FEE** Resumes, and cover letters are stored in the Alaska Career College computer library. Alaska Career College provides each graduate with copies. Additional copies are available for a nominal fee.

**TECHNOLOGY FEE** *Diploma* programs: \$225. *Associate Degree* programs: \$275. *Therapeutic Massage Specialist* program: \$125.

**THERAPEUTIC MASSAGE SPECIALIST OPTIONS** ACC will order optional equipment for students and graduates. Prices vary.

**THERAPEUTIC MASSAGE LICENSING FEES** ACC will pay for the first professional certification exam and licensing fees taken and/or submitted within six months of graduation. **STATE OF ALASKA FEES** License Application Fee \$200, License Fee \$350, Criminal Background Check Fee based on FBI Fingerprinting Protocol \$60, and Fingerprint Fee \$30. Assistance is available for graduates who relocate to another state in the event that the state requires the ACC program to be recognized/approved. Fees vary.

**THERAPEUTIC MASSAGE SPECIALIST LAB SUPPLIES** The student must provide 2 twin flat sheets, 1 blanket, 1 queen pillow and case, 1 king pillowcase and 2 hand towels.

**UNIFORM FEES** *Medical Assistant Specialist & Phlebotomy Laboratory & ECG Technician Specialist* program students are required to wear ACC issued uniforms, duty shoes (non-canvas), socks, watch (with a second hand), and lab coat. Alaska Career College provides OSHA approved disposable lab coats, as required. *Therapeutic Massage Specialist* students are required to wear ACC issued uniforms. Additional uniforms can be purchased at the ACC Student Store.

## FINANCIAL PLANNING

### THE PURPOSE OF TUITION ASSISTANCE

A quality education is an investment that will provide lifelong personal and financial returns. Because of rising educational costs, more and more families are finding it difficult to finance this investment. The deciding factor in selecting your educational institution should be the quality of the education program, not the cost. Fortunately, careful financial planning and the availability of tuition assistance programs to qualified persons help to make an Alaska Career College education affordable.

Our goal is to attract, and ultimately enroll, students who demonstrate academic and intellectual achievement, promise, potential for leadership, and special talents. The family income level of students has no effect on their eligibility for admission. Over 75 percent of our students receive some form of tuition assistance, and many more families of Alaska Career College students take advantage of payment plans, and tax strategies to lighten the financial burden. Financing options are available to qualified families at every income level. Although the ultimate financial responsibility rests with the student and the family, the staff of our Financial Planning Office is available to answer your questions and help you as your applications for financial aid are processed.

We want you to know that if you plan to use tuition assistance you should use extreme care in selecting a school. Remember student loans must be repaid even if you do not graduate, or get a job, or are dissatisfied with your choice of schools. You should select an institution best suited to your education, employment and career goals, and a school that can give you the greatest assurance of success. To help make the best selection, a school should provide you with consumer information about:

- Training programs
- Tuition assistance programs
- Facilities, equipment, and faculty
- Student completion rates
- Student support services
- Graduate placement success
- Average starting salaries of graduates

### FINANCIAL AID CODE OF CONDUCT

As an institution assisting students with financial planning, Alaska Career College is concerned that students not only receive information required by federal and state agencies but information that will assist students in making sound financial decisions. Most of the information required to be distributed by the Higher Education Amendments of 1998 has been satisfied by this catalog; however, Financial aid advisors are available to discuss consumer information in more detail either by telephone or in-person.

As an institution participating in Federal Student Aid loan programs the following code of conduct applies to all Alaska Career College employees and agents of the college. This code of conduct includes the following bans:

- Revenue-sharing arrangements with any lender
- Steering borrowers to particular lenders or delaying loan certifications, and
- Offering of funds for private loans to students in exchange for providing concessions or promised to the lender for a specific number of FSA loans, a specified loan volume, or a preferred lender arrangement
- Receiving gifts from a lender, guaranty agency, or loan servicer
- Accepting any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans; and
- Serving on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

### DETERMINING STUDENT ELIGIBILITY AND NEED

Financial need for students participating in the federal financial aid programs equals the difference between the stated costs of attending the school, less the resources available to the student. Stated costs include tuition and fees, books, supplies, room and board, personal expenses, transportation, and related expenses of the student's dependents, if any. Resources may include parent's contribution, if the student is dependent; applicant's earnings; spouse's earnings, if married; public assistance; savings; assets and other taxable and non-taxable income.

Through the use of the Federal Needs Analysis Methodology, a determination is made as to the amount of funds the applicant and/or his or her parents are expected to contribute toward meeting education costs. Students with a demonstrated need as calculated by the Financial Planning Office may be eligible to receive assistance. Information from any previous school(s) attended is used in determining the financial assistance a student may receive. Special Circumstances may be considered in isolated circumstances supplanting current year income information in order to assist a student with financial aid eligibility. In addition, a review of unusual circumstances can result in a change to a student's dependency status.

To receive Federal Financial Aid a student must meet the following requirements:

- Be a U.S. citizen or eligible non-citizen.
- Demonstrate financial need and will use aid for education.
- Earned a high school diploma or GED certificate.
- Not be in default on any Federal student loan.
- Do not owe a refund or repayment on a federal grant.

Follow the school Anti-Drug and Alcohol Abuse policy.

## TYPES OF TUITION ASSISTANCE

Education tuition assistance is arranged on an individual basis. A personal appointment is scheduled for you with our Financial aid Office to assist you in obtaining the necessary applications and in determining your financial aid eligibility.

Alaska Career College firmly believes that continued education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier to this preparation. Alaska Career College is an eligible institution to participate in federal, state, city, and municipal financial aid programs. The following are only a few of the numerous tuition assistance resources available to qualified applicants. Complete information on each program is available at Alaska Career College or directly from the financial aid program.

**ALASKA SUPPLEMENTAL EDUCATION LOAN** Low interest rate, long-term loan programs administered by the Alaska Commission on Postsecondary Education for students and/or their family members attending a school physically located in Alaska. Borrowers must be deemed credit worthy or have a creditworthy co-signer to use this loan program. The maximum for the loan program at Alaska Career College is \$14,000. Interest rates are subject to approval annually by the Alaska Student Loan Corporation. Interest rates on loans are issued prior to each academic year, which begins July 1 by the Alaska Student Loan Corporation and change annually. Loan repayment is required to begin seven months after the student exits from school. The minimum monthly payment on an Alaska Student Loan is \$50 per month. The **Alaska Family Education Loan** is another low “fixed interest” rate, long-term loan available to family members of students. Loan repayment is required to begin one month after the loan is disbursed. The minimum monthly payment on an Alaska Family loan once it is in repayment is \$50 per month. Ask an Alaska Career College Financial Planning Advisor for details.

**WILLIAM D. FORD DIRECT LOAN PROGRAM FOR STUDENTS AND PARENTS** Loans are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. With Direct Loans, the student borrows directly from the federal government and has a single contact—the Direct Loan Servicing Center—for everything related to the repayment of your loans. Direct Loan account information is available 24 hours a day, 7 days a week at Student Aid on the Web at: [www.studentaid.gov](http://www.studentaid.gov). Choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change. The maximum an Alaska Career College student may currently borrow varies between the Subsidized and Unsubsidized portion of the loan, programs of study and the financial need of the student. The amount an eligible dependent student may currently borrow is up to \$5,500 per training program, of which \$3,500 could be subsidized, depending on program length. Additional loans are available to eligible independent students and dependent students whose parents have been denied a Parent Plus loan. The maximum loan amount is \$9,500 per training program, of which \$3,500 could be subsidized, depending on program length. Direct loan interest rates are issued prior to each academic year, which begins July 1, and varies according to the base rates set each year by the United States Department of Education. Repayment of federal education loans begins seven months after the student exits from school. The Subsidized loan is a needs-based loan which the federal government pays the interest while you are in school, deferment, or your grace period and interest begins to accrue when repayment begins. Interest begins to accrue on the unsubsidized loan when loan funds are disbursed. The minimum monthly payment on each loan once it is in repayment is \$50 each month. Your Alaska Career College Financial Aid Advisor can give you more information regarding your actual payment amount. **IMPORTANT DISCLOSURE INFORMATION ABOUT STUDENT LOANS** Alaska Career College submits loan information to the National Student Loan Data System (NSLDS), which will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

**FEDERAL PELL GRANT** The Federal Pell Grant is a needs-based federal student aid program, not requiring repayment, which is designed to provide assistance to eligible undergraduate students pursuing postsecondary education. The value of the award at Alaska Career College varies annually from \$0-\$7,395 depending on the program and the financial need of the student. Amounts vary from year to year depending on federal regulations. The amount of Federal Pell Grant funds you will receive over your lifetime is limited to the equivalent of six years of 100% Pell Grant eligibility, and aggregate limit of 600%. Students can monitor their aggregate balance by logging on to the National student Loan Data System (NSLDS) website at [http://nslds.ed.gov/nslds\\_SA](http://nslds.ed.gov/nslds_SA) and viewing their Lifetime Eligibility Used found on the Financial Aid Review page.

**ALASKA EDUCATION GRANT** The Alaska Education Grant is a need-based program funded by the Alaska Student Loan Corporation, which provides the state matching dollars required for participation in the federal LEAP program (Leverage Educational Assistance Partnership Program). Grant awards range from a minimum of \$500 to a maximum of \$4,000 per academic year for students who have qualifying unmet financial need. All Alaska residents who complete the Free Application for Federal Student Aid (FAFSA) by April 15th of each year, and who list Alaska Career College as their higher education institution, will be considered as having applied for the grant program. Qualifying applicants will be prioritized based on financial need. Students with the highest financial need will be awarded in order of need until funds are exhausted. All applicants must complete a new FAFSA each year.

**ALASKA PERFORMANCE SCHOLARSHIP** The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, get good grades, and score well on college placement or work ready exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs. Alaska residents who graduate from an Alaska high school (public, private, or home school), in 2011 or later and meet the qualifying requirements are eligible for an APS award. There are three maximum annual award levels: up to \$4,755, \$3,566, and \$2,378. Maximum levels are established based on a combination of minimum GPA and test scores.

**VETERANS & ACTIVE-DUTY MILITARY EDUCATIONAL BENEFITS** ACC is approved to provide training to veterans, service members and eligible beneficiaries. If you think that you may be eligible for veteran education benefits, contact the Financial Planning Department at Alaska Career College or military education officer. Credit may be granted for previous military experience and education, if applicable to your program of study. In accordance with federal regulations, any students seeking to utilize VA funding, transcripts for any prior postsecondary education and training, both from another school and from the military, must be provided to Alaska Career College for evaluation. See Experiential Learning / Credit Transfer for additional information. In accordance with federal regulations, ACC must report this information to the VA, along with information regarding students’ enrollment, grades, academic progress, and eligible tuition and fee rates if the student is using the Post 9-11 G.I. Bill®. Only coursework that is applicable to the student’s current degree or certificate program is eligible for funding under VA programs.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

•Prevent the student’s enrollment; •Assess a late penalty fee to; •Require student to secure alternative or additional funding; •Deny their access to any resources (access to classes, libraries, or other facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: •Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VR&E’s contract with the school on VA Form 28-1905 by the first day of class. #Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school. •Provide written request to be certified; •Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

## SCHOLARSHIPS

The following list reflects only a few of the scholarship opportunities available to Alaska Career College students. Other opportunities such as membership organizations and associations should also be explored. Contact Alaska Career College for additional resources and applications.

**ALASKA MEDICAL ASSISTANT SOCIETY SCHOLARSHIPS AMAS** annually awards three \$200 and two \$250 scholarships. Applicants must be students in good standing and must be an AAMA member. Contact Alaska Career College Admissions Office for information.

**ALASKA SCHOOL COUNSELORS HIGH SCHOOL TUITION SCHOLARSHIP** Alaska Career College participates with the Alaska High School Counselors Association in awarding scholarships to qualified high school seniors recommended by their high school counselor. If you are an Alaskan high school senior, ask your high school counselor or the Alaska Career College Admissions Office for information.

**BEATRICE MCDONALD TUITION SCHOLARSHIP** The International Association of Administrative Assistants, Billikin Chapter, awards \$750 scholarships for courses in computer information, office systems, secretarial skills, or in preparation for the Certified Professional Secretary – CPS examination. Contact the Alaska Career College Admissions Office for information.

**ALASKA CAREER COLLEGE GRADUATE STUDENT TUITION SCHOLARSHIP** Graduates of Alaska Career College programs are eligible to apply for a \$500 Alaska Career College Graduate Scholarship. Graduates of Alaska Career College programs who have paid full tuition may apply for this scholarship when enrolling in another Alaska Career College program. Contact the Alaska Career College Admissions Office for qualifying information.

**ALASKA CAREER COLLEGE HIGH SCHOOL TUITION SCHOLARSHIP** Each year Alaska Career College offers tuition scholarships to every high school in Alaska. These scholarships vary in amount and are awarded to qualifying graduating seniors. The high school faculty and staff select scholarship recipients in the spring of each year. If you are a high school senior and expect to graduate during the spring or summer, you are eligible to apply. Contact your high school counselor or the Alaska Career College Admissions Office for information.

**IMAGINE AMERICA ADULT SKILLS EDUCATION PROGRAM (ASEP)** The Imagine America Adult Skills Education Program (ASEP) is a national aid program established in 2008 by the Imagine America Foundation. This \$1,000 award was established to assist adult, non-traditional learners in their quest for higher education. Students must meet the following scholarship guidelines: Be 21 or older with a high school diploma or GED. Not be a previous recipient of any other Imagine America Foundation scholarship/awards. Information and application forms are available online at

**KING TECH HIGH SCHOOL / HUTCHINSON HIGH SCHOOL** If you are a high school senior attending the King Tech High School in Anchorage, Alaska, or the Hutchinson High School in Fairbanks, Alaska, ask about the programmatically specific scholarships. Alaska Career College offers scholarships to qualifying students for each program. Contact your high school guidance counselor career center instructor for information.

## EDUCATIONAL TAX INCENTIVES

Congress has authorized several programs to help qualified taxpayers save on their taxes through various programs. Below are some highlights. Consult your tax preparer or the IRS directly for more information

### TAX CREDIT

A tax credit is a **dollar-for-dollar reduction of the income tax you owe**. For example, if you owe \$1,000 in federal taxes but are eligible for a \$1,000 tax credit, your net liability drops to zero.

#### American Opportunity Tax Credit:

The American opportunity tax credit (AOTC) is a **credit for qualified education expenses paid for an eligible student for the first four years of higher education**. You can get a maximum annual credit of \$2,500 per eligible student. To be eligible for AOTC, the student must:

- Be pursuing a degree or other recognized education credential
- Be enrolled at least half time for at least one academic period at the beginning of the tax year
- Not have finished the first four years of higher education at the beginning of the tax year
- Not have claimed the AOTC or the former Hope credit for more than four tax years
- Not have a felony drug conviction at the end of the tax year



**TAX DEDUCTIONS** A tax deduction is subtracted from your income before you calculate your tax. This quite often translates into a percentage reduction, rather than a dollar-for-dollar reduction in your tax bill.

### **LIFETIME LEARNING CREDIT**

The lifetime learning credit (LLC) is a provision of the U.S. federal income tax code that lets parents and students lower their tax liability by up to \$2,000 to help offset higher education expenses.

The amount of credit is 20% of the first \$10,000 of qualified education expenses, or a maximum of \$2,000 per tax return. The LLC is not refundable. So, you can use the credit to pay any taxes you owe, but you won't receive any of the credit back as a refund.

This credit may be claimed year after year, without a limit. However, it cannot be combined with the American Opportunity Tax Credit in the same tax year.

- The Lifetime Learning Credit (LLC) is for qualified tuition and education-related expenses paid for by eligible students enrolled in an eligible educational institution.
- There is no limit on the number of years you can claim the credit. It is worth up to \$2,000 per tax return
- The Lifetime Learning Credit may be claimed when a student is enrolled in undergraduate, graduate, or professional degree courses. The credit may also be used for courses in specific career-related skills.
- In order to be eligible for the LLC, a student must be enrolled at an institution that is considered eligible by the IRS. They must be taking higher education courses towards a degree or a recognized educational credential that provides or improves job skills
- Must be enrolled at a qualifying institution for at least one academic period that began within the tax year for which they're claiming the credit. The IRS defines "academic period" as a semester, trimester, quarter, summer session, or other period determined by the school.

### **STUDENT LOAN INTEREST DEDUCTION**

You may be able to deduct up to \$2,500 in paid student loan interest. You do not need to itemize your deductions to claim this deduction. The following loans are eligible for the deduction:

- Federal Stafford Loans
- Federal PLUS (Parent) Loans
- Federal Perkins Loans
- Alternative Education Loans

### **IRA WITHDRAWALS TO PAY HIGHER EDUCATIONAL COSTS**

You may be able to withdraw funds from a Roth or Traditional IRA and be exempt from paying the 10% early withdrawal penalty if the funds are used for qualifying education expenses.

Please consult your tax professional, or refer to IRS Publication 970, Tax Benefits for Higher Education, on the IRS website, [www.irs.gov/pub/irs-pdf/p970](http://www.irs.gov/pub/irs-pdf/p970) for additional information.

### **OTHER AID PROGRAMS**

Eligible students attending Alaska Career College may also receive funds to meet education costs from Social Security, Department of Labor & Workforce Development, Bureau of Indian Affairs, Division of Vocational Rehabilitation, Worker's Compensation, and various other organizations and agencies providing scholarships and grants.

Eligible students who have been unemployed may receive unemployment benefits while attending Alaska Career College. Please contact the Department of Labor Unemployment Division for specific guidance.

### **PROGRAM COSTS**

Costs for each program of study, including tuition, technology fee, and graduation fee are outlined in a separate insert to this catalog. See **Addendum #1 Academic Calendar**. A student will receive a program college cost sheet from the Financial Aid Planning Department.

### **PAYMENT OF TUITION AND FEES**

Charges for all tuition and fees are due and payable in full on or before the first day of class. Tuition assistance programs are available to eligible Alaska Career College students. Each tuition assistance program is subject to specific qualifications, requirements, and deadlines for submission of required documentation. Applications for tuition assistance may be accepted in lieu of cash payment. Tuition deferment may be granted only if evidence of qualification for the specific assistance program is received before the first day of class. In any event, the student remains liable for the full amount due and payable before the last day of class. An award letter will provide an accounting of funding applied for and approved. Cash payments and scholarships received prior to contracting are listed on the Enrollment Agreement at the time of issuance.

All Federal and State Financial Aid, including grants and loans are disbursed in two disbursements: the first at the beginning of the program and the second at the midpoint of the program. First disbursements for Federal student loans cannot be disbursed until the student has completed the first 30 days of the program. It is the practice of Alaska Career College to advise students regarding the repayment of financial aid. All students receiving tuition assistance are required to attend a financial planning briefing which includes financial aid entrance requirements prior to funds disbursement and a financial planning packet of information including contact and loan repayment information prior to graduation or withdrawal from school. Students who have withdrawn and have not attended the graduation financial planning session are e-mailed the same packet of information.

It is understood that any terms extended to a student are for convenience in paying and are not in any way to be considered as payments for periods of time. In accepting applications, Alaska Career College assumes the obligation of furnishing a complete program, at a stated tuition cost, as well as faculty, equipment, laboratories, classrooms, and other facilities necessary for teaching these programs. Alaska Career College retains and credits to the student's tuition account the amount of the proceeds from student aid funding that will ultimately be used for tuition. For students with a credit balance, after tuition and other fees have been paid, a living expense (stipend) schedule will be prepared to plan personal expenses accordingly.

### **PAYMENT OPTIONS**

For students or parents of students who do not wish to apply for education loans, Alaska Career College offers tuition payment plans to finance the student's education costs. These arrangements may be discussed during the financial planning interview.

### **FINANCIAL AID APPLICATION PROCESS**

Applications for financial aid are available at Alaska Career College. Go to [www.studentaid.gov](http://www.studentaid.gov) for the Free Application for Federal Student Aid, FAFSA.

Applications for financial aid are accepted at any time prior to the beginning of a program start date. Early application is encouraged to ensure adequate time for processing prior to starting classes. Students will complete financial aid applications upon enrollment and will be notified of funding eligibility during an interview with a Financial Planning Advisor.



### **VERIFICATION OF FAFSA INFORMATION**

The U.S. Department of Education created the verification process to confirm the accuracy of information provided on the Free Application for Federal Student Aid (FAFSA). By federal regulation, the post-secondary institution in which the student is enrolled is responsible for conducting the Verification process on behalf of the U.S. Department of Education.

ACC students selected for Verification cannot be awarded any federal student aid until they complete the verification process, and the ACC Financial Planning Department has transmitted to and received any necessary FAFSA corrections from the U.S. Department of Education.

### **WITHDRAWAL AND REFUND POLICY**

Alaska Career College is required to have a fair and equitable refund policy to calculate earned tuition, fees and other charges if a student withdraws, drops out, is withdrawn from Alaska Career College or otherwise fails to complete the program on or after the first day of class of the period of enrollment for which the student was charged. An institution's refund policy is fair and equitable if the policy provides for a refund for any student whose withdrawal date is on or before the 50 percent point in time. If the institution does not accept the student's application for enrollment, all money paid to the institution will be refunded.

Students may voluntarily withdraw from the College by providing to the Education Department official notification either orally or in writing of their intent to withdraw. The Education Department will determine the date of determination based on the date of the official notice. Within five (5) days of receipt of Notice of Withdrawal, the College will acknowledge to the student in writing the receipt of the Notice of Withdrawal with the effective last date of attendance as the official withdrawal date.

An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities beyond the date, he/she last attended classes. The college will administratively withdraw students who fail to attend for fourteen (14) consecutive class days. Students who fail to return from a Leave of Absence will be withdrawn on the day the student was to return to classes with any refund due calculated from their last day of attendance prior to their Leave of Absence.

**STUDENT'S RIGHT TO CANCEL BEFORE CLASSES BEGIN** Students who have not visited the Alaska Career College campus prior to enrollment may cancel or withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation, tour of the campus and inspection of equipment, or signing of an enrollment agreement. Students requesting a cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior the beginning of the program, are entitled to a refund of all monies paid minus the enrollment fee not to exceed \$50.

### **TUITION CHARGES FOR WITHDRAWAL AFTER CLASSES BEGIN**

If a student attending a program of study withdraws after the instruction has begun, the following refund schedule will apply:

For withdrawal after the first day of class has begun but prior to the second day of class, Alaska Career College refunds 100% of the tuition.

For withdrawal after the first day of class but not more than 10% of the program has elapsed, Alaska Career College retains 10% and refunds 90% of the tuition.

For withdrawal when more than 10% of the program but not more than 20% has elapsed, Alaska Career College retains 20% and refunds 80% of the tuition.

For withdrawal when more than 20% of the program but not more than 25% has elapsed, Alaska Career College retains 45% and refunds 55% of the tuition.

For withdrawal when more than 25% of the program but not more than 50% has elapsed, Alaska Career College retains 70% and refunds 30% of the tuition. No refund is granted for withdrawal when more than 50% of the program has elapsed.

If a student withdraws from classes and federal financial aid funds have been used, an additional calculation is performed. The first calculation determines the amount a student is charged for the education he or she has completed, and the second calculation is the amount of student financial aid that can be applied to those charges.

Students must understand that even though financial assistance in the form of loans or grants may have been or could have been applied to their accounts before they are withdrawn, it is likely that they will not be able to use all the federal financial assistance to meet their financial obligations to Alaska Career College.

#### **RETURN OF FINANCIAL AID POLICY**

The U.S. Department of Education requires institutions which are authorized to process federal financial aid to abide by the U.S. Department of Education's Return of Title IV Funds Policy. The amount of financial aid a student is eligible to receive to help offset the charges incurred in the event of a withdrawal is determined by a separate formula. This policy determines the amount of assistance that a student earns, based on a pro-rata formula and payment periods. For example, if a student completes 30% of a payment period, the student earns 30% of the assistance that he or she was scheduled to receive for that period. A student who withdraws after the 60% point of a payment period is entitled to retain all Title IV aid for that payment period. However, if the student withdraws prior to the 60% point of the term, unearned Title IV funds as determined by the federal policy must be returned to the Title IV programs. These funds must be returned even if the college provides no refund to the student. This means the student could owe the college and/or the U.S. Department of Education a significant amount of money.

The above stated policies do not include the application fee or the cost of textbooks, uniforms, or other fees when charged separately of tuition. New and unused books and uniforms charged separately and not included in tuition, will be refunded within thirty (30) days if purchased by non-Federal Financial Aid and within forty-five (45) days if purchased by Federal Financial Aid, following the date of withdrawal. Percent of program completed is computed based on the elapsed time of the program. Refund calculations are based on the student's last date of recorded attendance. All non-Federal Financial Aid refunds will be made within thirty (30) days, or within forty-five (45) days for Federal Financial Aid refunds, from the date the institution terminates the student, or determines that the student has withdrawn, whichever is sooner. Examples of refund calculations are available in the Financial Planning office. The following refund distribution is used for all Alaska Career College students due a refund: 1) Unsubsidized Federal Direct loans; 2) Subsidized Federal Direct loans; 3) Perkins loans; 4) Federal/Direct PLUS loans; 5) Federal Pell Grants; 6) FSEOGs; 7) Other federal SFA Programs; 8) Alaska Supplemental Education loans; 9) Other federal, state, private, or institutional sources of aid, 10) The student.

#### **Post-Withdrawal Disbursement**

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the student is eligible for a post-withdrawal disbursement of a grant, it must be disbursed within 45 days. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. Students will be notified within 30 days of the date of the withdrawal determination of any direct loan eligibility, or a parent for a Direct Parent PLUS Loan eligibility. Permission is required to use the post-withdrawal grant disbursement for all other school charges. If a post-withdrawal disbursement from a loan results in a credit balance, the credit balance will be refunded to the student and/or the parent in the case of a Direct Parent PLUS Loan as soon as possible, but no later than 14 days after the credit balance has occurred. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

#### **Credit Balances When a Student Withdraws**

The school must determine the correct Title IV credit balance, taking into account the results from both the Return to Title IV calculation and the institutional refund calculation. If after the Return to Title IV funds and the institutional refund calculations are applied to the student's account and a credit balance results, the credit balance will be disbursed as soon as possible but no later than 14 days after the date of the Return to Title IV calculation is performed.

#### **Overpayments of Title IV Aid**

Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation. Any grant amount subject to repayment will be billed to the student's account as an overpayment. Upon receipt of payment from the student, the college will return the funds to the appropriate grant program(s). Additional loan information to consider when withdrawing is that the federal repayment calculation also has additional loan amounts that the student and parent may be responsible to return directly to the U.S. Department of Education.

If the student owes a repayment based on the R2T4 calculations the notification must be mailed within the 30 days of the date the college determined the student withdrew. The following items must be included in the notice:

- The amount of the overpayment.
- The student's eligibility for Title IV aid will end if the student fails to resolve the overpayment in 45 days from the date of the notification (or the date the college was required to send the notification).
- The options the student has to resolve the overpayment.
- Failure to resolve the overpayment will result in the college reporting the overpayment to NSLDS and the debt will be referred to the Debt Resolution Services for collection.
- The contact information for the campus representative who can discuss options for resolution.

