

1996-97 CATALOG
BLAIR COLLEGE

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828 Wooten Road
Colorado Springs, Colorado 80915
(719) 574-1082

Established 1897

Accredited as a Junior College by the Accrediting Council for
Independent Colleges and Schools

1996-97 BLAIR COLLEGE GENERAL CATALOG

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This catalog is an official publication of Blair College. It is subject to change or revision at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to withdraw a student from the College for cause at any time. The student is entitled to due process in all instances.

Provisions of this publication are not regarded as a contract nor as an offer to contract. Blair College, through appropriate action, reserves the right to change any provision with proper notification and approval.

Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Statement of Nondiscrimination

Blair College is pledged to uphold equality of opportunity in education and employment in compliance with the Equal Employment Opportunity and Affirmative Action Laws of the United States. Any inquiries or grievances concerning these regulations may be directed to the Office of the President, Blair College, 828 Wooten Road, Colorado Springs, Colorado, 80915.

Educational Rights and Privacy Act

Blair College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974, Public Law 93-568, concerning the information which becomes a part of the student's permanent record and governing the conditions of its disclosure.

PRESIDENT'S MESSAGE

As President of Blair College, and on behalf of the entire faculty and staff, it is my pleasure to welcome you to Blair College. Since 1897, Blair College has been committed to providing quality education to help individuals, like yourself, attain their personal and academic goals.

With the talent and care provided by our faculty and staff, you can join over 50,000 skilled and confident graduates of Blair College who have moved on to pursue their personal dreams and career aspirations. You have taken the first step toward preparing yourself for the future, and the faculty and staff at Blair College are here to help you the rest of the way.

As a student of Blair College, you can look forward to developing new and lasting friendships, and gaining the knowledge and skills that will lead to a lifetime of personal achievement and fulfillment. We look forward to helping you reach your goals.

Pat Draper-Hardy
College President

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ABOUT BLAIR COLLEGE

MISSION AND OBJECTIVES

Mission Statement

Blair College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of Colorado Springs and its surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community which it serves.

College Objectives

- To offer one and two-year diploma and degree programs that will help students develop a solid foundation of basic technical and business skills.
- To assist students to achieve a general education background.
- To help students develop attitudes, knowledge and skills that will enhance quality of life and contribute to the community.
- To offer a practical and viable curricula, taught by instructors who have education and work experience related to their areas of instruction.
- To provide career-related training based on current industry needs.
- To provide job placement assistance to graduates.

HISTORY

Blair College, Established in 1897

Blair College, Inc. was founded as Skaggs Business College in 1897. Mr. George Blair purchased the school along with Brown Business College in 1918. In 1938, Mr. Floyd Doty assumed ownership, and, under his guidance in 1953, the College achieved accreditation as a two-year school of business. It was among the first group of business colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its associate degree programs by the Division of Private Occupational Schools, Department of Higher Education.

On October 17, 1996, the college was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College.

PROFESSIONAL RECOGNITIONS

Blair College is accredited as a Junior College by the Accrediting Council for Independent Colleges and Schools (ACICS), Suite 980, 750 First Street NE, Washington DC 20002, (202) 336-6780.

The Accrediting Council for Independent Colleges and Schools is a national accrediting agency recognized by the United States Department of Education under the provision of public law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that office or an approximation thereof.

Blair College is chartered by:

- The Colorado Secretary of State

Blair College is approved by:

- Colorado State Approval Agency for Veterans and Eligible Dependent Students
 - Department of Vocational Rehabilitation
 - Immigration and Naturalization Service
-

Blair College is authorized to grant associate degrees by:

- The Division of Private Occupational Schools, Department of Higher Education, pursuant to the rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59-105 (1) (1)

Blair College is approved and regulated by:

- The Division of Private Occupational Schools, Department of Higher Education

Blair College Medical Assisting program is accredited by:

- The Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

Blair College Institutional Memberships:

- Better Business Bureau of Southern Colorado
- Colorado Springs Chamber of Commerce
- National Association of Student Financial Aid Administrators
- Rocky Mountain Association of Student Financial Aid Administrators

ACCREDITATION

Accreditation assures students that Blair College is recognized as a qualified institution of higher learning in that it offers approved programs of study meeting recognized academic standards and employs a professional faculty. Accreditation ensures adequate facilities and equipment, stable financial and organizational structure of the College, and recognition in the educational community.

CAMPUS INFORMATION

Facilities and Equipment

Blair College is located on a five-acre site in eastern Colorado Springs, Colorado. The College occupies a modern, attractive building containing 22,300 square feet of space.

There are spacious classrooms; computer, medical and typing laboratories; student non-smoking lounge; library; and administrative and faculty offices. A large classroom located in the center of the building serves as the auditorium. Ample parking surrounds the Blair College building.

Handicapped Access

The Blair College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, and accessible water fountains.

Building Hours

The building is open Monday through Thursday from 8:00 a.m. to 9:40 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. Academic offices are open to accommodate those hours. The Admissions and Student Finance offices are open Monday through Thursday from 8:30 a.m. to 7:30 p.m., on Friday from 9:00 a.m. to 4:30 p.m., and on Saturdays from 9:00 a.m. to 1:00 p.m.

The Career Planning and Placement Office hours vary to accommodate both night and day students and are posted on the office door each quarter. Individuals are encouraged to stop by and visit, or call for an appointment at (719) 574-1082.

All office hours are scheduled to provide adequate services to day and evening students. Other office hours are also available by appointment to accommodate individual student schedules.

GENERAL CONDUCT AND COLLEGE JURISDICTION

Education is preparation for professional life. Ethics are among the most important qualities that professionals possess. All students are expected to adhere to high ethical standards. Any work produced by dishonest means cannot be accepted.