## **RETURN OF VETERAN EDUCATION BENEFITS**

A Veterans education benefit overpayment occurs when a student's enrollment status changes (drop, withdraw, leave of absence, etc.). ACC is required to notify the VA of the status change within thirty (30) days from the last date of attendance. If a student receives a Notice of Indebtedness (NOI) from the VA Debt Management Center (DMC) the student is responsible to return the overpayment. The student will also receive information in the NOI on requesting an appeal or financial waiver. In other situations, i.e., Post 911 GI Bill®, the College may be obligated to return the overpayment. If the student's enrollment changes from an ineligible benefit status to an eligible benefit status (re-enroll, return from leave of absence, less than full-time to full-time, etc.) the College will reevaluate and update VA enrollment certifications within thirty (30) days of the date of determination. If the changes happen within the allowed period of time as outlined federal regulations, the debt and a future payment could qualify for the Treasury Offset Program. The student is responsible to contact the DMC to verify actual payment due if they believe the debt is offset. A Final Notice of Indebtedness (NOI) from the VA may take sixty (60) days or more before a final determination of overpayment is made by the VA. At that point the student/college has thirty (30) days to return any overpayment. The College recommends that the student communicate with the DMC as quickly as possible to return the funds or establish a repayment plan.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## EDUCATION

### PHILOSOPHY OF EDUCATION

Alaska Career College promotes an atmosphere of encouragement in a culture committed to quality and diversity. We empower students to become knowledgeable, confident professionals. Taking ownership of their education, students establish and achieve personal career goals by thinking critically, communicating effectively and applying specialized skills.

### PHILOSOPHY OF GENERAL EDUCATION

General Education courses provide a foundation for future learning and for thinking critically. The generally well-educated student will demonstrate

1. Competence in communicating his or her views clearly and cogently.
2. An ability to store problems and analyze and form reasoned conclusions.
3. Foundational knowledge and understanding of the natural and social sciences.
4. Knowledge of the principles of wellness for living a healthy and fit life, both physically and mentally.

### ACADEMIC INTEGRITY

Alaska Career College has selected professionals to administer the education department and teach in each program of study. Faculty is equally adept in theory and practical application. All faculty members meet or exceed the educational and industry experience requirements as set forth by Alaska Commission on Post-Secondary Education (ACPE), Accrediting Commission of Career Schools and Colleges (ACCSC), the accrediting and licensing bodies governing Alaska Career College.

Ideas and learning form the core of the education community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements and seek to establish an unfair advantage over their fellow students. The academic standards at Alaska Career College are based on a pursuit of knowledge and assume a high level of integrity in every one of its members. When this trust is violated, the academic community suffers and must act to ensure that its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy. This policy is designed to foster a fair and impartial set of standards upon which academic dishonesty will be judged. All students are required to adhere to these standards. This list is not all inclusive, as instructors may establish certain other standards based upon the nature of the course or the setting in which the course material is delivered or applied. The following, however, does constitute the minimum basis upon which academic integrity will be measured.

#### Prevention Techniques

All Alaska Career College students have a responsibility to adhere to the policy, as do all faculty and staff of Alaska Career College. Students are expected to prevent and confront academic integrity violations by:

1. Reporting violations of the policy to
  - The faculty member teaching the course
  - The Director of Education
  - The Campus Director
2. Making it difficult and unacceptable for other students to cheat



#### Definitions

Dishonest acts for the purpose of this policy are those which permit a student to gain an unfair advantage over other students. These include, but are not limited to:

- 1 Copying – Any act of copying information from another student by any means to obtain an advantage for oneself.
- 2 Plagiarism – Student submission of word for word passages of others' work without proper acknowledgement.
- 3 Collaboration – Any act of two or more students actively cooperating on any assignment when such cooperation has not been expressly permitted by the instructor.
- 4 Alteration of Records (Self-explanatory).
- 5 Aids – Any use of aids, such as notes or cheat sheets that have not been expressly permitted.
- 6 Bribery – Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.
- 7 Lying – Lying is the deliberate misrepresentation by words, actions, or deeds, of any situation or fact, in part, or in whole, for the purpose of enhancing one's academic standing.

#### Sanctions

Academic dishonesty is cause for dismissal from Alaska Career College. The matter will be referred to the Director of Education, who will recommend an appropriate penalty. The student will be dismissed, suspended, or given a lesser penalty.

### DISCIPLINE FOR NON-ACADEMIC REASONS

The following provisions and other provisions throughout the ACC catalog contain standards and procedures that will apply in most cases of disciplinary necessity. These standards and procedures are merely guidelines and do not convey legal rights to any student. The College reserves the right to take disciplinary action under necessary circumstances.

## CODE OF CONDUCT

The Alaska Career College community consists of students; faculty and staff, all of whom are expected to maintain a high standard of ethics, behavior, and purpose. ACC students are important and vital members of this community because they represent the College in all of their personal and public endeavors, both on or off campus. Students carry the obligation to conduct themselves in a manner that is responsible, professional, ethical, and beneficial to themselves and other members of the College community. These expectations hold true on campus, and wherever they represent the College in any capacity. In carrying forth the culture, traditions and values of the greater world community, ACC students shall:

1. Promote and exemplify good digital citizenship and high ethical standards. Infractions of this order include, but are not limited to, illegal hacking, downloading/uploading of offensive material, digital theft or other actions which contradict ACC policies and values, good ethical standards, or local, state, and federal laws.
2. Respect differences. The health, welfare, beliefs, and intentions of others are not always our own, but we must protect them as if they were.
3. Respect the institutional values of ACC and understand that positive change at ACC occurs through considered, balanced dialogue between students, faculty, and staff, as well as the community at large.
4. Respect and engage in different learning and teaching styles and value the pursuit of a lifetime of learning.
5. Promote and embody thinking skills.
6. Promote and embody teamwork.
7. Act with honesty and diligence with respect to their responsibilities to the College and its facilities, including enrollment, completion of course materials and observance of ACC email policies, which prohibit the sending of mass emails.
8. Abide by ACC's policies related to possession of weapons, illegal drugs or alcohol on school premises.
9. Prevent or report behavior creating a safety hazard to other persons at the school.
10. Create an environment that is free from disobedient or disrespectful behavior toward ACC staff, students, and faculty. Engaging in intimidating, abusive, or harassing language or behavior toward fellow students and ACC faculty and staff diminishes the growth and community of others and is therefore prohibited.
11. Will exemplify the best forms of citizenship. Criminal activity, including physical or intellectual theft of any type, larceny, fraud, cheating and violations of any local, state, and federal laws, will not be tolerated at ACC.
12. Avoid classroom disruption or any type of unwarranted interruption of other students' learning experience.
13. Respect ACC equipment and facilities so that they will be available to other learners. Legal infractions will be referred for prosecution to appropriate law enforcement authorities.
14. Maintain the highest levels of academic honesty. ACC students are part of a community of learning. Therefore, students who engage in actions that are academically dishonest are in violation of the Code of Conduct. Instructors, staff, and fellow students are empowered to document and report instances of academic dishonesty. Failure in this area includes, but is not limited to, cheating, deceit and assisting others in the act of performing academic dishonesty and plagiarism. Fraudulent behavior on the part of students with respect to registering for courses or engaging in activities related to completing coursework (tests, assignments, etc.) will not be tolerated.

### Student Responsibilities

In addition to the codes of student conduct, students who attend Alaska Career College are expected to embody the following responsibilities that are closely associated with excellence in collegiate education: 1. Timely attendance, due preparation and active engagement in classes and related learning activities. 2. Timely and regular completion of assigned homework to the best of their individual abilities. 3. Taking personal responsibility, while working closely with the College, for fulfilling all requirements toward graduating from their program of study. 4. Promoting good and timely communication by monitoring and promptly answering all communication from the College, including phone messages, email, personal notification, or written communications. 5. Promoting collegiate collaboration by engaging in conversations with instructors in areas of learning, academic difficulty, and future goals. 6. Taking personal responsibility for their educational progress by keeping track of grades and assignments and ensuring that all paperwork required by the College is completed on time and turned in to the proper department. 7. Participating promptly in College information gathering systems such as evaluations, surveys, and other feedback mechanisms. 8. Taking an active role in the ACC community. 9. Reading and adhering to the Code of Conduct. 10. Observing all policies of ACC as stated in this catalog.

### COMPUTER RESOURCES AND ACCEPTABLE USE POLICY

In support of the Alaska Career College mission to prepare students for meaningful careers, Alaska Career College provides computer, network, and information resources to our students, faculty, and staff. This includes access to local, national, and international sources of information in an atmosphere that encourages sharing of information, access to a rich variety of services, and open and free discussion. The issue of acceptable use confronts all companies that make use of the internet as a business tool. As business professionals, Alaska Career College graduates will face this issue at their place of business. Students must assume responsibility for the privilege of using these resources. All existing federal, state, and local laws apply, as well as all Alaska Career College policies and procedures, including not only those laws that are specific to computers and networks, but those that may apply generally to personal conduct.

### User Responsibilities

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Alaska Career College grants permission to members of the Alaska Career College community free usage of computing resources. As a condition of using these resources, users must observe the following:

- Use the campus only for school-related purposes.

- Respect the rights of others to work in a growth-oriented environment conducive to learning and research; respect the integrity and security of the systems and related physical resources, and observe all relevant laws, regulations, and ethical obligations.
- Make economical and wise use of the resources that are shared with others, thus enabling access to these resources by the greatest possible number of users.
- Respect the rights of others to the privacy of their programs and data.

All computer users must conform to the spirit of these guidelines. Inappropriate use will be considered an offense to the Alaska Career College community.

### **Examples of Misuse**

The following list, while not exhaustive, characterizes unacceptable behavior, which may be subject to disciplinary action:

- Violation of applicable federal, state, or local laws and Alaska Career College policies, including but not limited to the transmission (up/downloading) of games and components of games, pornography, and unauthorized installation, use storage or distribution of copyrighted materials.
- Attempting to duplicate protected data or to place software, graphics, or data onto local storage drives without permission from an instructor or Alaska Career College administrator.
- Any action that invades the privacy of other individuals.
- Using the campus network to gain unauthorized access to any other computer system.
- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Using material that is illegal or otherwise at variance with accepted network etiquette.
- Tying up special equipment (such as printers) with large files (10 pages or more) unnecessarily and thereby preventing others from doing their work.
- Using campus computing resources for personal gain or commercial purposes.
- Game playing.

### **Consequences of Misuse**

- As in any disciplinary matter, students and staff receive fair and reasonable due process.
- Misuse of computing, networking, or information resources may result in the loss of access to Alaska Career College privileges.
- Users will be held accountable for their conduct under any applicable campus policies, procedures, or agreements. Any actions, which deter other users from doing their work, completing exams, or which would otherwise be deemed malicious will result in disciplinary actions, including possible dismissal.

Activities authorized by Alaska Career College faculty and staff officials for security or performance testing are not considered unacceptable behavior.

**PLEASE NOTE:** If the school has determined a student has violated a code of conduct and due to the determination has failed a course (s), the student is required to repeat the course(s), thus the student will be subject to the EFFECT OF REPETITION AND MAXIMUM TIME FRAME POLICY

### **COPYRIGHTED MATERIALS UNAUTHORIZED DISTRIBUTION**

Alaska Career College strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty, or staff who violates federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines and imprisonment.

Alaska Career College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. Alaska Career College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Alaska Career College takes steps to detect and prosecute users who illegally distribute copyrighted materials.

Alaska Career College reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

### **Alternatives to Illegal Downloading**

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. There are websites that offer free or inexpensive products that you can use without violating copyright law.

## ADMINISTRATIVE STAFF AND FACULTY

Alaska Career College employs experienced, professional faculty qualified and trained in each career field. Their experience, education, and knowledge combined with their desire to teach give you the best instruction in your chosen field of learning. Faculty is also available before and after class to provide ample opportunity for you to ask questions or receive tutoring. Other staff members are also available, including the staff of Career Services, who coordinates student activities, career planning, employment interview schedules and job placement opportunities; and the Financial Planning staff, who advises you about matters of financing and tuition assistance. Each department has a definite commitment to you as you pursue your road to excellence.

See **Catalog Insert, Addendum #2 Administration and Faculty / Students Right to Know / Notice of Non-Discrimination** for a complete listing of Alaska Career College Administration and Faculty and information regarding student outcomes required by the U.S. Department of Education and information about how to inquire about the College's non-discrimination policies.

## CLASS SIZE

The maximum class size in lecture classes at Alaska Career College is 40 students (*Therapeutic Massage Specialist* 20 students). The typical class size for most courses is 15-25 students. In allied health laboratories, the average student to instructor ratio is usually 15 to 1. Should class size exceed this number additional faculty are scheduled to assist in the classroom.

*Medical Assistant Specialist, Phlebotomy Laboratory & ECG Technician Specialist* and *Therapeutic Massage Specialist* students generally work in groups of not more than three students when performing clinical laboratory exercises. Class size is structured to ensure ample equipment and work area in each phase of your program. Your computer skills are learned on "real-world" equipment. When working on computers, each student is issued an electronic device. This commitment to excellent, personal, "hands-on" training makes the difference in the quality of education at Alaska Career College.



## RESOURCE LIBRARIES, INTRANET & INTERNET LIBRARIES

Technology continues to drive innovations at Alaska Career College. A student's research abilities are critical in today's college environment. Alaska Career College strives to provide the latest and most pertinent information quickly and easily. The Student Learning Resource System is located in the Learning Management System – Canvas doorway and is available 24/7 with an Internet connection. The resource system is an access tool that will help you find and use resources, improve research and writing, and support your academic success. The Alaska Career College Electronic Resource System includes Program Specific Links, General Electronic Resource Links, Community Resource Links, Career Resource Links, State of Alaska Links, and Professional Membership Links. Students can expect assigned research projects requiring the use of materials located in the Learning Resource System. Physical resources, specific to each program of study, are located throughout the Alaska Career College Campus. The physical resources include journals, publications, directories, reference books, manuals, etc.

## CAMPUS AND EQUIPMENT

Located in a modern campus of over 22,000 square feet, Alaska Career College is a modern facility encompassing large spacious classrooms, medical laboratories, a public student therapeutic massage clinic, and student center with kitchen and vending machines, and student internet accessibility, resource libraries, and administrative offices. Alaska Career College is designed to be accessible to disabled persons providing access to classroom space and support services. In early 2012 ACC's commitment to new technology enabled the college to launch "Aurora" a robust wireless network that supports 450 student laptops, tablets, and desktop computers. Today our same commitment has fostered a robust hybrid learning system utilizing powerful online learning tools and platforms. The instructional equipment and software are of the same type and quality used on the job. To best facilitate your education, you will be provided with the actual materials used in your career field as industry prescribes "hands-on" experience as the optimum tool for learning.

Alaska Career College's campus, extensive and computer, and audio-visual equipment inventory, and "Commitment to Excellence" provide a "hands-on" education supported by the employment community. In the classroom, audio-visuals and student participation are utilized to make learning interactive. Textbooks and supplemental reading materials are carefully selected to present current technical material. Course work is continually updated reflecting advancements, improvements, and new methodologies.

## STUDENT COUNCIL

The ACC Student Council serves the students, the College, and the community by sponsoring extracurricular activities throughout the academic year. Membership is formed with class representatives from each program. Class representatives act as a liaison between Alaska Career College and students. Meetings are scheduled to coordinate activities such as open houses and graduation ceremonies. You are encouraged to take an active part in student government. Your leadership abilities and communication skills are greatly enhanced through this experience. Special events and fund raisers to help needy students are conducted throughout the year.



## ACADEMIC STANDARDS

### EDUCATIONAL PHILOSOPHY AND OBJECTIVES

Alaska Career College is dedicated to high quality, college level career-oriented education. Our primary objective is to graduate confident, job-qualified individuals prepared to enter their career fields. An indicator of our success is that our graduates secure employment in their field. In order to achieve this objective, it is not only important what is taught, but how it is taught.

- **Alaska Career College programs are industry relevant**
- **Alaska Career College teaches up-to-date technologies**
- **Hands-on training is the foundation of educational structure**
- **Alaska Career College respects the professional decision students have made to enter career training**
- **Students regularly provide feedback on course content, instructional methods, and administrative services**
- **Alaska Career College's open-door policy offers students a forum to personally discuss problems and solutions with any member of the faculty or administration**

### SCHOLASTIC STANDARDS

Academic achievement and skills development are essential criteria for Satisfactory Progress during a program of study and reflect the employability and promotability of each graduate.

### STUDENT RECOGNITION

Recognizing student achievement is paramount at Alaska Career College. An Awards Assembly is held each term. Student recognition includes the following: Dean's List, Most Professional, Team Player, Positive Attitude, Most Inspiring, Best Leadership Skills, and Fastest and Most Improved Keyboarders.

### HOMEWORK

Your instructors assign homework as outlined in the course syllabus. Homework includes reading, class assignments, and special projects. Homework assignments are due as assigned. Ten (10) points are deducted from the score for each day an assignment is late. No homework will be accepted after the last day of the course unless approved in advance by the instructor.

### ADVISING

Alaska Career College assists all students with academic, health, or personal concerns. Faculty and staff are always available to assist you with study skills, note-taking techniques, and comprehension skills for your classes. As an enrolling student, you are scheduled to attend the College Success Skills course as part of your program of study. This course will give you resources to achieve success. Ask your Admissions Advisor for details. Invite a friend or family member to attend with you. It's FUN!! Students are encouraged to seek advice when a need arises. Faculty and administrative staff are available to meet with you throughout your program to discuss professional qualities and career potential.

### TUTORING

It is not uncommon for students to need additional assistance as knowledge and skills in new technology are learned. Alaska Career College supports the educational goals of students as tutoring needs arise. Most often additional assistance is received from instructors during, before or after classes. Study groups, most instructor lead, are scheduled, and specialized one-on-one tutoring is available upon request. While most tutoring is available to students at no cost, special fees may apply, such as when students are behind due to absences or nonparticipation. Tutoring fees vary for each program. Students are encouraged to participate in the many study groups and Academic Clubs hosted on and off campus as well as seek membership in the Alaska Career College Tutor Alliance.

### INCOMPLETE COURSE WORK

Students are responsible for contacting their instructors regarding make-up work. If a student, because of illness or other reason beyond his/her control, has not completed all required work by the end of the course, and/or term, he or she may request in writing with documentation, a grade of Incomplete. All make-up work must be completed within one calendar week after the end of the term/ course to remove the grade of Incomplete. Failure to do so will result in a change in grade from Incomplete (I) to the calculated grade. In the event the calculated grade results in a failed grade for a required course; 64% or below, the student is required to repeat the course. Courses with an incomplete grade will not be considered complete until the student has earned a passing grade. An incomplete grade (I) will convert to a failing grade (F) if the student did not meet the requirement to bring the failing grade up to a passing grade.

### STUDENT PROGRESS REPORTS AND TRANSCRIPTS

Students are entitled to a regular accounting of their academic progress. Students receive grade reports at the end of every term/evaluative period to keep a personal account of their progress. Permanent transcripts and attendance records are maintained in the Record's Office. Students receive an official academic transcript upon successful completion of their program of study. Alaska Career College only releases additional academic transcripts when requested in writing by the graduate. See **Special Fees** for the charges to request academic transcripts and duplicate Alaska Career College diplomas and certificates.

## **SATISFACTORY ATTENDANCE STANDARDS AND ADVISEMENT POLICY**

The development of desirable work habits is equally as important as the development of technical skills. As a graduate of Alaska Career College, you will be evaluated by prospective employers, not only for your grades, but also for your attendance record. In fact, employers examine this aspect of a student's record and performance more than any other portion of their academic accomplishments. Attendance is taken every day in every class. Absences are recorded in the student's permanent record and become part of his or her permanent file. Student attendance records are available and may be reported to requesting agencies and employers.

In addition to achieving a minimum course grade, students enrolled in the ***Business Office Technology Specialist, Medical Assistant Specialist Business Administration & Accounting Technology AAS, Business Administration and Human Resource Management AAS, Medical Insurance Coding and Billing Specialist*** and ***Therapeutic Massage Specialist*** programs, must attend a minimum of 85% of elapsed program hours per term to be considered in "Attendance Satisfactory Progress" and to be eligible for financial aid, continued progression, and enrollment in their program at Alaska Career College. Students absent more than 15% of the elapsed program hours per term are advised of the failure to meet minimum satisfactory attendance standards and are placed on education advisement for the following term and will be required to repeat the entire term as soon as that term is offered. The student will continue in the program on a schedule created by the Academic Dean. See Special Fees.

Students enrolled in the ***Business Office Technology Specialist, Business Administration & Accounting Technology AAS, Business Administration and Human Resource Management AAS, Medical Assistant Specialist, and Medical Insurance Coding and Billing Specialist***, must complete 100% of their externship/practicum hours. Students enrolled in the ***Therapeutic Massage Specialist*** program must complete 100% of their student clinic hours and 80 full body massages.

Attendance for students enrolled in the ***Phlebotomy Laboratory & ECG Technician Specialist program*** is calculated at the 25%, 50% and 75% points of the program and on the last scheduled day of the program. Students absent more than 15% of elapsed program hours per evaluative period are advised of the failure to meet minimum satisfactory attendance standards and are placed on advisement for the following evaluative time-period and will be required to repeat that portion and/or course(s) of the program. The student will continue in the program on a schedule created by the Academic Dean. See Special Fees.

## **NOTIFICATION OF ADVISEMENT STATUS**

ACC will provide notice of advisement status to all students placed on education advisement. Additionally, all students on education advisement must participate in academic advising. The following timelines apply for all students placed on education advisement:

- Students will be notified by the end of the fifth day of the advisement term; and
- Will receive academic advising by the end of the first week of the advisement term

If a student's advisement status extends over consecutive academic terms the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period. The student must maintain progress that would not extend the program past 150% timeframe. If the student's program would extend past 150% maximum timeframe, based on academic advisement, then the student will be administratively withdrawn.

A student returning from a leave of absence or reenroll will return to the same advisement status.

**ABSENCE** An absence is defined as **any** amount of time a student is not in attendance in a required scheduled class. Absences are calculated in fifteen-minute increments. Students are encouraged to schedule medical, dental, or other personal appointments during non-school hours/days. If a student will be unavoidably absent, he/she should notify the school.

**TARDY** Some institutions use the term tardy relating to students who are late arriving to classes. Alaska Career College does not use this term. A student who is late to class or leaves early is absent. Absences are calculated in fifteen-minute increments.

## **SATISFACTORY ACADEMIC STANDARDS AND ADVISEMENT POLICY**

To be considered making "Academic Satisfactory Progress" and eligible for continued enrollment at Alaska Career College, a student must achieve the required satisfactory academic progress standards by the end of the term and/or evaluative point. A student not meeting minimum requirements is placed on education advisement for one term or reporting period to regain satisfactory progress. Students placed on education advisement continue to be eligible to receive financial aid. If at the end of the advisement time-period, the student has not met the minimum standard, the student will be withdrawn. A student who has made substantial progress toward achieving program requirements may appeal in writing for an additional advisory time-period to meet the program requirements. Appeals are evaluated on an individual basis. Students granted a second advisory time-period to meet program requirements and are placed on Financial Aid Suspension are not eligible to receive financial aid until they attain Satisfactory Academic progress as defined above and below. A student may be terminated prior to the probation period ending. This may occur if the student's grades drop below a point where there is no possible way for the student to pass the course. Students who do not achieve SAP by the end of the maximum probationary period will be withdrawn from their program

## GRADING SYSTEM

Letter Grade	Grade Point Value	Equivalent Percentage	Level of Standard
A+	4	97-100	Outstanding
A		94-96	Superior
A-		90-93	Excellent
B+	3	87-89	Very Good Proficiency
B		84-86	Good Proficiency
B-		80-83	Proficient
C+	2	77-79	Above Average
C		74-76	Average
C-		70-73	Below Average
D+	1	67-69	Marginal
D		65-66	Very Marginal
F	0	64-Below	Failed
I	0	Incomplete*	
W	0	Withdrawal from Leave of Absence	
WF	0	Withdrawal from Program Failure	
P/F	N/A	Pass/Fail*	
TR	N/A	Credit For Previous Education*	
MP	N/A	Medical Pass*	

\*Incomplete. Replaced with the calculated grade at the end of the allotted time limit  
 \*TR/MP and P/F credits will not be considered in computing grade point averages but may be applied toward requirements for program completion

Students are notified when testing is scheduled. Students are required to test on the scheduled date. If the student is unable to test on the scheduled date due to absence, ten percent (10%) is deducted from the exam score for each day following the students return to school. If unable to take the missed test within three (3) days of their return to school, the exam score is recorded as a zero (0).

At orientation each student is issued two “**PENALTY FREE**” passes allowing the recipient to take a test within three (3) days without penalty. Penalty Free passes may not be used for finals and/or certification exams.

The following performance areas are significant components of your success: professionalism, attitude, aptitude, maturity, cooperation, enthusiasm, reliability, attendance, and personal grooming. Students are encouraged to perform to the standards set forth by Industry Advisory Boards.



### SATISFACTORY ACADEMIC PROGRESS POLICY / “F” AND “W” GRADES

If a student withdraws from his/her program of study during the current term, the grade issued is an “F”; however, if a Leave of Absence is taken during the current term the grade issued is a “W”. When the course is successfully completed the new grade will become the official grade. The “W” grade will remain on the transcript but will not be counted in the cumulative GPA. The “F” grade will also remain on the transcript but will be counted in the cumulative GPA.

### ACADEMIC EVALUATION PERIODS

Evaluation periods for the *Medical Assistant Specialist, Business Office Technology Specialist, Business Administration & Accounting Technology AAS, Business Administration & Human Resource Management AAS, Medical Insurance Coding & Billing Specialist* and *Therapeutic Massage Specialist* programs: Students must attain the following minimum cumulative grade points at the end of each term. If the student has not attained the required grade point the student is placed on education advisement for the following term. Students placed on education advisement continue to be eligible to receive financial aid. If the student does not attain the required grade point by the end of the advisement time-period, they will be withdrawn. A student who has made substantial progress toward achieving program requirements may appeal in writing for an additional advisory time-period to meet the program requirements.

Evaluation periods for the *Phlebotomy Laboratory & ECG Technician Specialist* programs: Students must attain the following minimum cumulative grade point averages. If at the 25% point of the program the student has not attained the required grade point, he/she is placed on education advisement until the student reaches the 50% point of the program. If the student has not attained the required grade point by the 50% point of the program, the student will be withdrawn. If at the 50% point of the program the student has not attained the required GPA, he/she is placed on education advisement until the student reaches the 75% point of the program. If the student has not attained the required grade point by the 75% point of the program, he/she will be withdrawn. If at the 75% point of the program the student has not attained the required grade point, he/she is placed on education advisement until the student reaches the last day of the program. If the student has not attained the required GPA by the last day of the program, he/she will be withdrawn.

Medical Insurance Coding & Billing Specialist		Phlebotomy Laboratory & ECG Technician Specialist	
Term	Required GPA	Time Frame	Required GPA
2	1.0	25%	1.0
5	1.7	50%	1.7
7	2.0	75%	1.8
		100%	2.0
Medical Assistant Specialist, Business Office Technology Specialist, Therapeutic Massage Specialist		Associate of Applied Science Degree Programs	
Term	Required GPA		
3	1.0	4	1.0
6	1.7	8	1.4
9	2.0	11	1.7

### VETERANS BENEFITS AND SATISFACTORY ACADEMIC PROGRESS

Alaska Career College notifies the Department of Veterans Affairs (VA) when students are placed on “Financial Aid Suspension” status. Student placed in this status are not eligible to receive Veterans benefits (BAH/BAQ) until they regain Satisfactory Academic Progress standing. See **STUDENT FEDERAL FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)**.

### LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA’s are granted for periods of time in which a student is absent from school for foreseen or unforeseen reasons such as personal and/or family emergency, death, illness, etc. The student must request the LOA in writing. It must be requested, signed, and dated in advance of the leave, and state the reason for the student’s leave request. Alaska Career College must have a reasonable expectation that the student will return to school from the LOA. Any LOA must be approved by an Alaska Career College administrator. Once the request is approved, the student must confirm course scheduling/rescheduling and review any changes to financial aid. Students may be granted multiple leaves of absence as long as the total number of days for all leaves combined does not exceed 180 days within a 12-month period. The maximum total amount of time spent on an approved LOA in conjunction with any other absences for that term/evaluative time period may not exceed 15% of the total available training hours for that term/evaluative period. If the time missed exceeds 15%, the student must repeat the course/term/evaluative period. Failure to return from LOA will result in immediate withdrawal, with the last date of physical attendance used for calculating refunds and financial aid earned. **Federal and Alaska Education loan programs provide student borrower loans with a “grace period” that delays the students’ obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace periods may be exhausted – forcing the borrower to begin making repayments immediately.** LOA’s are not calculated within the maximum time frame of 1.5 times or 150% of the published length of the program as stated on the enrollment contract, which will allow completion of the program of study. A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request must be approved by the Dean of Students/Director of Education. For VA educational beneficiaries LOAs are considered an interruption in training and must be reporting to VA. When a veteran or eligible person interrupts or terminates training for any reason, this must be reported to VA by the school within 30 days of the date on which the interruption occurred. VA benefits will be stopped during an LOA interruption. See section **SATISFACTORY ACADEMIC PROGRESS POLICY / “F” AND “W” GRADES**.

### STUDENT FEDERAL FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal and state regulations (34 CFR 668.34) require that students receiving financial aid be making Satisfactory Academic Progress (SAP) toward completion of their certificate program or associate degree regardless of whether the student received financial aid in the past. The SAP policy applies to all students who receive assistance from all federal and most state financial aid programs including but not limited to Pell Grant, student loans, Veterans Education Benefits, and some scholarships. Satisfactory Academic Progress is reviewed at the end of each evaluative period to determine that a student has met the minimum Cumulative Grade Point Average CGPA, and completion rate requirement, and is within the maximum time frame of credits attempted in a program at Alaska Career College.

**Evaluative Periods at the end of the following time frames:**

Medical Insurance Coding & Billing Specialist	
TERM	Required CGPA
4	1.7
Medical Assistant Specialist, Business Office Technology Specialist, Therapeutic Massage Specialist	
TERM	Required CGPA
5	1.7
Associate of Applied Science Degree Programs	
TERM	Required CGPA
4	1.0
8	1.4
11	1.7

**Cumulative GPA Requirement:** To maintain eligibility for financial aid students must be in academic good standing by attaining a minimum CGPA, by the timeframes as indicated in the chart above. Students must attain a 2.0 minimum CGPA by the end of the program. Attempted credit hours counted towards the cumulative GPA include transfer credits; credit hours for courses passed or failed, repeated courses, withdrawals, and incompletes. For courses that are repeated, the higher of the two grades will be the grade counted towards the cumulative GPA.

**Completion Rate Requirement:** To maintain eligibility for financial aid students must earn (pass) a minimum of 67% of the number of the program academic credits attempted by the timeframes as indicated in the chart above. Completion rates are calculated by the number of credits earned (passed) divided by the number of attempted credits (passed or failed). Attempted credit hours include transfer credits; credit hours for courses passed or failed, repeated courses, withdrawals, and incompletes.

Earned credits include:

- All credits completed at Alaska Career College with a passing grade during the current enrollment period (including repeated credits).
- Transfer credits from another Alaska Career College program or another accredited institution accepted by Alaska Career College.

Attempted credits include:

- All credits for courses (passed, failed, incomplete or repeated) that a student has attended during an enrollment in a program at Alaska Career College.
- Transfer credits from another accredited institution accepted by Alaska Career College.
- Grades recorded as “W”, “I”, or “F” are not considered to be successfully completed in the SAP calculation. Any courses assigned these grades are calculated into the GPA as credits attempted with zero points earned. Any courses assigned these grades are calculated into the completion rate as hours attempted but not earned.

**Maximum Timeframe Requirement:** To maintain eligibility for financial aid students must be in academic good standing by completing their program of study by attempting no more than 150% of the credits required for completion of the program (see chart below). This timeframe requirement is measured throughout the program and is tabulated by comparing the credits attempted to the total number of credits required for the program. If a student changes their program, the 150% maximum timeframe requirement will change.

Program	Credits Required	Maximum Allowable Attempted Credits
Associate Degree Programs	65.5	98.25
Business Office Technology Specialist	42	63
Medical Assistant Specialist	46	69
Medical Insurance Coding & Billing Specialist	34	51
Phlebotomy Laboratory & ECG Technician Specialist	26.5	39.75
Therapeutic Massage Specialist	48	72

**Academic Disqualification:** Dismissal or removal from a program will result in immediate loss of financial aid.

**Incomplete Grades:** Courses with an incomplete grade will not be considered complete until the student has earned a passing grade. An incomplete grade (I) will convert to a failing grade (F) if the student did not meet the requirement to bring the failing grade up to a passing grade.

**Withdrawals:** Students who withdraw from Alaska Career College, after receiving financial aid, are responsible for tuition earned, refunds and/or return of Financial Aid funds. Additional information about withdraw from a program can be found in the Alaska Career College Catalog & Student Handbook.

**Notification:** Notification regarding Unsatisfactory Academic Progress and appeal requirements along with decisions made will be emailed to the student at the student's official @AlaskaCareerCollege.edu email address.

**Eligible:** The student is meeting all Satisfactory Academic Progress standards and is eligible to receive financial aid.

**Financial Aid Warning:** A student who fails to meet the Satisfactory Academic Progress requirements at an evaluative period is placed on Financial Warning status for the next evaluative period. See charts above.

**Financial Aid Suspension:** If, after being placed on Financial Aid Warning status, a student fails to meet Satisfactory Academic Progress requirements they are placed on Financial Aid Suspension and will immediately lose financial aid eligibility. Financial Aid Suspension can be appealed.

**Appeals:** Students may appeal a Financial Aid Suspension if they can clearly demonstrate unusual circumstances occurred which prevented them from achieving Satisfactory Academic Progress. Additional information and guidance regarding this process is available at the Alaska Career College Associate Dean's Office. Appeals may be approved for current evaluative periods of enrollment only and cannot be approved for a prior evaluative period. Please see more information in the section APPEAL POLICY.

**Financial Aid Probation:** When a student successfully appeals their Financial Aid Suspension and successfully appealed is placed on Financial Aid Probation status for the next evaluative time-period. Students on probation are eligible for financial aid. The student must meet the requirements of their appeal academic plan and the conditions of their appeal and Academic Plan. If a student fails to meet the requirements of the appeal agreement, they will automatically be placed on Financial Aid Suspension until Satisfactory Academic Progress requirements are met.

**Reinstatement:** A student who does not appeal a Financial Aid Suspension, or whose appeal has been denied, may regain Financial Aid eligibility by successfully completing required courses without financial aid. The student will be reinstated to Financial Aid Warning status once the Completion Rate and Cumulative Grade Point Average (CGPA) and Maximum Timeframe requirements have been achieved, Financial Aid Warning will be removed as the student continues to fulfill the CR and CGPA for the next consecutive term, or as deemed by the ACC Appeal process.

## EXTERNSHIPS

At the time when students have completed their academic portion of their program, externship sites are discussed and assigned. A student may pursue their preferred site and may have discussed the possibility of externing at that site. Student recommendations are taken into consideration. ACC will follow up with the provider to ensure complete documentation. If a student is unable to accept an externship assignment within 14 days of their last academic term, they may request a personal leave of absence (See LOA Policy and Procedure) If a site is not available to host an extern with 14 days, however, is available to host an extern within a short period of time the student may request a scheduling conflict leave of absence. NOTE: Some allied health externship sites require additional health documentation, i.e., inoculations and drug screening before starting the externship. See Special Fees for approximate costs for additional health documentation.

Students may not complete more than 40 externship hours per week, at an approved externship site. Students are required to make-up all absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. Students are subject to the academic calendar until they have started on their externship assignment. Once a student has started externship, the student is subject to the work calendar specified by their externship site.

## GRADUATION REQUIREMENTS

To be eligible for graduation, students must pass all required courses, attend 100% of their externship/practicum hours and attend their program of study with an overall minimum of 85% of all required program hours, and achieve a minimum final grade average of 2.0.

Students completing the Business Administration and Human Resource Management associate program, and the Business Administration and Accounting Technology associate program, will be awarded an Associate of Applied Science degree. For all other programs, a Diploma of Graduation is awarded upon satisfactory completion of the program. Recognition of special awards and certifications such as the Microsoft Office® Specialist and Master Specialist, Nationally Certified Medical Assistants, Nationally Certified Phlebotomy and ECG Technicians, Nationally Certified Medical Insurance Coding Specialists, and the National Certification for Therapeutic Massage & Bodywork are announced at graduation.

## GRADUATION CEREMONY

The graduation ceremony marks the successful achievement of a student's educational goals. This occasion gives the graduate and his or her family and friends an opportunity to reflect on student accomplishments and meet other graduates and Alaska Career College staff and faculty. A prominent member of the community delivers the commencement address. Honor graduates are recognized at the ceremony and special awards are presented. Graduates find these special awards can be an asset when seeking employment. A professionally

recorded DVD of the ceremony is our gift to each graduate. For a schedule of graduation ceremonies contact your Admissions Advisor. Please note during the COVID pandemic in person graduation ceremonies have been suspended.

### ALPHA BETA KAPPA HONOR SOCIETY

The Alpha Beta Kappa Honor Society is a national honor society for the arts, sciences, trades, business, technical, and general studies. ABK installs local chapters in nationally accredited institutions demonstrating high standards in education and training for numerous occupations essential to modern society. It is a mark of distinction for an institution to be awarded a local chapter of the Society. Alaska Career College was awarded the Beta Chapter of Alaska in 1987.

The purpose of installation into the honor society is to reward Alaska Career College graduates for superior academic performance, personal integrity, and leadership ability. A graduate elected to membership says that they are striving to meet the standards of a professional career. Alaska Career College encourages every student to strive for nomination. It is an honor remaining with you throughout your professional career. The presentation of gold keys and membership certificates is made during graduation ceremonies. Photos and news releases are given to local newspapers for publication.

### GRADUATING WITH HONORS

The staff and faculty of Alaska Career College eagerly accept the responsibility of challenging students to perform to their fullest potential. Accomplishments are acknowledged throughout the program as students set goals and meet the challenges in preparation for careers. Students achieving superior standards of excellence are rewarded for their outstanding commitment and efforts when graduating with honors in the following honors areas: **On Time Performance, Achievement of Excellence, President's Honor Roll, Valedictorian, and the Alpha Beta Kappa Honor Society.** Students reaching these goals receive recognition at graduation. Students achieving a grade point average of 3.5 or greater walk with honor cords during the graduation ceremony. Names of outstanding graduates are displayed at Alaska Career College in the Hall of Fame.



**VALEDICTORIAN** The student with the highest academic rank in their program of study.

**ACHIEVEMENT OF EXCELLENCE** Students successfully achieving an overall grade average of 3.7 or higher.

**PRESIDENT'S HONOR ROLL** Students successfully achieving an overall grade average of 3.5 to 3.69.

**ON-TIME PERFORMANCE** Students successfully achieving a 100% attendance record throughout their program.

**ALPHA BETA KAPPA HONOR SOCIETY** A graduate meeting the standards for superior academic performance, personal integrity, and leadership ability.

### WITHDRAWAL & READMISSION POLICY

To withdraw, a student must submit a written request for withdrawal, indicating the reason for and effective date of withdrawal. Students who have withdrawn may apply for readmission by contacting the Director of Education or Campus Director. Requests for readmission are reviewed, and a recommendation is made. The decision of Alaska Career College is final. Readmission is contingent upon course availability. With respect to Satisfactory Progress requirements, a student will have the same satisfactory progress standing i.e., course grades, GPA, attendance standing, as they had upon withdrawal. Students who have been "out of school" for less than six months and were making Satisfactory Progress when they withdrew are eligible for re-entry without condition. Students who have been "out of school" less than six months and were not making Satisfactory Progress are only re-admitted with the approval of the Director of Education and Campus Director and are placed on probation for one term or evaluative time-period and/or may have other special conditions such as attendance in a College Success Skills course or tutoring placed on the condition of re-admission.

Due to the changing curricula requirements of business and industry, students "out of school" 181 days or more may be required to repeat courses. See **Refund** for policies regarding refunds and return of unused tuition. See **Special Fees** for fees associated with withdrawing and re-enrolling. See **Appeal Policy** for policies regarding a student's right to appeal withdrawal or termination. Withdrawn students applying for readmission to the same program six months or more after their last date of recorded attendance will be charged any tuition/fee increases. The cost for previously passed courses will be credited. Withdrawn students applying for readmission to the same program within six months of their last date of attendance will only be charged for increases to fees or missing textbooks, laptop or Chromebook.

### TERMINATION POLICY

The student agrees to attend classes regularly and to abide by the rules and policies of Alaska Career College. It is understood that failure by the student to do so may result in immediate suspension or termination at the option of Alaska Career College. If the student fails to attend classes for fourteen (14) consecutive class days without notifying Alaska Career College, he or she will be withdrawn from the program. Alaska Career College reserves the right to terminate a student without written notice for: failure to make required payments when due, unsatisfactory progress, unsatisfactory or disruptive conduct or appearing to be intoxicated or under the influence of drugs, or when such action is in the best interest of the student, other students, and/or Alaska Career College. Alaska Career College is not responsible for the remaining portion of the program of instruction following a disciplinary dismissal. It should be noted that students are expected to complete the requirements for their program completion in the scheduled time frame as stated on their enrollment agreement, but in no case may the credit hours attempted exceed 1.5 times the credit hours required to complete their program. For the **Phlebotomy Laboratory & Technician Specialist** shorter time frame program, the maximum time frame to complete their program is 150% of the published length of their program as stated on their enrollment agreement. See **Withdrawal & Readmission** and **Appeal Policy** for procedures to withdraw and appealing terminations. See **Special Fees** for fees associated with withdrawing and re-enrolling. See **Refund** for policies regarding refunds and return of unused tuition.

## **EFFECT OF REPETITION AND MAXIMUM TIME FRAME POLICY**

Students are permitted to repeat failed courses one time. The failed course will appear on the student's transcript. The repeated course(s) will also appear on the student's transcript; however, the cumulative grade point average will be calculated with the higher of the two grades. If a student is required to retake a course that is a prerequisite to another course, that course must be taken before the advancement to subsequent courses. A student may repeat a course with a grade of D or better taken at the College in order to improve the cumulative grade point average. Repeated courses do appear on the student's transcript; however, the cumulative grade point average will be calculated with the higher of the two grades. All repeats will be charged at the student's current tuition rate. Students are reminded that they are required to progress at a rate allowing them to complete their program of study in not more than 1.5 times or 150% of the published length and/or academic credits of their program as stated in their Enrollment Agreement.

Externship: While not normally subject to being repeated, may be repeated only with the permission of the Externship Coordinator / Director of Education.

**Repeat courses count within this maximum time frame. See Special Fees for fees associated with repeating a course. See Appeal Policy for policies regarding a student's right to appeal withdrawal or termination.**

## **APPEAL POLICY**

Occasionally situations arise that are beyond the control of a student and that may warrant exception from certain rules, procedures, or deadlines. When such situations do arise, students may appeal for relief from a process, a deadline, a payment, or a ruling. Appeals are meant to address unusual circumstances such as the death or severe illness of a student or a student's immediate family member, a catastrophic event, an accident or serious injury, an unexpected loss of job or home, etc. They are not an appropriate remedy for failure to pay adequate attention to details about published processes or deadlines or for ignorance of such published material.

Our goal in allowing a student to appeal is to provide a "second set of eyes" to re-examine a decision of the college, and to allow for understanding of unique and compelling situations.

Appeals should address a specific issue and requested remedy. Appeals will be investigated, and a decision rendered on a time-permissive basis (not more than 10 days).

A student who is withdrawn or terminated for any reason may appeal for readmission. In addition, students who have lost financial aid eligibility must also submit an appeal to reinstate eligibility for financial aid. All appeals must be in writing documenting the mitigating circumstances which resulted in the student's inability to meet the Alaska Career College policy and the course of action to remedy the circumstances that caused the adverse action.

Students who are required to repeat courses due to a failure to meet attendance standards may appeal, in writing, to the Director of Education. Appeals may be accepted for consideration of documented extenuating circumstances on a case-by-case basis. Students are responsible for paying any fees associated with repeating courses.

Appeals are considered on an individual basis. Determination of the Appeal by Alaska Career College is final.

## **REMEDIAL COURSES**

Alaska Career College does not offer remedial courses.

## **FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Alaska Career College respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students the following rights with respect to their education records:

### **Educational (Student) Records**

These are records that are directly related to a student and are maintained by the educational agency or institute. These records can include, but are not limited to, academic records, financial aid records and placement records.

### **Directory Information**

Certain information contained in an educational record of the student is not generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and scholarships received, and the most recent previous educational agency or institution attended. Should any student or parent of a minor child who is a student desire that this information not be disclosed, they should notify Alaska Career College.

### **Personally Identifiable Information**

Information that includes, but is not limited to, the student's name; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable or any other information that would make the student's identity easily traceable.

### **Eligible Student**

A student who has reached 18 years of age or is attending an institution of postsecondary education.



## Records Release

Alaska Career College always makes every effort to keep academic records of students confidential. Students who wish to share their academic records with parents or other interested parties may contact the College and complete a Records Release Form. This information includes, but is not limited to, grades received in classes, scores on specific assignments, attendance, and conduct.

## Examination of Student Records

A permanent file is maintained for each student who enrolls at Alaska Career College. The student may review their file (except parental financial information) upon written request to any administrator identifying as precisely as possible the record or records the student wishes to review. If a student wants to know more about the procedures governing review of records, the student may contact an Alaska Career College administrator. If, after reviewing the records, the student finds errors or inaccurate or misleading information, the student may request that the records be amended. If Alaska Career College does not agree, the student may request a hearing be held. If the student feels Alaska Career College has not followed the Federal rules under the Family Educational and Privacy Act of 1974, the student may contact the United States Department of Education.

Alaska Career College will follow the Family Educational Rights and Privacy Act (FERPA) when releasing student records.

All parents and students will be notified of their rights through annual publication in the catalog of the fact that students and parents of students who are minors have the right to review a student's educational records, to request amendment to a student's educational records, to request corrections to a student's educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the US Department of Education regarding the failure of an institution to comply with FERPA.

1. A parent or student must make a request in writing to review educational records. The school cannot deny an eligible student or a parent of a student who is a minor access to their educational records.
2. Information about a student's records will be made available in the appropriate institutional office on an appointment basis.
3. The school may release personally identifiable information to a third party without the written consent of the parent or student if it is:
  - to other school officials who have a legitimate educational interest in the information;
  - to officials of another school where the student seeks or intends to enroll;
  - to representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities; relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and conditions of the aid;
  - to State officials if required by State statute;
  - to organizations conducting studies for educational agencies or institutions to develop, validate or administer tests, administer student aid programs or to improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for study;
  - to an accrediting agency to carry out accrediting functions;
  - to comply with a judicial order or subpoena;
  - to US Armed Forces recruiters. The college is in compliance with the provisions of the Solomon Amendment which requires institutions that receive Title IV funds to provide basic directory information to the recruiters of the US Armed Forces.
  - to meet a health or safety emergency;  
information designated as directory information to legitimate inquirers such as counselors, employers or at the discretion of a manager.
4. All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
5. Educational records are maintained at the school's main campus.
6. Alaska Career College maintains the right not to release information if the student has any delinquent financial indebtedness to the school or if there is any unresolved action against the student.
7. If a student or parent feels Alaska Career College has failed to comply with the requirements of FERPA a complaint can be filed with the U.S. Department of Education at:
  - Family Policy Compliance Office (FERPA)
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, DC 40202-4605

## ADDITIONAL INFORMATION

### ALCOHOL AND DRUG FREE CAMPUS PROGRAM

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, requires all institutions of higher learning, which participate in any Federal educational funding program to implement a drug prevention program for students and employees. Alaska Career College recognizes not only our responsibility to comply with the law, but also our commitment to our students and employees to ensure a drug-free environment. As a result of the 1998 Higher Education Amendments, a drug conviction can disqualify a student for Title IV financial aid. Therefore, Alaska Career College states the following:

- I. **STANDARDS OF CONDUCT** Alaska Career College prohibits the unlawful possession, use or distribution of illicit drugs by students and employees on its property or as part of its activities on or off campus. Furthermore, Alaska Career College does not allow the consumption of alcohol on its premises or as part of its student activities on or off campus by any student or employee.
- II. **DESCRIPTION OF LEGAL SANCTIONS** A description of the applicable legal sanctions under local, state and Federal law for the unlawful possession, use or distribution of illicit drugs and alcohol appears on the following pages.
- III. **DESCRIPTION OF HEALTH RISKS** A description of the health risks associated with the use of illicit drugs and alcohol follows.
- IV. **COUNSELING AND TREATMENT** Although Alaska Career College does not offer on-campus drug and alcohol counseling or treatment, we recognize our obligation to provide information about available programs to our students and employees. A list of providers follows.
- V. **DISCIPLINARY SANCTIONS** To maintain the standard of conduct as stated in I. above, Alaska Career College will impose disciplinary sanctions on students and employees found to violate school policy as it pertains to drug and alcohol use. The following policy will apply to any student or employee who is found in violation of Alaska Career College's prevention program standard of conduct.

**First Violation** A warning is issued to the offending person that a repetition of his/her violation of school policy will not be tolerated.

1. A recommendation will be made that the student or employee avail himself/herself of the counseling and treatment programs in the area.

**Second Violation** The student will be withdrawn from school and all Federal financial aid if applicable will cease. The student is given the option of completing an appropriate counseling or treatment program. Upon successful completion, the student will be reinstated in his/her program of study at a point and time in the program schedule that is acceptable to the school, and Federal financial aid, if applicable will resume.

1. If the student declines the option of professional counseling or treatment, the student will be terminated from school and, at the discretion of the Campus Director, may be referred to the appropriate legal authorities.
2. An employee will be given the option of successfully completing an appropriate counseling or treatment program or face termination of employment and possible referral to the appropriate legal authorities.

**Third Violation** The student will be terminated from school for reason of violation of the standard of conduct.

1. The employee will be terminated from employment.
2. At the discretion of the Campus Director, the student or employee may be referred to the appropriate legal authorities for prosecution.

- VI. **BIENNIAL REVIEW** In furtherance of this policy, Alaska Career College will conduct a biennial review of the Drug and Alcohol-Free Campus Program to determine its effectiveness and to implement changes if necessary and if the disciplinary sanctions outlined in the program are consistently enforced.

Alaska Career College expects full cooperation and compliance with the program. Any comments, appeals or suggestions are to be communicated to a college administrator.

### DRUG LAWS AND WHAT YOU NEED TO KNOW

On January 1, 1983 a new Controlled Substances Act became effective throughout Alaska. As passed by the previous legislature, this new law made substantial changes in the drug laws in Alaska. The legislature had two major purposes in mind in revising the law. The first was to consolidate and revise Alaska's drug laws, to pattern them after the Uniform Controlled Substances Act of 1970. The second was to enact uniform penalty provisions in conformity with the 1978 revision of Alaska's Criminal Code, so that the state could more effectively combat illicit trafficking in controlled substances.

#### KEY ELEMENTS

1. Classifies all criminal offenses involving controlled substances according to their seriousness. For example, morphine, as a Schedule IA controlled substance, is classified in the most dangerous category, while marijuana is classified as a schedule VIA controlled substance, the least dangerous category.
2. Classifies all criminal offenses involving controlled substances according to their seriousness. For example: furnishing any schedule IA, IIA, or IIIA controlled substance to a minor (under 19) is an unclassified felony, punishable by imprisonment from 5 to 99 years, while possession of less than one ounce of marijuana by an adult in public is punishable by a maximum fine of \$100.
3. Offenses are classified based upon the act committed and the schedule of the substance. The more serious the act and the higher the schedule, the higher the penalty. There are several offenses that are not specifically determined in this manner, such as the continuing criminal enterprise offenses and passing a false or forged prescription.
4. However, for the most part, offenses are in four broad categories of acts, in descending order of seriousness: (1) delivery of a controlled substance to a minor, (who is under 19 and at least three years younger than the deliverer); (2) delivery, manufacture, or possession with the intent to deliver or manufacture; (3) possession by an adult (someone 18 years or older) on school grounds; and (4) possession.

5. Makes crimes committed under the new drug law subject to presumptive sentencing. An individual convicted of a felony offense under the new drug law who has any previous felony conviction faces a presumed period of imprisonment. Under presumptive sentencing, a judge generally must order an offender to serve time in jail.
6. Provides for the forfeiture of conveyance (motor vehicles, boats, and airplanes) used in the commission of a felony-controlled substance offense.
7. Creates the felony crime of possession of a controlled substance by an adult (18 years and older) on school grounds. On school grounds means the buildings of the school, the grounds of the school (playgrounds, athletic fields), and parking lots next to the school. School is defined as any public or private preschool, elementary, junior, and high school and postsecondary educational institution.
8. Uses the concept of aggregate weight in determining the amount of drugs in question. This is particularly important where the degree of the crime depends on the amount of drugs. For example: possession of a mixture, the total weight of which is 4 grams, contains 25% barbiturates, is a Class C Felony, while possession of 2.9 grams of the same barbiturate in pure form is only a Class A misdemeanor. The aggregate weight of the mixture is what is important, not its purity. Also, the aggregate weight for a live marijuana plant is the weight of the marijuana plant when reduced to its commonly used form (dried and without stems)

#### **EXAMPLES OF CONTROLLED SUBSTANCES**

- IA** Narcotics, including heroin, opium, morphine, codeine, and some prescription drugs such as Demerol, Dilaudid, and Percodan
- IIA** Cocaine, LSD, PCP, peyote, mescaline, psilocybin, methaqualone (Quaalude), amphetamines, and methamphetamines.
- IIIA** Some barbitals, hashish, or hashish oil, tetrahydrocannabinol (other than marijuana), and some prescription drugs containing narcotics which are combined with other active medicinal ingredients.
- IVA** Depressants, including many prescription tranquilizers, sleeping pills, some stimulants, Talwin, and Darvon.
- VA** Narcotics which are combined with other active medicinal ingredients (primarily over-the-counter cough suppressants).
- VIA** Marijuana

#### **OFFENSES AND PENALTIES**

1. Delivery to a minor (under 19 and 3 years younger than deliverer) Schedule: IA, IIA, IIIA Unclassified Felony, IVA, VA, VIA-B Felony
2. Continuing criminal enterprise (major drug dealing) Schedule: IA through VIA-Unclassified Felony
3. Delivery, manufacturing, or possession with intent to manufacture or deliver: Schedule: IA-A Felony, IIA, IIIA-B Felony, IVA, VA, VIA (one ounce or more) - C Felony, VIA (one-half ounce or less; less than one-half ounce for remuneration) A Misdemeanor
4. Possession on school grounds by an adult (18 or over) Schedule: IA, IIA-B Felony, IIIA, IVA, VA, VIA-C Felony

AS11.71.060(a) Except as authorized in AS17.30, a person commits the crime of misconduct involving a controlled substance in the sixth degree if the person: (1) uses or displays any amount of a schedule VI.A Controlled substance or possesses one or more preparations, compounds, mixtures, or substance of any aggregate weight of less than one-half pound containing a schedule VI. Controlled substance: or (2) refuses entry into a premises for an inspection authorized under AS17.30(b) Misconduct involving a controlled substance in the sixth degree is a Class B Misdemeanor

# Federal Trafficking Penalties

As of January 22, 2017

All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
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## Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 years, not more than 40 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years if death or serious injury, not less than 20 years, not more than life</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years if death or serious injury, mandatory life</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture 10 kg or less 1 kg or less	<ul style="list-style-type: none"> <li>Not more than 5 years</li> <li>Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$1 million if not an individual.
Cocaine Base (Schedule II)	5-49 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	50 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	100 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	10 gms or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	100 gm or more pure or 1 kg or more mixture	2 or More Prior Offenses: Life imprisonment
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Other Schedule III drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	Less than 30 mgs	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		

**DWI**

Definition: Abbr.1: **D**angerous **W**hen **I**nebriated 2: **D**on't **W**hile **I**ntoxicated 3: **D**ecision **W**orth **I**mprisonment 4: **D**iminish **W**orth the **I**nfluence.

**The Facts:** Drunk Drivers kill 52,000 Americans every year ...kill 93 people every day or 1 every 15 minutes ... seriously injure or cripple 1.5 million Americans every year ... is the number 1 killer of American youth ... cost the nation over \$35 billion a year in economic losses.

No matter how you define it, **Alaska law is clear.** Driving while intoxicated (DWI) means operating a motorized vehicle with a breath alcohol content of .08 or higher; or operating a vehicle when your ability is impaired (regardless of breath alcohol content) by alcohol or by a depressant, hallucinogenic, stimulant or narcotic drug. You can be charged for either impairment. O.K., so what happens?

If you are stopped and suspected of being under the influence, you may be asked to perform coordination and balance tests. Next, you may be asked to take a preliminary breath test. This test is conducted on the spot using a small battery-operated portable device. Depending on the results of all tests and observations of the investigating officer, you may be arrested for DWI and your vehicle may be towed away at your expense. Upon

arrest you will be handcuffed and transported to a law enforcement facility where an intoximeter breath test may be administered. You are then subject to incarceration.

If you refuse to take the on-the-spot breath test, you are guilty of an infraction and could be cited up to \$300. Refusal to take the Intoximeter breath test is a Misdemeanor and carries the same penalties as a drunken driving conviction.

And what's more... If you are driving while intoxicated and you cause an accident which results in injury to another, you may be charged with assault in the first, second, or third degree. If someone is killed, you may be charged with negligent homicide, manslaughter, or second-degree murder. These offenses are all felonies and a conviction can result in a lengthy prison sentence. If you are a driver who has been involved in an accident that resulted in an injury to another person, a chemical test for alcohol and drug analysis may be administered without your consent.

**ALASKA'S HIGHWAY SAFETY LAWS**

In 1988 a law was passed by the Alaska State Legislature, which addresses open containers of alcoholic beverages in motorized vehicles. This law makes it illegal for a person to drive with an open bottle, can, or other receptacle containing an alcoholic beverage in the passenger compartment of a vehicle. "Open" includes having a broken seal. "Passenger compartment" means the area normally occupied by the driver and passengers and includes a utility or glove compartment, which is accessible to the driver or a passenger while the vehicle is being operated. A person who violates this law is guilty of an infraction and punishable by fine of up to \$300.

**"USE IT AND LOSE IT" LAW**

In 1988 legislation was enacted revoking a minor's license to drive if that juvenile is adjudicated by a juvenile court of misconduct involving a controlled substance or possession or consumption of alcohol. For a first conviction or adjudication, the minor's license may be suspended for a period of 90 days. For a subsequent conviction, suspension may be for a period of one year or more.

For more information contact: AK State Troopers Community Services, 5700 E, Tudor Rd, Anchorage, Alaska 99507, 907-369-5719

**HEALTH RISKS**

Alcohol consumption causes changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol increases the incidence of aggressive acts. Moderate to high doses of alcohol severely alters a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake can produce withdrawal symptoms which can be life-threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs including the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, children of alcoholic parents are at greater risk of becoming alcoholics.

AS 28.35.036 - Operating a Motor Vehicle Under the Influence				
	Fines Minimum	Imprisonment Minimum	Drivers License Revocation	Possible Loss of Motor Vehicle
No Priors Offenses	\$1,500	72 hours	90 days	Yes
1st Offense	\$3,000	20 days	1 year	Yes
2nd Offense	\$4,000	60 days	3 years	Yes
3rd Offense	\$5,000	120 days	5 years	Yes
4th Offense	\$6,000	240 days	5 years	Yes
Four Offense Plus	\$7,000	360 days	5 years	Yes
Class C Felony (Previously convicted 2 or more times since 1996 and within 10 years preceding date of present offense)				
2 Plus	\$10,000	120 days	Permanent	Yes
3 Plus	\$10,000	240 days	Permanent	Yes
4 Plus	\$10,000	360 days	Permanent	Yes

**Is DWI worth...spending a minimum of 3 days in jail...losing your license for a minimum of 3 month...paying for mandatory SR22 insurance ...paying a minimum fine of \$1500... risking your life and the lives of those traveling with you or in your path...ruining your reputation ... living with the guilt of seriously injuring or killing another**



## PROFESSIONAL LIABILITY

The college provides professional liability insurance for each student during periods of externship or clinical training. For massage therapy students this includes periods of time off campus when performing homework/ out of class assignments. The student assumes the responsibilities to:

- Perform all skills a trained
- Perform only those skills for which the student received training; and
- Perform skills only under the direction of the appropriate instructor and/or externship supervisor

## STUDENT COMPLAINT AND GRIEVANCE POLICY & PROCEDURE

Students are encouraged to express their concerns and ideas with their instructors and/or administrative staff. Concerns or problems should be brought to the attention of your instructor or supervisor and, if not resolved, to the attention of the Campus Director or other administrator with whom you feel comfortable.

Schools approved to operate in the state of Alaska by the Alaska Commission on Postsecondary Education (ACPE) and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), approved by the US Department of Education (DOE) the Veterans Administration (VA), and the Office of Civil rights, must have procedures and operational plans for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting any of the agencies below. Although not required to file a complaint, the Alaska Career College complaint forms are available by contacting the Campus Director, or any Alaska Career College employee.

### ACCSC STUDENT COMPLAINT AND GRIEVANCE POLICY & PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**1101 Wilson Boulevard, Suite 302 Arlington, VA 22201**  
**(703) 247-4212**

[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

### ALASKA COMMISSION ON POSTSECONDARY EDUCATION STUDENT COMPLAINT AND GRIEVANCE POLICY & PROCEDURE

Schools approved to operate in the state of Alaska by the Alaska Commission on Postsecondary Education ACPE must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting ACPE. All complaints reviewed by ACPE must be in written form and should grant permission for ACPE to forward a copy of the complaint to the school for a response. This can be accomplished by requesting a complaint form from ACPE. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACPE. Please direct all inquiries to:

**Alaska Commission on Post-Secondary Education**  
**PO Box 110505, Juneau, Alaska 99811-0505**  
**907-465-6741**

**TO REQUEST A COMPLAINT FORM: [EED.ACPE-IA@alaska.gov](mailto:EED.ACPE-IA@alaska.gov).**

### VETERANS ADMINISTRATION STUDENT COMPLAINT AND GRIEVANCE POLICY & PROCEDURE

If you have an issue or complaint about a school or training facility that's eligible to receive GI Bill benefits, you can submit feedback to VA. You can submit feedback to us if your school isn't following the Principles of Excellence guidelines or if you have any other concerns or issues, you'd like to raise with us.

You can choose to submit your feedback anonymously or on behalf of someone else. We share all information with the school, but if you submit feedback anonymously, we won't share your name with the school.

<https://www.benefits.va.gov/GIBILL/Feedback.asp>  
Call us at **800-827-1000**. We're here Monday through Friday, 8:00 a.m. to 9:00 p.m. ET.  
If you have hearing loss, call TTY: **711**.

### TITLE IX NONDISCRIMINATION COMPLAINT AND GRIEVANCE POLICY & PROCEDURES

Inquiries concerning the application of the College's nondiscrimination policies may be referred to the College administrator named below and/or to the Office of Civil Rights for the United State Department of Education:

Title IX Coordinator  
Chaz Alexander, Campus Operations Director  
1415 E. Tudor Road  
Anchorage, AK 99507-1033  
Email: [TitleIXCoordinator@AlaskaCareerCollete.edu](mailto:TitleIXCoordinator@AlaskaCareerCollete.edu)  
Telephone: 907-563-7575 Ext 145  
Facsimile: 907-563-8330

Director  
U.S. Department of Education Office for Civil Rights  
Seattle Office  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Telephone: (206) 607-1600  
Facsimile: (206) 607-1601

### FEDERAL STUDENT FINANCIAL AID STUDENT COMPLAINT AND GRIEVANCE POLICY & PROCEDURE

Concerns involving your **Federal Student Financial Aid** should be addressed with the Director of Financial Planning, Campus Director, or other school administrator, with whom you feel comfortable, and/or lenders and guarantors for your loans. Students may also contact the following agency with concerns that they feel have not been adequately addressed through the above channels to receive assistance with resolving loan balance discrepancies, loan interest calculation, collection charges, consolidations, default status and other such related concerns related to Federal Financial Aid.

US Department of Education, FSA Ombudsman  
830 First Street, NE  
Washington, DC 20202-5144  
1-877-557-2575 ~ 202-377-3800 ~ Fax 202-275-0549  
Online: [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov)  
Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)



*Character is much easier kept than recovered. ~Thomas Paine*



## AGENCIES AND SERVICE ORGANIZATIONS

Alaska Career College is concerned for the welfare of our students. Every effort is made to assist students with resources to overcome issues dealing with health, abuse, alcohol, and drugs. The following is a short list of agencies located in the greater Anchorage area, available to assist students

AIDS Help Line	1 800-476-2437	Anchorage	561-7867
Akeela house	561-6266	Elmendorf AFB	552-4444
Alanon Family Groups	276-6646	Crisis Incorporated	276-1800
Alaska Council on Prevention of Alcohol and Drug Abuse	349-6602	Day Care Assistance (Financial)	243-6700
Alaska Lawyer Referral Service	272-0352	Drug Enforcement Agency	271-5033
Alaska Women's Commission	561-4227	Family Connection (Youth & Family Crisis Line)	276-4994
Alaskan AIDS Assistance Association	276-4880	Family Planning	343-4623
Alcoholics Anonymous	272-2312	Male Awareness program	279-9581
Alcoholism Treatment Center	243-1181	Men's Support Network	272-4822
American Red Cross		Missing Children of America	248-7300
Anchorage	277-1538	Narcotics Anonymous	277-5483
Elmendorf AFB	552-4824	Planned Parenthood of Alaska	279-2576
Anchorage Neighborhood Health Center	258-7888	Rape Crisis Line (STAR)	276-7827
Anchorage Women's Commission	264-6730	Runaway Hotline	337-7283
Abused Women's Aid in Crisis – AWAIC	272-0100	Salvation Army	277-2591
Center for Disease Control	271-4011	Social Security Administration	271-4015
Center for Drug Problems	276-1450	Suicide Prevention	276-1800
Clare House for Women & Children (Emergency Shelter)	563-4545	VOA-Alaska Youth Substance Abuse Program	
Crime Prevention Information	277-7043	ARCH (Residential)	694-3336
Crime Stoppers		ASSIST (Outpatient) Information	279-9632

## HEALTH AND SAFETY RULES

Students are encouraged to care for their health at all times. If ill and unable to attend classes, call Alaska Career College immediately to report the absence. If the student does not have a private physician, references for doctors and outpatient clinics are available through the school. Medical and dental appointments should be made at a time that will not conflict with class attendance. Alaska Career College maintains a no smoking policy inside the campus buildings and in compliance with local regulations regarding entrances and exits. Alaska Career College is not responsible for injuries due to student carelessness. First Aid kits are readily available for use in an emergency. Incident reports must be completed for any injury. Contact any Alaska Career College employee for assistance.

## STUDENT INSURANCE

Certain risks are inherent in any work environment. Stringent precautions are taken to ensure safety. Alaska Career College does not assume financial responsibility for injuries due to student negligence. Students should have their own personal medical insurance or be covered by their families' medical insurance while attending school.

## VOTER REGISTRATION

As a participant in Title IV Federal Student Financial Aid programs, Alaska Career College would like to remind students who are U.S. citizens of the importance of registering to vote. If you are interested in participating in local, state, or national elections, please visit the Election Assistance Commission website at [www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx) to learn how you can register to vote or pick up a voter registration form at the front desk.

## CARE OF PROPERTY

Alaska Career College is not responsible for the loss of personal property. In case of a loss, report it immediately to any Alaska Career College employee. Students are asked to take all necessary precautions to keep Alaska Career College clean, safe and in good order.

## CAMPUS SAFETY

Alaska Career College is a uniquely safe and secure community in a medium urban setting. The College is committed to maintaining this safe and secure learning and working environments for all students, employees and guests. All College students, employees and guests are ultimately responsible for their own personal safety and the security of their belongings. The following safety and security principles are in place to aid the College community in maintaining the safe and secure campus that we enjoy today:

## COLLEGE SAFETY PHILOSOPHY

The College sees itself as a unique community of students and staff that have learned to collaborate and team together to address a myriad of challenges educationally and professionally. The commitment to safety at the College is based upon a philosophy that the institutional capacity to team and use technology results that are superior to simple individualistic approaches. Consequently, the safety philosophy is based upon three key elements:

- Everyone is responsible to be on alert to identify safety issues
- Timely warning and communication must be accomplished by well-designed solutions
- Each member of the College community needs to feel empowered to take those steps appropriate to maximize safety for themselves and other members of the community.

These principles are set forth to create a foundation of safety systems that will be designed and employed by the Office of Campus Safety as well as all of the institutional departments of the College. These principles will find expression in the interactions with students, faculty, and staff, and ultimately strengthened by the coordination of the Office of Campus Safety.

**Personal Safety and Community Awareness:** Campus safety requires that students and employees assume reasonable responsibility for their own personal safety. In this regard all students and employees must take common sense precautions to assure the safety of themselves and other members of the College community. Students and employees are encouraged to attend safety and security related events to learn more about personal responsibility and protection.

**Office of Campus Safety:** In addition to the express role of each member of the College community, the College has established an Office of Campus Safety which has as its primary Key Responsibility Area the coordination and promotion of the safest environment possible for all students, faculty and staff. Campus safety is promoted and maintained through diligent observation by the entire college community.

**Campus Facilities:** The Facilities Department maintains the college buildings and grounds with a concern for safety and security. The Facilities Department makes regular inspection of all facilities making prompt repairs affecting safety or security. Any student or employee who notices a condition that could create a safety or security risk should notify the Facilities Department, Ms. Donna Blevins, immediately at 563-7575 Extension 136, or submit a repair request via email.

Alaska Career College annually publishes the Campus Security Annual Report. See: [www.AlaskaCareerCollege.edu/Disclosures](http://www.AlaskaCareerCollege.edu/Disclosures) for the complete report

**If You Witness an Emergency Situation:** If you witness emergencies involving personal safety or property, call 9-1-1 immediately and then report the incident to the Campus Director or Campus Safety. All other suspicious activity and hazardous conditions should be reported to a designated safety officer on duty. It may also be prudent to contact the Anchorage Police by calling the non-emergency phone number 907-786-8500.

**Timely Warning:** Integral to the College Safety Philosophy is the principle that any imminent or sustained danger to the safety of our community must be communicated as quickly and broadly as feasible to give necessary information that will enable students and employees to take reasonable steps to insure their own individual and collective safety.

Warnings must utilize multiple communication paths such as emails, text message, and person to person communication. In addition to the foregoing the College, through the Office of Campus Safety, will provide students and employees notice of any sustained or prolonged danger through technological communication channels. The warning by the Office of Campus Safety will contain that information necessary to employ all appropriate steps necessary for each member of the community to maximize his or her safety.

## CAMPUS SECURITY POLICIES & CRIME STATISTICS – JEANNE CLERY ACT

Alaska Career College strives to provide a safe and secure campus for all students and Alaska Career College employees. Each year, the College publishes and makes available to students, employees, and prospective students crime statistics in compliance with Federal law, Title 34 CFR part 668.48. This Campus Security Annual report is available continually at the college, and on bulletin boards in the Student Center and faculty areas. See the complete report at [www.AlaskaCareerCollege.edu/Disclosures](http://www.AlaskaCareerCollege.edu/Disclosures). All students and staff members are encouraged to report any and all suspicious or criminal campus activity immediately to the Campus Director or other appropriate staff member. A printed copy of the report is available by contacting the College Business Office. If you would like a copy mailed to you, please include your full name and mailing address with your request. Questions, concerns, and comments regarding campus safety should be directed to the Campus Safety Manager or Campus Director

## ANTI-HARASSMENT POLICY

Alaska Career College is committed to maintaining a learning environment and workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. Offensive, bullying, or harassing behavior will not be tolerated against any student or employee. This policy covers students, vendors, customers, or others who enter our campus, as well as all employees. Administrative staff, faculty, or managerial personnel are responsible for taking proper action to end such behavior.

In an effort to prevent sexual harassment and other forms of harassment from occurring, this policy against harassment will be communicated to each student and employee. No student or employee of the school shall be exempt from this policy. Offensive conduct, bullying, or harassment of a sexual nature, or based on race/ color/ religion/ age, sex, national origin, disability, status as a veteran or any protected status is prohibited. This may include but is not limited to:

- Offensive physical actions, written, spoken, or graphic communication (for example/ obscene hand or finger gestures or sexually explicit drawings).
- Any type of physical contact when the action is un-welcome by recipient (for example, brushing up against someone in an offensive manner).
- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, posters, cartoons, and gestures that are offensive.
- Any form of bullying that rises to the level of harassment, i.e., bullying and harassment based on gender or sex stereotypes including sexual harassment and gender-based harassment of lesbian, gay, bisexual and transgender (LGBT) individuals.

Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
- Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance.
- A third party is offended by the sexual conduct or communication of others.

Harassment is considered a form of misconduct. Disciplinary action, up to and including termination, will be taken against any student or employee engaging in this type of behavior. Administrative staff, faculty, or managerial personnel who has knowledge of such behavior yet takes no action to end it shall also be subject to disciplinary action.

Any person who believes he or she is being discriminated against as a result of harassing behavior (for example: other students/employees being given special treatment in exchange for sexual favor(s)) is encouraged to report it to the Campus Director or Human Resources.

All complaints will remain as confidential as possible and will be subject to the campus's Grievance Procedure. Complaints made in good faith will in no way be held against the complainant. Alaska Career College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **SEXUAL OFFENSE AWARENESS**

Sexual assault is defined as physical contact of a sexual nature, which is against one's will or without one's consent.

Rape is defined as sexual intercourse that is coerced through force or threats of forcibly, or with someone who is unconscious, or incapable of giving consent.

Forcible sexual offenses are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

#### **Procedures to Follow After an Assault**

Victims of sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to get emotional support.
2. Report a sexual assault on campus to the Dean of Student Affairs or local leadership.
3. Report the assault to the police. If requested, the school will assist with notification.
4. Preserve all physical evidence. Do not shower, bathe, or douche and save the clothing worn.
5. Go to the hospital for medical care. Injuries should be treated, and an examination completed to document and collect physical evidence of the assault. The school will assist with transportation if necessary.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please refer to the **Agencies and Service Organizations** section of this document for a list of local resources that will provide immediate advice and assistance to victims of sexual assault or rape.

Victims of a sexual assault or rape may request a change in their academic arrangements by contacting their Dean. Changes will be made if feasible and reasonable to do so.

All reports filed with the school will remain confidential as possible. Staff and faculty should report any on-campus sexual offenses to the Campus Executive Director and the proper authorities.

#### **Disciplinary Action**

Disciplinary procedures and sanctions as outlined in the Student Code of Conduct will be followed once charges are brought after an alleged sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. Both the accuser, upon his/her written request, and the accused, of a crime of violence or a non-forcible sex offense, will be informed of the results of any disciplinary proceedings conducted as a result of an alleged sexual assault.

### **Sexual Offense Awareness**

Programs will be offered to promote the awareness of rape, acquaintance rape and other sex offenses. These include, but are not limited to, presentations by rape crisis counselors, lectures by police and security officials and displays of sexual awareness literature.

The Alaska Career College Title IX Grievance policy articulates how the College will respond to reported allegations of sexual harassment involving students, including sexual assault, and provides a consolidated statement of the rights and responsibilities under College policies and Title IX, as amended by the Violence Against Women Reauthorization Act of 2013. The policy describes how areas within the College will coordinate the provision of interim remedies and the prompt and effective investigation of allegations of Prohibited Offenses.

This policy applies to all members of the University community, including students, employees, faculty, staff and groups using the College facilities. It further applies to on- or off-campus behavior involving students. The College does not discriminate on the basis of sex in its educational programs and activities. (Implementing Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq.)

Questions regarding Title IX may be referred to the Title IX Coordinators:

Inquiries concerning the application of the College's nondiscrimination policies may be referred to the College administrator named below and/or to the Office of Civil Rights for the United State Department of Education:

Title IX Coordinator Chaz Alexander,  
1415 E. Tudor Road  
Anchorage, AK 99507-1033  
Email: [TitleIXCoordinator@AlaskaCareerCollete.edu](mailto:TitleIXCoordinator@AlaskaCareerCollete.edu)  
Telephone: 907-563-7575 Ext 145  
Facsimile: 907-563-8330

Director  
U.S. Department of Education Office for Civil Rights  
Seattle Office  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
Telephone: (206) 607-1600  
Facsimile: (206) 607-1601

## BUSINESS OFFICE TECHNOLOGY SPECIALIST

**ACADEMIC CREDIT:** 42 Credits

**NORMAL TIME FRAME TO COMPLETE** Day Classes 9.5 Months / Evening Classes 14.5 Months

**CLASS SCHEDULE** Day Classes: Monday - Thursday 9am - 4pm / Evenings Classes: Monday - Thursday 6pm - 10:05pm

The *Business Office Technology Specialist* is at the information center of every office. For years the office professional's title was confined to secretary, receptionist, customer service representative and such specialized titles as legal and medical secretaries. Although these titles are still in use today, several emerging titles reflect the shifting roles reflected in the duties of the office professional. A few of these titles are administrative assistant, executive assistant, payroll assistant, and human resources assistant. If the office professional is to succeed in a world of advancing technology and rapid change, certain skills and qualities are needed. It is important that he or she begin now to develop these skills and qualities. Alaska Career College is here to provide this opportunity.

### CAREER OPPORTUNITIES

The fact that over four million office specialists are currently employed in the United States demonstrates the widespread need for qualified people to fill the many career positions. The U.S. Department of Labor Occupational Handbook states that employment of general office clerks is projected to decline about 2 percent from 2020 to 2030. Despite decline, about 324,600 openings for general office clerks are projected each year, on average, over the decade. All those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.

The increasing use of technology that automates document preparation and other clerical tasks will result in fewer general office clerks needed to perform this work. For example, many organizations maintain electronic documents or use automated phone systems, reducing the need for some general office clerks. In addition, electronic filing systems and file sharing software allow other office workers to do the tasks previously done by general office clerks, further decreasing employment of office clerks. However, there will still be some sustained demand for these workers to handle administrative tasks, particularly in healthcare and social assistance industries.

In Alaska the occupational outlook is much better. Cited by the Alaska Department of Labor Trends report for 2018-2028 an increase in employment opportunity is from 3.7% to 7% depending on the exact job description. Beyond growth stemming from expansion of the industries in which customer service representatives are employed, a need for additional customer service representatives is likely to result from heightened reliance on these workers. Administrative support is very important to the success of any organization, and strong customer service can build sales, visibility, and loyalty as companies try to distinguish themselves from competitors.

The *Business Office Technology Specialist* position is as diversified as the number of businesses and agencies requiring office workers. In addition to the administrative assistant and executive assistant titles, there are numerous other office professional roles with such titles as office assistant, office manager or supervisor, records manager, records and information assistant, accounting, and payroll assistant, to name a few. Job roles and responsibilities differ among these various positions; however, certain knowledge and skills are essential in all office specialist roles.

### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

### PROGRAM OBJECTIVES

According to a 2012 Department of Labor Bureau of Statistics report, workers who use computers in their jobs are paid 16.9 percent more than similar workers who do not use computers. While graduating students are prepared for entry level positions in a wide variety of businesses, the professional and technical skills students acquire upon graduation enables rapid progress to more advanced career opportunities. Proof of skills is placed in a business portfolio wherein work from all courses is exhibited. Students also test for Microsoft Office® Specialist (MOS) Certifications within the Microsoft Office® 365 suite of software programs. Certificates of MOS accomplishments are also placed in their graduate portfolios to document knowledge and skills for presentation to potential employers.

The *Business Office Technology Specialist* diploma program is a comprehensive combination of practical hands-on training and knowledge of contemporary office processes. Emphasis is on business and technical skills such as the Microsoft Office® 365 suite of software, office procedures, records management, business law and ethics, business accounting, and payroll, using QuickBooks® the largest small business computerized accounting software, the internet, keyboarding, customer service, organizational psychology, career marketing, and professional portfolio development. Students not only learn in the classroom, but also spend the last 125 hours of their program on an extern site, where, under supervision, they experience firsthand the working environment in which they are preparing to enter. Course numbers beginning with OSA through OSD are prerequisites to course numbers beginning with OSE through OSH. Course numbers beginning with OSE through OSH are prerequisites to course OSI.

## PROGRAM COURSE DESCRIPTIONS

### CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER

1.0 Credits

Critical thinking skills, creativity and innovation, making effective decisions, empowering and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals and become end-result thinkers.

### CA106 COLLEGE SUCCESS SKILLS

0.5 Credits

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high tech working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills. During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Alaska Career College Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Alaska Career College research projects. By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life.

### CAB108 KEYBOARDING FOR THE INDUSTRY PROFESSIONAL

2.0 Credits

Computer automation is the standard in today's business office. The keyboarding/typing courses throughout this program challenges students with learning the keyboard by touch and building typing skills and speed. Timed writings are an integral part of these classes, encouraging students to improve their overall abilities.

### OSA111 BUSINESS MATH

2.5 Credits

Math skills and the ability to apply them are foundation skills. Math is a perishable skill; once learned, it must be used to maintain a high level of proficiency. This course is designed to give students the opportunity to review basic math skills and practice discounting, percentages, fractions, and decimals. Students also solve business problems using algebraic equations, compare personal, sales, and property taxes, calculate simple and compound interest, and learn how to read income statements, financial statements, and balance sheets.

### OSA117 MICROSOFT EXCEL CORE APPLICATIONS

2.0 Credits

In Microsoft Excel students learn to organize data, complete calculations, make decisions, graph data, develop professional reports, convert Excel files for use on the Web, learn how to create, edit, and manipulate spreadsheets, charts, and lists, use functions, formulas, data forms, auto filters, and work with multiple worksheets and workbooks. This course is designed to prepare students to take the Microsoft Office® Specialist Excel Exam.

### OSB131 MICROSOFT WORD CORE APPLICATIONS

2.0 Credits

Microsoft Word is a full-featured word processing program. In this course students learn to create and revise professional looking documents, gain an in-depth understanding of creating announcements, business letters, resumes, research papers, reports, form letters, newsletters and how to use Object Linking and Embedding (OLE). This is the first of two Word courses designed to prepare students to take the Microsoft Office® Specialist (MOS) Word Core exam.

### OSB136 BUSINESS ENGLISH COMPOSITION

2.5 Credits

Effectively communicating directly impacts an employee's ability to perform his or her job as well as the way their professionalism is perceived by others. This course is geared specifically to instructing students in written business communications, both paper and electronic. Special emphasis is placed on composing and the formats used for business correspondence. Emphasis is also placed on the basics of grammar, punctuation, spelling, and vocabulary. Critical thinking skills and writing skills are accentuated in the composition of clear and objective memos, proofreading, annotating business correspondence, news releases, e-mail, and business reports.

### OSC146 MICROSOFT OUTLOOK APPLICATIONS

2.0 Credits

Effective information management is key to a successful workday. In this course students learn how the Internet is dramatically affecting the way many companies do business. Internet concepts and language are presented and built upon. Students use hands-on activities to learn operating system functions, file maintenance and how to use and customize a browser, download software, use email, and conduct searches. Students review Web documents, or home pages using Hypertext Markup Language (HTML). Microsoft Outlook is a full-featured application for using e-mail, contact, and time and task management. Students learn the use of each of these features alone and collaboratively in an advanced team management approach. Students are prepared to take the Microsoft Office® Specialist Outlook exam.

### OSC160 CONTEMPORARY RECORDS MANAGEMENT

2.5 Credits

This course is designed to provide the database/records management rules, practices and applications students will need for employment in most business offices. Upon successful completion, students will be able to manage records throughout their career using rules compatible with the Association of Records Managers and Administrators, Inc., (ARMA). Students learn alphabetic, consecutive numeric, terminal-digit numeric, subject and geographic filing procedures. Students will also learn the benefits of color-coding files, applying the processes of records retention, file transfer and disposition, defining databases and creating tables to add, modify, sort, search and print records and understand database/records management vocabulary.

### OSD140 HUMAN RESOURCE MANAGEMENT

2.0 Credits

This course introduces students to the various programs and responsibilities assigned to the human resource function of a company or corporation to include employee recruitment, training, and performance assessment; employee development, compensation, and recognition; and collective bargaining and labor relations. Students examine examples of companies where the HR department is working well and actual company policies that have been successfully put in place. Students are also guided thru specific steps to creating HRM programs and tackling common challenges.

### OSD165 BUSINESS OFFICE ADMINISTRATION

2.5 Credits

The office administration course allows the student to develop the skills, abilities, and procedures necessary to be productive in today's fast-changing business world. Topics covered include the office professional's role in today's high-tech office, the office environment in the information age, office etiquette, office efficiency, office ergonomics, and office equipment, to include classification, configuration, and operation. Additionally, the student will learn the basics of travel and meeting planning, inventory and office supply management, the classifications of office mail and incoming and outgoing mail procedures, and shipping and handling services. Telephone techniques and telecommunications are also an integral part of this course.

**OSE231 BUSINESS ACCOUNTING & QUICKBOOKS®****4.5 Credits**

The purpose of this course is to teach students the fundamental concepts and principles of manual accounting, as well as learning how to use QuickBooks Online, the most widely used accounting software program for small and medium sized businesses. Knowledge of accounting and payroll procedures is valuable for employees who are planning careers in business. This course is also designed to provide practical instruction in payroll processing. With the growing complexity of payroll laws and the great number of payroll records and reports that are required, knowledge of payroll procedures, including automated payroll is especially important. Students will also increase their proficiency using the 10-key number pad.

**OSF251 BUSINESS LAW & ETHICS****3.0 Credits**

This course provides students with an introduction to law and ethics, as they apply to business. Topics covered include freedom versus responsibility, ethical decision making, corporate governance, loyalty and whistle blowing, privacy and technology, valuing diversity, worker's rights and safety, global environmental protection, marketing and technology, products liability, and intellectual property rights. Students will examine and wrestle with complex situations that have occurred and continue to impact both small businesses and large corporations, as well domestic and multinational entities.

**OSF265 SUCCESSFUL PROJECT MANAGEMENT****1.5 Credits**

This course provides the student with essential skills to make effective contributions to and/or lead a successful project. Students will examine the elements of sound project management and apply the generally recognized practices to effectively manage and define what a project is, discuss attributes of a project, and define what is meant by project deliverables. Students will explore real-world examples of project constraints, the project life cycle and apply project management. Key concepts presented in this course also detail the elements of executing a process, encouraging stakeholder engagement, evaluation of processes before and after completion of a project, and the benefits of many project management techniques.

**OSG271 MICROSOFT WORD / EXCEL EXPERT APPLICATIONS****2.0 Credits**

Building on the skills learned in OSB131 Microsoft Core Applications, students in this course learn to work with data and macros, to use advanced formulas, secure and share workbooks, create charts and pivot tables, add pictures and shapes to a worksheet, maintain documents, protect and share documents, and use advanced options. This course is designed to prepare students to take the Microsoft Office® Excel Expert 365 Exam and the Microsoft Office® Word Expert 365 Exam.

**OSG276 ORGANIZATIONAL PSYCHOLOGY****2.5 CREDITS**

This course covers the fundamentals of organizational psychology, individual differences and assessment, performance measurement, motivation, attitudes, and emotions affecting work, stress and worker well-being, fairness and diversity in the workplace, staffing, training, and development decisions, team building, and the organization of work behaviors. Students will review cutting-edge topics and research affecting the workplace, as well as discuss case studies of work issues and behaviors in various settings.

**OSH281 MICROSOFT POWERPOINT APPLICATIONS****2.0 Credits**

Microsoft PowerPoint is a complete presentation graphics program that produces professional presentations. Students not only learn the fundamentals of Microsoft PowerPoint, but also gain an appreciation of presentations as a useful tool in the workplace and an in-depth understanding of designing and creating quality presentations. Students are prepared to take the Microsoft Office Specialist Certification (MOS) PowerPoint exam.

**OSH288 BUSINESS ENGLISH COMPOSITION II****2.0 Credits**

The purpose of this course is to strengthen student's business writing skills. Students are tasked with writing and peer editing a variety of business letters and reports. Emphasis is on accuracy, brevity, and clarity in written communications.

**CA150 CAREER MARKETING****0.5 Credits**

This course is designed to prepare students to market themselves to potential employers to obtain positions with career potential by developing a career marketing plan. Students will produce a professional business portfolio with projects and scope of work presentations in addition to a concise and powerful resume. Students will plan an appropriate wardrobe and learn to project a professional business image for that profitable first impression. Students gain critical insight to interviewing and job-search techniques and emerge as confident and marketable career candidates.

**OSI300 PRACTICAL EXTERNSHIP****2.5 Credits**

Upon completion of all other program requirements, students are placed in a business office for 125 hours to apply skills learned in the classroom under the direct supervision of the Alaska Career College Business Office Externship Coordinator, specific training goals and objectives are prepared prior to the start of the externship. Students are required to maintain a written work log. The hours for this course of study vary depending on the externship site hours of operation. **Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.**

## ASSOCIATE OF APPLIED SCIENCE (AAS) BUSINESS ADMINISTRATION & ACCOUNTING TECHNOLOGY

**ACADEMIC CREDIT 65.5 Credits**

**NORMAL TIME FRAME TO COMPLETE Day Classes: 14.5 Months / Evening Classes: 22.5 Months**

**CLASS SCHEDULE Day Classes: Monday - Thursday 9am - 4pm / Evening Classes: Monday - Thursday 6pm - 10:05pm**

The *Associate of Applied Science Business Administration & Accounting Technology, AAS* degree program is designed for students who are motivated to take the next step in their educational journey as a business administration and accounting technology specialist. Students may enroll directly into this program or may choose to enroll in the Business Office Technology Specialist diploma program and later transfer into this degree awarding program. Either pathway will deliver a rewarding career opportunity. The core value of all Alaska Career College programs and particularly with this degree program is the philosophy that the education for a sustainable career in accounting must also deliver the ability for the employee to also be knowledgeable the business office. These students recognize that completing an associate degree provides them with a competitive edge in finding a job, advancing in their careers, and in negotiating pay and benefits in the world of accounting. In fact, according to the Alaska Commission on Postsecondary Education, "In both lifetime and average annual income terms, individuals earn more as a result of their higher levels of education." In 2020, "median earnings with some college but no degree were 18 percent higher than those for high school graduates, and adults with associate degrees earned 29 percent more than high school graduates." (Alaska Commission on Postsecondary Education, Making Alaskans More Competitive by Preparing Citizens for College and Careers, April 2020)

Students who are transferring credit from other programs or institutions must meet requirements listed under Alaska Career College's Experiential Learning/Credit Transfer policy, as well as complete a minimum of 15 semester hours of general education or applied general education in the following categories: communications, mathematics, laboratory sciences, social sciences, and the humanities. A minimum of three semester hours or equivalent must be earned in each category.

Prerequisites for this program include completion of all courses within the Business Office Technology diploma program. Students enrolling directly into this program or who transfer into this program prior to completing BAI301 – Practical Externship, will be scheduled to complete their externship upon completion of all other academic courses listed below.

### CAREER OPPORTUNITIES

The fact that over two million bookkeeping, accounting, and auditing clerks are currently employed in the United States demonstrates the widespread need for qualified people to fill the many career positions available due to retirement and employees moving into different occupations. Bookkeeping, accounting, and auditing clerks held about 2.06 million jobs in 2008, ranking this among the largest occupations in the U.S. economy. The U.S. Department of Labor Occupational 2021 Handbook states that employment from the period of 2020 to 2030 is projected to grow 9 percent, which is about as fast as the average for similar occupations. Beyond growth stemming from expansion of the industries in which bookkeepers, accounting clerks, and auditing clerks are employed, a need for additional accounting clerks is likely to result from heightened reliance on these workers. New regulations and reporting methods, including the use of International Financial Reporting Standards, will result in additional demands for clerks involved in accounting and auditing.

Positions for individuals with an *Associate of Applied Science Business Administration & Accounting Technology, AAS* degree are as diversified as the number of businesses and agencies requiring financial record keeping and interpretation. Accounting majors work in forensic accounting investigating fraud, waste and abuse; due diligence determining net worth in the real estate market; health care accounting auditing and validating Medicare, and social security payments and all specialized fields of business. In addition to the bookkeepers, accounting clerks, and auditing clerk titles, there are numerous other office professional roles with such titles as payroll clerk, accounting manager or supervisor, full-charge bookkeeper, accounts receivable clerk, accounts payable clerk, accounting and payroll assistant, to name just a few. Job roles and responsibilities differ among these various positions; however, certain knowledge and skills are essential in all accounting specialist roles. A love of numbers combined with the nature ability to be exact and balance accounts is a natural accounting career pathway. Working in a specialized industry where you have a personal interest such as public service, health care, tourism or transportation can become the perfect career.

### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

### PROGRAM OBJECTIVES

According to a Department of Labor Bureau of Statistics report, workers who use computers in their jobs are paid 16.9 percent more than similar workers who do not use computers. While associate degree graduates may enter the workforce in entry level positions in a wide variety of businesses, the comprehensive courses within the degree program and the professional and technical skills students acquire upon graduation enables rapid progress to more advanced career opportunities.

Proof of skills is placed in a business portfolio wherein work from all courses is exhibited. Students also test for Microsoft Office® Specialist (MOS) certification in Microsoft Office® 365 software programs. Certificates of MOS accomplishment are also placed in their graduate portfolios to document knowledge and skills for presentation to potential employers.



The **Associate of Applied Science Business Administration & Accounting Technology, AAS** degree program is a comprehensive combination of practical hands-on training and knowledge of contemporary office and accounting processes designed specifically for Alaskan business applications. Emphasis is on accounting applications and skills such as the QuickBooks® Pro and the Microsoft Office® 365 suite of software, office procedures, records management, business law and ethics, business accounting, cost accounting, managerial accounting, and payroll, using QuickBooks®, the largest small and medium business computerized accounting software, the internet, keyboarding, Adobe Acrobat Professional, customer service, career marketing, and professional portfolio development. Students not only learn in the classroom, but also spend the last 125 hours of their program on an extern site, where, under supervision, they experience firsthand the working environment in which they are preparing to enter. Course numbers beginning with OSA through OSD are prerequisites to course numbers beginning with OSE through OSH. Course numbers beginning with OSE through OSH are prerequisites to course OSJ through OSN. Courses OSJ through OSN are prerequisite to course OSI.

## **PROGRAM COURSE DESCRIPTIONS**

### **CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER**

**1.0 CREDITS**

Critical thinking skills, creativity and innovation, making effective decisions, empowering and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals and become end-result thinkers.

### **CA106 COLLEGE SUCCESS SKILLS**

**0.5 CREDITS**

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high tech working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills. During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Alaska Career College Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Alaska Career College research projects. By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life

### **CAB108 KEYBOARDING FOR THE INDUSTRY PROFESSIONAL**

**2.0 CREDITS**

Computer automation is the standard in today's business office. The keyboarding/typing courses throughout this program challenges students with learning the keyboard by touch and building typing skills and speed. Timed writings are an integral part of these classes, encouraging students to improve their overall abilities.

### **OSA111 BUSINESS MATH**

**2.5 CREDITS**

Math skills and the ability to apply them are foundation skills. Math is a perishable skill; once learned, it must be used to maintain a high level of proficiency. This course is designed to give students the opportunity to review basic math skills and practice discounting, percentages, fractions, and decimals. Students also solve business problems using algebraic equations, compare personal, sales, and property taxes, calculate simple and compound interest, and learn how to read income statements, financial statements, and balance sheets.

### **OSA117 MICROSOFT EXCEL CORE APPLICATIONS**

**2.0 CREDITS**

In Microsoft Excel students learn to organize data, complete calculations, make decisions, graph data, develop professional reports, convert Excel files for use on the Web, learn how to create, edit, and manipulate spreadsheets, charts, and lists, use functions, formulas, data forms, auto filters, and work with multiple worksheets and workbooks. This course is designed to prepare students to take the Microsoft Office Specialist, Excel Exam

### **OSB131 MICROSOFT WORD CORE APPLICATIONS**

**2.0 Credits**

Microsoft Word is a full-featured word processing program. In this course students learn to create and revise professional looking documents, gain an in-depth understanding of creating announcements, business letters, resumes, research papers, reports, form letters, newsletters and how to use Object Linking and Embedding (OLE). This is the first of two Word courses designed to prepare students to take the Microsoft Office® Specialist (MOS) Word Core exam.

### **OSB136 BUSINESS ENGLISH COMPOSITION**

**2.5 Credits**

Effectively communicating directly impacts an employee's ability to perform his or her job as well as the way their professionalism is perceived by others. This course is geared specifically to instructing students in written business communications, both paper and electronic. Special emphasis is placed on composing and the formats used for business correspondence. Emphasis is also placed on the basics of grammar, punctuation, spelling, and vocabulary. Critical thinking skills and writing skills are accentuated in the composition of clear and objective memos, proofreading, annotating business correspondence, news releases, e-mail, and business reports.

### **OSC146 MICROSOFT OUTLOOK APPLICATIONS**

**2.0 Credits**

Effective information management is key to a successful workday. In this course students learn how the Internet is dramatically affecting the way many companies do business. Internet concepts and language are presented and built upon. Students use hands-on activities to learn operating system functions, file maintenance and how to use and customize a browser, download software, use email, and conduct searches. Students review Web documents, or home pages using Hypertext Markup Language (HTML). Microsoft Outlook is a full-featured application for using e-mail, contact, and time and task management. Students learn the use of each of these features alone and collaboratively in an advanced team management approach. Students are prepared to take the Microsoft Office Specialist Outlook exam.

### **OSC160 CONTEMPORARY RECORDS MANAGEMENT**

**2.5 Credits**

This course is designed to provide the database/records management rules, practices and applications students will need for employment in most business offices. Upon successful completion, students will be able to manage records throughout their career using rules compatible with the Association of Records Managers and Administrators, Inc. (ARMA). Students learn alphabetic, consecutive numeric, terminal-digit numeric, subject and geographic filing procedures. Students will also learn the benefits of color-coding files, applying the processes of records retention, file transfer and disposition, defining databases and creating tables to add, modify, sort, search and print records and understand database/records management vocabulary.

**OSD140 HUMAN RESOURCE MANAGEMENT****2.0 Credits**

This course introduces students to the various programs and responsibilities assigned to the human resource function of a company or corporation to include employee recruitment, training, and performance assessment; employee development, compensation, and recognition; and collective bargaining and labor relations. Students examine examples of companies where the HR department is working well and actual company policies that have been successfully put in place. Students are also guided thru specific steps to creating HRM programs and tackling common challenges.

**OSD165 BUSINESS OFFICE ADMINISTRATION****2.5 CREDITS**

The office administration course allows the student to develop the skills, abilities, and procedures necessary to be productive in today's fast-changing business world. Topics covered include the office professional's role in today's high-tech office, the office environment in the information age, office etiquette, office efficiency, office ergonomics, and office equipment, to include classification, configuration, and operation. Additionally, the student will learn the basics of travel and meeting planning, inventory and office supply management, the classifications of office mail and incoming and outgoing mail procedures, and shipping and handling services. Telephone techniques and telecommunications are also an integral part of this course.

**OSE231 BUSINESS ACCOUNTING & QUICKBOOKS®****4.5 CREDITS**

The purpose of this course is to teach students the fundamental concepts and principles of manual accounting, as well as learning how to use QuickBooks® Pro, the most widely used accounting software program for small and medium sized businesses. Knowledge of accounting and payroll procedures is valuable for employees who are planning careers in business. This course is also designed to provide practical instruction in payroll processing. With the growing complexity of payroll laws and the great number of payroll records and reports that are required, knowledge of payroll procedures, including automated payroll is especially important. Students will also increase their proficiency using the 10-key number pad.

**OSF251 BUSINESS LAW & ETHICS****3.0 CREDITS**

This course provides students with an introduction to law and ethics, as they apply to business. Topics covered include freedom versus responsibility, ethical decision making, corporate governance, loyalty and whistle blowing, privacy and technology, valuing diversity, worker's rights and safety, global environmental protection, marketing and technology, products liability, and intellectual property rights. Students will examine and wrestle with complex situations that have occurred and continue to impact both small businesses and large corporations, as well domestic and multinational entities.

**OSF265 SUCCESSFUL PROJECT MANAGEMENT****1.5 Credits**

This course provides the student with essential skills to make effective contributions to and/or lead a successful project. Students will examine the elements of sound project management and apply the generally recognized practices to effectively manage and define what a project is, discuss attributes of a project, and define what is meant by project deliverables. Students will explore real-world examples of project constraints, the project life cycle and apply project management. Key concepts presented in this course also detail the elements of executing a process, encouraging stakeholder engagement, evaluation of processes before and after completion of a project, and the benefits of many project management techniques.

**OSG271 MICROSOFT WORD/EXCEL EXPERT APPLICATIONS****2.0 CREDITS**

Building on the skills learned in OSB131 Microsoft Core Applications, students in this course learn to work with data and macros, to use advanced formulas, secure and share workbooks, create charts, and pivot tables, add pictures and shapes to a worksheet, maintain documents, protect and share documents, and use advanced options. This course is designed to prepare students to take the Microsoft Office® Excel Expert 365 Exam and the Microsoft Office® Word Expert 365 Exam.

**OSG276 ORGANIZATIONAL PSYCHOLOGY****2.5 CREDITS**

This course covers the fundamentals of organizational psychology, individual differences and assessment, performance measurement, motivation, attitudes, and emotions affecting work, stress and worker well-being, fairness and diversity in the workplace, staffing, training, and development decisions, team building, and the organization of work behaviors. Students will review cutting-edge topics and research affecting the workplace, as well as discuss case studies of work issues and behaviors in various settings.

**OSH281 MICROSOFT POWERPOINT APPLICATIONS****2.0 CREDITS**

Microsoft PowerPoint is a complete presentation graphics program that produces professional presentations. Students not only learn the fundamentals of Microsoft PowerPoint, but also gain an appreciation of presentations as a useful tool in the workplace and an in-depth understanding of designing and creating quality presentations. Students are prepared to take the Microsoft Office Specialist, PowerPoint exam.

**OSH288 BUSINESS ENGLISH COMPOSITION II****2.0 CREDITS**

The purpose of this course is to strengthen student's business writing skills. Students are tasked with writing and peer editing a variety of business letters and reports. Emphasis is on accuracy, brevity, and clarity in written communications.

**BAJ293 COST AND MANAGERIAL ACCOUNTING****5.0 CREDITS**

This course develops an understanding of accounting information used by management in planning and controlling business operations. A framework for measuring cost and managerial performance is developed through an analytical treatment of cost behavior. This is done by utilizing industry standard tools such as cost-volume-profit analysis, activity-based costing, budgeting, and other cost systems both actual and standard. The use of costs in decision-making contexts is emphasized. This course covers the statement of cash flows; financial statement analysis, the nature of managerial accounting, job order cost systems, process cost systems, cost allocation and activity-based costing; analyses for managerial decision-making; budgeting, standard cost systems, accounting for decentralized operations and transfer pricing.

**OSK234 INTRODUCTION TO ECONOMICS****2.0 CREDITS**

This course introduces every aspect of the U.S. economy, including a historical review, resources, macro- and micro-economics, gross domestic product, the economic sectors, inflation and unemployment, fiscal policy, banking and monetary policy, economic theory, and supply and demand. Using the learning resource system and the Internet, students also examine the sectors of Alaska's economy; an overview of the history of development; the economies of the state's urban and rural regions; and the important economic issues facing the state.

**BAK295 BUSINESS ACCOUNTING & QUICKBOOKS® II****2.5 CREDITS**

This course continues to expand the knowledge and comprehension of accounting and computerized accounting systems, as introduced in OSE231 (Business Accounting and QuickBooks®). The course focuses on manufacturing and merchandising operations, and emphasis is placed on the capital structure of the corporation and the theory and concepts of accounts such as cash, receivables, inventories, and investments.

**BAL294 TAX ACCOUNTING****2.5 CREDITS**

This course is a broad study of current income tax law and tax regulations for small to medium sized businesses. It provides the student with practical applications in the preparation of income tax returns with supporting tax schedules for individual, partnership, and corporate taxation. This course includes studying special tax considerations that arise from circumstances affecting businesses through tax regulation

**OSL275 BUSINESS MATH II****2.5 CREDITS**

This course builds on OSA111 (Business Math) giving students a more detailed view of business math as it relates to retail and sales including inventory, sales mark ups and mark downs, and calculating sales tax, purchase orders, and invoices. More depth is provided on bookkeeping fundamentals, including terminology, journals and ledgers, petty cash, and financial reports. Finally, students are given an overview of statistics, measurement, and scale, covering mode, averages, trends, statistics, graphs, and charts.

**OSM255 PROFESSIONAL COMMUNICATIONS****2.0 CREDITS**

Using a blend of current theory and research within the context of actual organizations, this course focuses on communication in differing contexts, teaching students how to communicate in a variety of situations. Real life examples from a broad range of business and professional settings are examined and special emphasis is placed on oral, group, and interpersonal communications.

**BAM295 PAYROLL ACCOUNTING****2.5 CREDITS**

Using Alaska as a relevant basis for payroll reporting, this course presents payroll accounting systems and methods used in collecting, computing, recording, and issuing payroll. This includes management of employee records, payroll earnings reports, wage calculation, deductions, payroll taxes, and compliance with federal and state payroll laws and regulations pertaining to payroll. Students are required to complete all payroll operations for a business, including payroll tax returns using both manual methods and payroll software. The practical application of this course will immerse students in the payroll process of a business.

**BAN295 GOVERNMENT / NOT FOR PROFIT ACCOUNTING****1.5 CREDITS**

Students in this course are introduced to the applicable principles and practices of governmental and not-for-profit organizations. Emphasizing the various budgetary accounting processes involved including fund accounting and financial reporting. With the continued growth of government and not-for-profit organizations, it is essential to comprehend the analytical and practical fundamentals that accountants must have because of these financial relationships.

**OSN210 ALASKA EARTH SCIENCE WITH LAB****3.0 CREDITS**

In this course students learn the basic components and processes of earth science including minerals, rocks, weathering, water on and underground, extreme climatic regions (deserts, glaciers, and ice sheets), plate tectonics, earthquakes, volcanism and other igneous processes, the atmosphere, global circulations and weather systems, global climates past and present, and earth's place in space. Using the learning resource system and the Internet, students also examine these topics in relation to business in Alaska.

**CA150 CAREER MARKETING****0.5 CREDITS**

This course is designed to prepare students to market themselves to potential employers to obtain positions with career potential by developing a career marketing plan. Students will produce a professional business portfolio with projects and scope of work presentations in addition to a concise and powerful resume. Students will plan an appropriate wardrobe and learn to project a professional business image for that profitable first impression. Students gain critical insight to interviewing and job-search techniques, and emerge as confident and marketable career candidates

**BAI301 PRACTICAL EXTERNSHIP****2.5 CREDITS**

Upon completion of all other program requirements, students are placed in a business office for 125 hours to apply skills learned in the classroom under the direct supervision of the Alaska Career College Business Office Externship Coordinator, specific training goals and objectives are prepared prior to the start of the externship. Students are required to maintain a written work log. The hours for this course of study vary depending on the externship site hours of operation. **Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.**

## ASSOCIATE OF APPLIED SCIENCE (AAS) BUSINESS ADMINISTRATION & HUMAN RESOURCE MANAGEMENT

**ACADEMIC CREDIT** 65.5 Credits

**NORMAL TIME FRAME TO COMPLETE:** Day Classes: 14.5 Months / Evening Classes: 22.5 Months

**CLASS SCHEDULE:** Day Classes: Monday – Thursday 9am – 4pm / Evening Classes: Monday – Thursday 6pm –10:05 pm

The *Associate of Applied Science Business Administration & Human Resource Management*, AAS degree program is designed for students who have graduated from the Business Office Technology Specialist Program and are motivated to take the next step in their educational journey. New students may enroll directly into this program or may choose to enroll in the Business Office Technology Specialist program and later transfer into this degree awarding program. Either pathway will deliver a rewarding career opportunity. A core value of all Alaska Career College programs and particularly with this degree program is the philosophy that the education for a sustainable career in human resource management must also deliver the ability for the employee to also be knowledgeable the business office. These students recognize that completing an associate degree provides them with a competitive edge in finding a job, advancing in their careers, and in negotiating pay and benefits in the world of human resources. In fact, according to the Alaska Commission on Postsecondary Education, “In both lifetime and average annual income terms, individuals earn more as a result of their higher levels of education.” In 2020, “median earnings with some college but no degree were 18 percent higher than those for high school graduates, and adults with associate degrees earned 29 percent more than high school graduates.” (Alaska Commission on Postsecondary Education, Making Alaskans More Competitive by Preparing Citizens for College and Career, April 2020).

Students who are transferring credit from other programs or institutions must meet requirements listed under Alaska Career College’s Experiential Learning/Credit Transfer policy, as well as complete a minimum of 15 semester hours of general education or applied general education in the following categories: communications, mathematics, laboratory sciences, social sciences, and the humanities. A minimum of three semester hours or equivalent must be earned in each category.

Prerequisites for this program include completion of all courses within the Business Office Technology program. Students enrolling directly into this program or who transfer into this program prior to completing HRI301 – Practical Externship, will be scheduled to complete their externship upon completion of all other academic courses listed below.

In addition, the Associate of Applied Science (AAS) Business Administration & Human Resource Management curriculum follows the “body of knowledge” as required by the HR Certification Institute to prepare students for the Professional in Human Resources (PHR®) certification exam.

### CAREER OPPORTUNITIES

People are the greatest asset of any business. The fact that over half a million human resource professionals are currently employed in the United States demonstrates the widespread need for qualified people to fill the many career positions available. Human resource professionals held about 500,000 jobs in 2012, ranking this among the largest occupations in the U.S. economy. The U.S. Department of Labor Occupational Handbook states that from the period of 2012 to 2022, employment is projected to increase by over 13,000 jobs or 13 percent, which is in line with the average for all occupations. Human resource professionals will also be needed to ensure that firms adhere to changing, complex employment laws regarding occupational safety and health, equal employment opportunity, healthcare, wages, and retirement plans. For example, adoption of the Affordable Care Act may spur the need to hire more managers to help implement this program (Bureau of Labor Statistics, 2020).

Positions for individuals with an **ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION & HUMAN RESOURCE MANAGEMENT** degree are needed in every industry and can be generalized or highly specialized. Human resource majors work in recruitment and hiring of talent, administering compensation and benefits, ensuring legal and regulatory compliance, designing both structure and processes within an organization, and all specialized fields of business. In addition to the generalist positions, such as Human Resource Assistants, there are numerous other office professional roles with such titles as Human Resource Managers, Labor Relations Managers, Compensation Managers, Training and Development Managers, to name a few. Job roles and responsibilities differ among these various positions; however, certain knowledge and skills are essential in all human resource specialist roles. Strong interpersonal skills and a love of working with people are vital. Human resource professionals also serve as the liaison between management and employees, which means that the human resource specialist works with every single person and department within organizations. Other roles include strategic planning, contract administration, coordination, dispute resolution, policy making and record keeping.

### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

## PROGRAM OBJECTIVES

According to a 2009 Department of Labor Bureau of Statistics report, workers who use computers in their jobs are paid 16.9 percent more than similar workers who do not use computers. While associate degree graduates may enter the workforce in entry level positions in a wide variety of businesses, the comprehensive courses within the degree program and the professional and technical skills students acquire upon graduation enables rapid progress to more advanced career opportunities.

Proof of skills is placed in a business portfolio wherein work from all courses is exhibited. Students also test for Microsoft Office® Specialist (MOS) certification in Microsoft Office® 365 software programs. Certificates of MOS accomplishment are also placed in their graduate portfolios to document knowledge and skills for presentation to potential employers.

The **ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION & HUMAN RESOURCE MANAGEMENT** degree program is a comprehensive combination of practical hands-on training and knowledge of contemporary office and human resources processes designed specifically for Alaskan business applications. Emphasis is on office applications and skills, the Microsoft Office 365 suite of software, office procedures, records management, business law and ethics, employee recruitment and selection, compensation and benefits, labor relations, employment law, designing and implementing training and development, the largest small and medium business human resources information systems (HRIS), the internet, keyboarding, customer service, career marketing, and professional portfolio development. Students not only learn in the classroom, but also spend the last 125 hours of their program on an extern site, where, under supervision, they experience firsthand the working environment in which they are preparing to enter. Course numbers beginning with OSA through OSD are prerequisites to course numbers beginning with OSE through OSH. Course numbers beginning with OSE through OSH are prerequisites to courses OSJ through OSN. Courses OSJ through OSN are prerequisites to course OSI

## PROGRAM COURSE DESCRIPTION

### CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER

1.0 CREDIT

Critical thinking skills, creativity and innovation, making effective decisions, empowering and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals and become end-result thinkers.

### CA106 COLLEGE SUCCESS SKILLS

0.5 CREDITS

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high tech working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills. During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Alaska Career College Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Alaska Career College research projects. By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life.

### CAB108 KEYBOARDING FOR THE INDUSTRY PROFESSIONAL

2.0 CREDITS

Computer automation is the standard in today's business office. The keyboarding/typing courses throughout this program challenge students with learning the keyboard by touch and building typing skills and speed. Timed writings are an integral part of these classes, encouraging students to improve their overall abilities.

### OSA111 BUSINESS MATH

2.5 CREDITS

Math skills and the ability to apply them are foundation skills. Math is a perishable skill; once learned, it must be used to maintain a high level of proficiency. This course is designed to give students the opportunity to review basic math skills and practice discounting, percentages, fractions, and decimals. Students also solve business problems using algebraic equations, compare personal, sales, and property taxes, calculate simple and compound interest, and learn how to read income statements, financial statements, and balance sheets.

### OSA117 MICROSOFT EXCEL CORE APPLICATIONS

2.0 CREDITS

In Microsoft Excel students learn to organize data, complete calculations, make decisions, graph data, develop professional reports, convert Excel files for use on the Web, learn how to create, edit, and manipulate spreadsheets, charts, and lists, use functions, formulas, data forms, auto filters, and work with multiple worksheets and workbooks. This course is designed to prepare students to take the Microsoft Office® Specialist Excel Exam.

### OSB131 MICROSOFT WORD CORE APPLICATIONS

2.0 CREDITS

Microsoft Word is a full-featured word processing program. In this course students learn to create and revise professional looking documents, gain an in-depth understanding of creating announcements, business letters, resumes, research papers, reports, form letters, newsletters and how to use Object Linking and Embedding (OLE). This is the first of two Word courses designed to prepare students to take the Microsoft Office Specialist (MOS) Word Core exam.

### OSB136 BUSINESS ENGLISH COMPOSITION

2.5 CREDITS

Effectively communicating directly impacts an employee's ability to perform his or her job as well as the way their professionalism is perceived by others. This course is geared specifically to instructing students in written business communications, both paper and electronic. Special emphasis is placed on composing and the formats used for business correspondence. Emphasis is also placed on the basics of grammar, punctuation, spelling, and vocabulary. Critical thinking skills and writing skills are accentuated in the composition of clear and objective memos, proofreading, annotating business correspondence, news releases, e-mail, and business reports.

**OSC146 MICROSOFT OUTLOOK APPLICATIONS****2.0 CREDITS**

Effective information management is key to a successful workday. In this course students learn how the Internet is dramatically affecting the way many companies do business. Internet concepts and language are presented and built upon. Students use hands-on activities to learn operating system functions, file maintenance and how to use and customize a browser, download software, use email, and conduct searches. Students review Web documents, or home pages using Hypertext Markup Language (HTML). Microsoft Outlook is a full-featured application for using e-mail, contact, and time and task management. Students learn the use of each of these features alone and collaboratively in an advanced team management approach. Students are prepared to take the Microsoft Office® Specialist Outlook exam

**OSC160 CONTEMPORARY RECORDS MANAGEMENT****2.5 CREDITS**

This course is designed to provide the database/records management rules, practices and applications students will need for employment in most business offices. Upon successful completion, students will be able to manage records throughout their career using rules compatible with the Association of Records Managers and Administrators, Inc., (ARMA). Students learn alphabetic, consecutive numeric, terminal-digit numeric, subject and geographic filing procedures. Students will also learn the benefits of color-coding files, applying the processes of records retention, file transfer and disposition, defining databases and creating tables to add, modify, sort, search and print records and understand database/records management vocabulary.

**OSD140 HUMAN RESOURCES MANAGEMENT****2.0 CREDITS**

This course introduces students to the various programs and responsibilities assigned to the human resource function of a company or corporation to include employee recruitment, training, and performance assessment; employee development, compensation, and recognition; and collective bargaining and labor relations. Students examine examples of companies where the HR department is working well and actual company policies that have been successfully put in place. Students are also guided thru specific steps to creating HRM programs and tackling common challenges.

**OSD165 BUSINESS OFFICE ADMINISTRATION****2.5 CREDITS**

The office administration course allows the student to develop the skills, abilities, and procedures necessary to be productive in today's fast-changing business world. Topics covered include the office professional's role in today's high-tech office, the office environment in the information age, office etiquette, office efficiency, office ergonomics, and office equipment, to include classification, configuration, and operation. Additionally, the student will learn the basics of travel and meeting planning, inventory and office supply management, the classifications of office mail and incoming and outgoing mail procedures, and shipping and handling services. Telephone techniques and telecommunications are also an integral part of this course.

**OSE231 BUSINESS ACCOUNTING & QUICKBOOKS®****4.5 CREDITS**

The purpose of this course is to teach students the fundamental concepts and principles of manual accounting, as well as learning how to use QuickBooks® Pro, the most widely used accounting software program for small and medium sized businesses. Knowledge of accounting and payroll procedures is valuable for employees who are planning careers in business. This course is also designed to provide practical instruction in payroll processing. With the growing complexity of payroll laws and the great number of payroll records and reports that are required, knowledge of payroll procedures, including automated payroll is especially important. Students will also increase their proficiency using the 10- key number pad.

**OSF251 BUSINESS LAW & ETHICS****3.0 CREDITS**

This course provides students with an introduction to law and ethics, as they apply to business. Topics covered include freedom versus responsibility, ethical decision making, corporate governance, loyalty and whistle blowing, privacy and technology, valuing diversity, worker's rights and safety, global environmental protection, marketing and technology, products liability, and intellectual property rights. Students will examine and wrestle with complex situations that have occurred and continue to impact both small businesses and large corporations, as well domestic and multinational entities.

**OSF265 SUCCESSFUL PROJECT MANAGEMENT****1.5 Credits**

This course provides the student with essential skills to make effective contributions to and/or lead a successful project. Students will examine the elements of sound project management and apply the generally recognized practices to effectively manage and define what a project is, discuss attributes of a project, and define what is meant by project deliverables. Students will explore real-world examples of project constraints, the project life cycle and apply project management. Key concepts presented in this course also detail the elements of executing a process, encouraging stakeholder engagement, evaluation of processes before and after completion of a project, and the benefits of many project management techniques.

**OSG271 MICROSOFT WORD/EXCEL EXPERT APPLICATIONS****2.0 CREDITS**

Building on the skills learned in OSA116 Microsoft Excel Core & OSB131 Microsoft Core Applications, students in this course learn to work with data and macros, to use advanced formulas, secure and share workbooks, create charts, and pivot tables, add pictures and shapes to a worksheet, maintain documents, protect and share documents, and use advanced options. This course is designed to prepare students to take the Microsoft Office® Excel Expert 365 Exam and the Microsoft Office® Word Expert 365 Exam

**OSG276 ORGANIZATIONAL PSYCHOLOGY****2.5 CREDITS**

This course covers the fundamentals of organizational psychology, individual differences and assessment, performance measurement, motivation, attitudes, and emotions affecting work, stress and worker well-being, fairness and diversity in the workplace, staffing, training, and development decisions, team building, and the organization of work behaviors. Students will review cutting-edge topics and research affecting the workplace, as well as discuss case studies of work issues and behaviors in various settings.

**OSH281 MICROSOFT POWERPOINT APPLICATION****2.0 CREDITS**

Microsoft PowerPoint is a complete presentation graphics program that produces professional presentations. Students not only learn the fundamentals of Microsoft PowerPoint, but also gain an appreciation of presentations as a useful tool in the workplace and an in-depth understanding of designing and creating quality presentations. Students are prepared to take the Microsoft Office® Specialist Certification (MOS) PowerPoint exam.

**OSH288 BUSINESS ENGLISH COMPOSITION II****2.0 CREDITS**

The purpose of this course is to strengthen student's business writing skills. Students are tasked with writing and peer editing a variety of business letters and reports. Emphasis is on accuracy, brevity, and clarity in written communications.

**HRJ291 EMPLOYEE TRAINING & DEVELOPMENT****2.5 CREDITS**

This course demonstrates the importance of employee training and development to a business and how training and development are carried out successfully in business. Topics include employee development and strategic training, needs assessment, planning, learning theories, transfer of training, evaluating training effectiveness, and the use of technology in the training process. Students will also be introduced to the various methods of training design, styles of teaching and/or training, and motivating learners.

**HRJ292 EMPLOYEE COMPENSATION & BENEFITS****2.5 CREDITS**

Students in this course will be introduced to the methods used to determine compensation and benefit strategies, and the criteria used to evaluate employees' compensation and benefits. Other topics include discretionary and legally mandated benefits, executive compensation, and compensation for international business. Students will also learn, through exploration of the Affordable Health Care Act, how legislation can affect the administration and distribution of employee compensation and benefits.

**OSK234 INTRODUCTION TO ECONOMICS****2.0 CREDITS**

This course introduces every aspect of the U.S. economy, including a historical review, resources, macro- and micro-economics, gross domestic product, the economic sectors, inflation and unemployment, fiscal policy, banking and monetary policy, economic theory, and supply and demand. Using the learning resource system and the Internet, students also examine the sectors of the Alaska economy; an overview of the history of development; the economies of the state's urban and rural regions; and the important economic issues facing the state.

**HRK295 UNION PROCESSES & LABOR RELATIONS****2.5 CREDITS**

Students in this course will learn the history and contemporary processes of organized labor. This course also includes a survey of the process by which a bargaining unit is established, how union representation works, and what unions and management can and cannot do in their dealings with each other. Other topics include international labor relations, the role that the human resource professionals have in the labor- management relationship, the legal environment of this relationship, how labor disputes are settled, and those topics specific to union operations in the state of Alaska.

**OSL275 BUSINESS MATH II****2.5 CREDITS**

This course builds on OSA111 (Business Math) giving students a more detailed view of business math as it relates to retail and sales including inventory, sales mark ups and mark downs, and calculating sales tax, purchase orders, and invoices. More depth is provided on bookkeeping fundamentals, including terminology, journals and ledgers, petty cash, and financial reports. Finally, students are given an overview of statistics, measurement, and scale, covering mode, averages, trends, statistics, graphs, and charts.

**HRL293 EMPLOYEE RECRUITMENT & SELECTION****2.5 CREDITS**

This course prepares the HR professional in the process of locating, recruiting, selecting, and retaining the right talent to fit the organization's unique strategic needs. Topics include the planning and process of job analysis, creating job descriptions, effective recruitment, the use of testing in the hiring and assessment process, and the interview process. Students will also learn how to assess job performance through various measurement methods. Other topics include legal compliance in the recruitment, selection, and hiring process, strategies for selection decision making, how to predict job performance, and the reliability and validity of selection methods.

**OSM255 PROFESSIONAL COMMUNICATIONS****2.0 CREDITS**

Using a blend of current theory and research within the context of actual organizations, this course focuses on communication in differing contexts, teaching students how to communicate in a variety of situations. Real life examples from a broad range of business and professional settings are examined and special emphasis is placed on oral, group, and interpersonal communications.

**HRM290 EMPLOYMENT LAW****2.5 CREDITS**

This course surveys the key issues in Federal and Alaska State employment law that the Human Resources professional needs to be intimately familiar with. Students will gain a thorough understanding of the legal relationship between employer and employee, and the rights and responsibilities of both parties, including protecting employees from unlawful discrimination in hiring and on the job, ensuring a safe and healthy workplace, and maintaining a work environment free from harassment. Other topics include fair employment practices, the legal ramifications of compensation and benefits, compliant record keeping, union agreements, employee and employer privacy, methods of alternative dispute resolution and employment contracts.

**OSN210 ALASKA EARTH SCIENCE WITH LAB****3.0 CREDITS**

In this course students learn the basic components and processes of earth science including minerals, rocks, weathering, water on and underground, extreme climatic regions (deserts, glaciers, and ice sheets), plate tectonics, earthquakes, volcanism and other igneous processes, the atmosphere, global circulations and weather systems, global climates past and present, and earth's place in space. Using the learning resource system and the Internet, students also examine these topics in relation to business in Alaska.

**HRN296 HUMAN RESOURCES LEADERSHIP****1.5 CREDITS**

This course prepares students as future HR practitioners to both support current leadership and to serve in leadership roles. With a focus on individual and organizational change, this course will help students develop and understand the influence HR practitioners have, and they will learn how to use that influence effectively, ethically, and strategically, fulfilling both the interests of the organization and its stakeholders, including employees. Leadership theories and behaviors are examined in the context of the modern organization. Students will be exposed to comprehensive and relevant perspectives on leadership and management. While the course provides grounding in important concepts, it also stresses application to professional and community settings. Students analyze concepts such as leading as an interactive process (involving the leader, the "followers," and the situation), managing with innovation and creativity, escaping from embedded practices, and embracing new managerial principles

**HRI301 PRACTICAL EXTERNSHIP****2.5 CREDITS**

Upon completion of all other program requirements, students are placed in a business office for 125 hours to apply skills learned in the classroom under the direct supervision of the Alaska Career College Business Office Externship Coordinator, specific training goals and objectives are prepared prior to the start of the externship. Students are required to maintain a written work log. The hours for this course of study vary depending on the externship site hours of operation. **Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.**

## MEDICAL INSURANCE CODING AND BILLING SPECIALIST

**ACADEMIC CREDIT** 34 Credits

**NORMAL TIME FRAME TO COMPLETE** Evening Classes (Only): 10.5 Months

**CLASS SCHEDULE** Evening Classes Only): Monday - Thursday 6pm - 10:05pm

Medical Insurance Coding & Billing Specialists work in a variety of healthcare facilities, including hospitals, ambulatory surgery centers, physician's offices, nursing facilities, home healthcare, and hospice care. Upon completion of the program, graduates will be considered entry level coders and will be eligible for entry level coding positions in a variety of healthcare facilities. Students enrolled in this program learn medical terminology, health information management, computer applications, to include Microsoft Word, Excel, and Outlook, and medical office software programs. Records management, financial management, health insurance claims management, and electronic health/medical records management and Medical Insurance Coding procedures are competencies included in the program. Students are issued personal copies of the current year's ICD-9/10-CM, CPT, and HCPC reference materials, which are valuable resources for on-the-job use.

Alaska Career College's Medical Insurance Coding & Billing Specialist students are scheduled to "sit" for national certification examinations at the completion of their program without waiting for the two-year in the field of work experience requirement prior to testing; the Nationally Certified Insurance & Coding Specialist (NCICS) and the Certified Professional Coder (CPC®) and Certified Biller (CPB®). Upon successful completion of these exams, Alaska Career College graduates are credentialed and recognized as Nationally Certified Insurance & Coding Specialists, (NCICS) and Certified Professional Coders (CPC®), and Billers (CPB®) receiving nationally recognized credentials and certification and acceptance into a career path and profession of healthcare technology.

### CAREER OPPORTUNITIES

The Bureau of Labor Statistics (BLS) Occupational Outlook Handbook includes coders and billers in its classification of "Health Information Technicians." The BLS considered coders and billers as one of the twenty fastest growing occupations in the nation and one of the top three fastest growing occupations in Alaska and projects that the number of positions in the field of medical records and health information technicians — which includes medical billers and coders — will increase 13% between 2016 and 2026. This industry's growth rate is faster than the national average for all occupations, and approximately 27,800 new positions will be added by 2026". Many Medical Insurance Coding & Billing Specialists will be employed in hospitals, but job growth will be faster in medical offices and clinics of physicians, nursing homes, alternate care facilities, and independent billing and coding companies. In addition, the handbook expects this field "to grow much faster than the average for all occupations, due to rapid growth in the number of medical tests, treatments, and procedures which will be increasingly scrutinized by third-party payers, regulators courts and consumers."

### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

### PROGRAM OBJECTIVES

The Medical Insurance Coding & Billing Specialist diploma program is designed to prepare graduates for an entry level position as a Level II Medical Insurance Coding & Billing Specialist. The competencies learned in this program will enable graduates to progress rapidly to Level III and Level IV Medical Insurance Coding & Billing Specialists should they desire to work in more advanced positions. This program emphasizes the professionalism of this field of work within the medical community. The program encompasses not only the technology and exacting knowledge of the insurance industry, but it also prepares the graduate for the complex knowledge required to work across a broad range of medical practices. Students not only learn in the classroom, but also spend the last 80 hours of their program on an extern site, where, under supervision, they experience firsthand the working environment in which they are preparing to enter.

This program is taught "emersion style." Students work between lecture classrooms where anatomy and physiology and medical terminology are instructed to a practical hands-on environment where the student works on computer workstations using industry-specific medical software to practice coding patient records and communicating with insurance companies and other entities where medical records are stored

### PROGRAM COURSE DESCRIPTIONS

#### CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER

1.0 CREDIT

Critical thinking skills, creativity and innovation, making effective decisions, empowering and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals, and become end-result thinkers.

#### CA106 COLLEGE SUCCESS SKILLS

0.5 CREDITS

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high tech working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills.



During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Alaska Career College Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Alaska Career College research projects. By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life.

#### **CA108 KEYBOARDING FOR THE INDUSTRY PROFESSIONAL**

**0.5 CREDITS**

Computer automation is the standard in today's medical environment. This keyboarding/ten-key course challenges students with learning the keyboard/keypad by touch and building typing and ten-key skills. Timed proficiency drills are an integral part of these classes, encouraging students to improve their overall abilities.

#### **ISA112 ANATOMY & PHYSIOLOGY WITH TERMINOLOGY**

**2.5 CREDITS**

This course is designed to introduce students to the fascinating language of medical terminology and the related anatomy and physiology of the body systems: integumentary, muscular, skeletal, cardiovascular, blood, lymphatic, immune and respiratory. Emphasis is placed on word roots, prefixes, and suffixes as related to medical coding. Students study terminology and related physiology as related to structures of the body systems, pathology of the related systems and the body processes as related.

#### **ISA114 MICROSOFT COMPUTER APPLICATIONS**

**2.0 CREDITS**

In this course, students learn computer software applications used in today's business offices. In Microsoft Excel students learn how to create electronic spreadsheets, perform numeric calculations, analyze and present numeric data, and generate reports. Using Microsoft Outlook, students learn how to organize all aspects of their personal and business information to include sending and receiving e-mail, managing contacts, tracking tasks, making appointments, and creating electronic notes.

#### **ISB112 ANATOMY & PHYSIOLOGY WITH TERMINOLOGY**

**2.5 CREDITS**

This course is designed to introduce students to the fascinating language of medical terminology and the related anatomy and physiology of the body systems: digestive, urinary, male/female reproductive, endocrine, nervous, special senses, and special topics covering oncology, surgery and medicine. Emphasis is placed on word roots, prefixes, and suffixes as related to medical coding. Students study terminology and related physiology as related to structures of the body systems, pathology of the related systems and the body processes as related.

#### **ISB125 INTRODUCTION TO MEDICAL OFFICE ACCOUNTING**

**2.5 CREDITS**

In this course, students concentrate on the generally accepted accounting principles (GAAP) as used in a medical office. Topics include: analyzing, journalizing, and posting transactions, adjusting entries, completion of the work sheet, financial statements, and the closing process for a service business, Accounting for Cash, Payroll Accounting and the Combination Journal are also covered.

#### **ISC121 INSURANCE BILLING PROCEDURES**

**4.5 CREDITS**

The Insurance Billing Procedures course provides wide-ranging coverage to prepare students for professional success in a variety of roles and settings, including administrative, clinical, and billing and coding activities in private practices, hospitals and health networks, and patient centered medical home environments. By combining a reader-friendly E-book and online access to the Optum Electronic Health Care System, this unique learning resource helps students master the features, functions, and workflows of administrative, practice management, clinical, and billing activities using a live electronic medical record (EMR) program.

#### **ISD130 CODING, BILLING, AND REPORTING**

**5.0 CREDITS**

In this course students are presented with numerous examples and case studies to apply learning theories and knowledge to each coding concept. Students will abstract information to code diagnoses, procedures and services, sequence principal primary diagnoses, co-morbidities, and complications. Students learn to use symbols, punctuation, and abbreviations unique to the following areas of coding: hospital in-patient and physician outpatient. Students will also learn to identify additional conditions for coding in/outpatient records and bundling codes. Students will learn a combined use format with the ICD-10, CPT, and HCPCS. By learning a combined use format to code, students will develop a real-world application and process preparing them for the workplace. The application of medical terminology and knowledge of anatomy and physiology in assigning ICD-10, CPT, and HCPCS diagnostic codes to accurately code according to applied principles is an integral component of this course.

#### **ISE150 CODING, BILLING AND CLAIMS MANAGEMENT**

**5.5 CREDITS**

In this course students are presented with numerous examples and case studies to apply learning theories and knowledge to each coding concept. Students will abstract information to code diagnoses, procedures and services, sequence principal primary diagnoses, co-morbidities, and complications. Students learn to use symbols, punctuation, and abbreviations unique to the following areas of coding: acute hospital care, emergency department, hospice, home healthcare, and physician outpatient. Students will learn a combined use format with the ICD-10, CPT, and HCPCS as applied to specialized fields including anesthesia, radiology, and pathology. By learning a combined use format to code, students will develop a real-world application and process preparing them for the workplace. The application of medical terminology and knowledge of anatomy and physiology in assigning ICD-10, CPT, and HCPCS diagnostic codes to accurately code according to applied principles is an integral component of this course

#### **ISF141 CLAIMS MANAGEMENT AND REVENUE**

**5.5 CREDITS**

In this course, students learn the skill requirements, responsibilities, and professional certification opportunities that pertain to the medical coding and billing industry. A historical perspective of health insurance is presented, to include the major developments of health insurance from inception to present day. Study includes the emergence of government-sponsored programs, health maintenance organizations, the initialization of procedural and diagnostic coding, the Health Insurance Portability and Accountability Act (HIPAA), Ambulatory Payment Classifications (APC), national identifiers and coding compliance programs. The course includes third-party reimbursement methods, Worker's Compensation, managed healthcare, the life cycle of an insurance claim, and legal and regulatory considerations. The student learns the varieties of medical practices to include acute and sub-acute care, ambulatory care, managed care, dialysis, substance abuse, mental health, correctional, long-term care, home healthcare, hospice, rehabilitation, and dental care services. Students will understand the health insurance claims management and processing that includes manual development and electronic data entry of HCFA-1500, UB04 billing insurance forms, UB-92 claims, ambulatory surgery coding, National Drug Code application, refund and corrected claim submissions, and other health insurance learning areas critical to the position of a Medical Insurance Specialist

**CA150 CAREER MARKETING****0.5 CREDITS**

This course is designed to prepare students to market themselves to potential employers to obtain positions with career potential. Students will develop a career marketing plan by producing a concise and powerful resume, planning an appropriate wardrobe, and projecting a professional business image for that profitable first impression. Students gain critical insight in interviewing and job-search techniques and emerge as confident and marketable career candidates.

**ISI300 PRACTICAL EXTERNSHIP****1.5 CREDITS**

Upon completion of all other program requirements, students are placed in a medical business office under the direct supervision of the Alaska Career College I Externship Coordinator for 80 hours to apply skills learned in the classroom. Specific training goals and objectives are prepared prior to the start of the externship. Students are required to maintain a written work log. The work hours for this course of study vary depending on the externship site hours of operation. **Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.**

## MEDICAL ASSISTANT SPECIALIST

**ACADEMIC CREDIT** 46.0 Credits

**NORMAL TIME FRAME TO COMPLETE** Day Classes: 9.5 Months / Evening Classes: 14.5 Months

**CLASS SCHEDULE** Day Classes: Monday - Thursday 9am - 4pm / Evening Classes: Monday - Thursday 6pm - 10:05pm

The **Medical Assistant Specialist** program is designed to provide students with the necessary skills to pursue entry-level administrative or clinical positions in a medical facility. This skills training program prepares students for a wide variety of employment opportunities in various areas of the healthcare industry such as Medical Administrative Assistant, Medical Assistant, Assistant Medical Office Manager, Medical Office Bookkeeper, Assistant Medical Librarian, Health Unit Coordinator, Insurance Billing/Coder, Records Management, Insurance Examiner, Medical Scribe, Phlebotomist, or Pharmacy Technician Assistant.

Students will learn medical terminology, anatomy & physiology, financial management, office communications, patient relations, interpersonal communications, insurance billing/coding, patient scheduling, keyboarding, computer applications, as well as all other areas of the front office. Clinically, students are trained in the areas of phlebotomy, ECG, hematology, urinalysis, microbiology, pharmacology, minor surgery, medical/surgical asepsis, ECG, x-ray, vital signs, and specialty exams. Students in this course learn emergency first aid procedures and how to assist in the event of an emergency. Students receive specialized training in basic emergency first aid, CPR and automated defibrillation to certify as Basic Life Support (BLS) Healthcare Providers.

Alaska Career College's **Medical Assistant Specialist** students are scheduled to "sit" for their national certification exam prior to their externship assignment without waiting for the two-year in the field of work experience requirement prior to testing. Upon successful completion of the exam, Alaska Career College graduates are credentialed as National Certified Medical Assistants, NCMA, receiving nationally recognized credentials and certification and acceptance into a career path and profession of healthcare technology. In addition, **Medical Assistant Specialist** students may be scheduled to "sit" for the additional certifying exam, the National Certified Medical Office Assistant, NCMOA, without waiting for the two-year in the field of work experience requirement prior to testing.

Successful completion of this program will ensure a competent medical assistant trained to the highest standards of patient care applicable to this field. Health careers include some of the fastest growing careers in the United States. Two trends are making this statement true: Americans are getting older and need more health care, and new jobs are being created as the quality of healthcare is improving.

### CAREER OPPORTUNITIES

"Jobs", published by Prentice Hall says, "The best career areas are those that provide direct medical services to patients. They include jobs such as medical assistants and aids, medical technicians, nurses and some physician careers."

According to the Alaska Economic Trends published by Alaska Department of Labor, Nov. 2020, medical assistant positions will be the second fastest growing occupation in allied healthcare well through 2030. The U.S. Department of Labor Occupational Outlook Handbook states "Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2030 due to anticipated expansion of the health services industry. In view of high turnover as well as the preference of many physicians for medical assistants with formal training, experience or both, employers prefer applicants with formal certification, and medical assistants with word processing and computer skills will have an advantage over less qualified applicants."

If you really want the rewards of a good career, plus the opportunity to help people, Alaska Career College's **Medical Assistant Specialist** program can put you there.

### Medical Assistant Creed

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

## PROGRAM OBJECTIVES

The *Medical Assistant Specialist* diploma program is designed to prepare graduates for entry level positions in physician's offices or medical clinics. The professional and technical skills students acquire upon graduation enable rapid progress to more advanced career opportunities. The program emphasizes the development of both administrative and clinical skills to train students for positions as a medical assistant. Although not the primary objective of the program, graduates are also employed as administrative office assistants, medical transcriptionists, unit secretaries or physician's office assistants.

Students learn not only in the classroom, but also in a modern laboratory simulating the facilities, equipment and records found in both the administrative and clinical areas of a contemporary medical practice.

In addition to classroom and lab instruction, students spend the last 160 hours of their program on an externship site, where under supervision they experience firsthand the working environment they are preparing to enter. Course numbers MAA through MAD are prerequisite to course numbers MAE through MAG. Course numbers MAE through MAG are prerequisite to course number MAI.

## PROGRAM COURSE DESCRIPTIONS

### CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER

1.0 CREDITS

Critical thinking skills, creativity and innovation making effective decisions, empowering, and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals and become end-result thinkers.

### CA106 COLLEGE SUCCESS SKILLS

0.5 CREDITS

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's "high tech" working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills. During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Career Academy Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Career Academy research projects. By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life.

### CAM108 KEYBOARDING FOR THE INDUSTRY PROFESSIONAL

2.0 CREDITS

Computer automation is becoming standard in today's medical environment. This keyboarding/typing course challenges students with learning the keyboard by touch and building typing skills. Timed writings will be an integral part of these classes encouraging students to improve their overall abilities.

### MAA103 INTRODUCTION TO PHARMACOLOGY

3.0 CREDITS

This course is designed to give students a broad overview and firm foundational understanding of dosage and medication administration skills. Students will focus on the specific skills required to be an allied health professional. These skills include navigation of the Federal Drug Administration ® website, Roman numerals, drug schedules, patient "Rights" of drug administration, safe handling of drugs, calculation of decimals, fractions, ratios, and measurement conversions that will prepare the student to calculate accurate medication measurements and the handling of money.

### MAA151 MEDICAL TERMINOLOGY AND STRUCTURES

2.5 CREDITS

This course is designed to introduce students to the fascinating language of medical terminology and the related anatomy, body organization, integumentary system, skeletal system, cardiovascular system, respiratory system, and blood. Emphasis is placed on word roots, prefixes, and suffixes. Students also study terminology as related to the structures of the body systems, pathology of the body systems, processes of the body systems. Students practice identification by dissection through hands on case studies.

### MAB121 INTRODUCTION TO LIFE SCIENCES

3.0 CREDITS

This course of study is designed to give students the fundamentals of the body structure, which is the cornerstone of anatomy & physiology. Anatomical structure, directional terms, body cavities, organs, and the cell are introduced and studied. Students are introduced to DNA traits, genetics and mutations, homeostasis, pH levels/solutions. Microscope use in a laboratory setting is introduced in this course.

### MAB103 THE MEDICAL OFFICE ENVIRONMENT

2.5 CREDITS

In this course students are introduced to office automation and the applications used in the medical office environment. Through practical application, students will demonstrate a working knowledge and entry-level use of the Microsoft Office®365 suite including Word, Excel, PowerPoint and Outlook. Students will create, edit, and format documents similar to those used in medical offices, as well as create and format tables, templates, forms, and multi-page documents, and use graphics. Students will learn to manage spreadsheets and data input utilizing formulas. Students will learn the basic skills to use Microsoft Outlook in the medical office including appointment scheduling and intra/inter-office communications. Students will learn administrative office skills to include creating an intake form, patient educational forms, understanding patient portals, understanding health insurances, insurance claims management, and basic medical coding; ICD-10-CM, HCPCS, and CPT. Students will learn and demonstrate Microsoft PowerPoint skills through presentations, hands-on projects, and demonstrations.

**MAC127 PERSONAL AND ELECTRONIC COMMUNICATIONS****3.0 CREDITS**

Students preparing for careers in health care must master electronic communication skills necessary to provide quality patient care and become sensitive, yet strong, verbal communicators. Through practical application of an electronic healthcare record practice management system (E.H.R), students will demonstrate a working knowledge and entry-level use of applications utilized in the medical setting. Students will learn a variety of procedures including creating charts for new patients, documenting patient concerns, vital signs, creating laboratory requisitions, e-prescriptions, and accurate documentation practices. Students will gain insight on professionalism as it relates to the total health care team. Students will demonstrate proper use of office equipment, apply telephone and written communication skills. With a broad range of exercises, role-plays and scenarios, students will build confidence in verbal and non-verbal communication, and amplify soft- skills to work with patients, peers, and supervisors.

**MAC151 MEDICAL TERMINOLOGY AND STRUCTURES****2.5 CREDITS**

This course is designed to introduce students to the fascinating language of medical terminology and the related anatomy, digestive system, urinary system, male and female reproductive systems, endocrine system, nervous systems, eyes and ears. Emphasis is placed on word roots, prefixes, and suffixes. Students study terminology as related to structures of the body systems, pathology of the body systems. Students practice identification by dissection through hands on case studies.

**MAD127 MEDICAL LAW AND ETHICS****2.0 CREDITS**

Medical law and ethics impact all facets in the medical office. Medical Assistants must be constantly aware of legal, moral, and ethical issues to respect the values of others and to eliminate the chance for personal and/or employer liability. The basic concepts of medical ethics and legal responsibilities of the medical assistant are presented in this course. Students through lecture, case studies, current news, and group discussions will debate, and role play to be prepared to have a working knowledge medial law and ethics. Upon completion of this course, the student will receive an ACC Health Insurance Portability & Accountability (HIPAA) certification.

**MAD211 CLINICAL PROCEDURES****2.0 CREDITS**

This course prepares students with a working knowledge and proficient level of competency in theory and practical application in the following areas; medical histories, height and weight, patient positioning, vital signs (temperature, pulse, respiration and blood pressure). Students will become proficient in preparing infants, children, and adults for numerous examinations such as eye and ear, general physicals, and specialty procedures. Students are required to perform to over 150 documented instructor observed procedures. Upon completion of this course, the students will conduct a public Health Fair to demonstrate learned outcomes.

**MAE201 ANATOMY & PHYSIOLOGY****2.0 CREDITS**

The course encompasses anatomy and physiology that corresponds with the skeletal system, muscular system, and the integumentary system. Areas included are structure and function, diagnostic examinations, disorders, and diseases. Terminology and medical abbreviations emphasize word building, pronunciation, spelling, and verbal communication. Students will understand how patient concerns, the physician's examination, and clinical findings fit together in making and treating a diagnosis.

**MAE210 CLINICAL PROCEDURES****2.5 CREDITS**

This course will prepare students with a working knowledge and proficient level of competency in pharmacology, from dosage and calculations of medications to oral administration and injections. Students learn how to identify medications using the Physician's Desk Reference, how to interpret prescriptions and telephone in prescriptions ordered by the physician. Students will understand the importance of Occupational Safety & Health Administration (OSHA) regulations as they pertain to pharmacology.

**MAF201 ANATOMY & PHYSIOLOGY****2.0 CREDITS**

The anatomy and physiology corresponding with the immune system, the respiratory system and the cardiovascular system are covered in this course. Areas of emphasis are structure and function, diagnostic examinations, disorders, and diseases. Terminology and medical abbreviations emphasize word building, pronunciation, spelling and verbal communication. Students will understand how patient concerns, the physician's examination and clinical findings fit together in making and treating a diagnosis.

**MAF210 CLINICAL PROCEDURES****2.5 CREDITS**

This course prepares students with a working knowledge and proficient level of competency in venipuncture, hematology (to include a complete blood count with sedimentation rate, evacuated tube identification, and a variety of point-of-care tests), and electrocardiography as used in the physician's office. Students also gain experience in preparing microscopic slides, in the proper use of microscopes to view differential slides and blood smears, and in performing ECG's and reviewing various rhythm strips.

**MAG201 ANATOMY & PHYSIOLOGY****2.0 CREDITS**

The systems covered in this course include the urinary system, endocrine system, and reproductive system to include the medical terminology and anatomy and physiology that correspond to each system. Areas of emphasis are structure and function, diagnostic examinations, disorders, and diseases. The terminology and medical abbreviations emphasize word building, pronunciation, spelling and verbal communication. Students will understand how patient concerns, the physician's examination and clinical findings fit together in making and treating a diagnosis.

**MAG210 CLINICAL PROCEDURES****2.5 CREDITS**

This course prepares students with a working knowledge and a proficient level of competency in the following areas: urinalysis including collection and processing of both macroscopic and microscopic examinations, pregnancy tests, drug-testing collection, catheterization, bacterial smears, cultures, hemocult tests, and other specimen-collecting techniques. Students are also introduced to diagnostic tests, spirometry, skin tests, sonographic studies, magnetic resonance imaging, and radiological studies to further enhance their skills as medical assistants. Diet and nutrition, and health and wellness are also addressed in this course.

**MAH201 ANATOMY & PHYSIOLOGY****2.0 CREDITS**

The anatomy and physiology corresponding with the nervous system, the sensory system and the digestive system are covered in this course. Areas of emphasis are structure and function, diagnostic examinations, disorders, and diseases. Terminology and medical abbreviations emphasize word building, pronunciation, spelling, and verbal communication. Students will understand how patient concerns, the physician's examination and clinical findings fit together in making and treating a diagnosis.

**MAH210 CLINICAL PROCEDURES****2.0 CREDITS**

This course prepares students with a working knowledge and a proficient level of competency in the practical applications of, infection control, minor surgical procedures, including surgical asepsis, autoclaving, instrument identification and use, and assisting the physician in pre/post procedural care of the patient. Students are introduced to specialty exams including OB-GYN, proctology, pediatric, EENT, and occupational health, as well as facility management, basic physical therapy modalities, oxygen therapy, and casting. Medical professionals cannot afford to panic in an emergency. Students in this course learn emergency first aid procedures and how to assist in the event of an emergency.

**MAH230 BASIC LIFE SUPPORT (BLS) HEALTHCARE PROVIDER****0.5 CREDITS**

Basic Life Support training reinforces the healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED, and the role of each link in the Chain of Survival. In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner to certify as Basic Life Support (BLS) Healthcare Providers through the American Heart Association

**CA150 CAREER MARKETING****0.5 CREDITS**

This course is a nuts-and-bolts course designed to prepare students to market themselves to potential employers to obtain positions with career potential. Students will develop a career marketing plan by producing a concise and powerful resume, planning an appropriate wardrobe, and projecting a professional business image for that profitable first impression. Students gain critical insight in interviewing and job-search techniques and emerge as confident and marketable career candidates.

**MAI301 PRACTICAL EXTERNSHIP****3.5 CREDITS**

Upon completion of all other program requirements, students are placed in medical offices and clinics to practice skills learned in the classroom under the direct supervision of the Alaska Career College Allied Health Externship Coordinator. Specific training goals and objectives are prepared prior to the start of externships. Students are required to maintain a written work log. Students will complete a total of 160 hours to be divided between administrative and clinical rotations. The hours for this course of study vary depending on the externship site hours of operation. Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.

## PHLEBOTOMY LABORATORY & ECG TECHNICIAN SPECIALIST

**ACADEMIC CREDIT** 26.5 Credits

**NORMAL TIME FRAME TO COMPLETE** Weekend Classes (Only): 7 Months

**CLASS SCHEDULE** Weekends (Only): Friday Classes: 6pm to 10:10pm, Saturday and Sunday Classes: 9:00am to 5:30pm.

The *Phlebotomy Laboratory and ECG Technician Specialist* program is designed to provide students with the necessary skills to pursue an entry-level career as a professional phlebotomist and/or ECG technician. Students are trained in every aspect of phlebotomy and ECG Technology, with heavy emphasis on the technical skills required and, on a client, /patient-based approach.. Students are also trained for performing diagnostic tests to assess the patient's heart rhythm and rate. They ensure proper electrode placement on the patient, record the ECG, prepare the report for the physician, ensure patient comfort and safety, and troubleshoot abnormalities with the recording.

Students learn Medical Terminology, Anatomy and Physiology as they directly pertain to phlebotomy and ECG administration. The program also encompasses the history of phlebotomy, legal and ethical aspects of the profession, how the phlebotomist functions as part of the healthcare team, and all aspects of blood sample collection. Students learn skills that emphasize the importance of delivering this service in a conscientious client/patient manner. Students learn a minimum of forty of the most commonly ordered laboratory tests and why they are ordered, how to handle abnormal test results, special procedures, such as pediatric collections, arterial blood gases, and how to receive and transport specimens properly.

Students in this program learn emergency first aid procedures as they apply to the field of phlebotomy and how to assist in the event of an emergency. Students receive specialized training in basic emergency first aid, CPR, and automated defibrillation to certify as Basic Life Support (BLS) Healthcare Providers. Students learn the theory of phlebotomy, they will also practice hands-on skills in a modern laboratory, which simulates the facilities, equipment and records found in hospital and clinical laboratories. In addition to classroom and laboratory instruction, students participate in an 80-hour clinical externship. Under the direct supervision of a qualified healthcare professional, they experience first-hand the working environment they are preparing to enter.

Alaska Career College's *Phlebotomy Laboratory and ECG Technician Specialist* students are scheduled to "sit" for their national certification exams during the program without waiting for the two-year in the field of work experience requirement prior to testing. Upon successful completion of the exams, Alaska Career College graduates are credentialed as Nationally Certified Phlebotomy Technicians, NCPT, Nationally Certified ECG Technician, NCET, and receiving nationally recognized credentials and certification and acceptance into a career path and profession of healthcare technology.

### CAREER OPPORTUNITIES

The Allied Healthcare Profession includes some of the fastest growing careers. Two trends are making this statement true: Americans are getting older and need more healthcare, and the quality of healthcare is improving as new jobs are being created. Demand for phlebotomists is soaring, the US Bureau of Labor Statistics predicts a 17-percent increase through 2029. There's never been a better time to seek training, but there's more than one pathway to success in this up-and-coming career.

The current trend of specialization has placed an even greater demand on the hiring of qualified individuals. To become qualified in today's job market requires training and education. With the advent of point-of-care testing, centralized laboratory services are giving way to decentralized activities, requiring phlebotomists to be multi-skilled professionals. No longer can you walk into an area of interest and be trained on the job. According to Neil Fried, State of Alaska, Department of Labor Economist, *"Healthcare is one of the largest and fastest growing sectors in the services classification with well-paid highly skilled workers."* If you are looking for the rewards of a good career, plus the opportunity to be in a growing profession, Alaska Career College's *Phlebotomy Laboratory & ECG Technician Specialist* program can put you there.

### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

### PROGRAM OBJECTIVES

The *Phlebotomy Laboratory & ECG Technician Specialist* diploma program is designed to prepare the graduate for entry-level positions in physician's offices, medical clinics, laboratories, or hospitals. The program emphasizes development of both technical phlebotomy and ECG skills and patient/client care to train students for positions as professional Phlebotomists.

Students learn in the classroom, and in a modern laboratory simulating the facilities, equipment and records found in both the administrative and clinical areas of a contemporary medical environment. In addition to classroom and lab instruction, students spend the last 80 hours of the program at an externship site, where under supervision they experience firsthand the working environment they are preparing to enter.

## PROGRAM COURSE DESCRIPTIONS

### CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER

1.0 CREDIT

Critical thinking skills, creativity and innovation making effective decisions, empowering, and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals and become end-result thinkers.

### CA106 COLLEGE SUCCESS SKILLS

0.5 CREDITS

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high tech working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills. During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Alaska Career College Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Alaska Career College research projects. By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life.

### CAP108 KEYBOARDING FOR THE INDUSTRY PROFESSIONAL

1.0 CREDITS

Computer automation is the standard in today's medical environment. The keyboarding/typing course throughout this program challenges students with learning the keyboard by touch and building typing skills and speed. Timed writings are an integral part of these classes, encouraging students to improve their overall abilities.

### PT103 ANATOMY & PHYSIOLOGY WITH TERMINOLOGY

4.0 CREDITS

This course provides students with the fundamentals of body structures and functions. This course is designed to introduce students to the fascinating language of medical terminology and the related anatomy and physiology from body organization through all of the body systems and related special topics. Emphasis is placed on word roots, prefixes, and suffixes. Students will study terminology as related to structures of the body systems, pathology of the body systems, and processes of the body systems.

### PT104 COMPUTER APPLICATIONS

3.0 CREDITS

In this course students are introduced to Microsoft 365 and Centage Medical Office Simulated Software (MOSS) This course includes practical applications of basic entry-level Microsoft Office techniques. Students will create, edit, and format documents, spreadsheets, and slideshow presentations like those found in medical offices, as well as create and format tables, templates, forms, and multi-page documents and use graphics to illustrate documents. Because the nation's healthcare delivery system is rapidly being transformed by the introduction of computer-based health information systems, specifically Electronic Health Records (EHR), it is important that students understand the significant impact an EHR system has on work processes in healthcare settings. Students gain hands-on experience using HER software programs such as MOSS and Synapse that are designed for use in ambulatory care settings.

### PT125 INTRODUCTION TO PHLEBOTOMY TECHNIQUES

2.0 CREDITS

This course is designed to introduce students to the profession of phlebotomy. It encompasses the history, areas of education and certification, responsibilities, and law and ethics as they pertain to the phlebotomist's role in safety in the workplace. Occupational Safety & Health Administration, (OSHA), Clinical Laboratory Improvement Amendments, CLIA, quality assurance and control and risk management, the phlebotomist role as a member of the healthcare team and customer/patient services are also presented in this course. The class presents students with the fundamentals of taking a patient's vital signs to include temperature, pulse, respiration, and blood pressures. Students become familiar with the equipment that is used for venipuncture and capillary punctures. Completing laboratory requisition forms and accurately documenting in a patient's chart to meet medico-legal requirements is also a focus of this course.

### PT200 COLLECTION BY CAPILLARY PUNCTURE

0.5 CREDITS

This course prepares students to perform phlebotomy procedures in capillary collections. Emphasis is placed on assembling the required equipment, patient preparation, site identification, performing the puncture, and collecting the specimen for testing.

### PT202 COLLECTION BY ROUTINE VENIPUNCTURE

0.5 CREDITS

This course prepares students to perform venipuncture to include the required equipment, patient preparation and location of sites, as well as methods used to obtain the specimen. Quality assurance is also emphasized. Students learn to trouble shoot possible complications and to care for the patient after the collection.

### PT212 SPECIALIZED PHLEBOTOMY PROCEDURES

1.0 CREDITS

Specialized Phlebotomy Procedures teaches students how to perform various specialty collections such as pediatric collections, arterial blood gases, throat cultures, urine specimens, fecal specimens, semen specimens, serum, plasma, hair collection, breath alcohol, DNA, paternity testing and blood cultures. Correctly receiving and transporting specimens, instructing the patient in various collection procedures, and procedures specific to blood donor collection, as well as point of care testing and chain of Custody procedures are covered.

### PT220 LABORATORY TESTS

1.0 CREDIT

This course teaches students how to perform various specialty specimen processes such as: saliva, sputum, spinning and urinalysis, with a focus on quality assurance. Forty of the most commonly ordered laboratory tests are introduced in this course giving students the ability to identify tests that may be ordered and the appropriate collection method. Students learn how to process test results by reporting and documenting the results accurately. Normal and abnormal test results are introduced and discussed.



**PT225 ELECTROCARDIOGRAPHY (ECG)****2.5 CREDITS**

This course is designed to prepare students to perform routine 12-lead ECG's. Areas of concentration include the electrical conduction pathway of the heart, both manual and computerized 12-lead ECG machines, placement of ECG leads on the patient, troubleshooting common errors when performing ECGs and recognizing basic arrhythmias. Students are also given a basic understanding of stress tests and Holter monitors.

**PT240 PROFESSIONAL COMMUNICATION SKILLS****2.0 CREDITS**

This course is designed to give students an opportunity to strengthen their communication skills. Both verbal and non-verbal communication skills are covered in areas of telephone technique, patient/client care, correspondence, and laboratory computer skills. All aspects of customer service are emphasized including telephone skills and triage. Also emphasized are patient education, team building, inter and intrapersonal communication, diversity, and cultural differences and awareness. Upon completion of this course, students will have a better understanding and working knowledge of the communication skills needed to work with clients, patients, peers and supervisors.

**PT258 BASIC LIFE SUPPORT (BLS) HEALTHCARE PROVIDER****0.5 CREDIT**

Basic Life Support training reinforces the healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED, and the role of each link in the Chain of Survival. In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner to certify as Basic Life Support (BLS) Healthcare Providers through the American Heart Association.

**PT280 PHLEBOTOMY LABORATORY****5.0 CREDITS**

This laboratory course provides students with hands – on practical applications. Phlebotomy Laboratory consists of eight sessions. Each session builds on the skills learned in the didactic portions of the corresponding theory class, allowing students to continuously practice previously learned techniques while gaining proficiency with the new skills. Students are given the opportunity to complete numerous repetitions of each procedure to ensure a high level of competency upon completion of the *Phlebotomy Laboratory & ECG Technician Specialist* program.

**PHLEBOTOMY LABORATORY SESSION I**

Session I require students to practice medical/surgical asepsis, hand washing, gloving, gowning, and masking. Student's practice filling out laboratory requisition forms, and identification of capillary and venipuncture equipment. This lab gives students the opportunity to complete check-off competencies on Vital Signs.

**PHLEBOTOMY LABORATORY SESSION II**

Session II requires students to practice all the skills learned in the didactic portion of PT200 Collection by Capillary Puncture. Students are given the opportunity to complete check-off competencies through the required repetitions of each procedure to ensure a high level of confidence upon completion of the program. Students also build on their laboratory skills as presented in the previous phlebotomy laboratory.

**PHLEBOTOMY LABORATORY SESSION III**

Session III requires students to practice all the skills learned in the didactic portion of PT202 Collection by Routine Venipuncture. Students are given the opportunity to complete the required repetitions of each procedure to ensure a high level of competency upon completion of the program. Students build on laboratory skills as presented in previous phlebotomy laboratories.

**PHLEBOTOMY LABORATORY SESSION IV**

Session IV requires students to practice all the skills learned in the didactic portions of PT120 Phlebotomy Techniques, PT200 Collection by Capillary Puncture, and PT202 Collection by Venipuncture. Students are given the opportunity to focus on completion of the required competency check-off skills that correspond with the above courses. This session will build student confidence by fine-tuning their phlebotomy techniques.

**PHLEBOTOMY LABORATORY SESSION V**

Session V requires students to practice all the skills learned in the didactic portion of PT212 Specialized Phlebotomy Techniques. Students are given the opportunity to practice the required repetitions of the competency check off skills. Students will continue to strengthen their laboratory skills as presented in previous phlebotomy laboratories.

**PHLEBOTOMY LABORATORY SESSION VI**

Session VI requires students to practice all the skills learned in the didactic portion of PT220 Laboratory Tests. Students are given the opportunity to complete the required repetitions of each procedure to ensure a high level of competency upon completion of the program. Students will continue to strengthen their laboratory skills as presented in previous phlebotomy laboratories.

**PHLEBOTOMY LABORATORY SESSION VII**

Session VII requires students to practice all the skills learned in the *Phlebotomy and ECG Technician Specialist* program as presented in the didactic portions of PT120 Phlebotomy Techniques, PT200 Collection by Capillary Punctures, PT202 Collection by Routine Venipuncture, PT212 Specialized Phlebotomy Techniques. This lab session is designed to build and strengthen student's confidence as they work toward the requirements needed for successful completion of the program and national certification.

**PHLEBOTOMY LABORATORY SESSION VIII**

Session VIII is designed for students to perform their final competency checkoffs. With guidance from the instructor, students will complete a series of laboratory requests, to simulate an actual workday in a medical laboratory. Students are required to complete each procedure meeting the competency skill level required of an entry-level phlebotomy technician and to prepare for the national certification examination. Students are also given the opportunity to complete the required repetitions of each procedure prior to externship.

**CA150 CAREER MARKETING****0.5 CREDITS**

This course is a nuts-and-bolts course designed to prepare students to market themselves to potential employers to obtain positions with career potential. Students will develop a career marketing plan by producing a concise and powerful resume, planning an appropriate wardrobe, and projecting a professional business image for that profitable first impression. Students gain critical insight in interviewing and job-search techniques and emerge as confident and marketable career candidates.

**PT300 PRACTICAL EXTERNSHIP****1.5 CREDITS**

Upon completion of all other program requirements, students are placed in an 80-hour clinical practicum to practice phlebotomy skills learned in the classroom and laboratory, under the direct supervision of the Alaska Career College Allied Health Externship Coordinator. Specific training goals and objectives are prepared prior to the start of the externship. Students are required to maintain a written work log of capillary punctures and venipunctures as documentation requirements for the national certification exam. The hours for this course vary depending on the externship site hours of operation.

**Generally, this course is scheduled Monday through Friday, 7:00 a.m. to 6:00 p.m.**

## THERAPEUTIC MASSAGE SPECIALIST

**ACADEMIC CREDIT** 48 Credits

**NORMAL TIME FRAME TO COMPLETE** Day Classes 9 Months / Evening Classes 14 Months

**CLASS SCHEDULE** Day Classes: Monday - Thursday 9am - 4pm / Evening Classes: Monday - Thursday 6pm - 10:05pm

See course TMI300 THERAPEUTIC MASSAGE CLINIC for the student massage clinic schedules

Alaska Career College's *Therapeutic Massage Specialist* program is designed to provide students with the necessary skills to pursue careers as professional massage therapists. Whereas in some occupations new college graduates are prepared for entry-level employment, Alaska Career College *Therapeutic Massage Specialist* program graduates are not only prepared for these positions they are qualified and eligible to sit for national certification and are prepared to work independently in their own business, as contractors to other healthcare providers, or as employees in established healthcare facilities, spas, fitness clubs, hotels, or resorts. *Therapeutic Massage Specialists* work with patients and clients with a wide variety of needs including infants, children, and the elderly; physically, psychologically, and developmentally challenged; and chronically and terminally ill.

Individuals from a wide range of backgrounds are drawn to the practice of therapeutic massage and make the move to a career in massage therapy. Most are looking for work that is personally satisfying, professionally rewarding, and an opportunity to help and care for others. A survey of American Massage Therapy Association (AMTA) members showed that 92 percent chose a career in therapeutic massage to help others, and 87 percent said they also chose to become a massage therapy professional because they enjoy the field of healthcare. See: [www.amtamassage.org](http://www.amtamassage.org)

"Massage is both an art and a science of healing. To be successful as a massage therapist, a person must have a sincere desire to improve the health and well-being of humanity; the commitment, time, and energy to train for the profession; the drive to start a practice; and recognition of the need for on-going education to be a competent practitioner." states the AMTA.

Alaska Career College's *Therapeutic Massage Specialist* program prepares students with the skills and competencies for a wide variety of opportunities in the growing therapeutic massage industry. Students practice therapeutic massage on male and female clients from all walks of life, ages, cultures, ethnicities, and body types. Students in this program learn Medical Terminology, Anatomy & Physiology, Kinesiology, Medical Law & Ethics, Professional Communication, Aromatherapy, Touch Therapy, Spa Techniques, Chair Massage and Full Body Swedish Massage. Specialty Massage, such as Trigger/Pressure Point Therapy, Myofascial Release, Reflexology, Deep Tissue Massage, Contemporary and Asian Bodywork Therapies, Cranio-Sacral Approaches, Cryotherapy, Hot Stone Massage, Athletic/Sports Massage, Hydrotherapy, and Therapeutic Exercise Stretching are also included. Body Movement and the Business Practices & Marketing for a career in Therapeutic Massage are also valuable courses included in this program. Students in this program learn emergency first aid procedures and how to assist in the event of an emergency. Students receive specialized training in basic emergency first aid, CPR, and automated defibrillation to certify as Basic Life Support (BLS) Healthcare Providers.

The state of Alaska requires massage therapists to obtain a state massage practitioners license. The board also requires license applicants to graduate from a massage program that has a minimum of 625 hours. The ACC program is 920 contact hours and 48 semester academic credits and meets or exceeds all state of Alaska program requirements.

Alaska Career College's *Therapeutic Massage Specialist* students are qualified and eligible "sit" for national certification and licensing exams through the Massage & Bodywork Licensing Examination (MBLEx) upon successful completion of their program.

### CAREER OPPORTUNITIES

The demand for *Therapeutic Massage Specialists* continues to grow in the United States. Massage therapy is popular among consumers of all ages, with people ages 25 to 34 reporting the highest usage at 24 percent in the past twelve months. Those who seek massage therapy average seven visits per year. Consumers visit massage therapists 114 million times each year. An increasing number of corporations, small businesses, and municipalities have found on-site massage to be a low-cost benefit with a high payoff. Among emergency room patients, 31 percent report they have used massage in the past for painful conditions. See: [www.amtamassage.org](http://www.amtamassage.org).

The massage explosion can be attributed partly to the growing population of tired, aging, not-as-limber-as-they-once-were baby boomers, and partly to an increased awareness of the effects of stress and of the physiological benefits of therapeutic touch. Doctors and consumers are turning more and more to massage as an adjunct to regular health practices. More working-class professionals are using massage therapy to relieve stress and treat sore muscles. The increasing number of spas and massage clinics in recent years underscores a growing demand for massage services. The Bureau of Labor Statistics projects 20.6 percent employment growth for massage therapists between 2019 and 2029. In that period, an estimated 34,400 jobs should open up.

Massage therapists that once served only elite professionals and athletes see a wider range of clientele. Massage therapists' practice in a variety of settings and locations, and in a variety of contractual agreements. A therapist may practice at several different sites and/or settings in a single day.

As reported by the American Massage Therapy Association (AMTA) as part of a membership demographics report, 43 percent of their members travel to client locations, 33 percent have home-based offices, 16 percent work in offices with other massage therapists, 30 percent work in private practice or solo offices, 19 percent work in a medical setting or office, 22 percent work in a spa or salon, 15 percent, other and 7 percent in health clubs. In addition, 34 percent of AMTA national membership reported an income of more than \$30,000 annually from their work as massage therapists. See: [www.amtamassage.org](http://www.amtamassage.org)

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### American Massage Therapy Association Member Code of Ethics

This code of ethics is a summary statement of the standards by which massage therapists agree to conduct their practices and is a declaration of the general principles of acceptable, ethical, professional behavior.

#### Massage therapists shall:

- Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
- Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
- Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
- Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy.
- Conduct all business and professional activities within their scope of practice, the law of the land, and project a professional image.
- Refrain from engaging in any sexual conduct or sexual activities involving their clients.
- Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

#### HYBRID LEARNING

Alaska Career College hybrid programs are designed to integrate online and face-to-face learning activities to reinforce and elaborate each other giving students more opportunity for success. Hybrid courses, also known as blended courses, replace a portion of the traditional classroom environment with online based learning (video lectures, online discussions, and activities). The amount of time spent in class versus online will vary between programs, courses, and student schedules.

#### PROGRAM OBJECTIVES

The *Therapeutic Massage Specialist* diploma program is designed to prepare graduates to enter the workforce as entry level certified and licensed *Therapeutic Massage Specialists*. From traditional hospital settings and/or other traditional western healthcare facilities to day spas, sports clubs, and private practice, graduates have a vast array of career opportunities.

Students learn not only in the classroom, but also in a modern clinical environment simulating typical employment facilities. In addition to classroom and hands-on clinical instruction, students under the direct supervision of a licensed Therapeutic Massage Specialist Clinic Manager, spend 120 hours of their program finessing their bodywork skills in a professional clinical setting. Students experience firsthand the working environment they are preparing to enter. Course numbers TMA through TMD are prerequisites to course numbers TME through TMG. Course numbers TME through TMG are prerequisites to course number TMI.

## PROGRAM COURSE DESCRIPTIONS

### CA100 THOUGHT PATTERNS FOR A SUCCESSFUL CAREER

1.0 CREDIT

Critical thinking skills, creativity, and innovation, making effective decisions, empowering and mentoring others, flexibility and multi-tasking, planning and organization are just a few critical success skills needed for today's professional. This course is designed to empower individuals to take action, set goals, and become end-result thinkers.

### CA106 COLLEGE SUCCESS SKILLS

0.5 CREDIT

Six out of every ten students enrolling in college express difficulty in achieving their academic goals. Countless more struggle through but fail to even approach their potential for success. In today's high tech working environment, understanding learning needs and practicing new learning methods often make the difference between success and failure. The Study Skills module of this course is designed to empower students, by providing strategies and techniques to improve memory retention and understanding, note taking, test mastery, and time management skills. During the Financial Planning module, students are provided essential information regarding financial aid policies and procedures, scholarship opportunities, credit reporting, and budgeting personal finances while in school. In the Windows module, the basic concepts and skills of the Microsoft Windows operating system are presented. Students learn quickly with hands-on exercises and experience, realistic application of new concepts and develop the skills and abilities to use applications software. Students are also introduced to the Alaska Career College Learning Resource System to include locations of program specific libraries on campus, as well as on-line reference materials available through the student cyber-library site. Students are provided with sound criteria for conducting research, evaluating the authority, accuracy, objectivity, currency, and coverage of internet sources that may be used during their preparation for Alaska Career College research projects.

By attending this course, learning will be much more enjoyable and productive and academic success will naturally lead to success in other aspects of life.

### TMM100 BODY MOVEMENT

1.0 CREDIT

Working as a *Therapeutic Massage Specialist* requires a great deal of strength and stamina, as well as flexibility and correct body movement. This course is designed to provide the student with the skills necessary to gain and maintain proper body movement, strength, and flexibility through a weekly personal exercise class. A variety of exercise modalities will be introduced.

### TMA101 ESSENTIAL SCIENCES I

3.0 CREDITS

Each of the Essential Sciences courses builds a foundation for understanding medical terminology, anatomy, and physiology appropriate for therapeutic massage. **Essential Sciences I** include a generalized study of functional anatomy and processes of physiology of addressing levels of organization of the human body, basic chemistry, cell structure and functions, histology, skin structure and functions and pathologies, and the systems of the integumentary system, and skeletal system and functions.

### TMA105 MESSAGE: HISTORY, ETHICS, & SAFETY

3.0 CREDITS

This course begins the study of therapeutic massage by exploring the history of massage and the requirements for the professional, ethical, and safe practice of massage. The evolution of massage as one of the earliest remedial practices for the relief of pain and discomfort and a timeline of major events in massage and the differences in massage systems is introduced. Students gain an understanding of the legal requirements to become a professional massage therapist and will discuss the scope of practice, the difference between licensure and certification, as well as general requirements to become a massage therapist. Students also learn about professional ethics in massage therapy and the decision-making skills used in problem solving with realistic ethical dilemmas. Proper safety and sanitation practices in the massage setting are also taught. Additionally, the Health Insurance Portability and Accountability Act (HIPAA) guidelines are addressed as they pertain to therapeutic massage to ensure that students gain a working knowledge of this important and ever-changing topic.

### TMB102 ESSENTIAL SCIENCES II

3.0 CREDITS

Each of the Essential Sciences courses builds a foundation for understanding medical terminology, anatomy, and physiology appropriate for therapeutic massage. **Essential Sciences II** focuses on the structure and function of the muscles of the shoulder, arm, Forearm, and hand. Skills such as palpitation and knowledge of kinesiology are introduced. Students also learn about joints, principles of reflex action and pathologies of the muscular skeletal. Thorough details are provided about the shape, attachments, and functions of the main individual muscles that the massage therapist will encounter, along with the benefits of massage and its relationship to muscle structure and function. **Essential Sciences II** also includes a generalized study of functional anatomy and processes of physiology of addressing levels of organization of the muscular system and functions.

### TMB115 MESSAGE & BODYWORK SKILLS I

2.5 CREDITS

This core technical course includes definitions, descriptions, and directions for the application and use of the most common massage methods and techniques, including effleurage, petrissage, friction, tapotement, vibration, and touch without movement. The student learns the why and the where of massage methods and techniques used, as well as how to organize a massage process that uses various therapeutic approaches effectively. Each of the individual massage manipulations and techniques is examined. Students learn the preparations and procedures for a full-body massage, beginning with practical centering and grounding exercises. This course is taught through lectures, demonstration, and clinical hands-on application.

### TMC103 ESSENTIAL SCIENCES III

3.0 CREDITS

Each of the Essential Sciences courses builds a foundation for understanding medical terminology, anatomy, and physiology appropriate for therapeutic massage. **Essential Sciences III** focuses on the structure and function of the muscles of the Spine, thorax, head, neck, and face. Skills such as palpitation and knowledge of kinesiology are introduced. Thorough details are provided about the shape, attachments, and functions of the main individual muscles that the massage therapist will encounter, along with the benefits of massage and its relationship to muscle structure and function. **Essential Sciences III** also includes a generalized study of functional anatomy and processes of physiology of addressing levels of organization of the nervous system, the endocrine system, and functions of the fore mentioned systems.

**TMC135 MASSAGE FUNDAMENTALS & DOCUMENTATION****2.5 CREDITS**

Effective communication on a professional level with clients and/or patients and their families as well as peers and other healthcare professionals is imperative to the *Therapeutic Massage Specialist* practice. This course covers the dynamics of verbal and nonverbal interpersonal communication skills, techniques of active listening, barriers to effective communication, client interviewing and assessment skills, as well as effective communication with the healthcare team and legal representatives. Since documentation is critical, necessary, and expected practice for a *Therapeutic Massage Specialist*, it is presented in great detail in this course. The student is provided with "hands-on" opportunities to practice these skills, from intake forms to Subjective Objective Assessment and Plan (SOAP) notes and alternative documentation formats. Students perform assessments and develop individual client care plans. This course also reviews techniques for keeping current with the ever-changing information surrounding insurance reimbursement as payment for therapeutic massage services.

**TMD104 ESSENTIAL SCIENCES IV****3.0 CREDITS**

Each of the Essential Sciences courses builds a foundation for understanding medical terminology, anatomy, and physiology appropriate for therapeutic massage. **Essential Sciences IV** focuses on the structure and function of the muscles of the pelvis, thigh, leg, and foot. Skills such as palpitation and knowledge of kinesiology are introduced. Thorough details are provided about the shape, attachments, and functions of the main individual muscles that the massage therapist will encounter, along with the benefits of massage and its relationship to muscle structure and function. **Essential Sciences IV** also includes a generalized study of functional anatomy and processes of physiology of addressing levels of organization of the cardiovascular system, the respiratory system, the lymphatic system, and functions of the fore mentioned systems.

**TMD145 MASSAGE AND BODYWORK SKILLS II****2.0 CREDITS**

This technical course builds on the skills learned in *TMB115 MASSAGE & BODYWORK SKILLS I* and *TMC135 THERAPEUTIC MASSAGE FUNDAMENTALS & DOCUMENTATION PRACTICES* including definitions, descriptions and directions for the applications and uses of the most common massage methods and techniques. Students will conduct and discuss case study assignments, perform more in-depth intake procedures and chart noting, and create treatment plans for clients. Students are also provided ample lab time to practice the full-body massage sequence in preparation for the upcoming clinical terms.

**TME105 ESSENTIAL SCIENCES V****3.0 CREDITS**

Each of the Essential Sciences courses builds a foundation for understanding medical terminology, anatomy, and physiology appropriate for therapeutic massage. **Essential Sciences V** focuses on the pathologies that are taken into consideration and or the contraindications when performing massage and bodywork. **Essential Sciences V** also includes a generalized study of functional anatomy and processes of physiology of addressing levels of organization of the urinary system, the reproductive system, the digestive system, and functions of the fore mentioned systems.

**TME145 MASSAGE & BODYWORK SKILLS III****2.5 CREDITS**

This technical course builds on the skills learned in TMD 145 MASSAGE & BODYWORK SKILLS II. This course provides students with the basic understanding of Hydrotherapy, Temperature Therapy, and Chair Massage as they relate to the therapeutic massage profession. This course also provides an overview of benefits and modifications needed to work with clients in special populations such as pregnancy, healthy aging, and terminally ill and hospice clients. Each section of this course offers a general description of the modification needs, application of massage and the resources available for continuing education.

**TMF205 CLINIC OPERATIONS****0.5 CREDITS**

This course prepares the Therapeutic Massage student to successfully work in a professional clinic environment. Students review the Alaska Career College Student Clinic Policies & Procedures Handbook as an example of a professional clinic, to successfully transition from the classroom environment to the clinic setting. Students learn how to define and document a comprehensive assessment necessary for efficient clinic operations. Students also participate in the preparation of the student clinic, which is open to the public, write SOAP notes for each of their clients and continue to practice improve and develop their communication skills with clients and peers. Students are required to successfully complete a massage assessment prior to participating in clinic responsibilities.

Students attending this course participate in the ACC Therapeutic Massage Student Clinic working with the general public in a professional clinic environment.

Course requirements for day students in this term (Term G) include student participation in scheduled classroom activities, Monday through Thursday, between 9:00 a.m. and 4:00 p.m., and the Therapeutic Massage Student Clinic. Clinic hours for day students are scheduled 9:00 a.m. – 5:00 p.m., Friday and Saturday

Course requirements for evening students in this term (Term G) include student participation in scheduled classroom activities, Monday through Thursday, between 6:00 p.m. and 10:00 p.m., and the Therapeutic Massage Student Clinic. Clinic hours for evening students are scheduled on Sundays between 9:00 a.m. and 5:00 p.m.

Additional clinic hours for a total of 120 hours are scheduled in TMI300 Therapeutic Massage Clinic. See course for details.

**TMF210 CONTEMPORARY BODYWORK THERAPIES****3.0 CREDITS**

This technical course builds on the skills learned in TME145 MASSAGE & BODYWORKS SKILLS III. In this course students learn basic practical applications of Myofascial Massage and Trigger Point Therapy. Students practice Sports and Fitness Massage with a special focus on the practical application of massage to address acute and chronic injuries related to athletics and activities of daily living. Students learn the historical perspective of Spa Massage, client demographics and the various types of spa settings in which the massage therapist has the opportunity to work. Modifications and application techniques are reviewed and demonstrated for Oncology Massage and Manual Lymphatic Drainage. Each section of this course offers a general description of the modification needs, application of massage and the resources available for continuing education.

**TMF230 BASIC LIFE SUPPORT (BLS) HEALTHCARE PROVIDER CPR / FIRST AID****0.5 CREDITS**

Basic Life Support training reinforces the healthcare professionals' understanding of the importance of early CPR and defibrillation, basic steps of performing CPR, relieving choking, and using an AED, and the role of each link in the Chain of Survival. In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner to certify as Basic Life Support (BLS) Healthcare Providers through the American Heart Association.

**TMG225 – Specialty Massage I -****2.5 Credits**

Orthopedic assessment with theory and technique are taught in this course. Students will be practiced with developing individual client care plans. Students learn the principles of posture, gait, and specific tissue conditions in order to develop a session specific to the individual client. Each section of this course offers a general description of the modification needs, application of massage and the resources available for continuing education. Specific content for this course includes benefits and functions of assessment, the History, Observation, Palpation, Range-of-Motion and Resistance and Special Orthopedictests - HOPRS ® method, Myofascial ® trigger points, soft-tissue disorders, common injury conditions, thermal modalities as treatment aids, and specific injury considerations to adjust the therapist’s massage technique for the individual client.

**TMG230 – Contemporary Eastern Massage****– 2 Credits**

Many of today’s contemporary massage techniques are rooted in Eastern philosophies and modalities. In this course students learn basic and practical applications of many Eastern modalities of massage and treatments. Concepts reviewed in this course include: the 12 major meridians, the concepts of Qi, the four pillars of assessment, Chakras, reflexology, energetic manipulations, Tuina, Reiki, Polarity therapy, Therapeutic Touch, Shiatsu, Ghu sha, cupping, Marma point therapy, Acupressure, and Ayurveda *Panchakarma*, with Thai massage. The modalities introduced throughout this term compliment the student’s Western Swedish massage sequence while inspiring the student to perfect their touch in different ways.

**TMH230 BUSINESS PRACTICES & MARKETING****2.5 CREDITS**

One of the greatest rewards in becoming a *Therapeutic Massage Specialist* is the ability to be able to be flexible in your work schedule, set your own hours, work for someone, or be your own boss. This course provides the basic tools needed to make the best choices for you and your work environment. Short term and long-term goals, attitude, self-image, business success, and the major expenses related to starting a massage business are discussed. The student learns the difference between employee versus contract employee, sole proprietorship, and LLC’s. Students also learn which licenses and permits are required to operate a massage business. Alaska Career College will submit applications for the necessary licenses for you to be in compliance as a working Therapeutic Massage Specialist in Anchorage, Alaska. Types of massage insurance a massage practitioner should carry to protect their business, application of rules of professionalism, keeping of accurate records, and the importance of marketing to business success are also covered in this course.

Course requirements for day students in this term (Term H) include student participation in scheduled classroom activities, Monday through Friday, between 9:00 a.m. and 4:00 p.m., and the Therapeutic Massage Student Clinic. Clinic hours for day students are scheduled:

12:30 p.m. – 5:30p. m., Friday  
9:00 a.m. – 5:30 p.m., Saturday

Course requirements for evening students in this term (Term H) include student participation in scheduled classroom activities, Monday through Thursday, between 6:00 p.m. and 10:05 p.m., and the Therapeutic Massage Student Clinic. Clinic hours for evening students are scheduled on Sundays between 9:00 a.m. and 5:00 p.m.

Additional clinic hours for a total of 120 hours are scheduled in TMI300 Therapeutic Massage Clinic. See course for details.

**TMH 240 SPECIALITY MASSAGE II****2.5 CREDITS**

This course provides the student with an overview of massage practices in specific techniques and positioning of clients. Students will demonstrate and practice side-laying and reclining massage while focusing on adapting techniques to work with each individual client and their specific needs. Self-care for the *Therapeutic Massage Therapist* to increase the therapist’s health and body awareness is also covered. This course is taught through lecture, demonstration, and clinical hands-on application. Students attending this course participate in the ACC Therapeutic Massage Student Clinic working with the general public in a professional clinic environment.

Course requirements for day students in this term include student participation in scheduled classroom activities, Monday through Thursday, between 9:00 a.m. and 4:00 p.m. and the Therapeutic Massage Student Clinic. Clinic hours for day students are scheduled on Fridays between 4:00 p.m. and 7:00 p.m. and on Saturdays between 9:00 a.m. and 5:00 p.m.

Course requirements for evening students in this term include student participation in scheduled classroom activities, Monday through Thursday, between 6:00 p.m. and 10:05 p.m., and the Therapeutic Massage Student Clinic. Clinic hours for evening students are scheduled on Sundays between 9:30 a.m. and 5:00 p.m.

Additional clinic hours for a total of 120 hours are scheduled in TMI300 Therapeutic Massage Clinic. See course for details

**CA150 CAREER MARKETING****0.5 CREDITS**

This course is a nuts-and-bolts course designed to prepare students to market themselves to obtain positions with career potential. Students will develop a career marketing plan by producing a concise and powerful resume, planning an appropriate wardrobe and projecting a professional business image for that profitable first impression. Students gain critical insight in interviewing and job-search techniques and emerge as confident and marketable career candidates.

**TMI300 THERAPEUTIC MASSAGE CLINIC****4.0 CREDITS**

The student’s practicum is a culmination of the student’s academic and practical application course work. Under the direct supervision of a licensed Therapeutic Massage Therapist Specialist Clinic Manager, students are scheduled to provide a variety professional massage modalities to practice skills learned in the classroom. Students also participate in numerous Community Service opportunities which include local Health Fairs and Hospital Volunteer Days. Specific training goals and objectives are prepared prior to the start of practicum. Competencies are measured and assessed. Students will keep a written work log and will complete 120 clinic hours and a minimum of 80 massages during the program. Students are scheduled and are required to participate in clinic activities in the following terms: **NOTE Clinic hours may vary.**

Day Classes

**Term G:** 9:00 a.m. – 5:30 p.m., Friday  
9:00 a.m. – 5:30 p.m., Saturday  
**Term H** 9:00 a.m. – 5:30 p.m., Friday  
9:00 a.m. – 5:30 p.m., Saturday  
**Term I:** 9:00 a.m. – 5:30 p.m., Friday  
9:00 a.m. – 5:30 p.m., Saturday  
9:00 a.m. – 5:30 p.m., Sunday

Evening Classes

**Term G:** 9:00 a.m. – 5:30 p.m., Sunday  
**Term H** 9:00 a.m. – 5:30 p.m., Sunday  
**Term I:** 12:30 p.m. – 5:30 p.m. Friday  
9:00 a.m. – 5:30 p.m., Saturday  
9:00 a.m. – 5:30 p.m., Sunday

## **ADDENDA**

The catalog is not considered complete unless the following addenda are included:

- Addendum #1**    **Academic Calendar**
- Addendum #2**    **Administration & Faculty / Students Right to Know/ Notice of Non-Discrimination**
- Addendum #3**    **School Calendar / Student Days Off**

## **OTHER INFORMATION**

To meet industry needs, it is occasionally necessary to modify program content, equipment, staff or materials, or schedules. All such changes are designed to ensure that students receive the quality of education and training required by the employers of our graduates and to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

The contents of this catalog and of other Alaska Career College bulletins, publications, or announcements are subject to change without notice.

This catalog is an accurate account of the programs, course content and the school policies at the time of printing; subject to the terms and conditions of the enrollment agreement accepted by Alaska Career College and signed by the student.

## **IN CLOSING**

The goals and purposes of Alaska Career College encompass the development of each student technically, as well as professionally. A sound, credible and professional education is provided along with strategies that develop positive attitudes, ethical business practices, motivation, and career pride, which result in a skilled, competent individual.

The objective of our programs is to prepare our students to enter a particular field with a valued and proven degree of competency in each of the courses in the program. The knowledge and experience gained at Alaska Career College provide the essential groundwork to achieve these goals and aspirations.

Alaska Career College's "Commitment to Excellence" combined with the efforts of our professional faculty and staff is reflected in the quality students we have graduated for over 39 years. These students have gone on to exemplify the philosophies and beliefs of Alaska Career College.

If we may, we would like to offer one piece of advice, if you put off pursuing your career goals because you think it may get easier, you may be fooling yourself. If you look at your present job situation and see that it probably will not look any better any time soon then now is the time to act.

***"The best way to accomplish your goal is to get started."***

## **YOUR NEXT STEP . . .**

Your next step is simple but very important. We would like you to take a few moments to call us. It is important for us to know that you received this catalog. And it is also important to us that all your questions are answered. The call is free and will only take a moment, so why not call today...

We look forward to helping you reach your career potential.

**Jennifer A. Deitz**  
President & Founder



This catalog reflects the current Alaska Career College policies and program information. It may be periodically updated, reflecting changes that allow Alaska Career College to fulfill its mission and objectives. Alaska Career College reserves the right to change any provisions, offerings, or requirements at any time within the students' term of study without prior notice. Such changes will not conflict with those areas specifically governed by state and federal regulations. Alaska Career College also reserves the right to make changes in administration, faculty, tuition, and fees, except as stipulated in the ACC Tuition Freeze policy, or any other school policy or activity without prior notice.

All changes are effective November 2024 unless otherwise indicated within the individual catalog section or an addendum to the Alaska Career College Catalog. To continually provide current information, this catalog may be amended by inserts identified as "Addendum" to the catalog." The following are the permanent addenda to this catalog.

**Addendum #1 Academic Calendar Program Start & End Dates**  
**Addendum #2 Administration & Faculty / Student Consumer Information / Accreditation / Students Right to Know**  
**Addendum #3 School Calendar / Student Days Off**

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