Blair College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Blair College will serve to maintain a campus free from drug and alcohol abuse.

Students and employees are to notify management of Blair College of any criminal drug statute violation occurring in the institution no later than five days after such violation. The College will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Ave. SW, (ROB- 3) Washington, DC 20202, of such violation within ten days after receiving such notice.

Blair College will assist students and employees in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

To ensure safety, security and productivity, students and employees are to conduct business with the highest ethical standards and treat all students, co-workers, and business associates with fairness and integrity.

The College reserves the right to dismiss a student for the following reasons: failure to maintain satisfactory academic progress as outlined in this catalog, conduct detrimental to the College or other students, and absences in violation of the attendance policy as outlined in this catalog.

Students are required to maintain high standards of personal conduct and honesty. Any student whose conduct is considered harmful to others or the reputation of the College may be placed on disciplinary probation or may be suspended or expelled from the College. Under this policy, a student may request due process in the form of a grievance hearing by submitting a written request to the College President or Academic Dean for review and consideration.

CAMPUS SECURITY POLICY

It is the responsibility of Blair College to provide a safe environment for study and to prevent crime. The College is concerned about the safety and welfare of the students and employees. Therefore, the following policy is intended to protect students, staff and faculty.

Blair College will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the Assistant to the College President, Academic Dean, College President, or other member of the College designated in charge if during the evening.

The incident will be recorded on a Campus Security Incident Form. Blair College will report crimes such as murder, rape, burglary, robbery aggravated assault, and motor vehicle theft to local authorities.

Blair College is responsible for reporting the number of arrests for liquor law violations, drug abuse violations and weapons possession.

Any student, staff or faculty member involved in any of the above mentioned crimes will be subject to disciplinary action. Such a violation of the College policy could result in suspension or termination, and if municipal laws have been violated, the incident will be reported to the local police.

Information programs available to students and employees on campus security, personal safety and crime prevention will be announced in classes and posted at various locations throughout the school as they are scheduled.

A list of community resources is available elsewhere in this catalog to help students receive professional assistance with a variety of issues. Faculty and staff also have access to an extensive list of community resources to recommend to students who might benefit from outside help.

Blair College has an information packet available which explains the Campus Security policy in detail, including consumer information and a complete log of campus crime. This information is provided upon request.

STUDENT RECORDS

The College maintains complete records for each student in the Registrar's Office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to designated institutions and individuals upon the written request of the student. For official transcripts to be released, students must be in good financial standing with the institution. Upon completion of their program, students may request one free transcript from the Registrar's Office. Additional copies are available at the charge outlined in the tuition section of this catalog. In-school students may request unofficial transcripts, at no charge, by completing a request form in the Student Finance or Registrar's Office.

Release of Information

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the College has adopted policies and procedures which permit the student the opportunity to view his educational records upon request. Educational records mean those records, files, documents, and other material that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The College will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons: 1) When records are required by Blair College officials in the proper performance of the duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders.

ADMISSIONS

Applicants interested in applying for admission may request an appointment for a personal interview with an Admissions Officer of the College. Phone: (719) 574-1082

Entrance Requirements

Graduation from high school or the successful completion of the General Education Development (GED) test, or other equivalency, is the minimum requirement for admission to Blair College. Applicants are also required to achieve a minimum specified score on the entrance assessment prior to admission to the College.

Transfer students who are high school graduates or GED holders and who have successfully completed one (1) academic year at an accredited post secondary institution (24 semester or 36 quarter credits with at least a 2.00 cumulative grade point average) may be admitted to any program without testing.

An application fee of \$25.00 must be paid at the time of application for enrollment.

Foreign Students

Foreign students must present written evidence of competency in English. For further information, interested foreign students should contact the Admissions Department.

Transfer of Credits

Students with prior college or vocational/occupational education, including military education, may be eligible for transfer credits. Acceptance of such credit remains at the discretion of Blair College and the College does not guarantee early graduation due to acceptance of prior credit.

Students are allowed to transfer in, or test out of, up to 50% of their program requirements at Blair College to be awarded a degree/diploma. Additional information regarding transfer of credit is found in the academic section of this catalog.

Blair College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee transfer of credit to other colleges. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Blair College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and student assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called federal student financial aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan (FFEL) Program (Subsidized and Unsubsidized Stafford Loan and Federal Parent Loans for Undergraduate students). The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with the individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for most financial aid programs, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG). Students at less than a half-time status may be eligible for specific programs and should see the Student Finance Office for information;
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if a male born after December 31, 1959;
- Sign the updated Statement of Educational Purpose\Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Office is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges, his/her aid does not automatically go with him/her. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

Need and Cost of Education

Once the application is completed, the information will be used in a formula, established by Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student aid package may not exceed the cost of education.

Satisfactory Academic Progress

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The Student Finance Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress, for purposes of determining continuing federal financial assistance, is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provision, suspension and dismissal procedures, and appeal procedures as outlined elsewhere in this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

Borrower Rights and Borrower Responsibilities

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- the full amount of the loan;
- the interest rate;
- when the student must start repaying the loan;
- the effect borrowing will have on the student's eligibility for other types of financial aid;
- a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- the yearly and total amounts the student can borrow;
- the maximum repayment periods and the minimum repayment amount;
- an explanation of default and its consequences;
- an explanation of available options for consolidating or refinancing the student loan;
- a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);

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- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
 - if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
 - the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
 - an explanation of available options for consolidating or refinancing the student's loan;
 - a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- even if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and receive counseling before leaving school.

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty (20) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to the State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of the Title IV aid will be made prior to the completion of verification.

Financial Aid Transcripts

Federal regulation requires that Federal Family Education Loans (subsidized and unsubsidized Stafford) cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

TUITION CHARGES

The College quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition must be made in advance of the first day of class. The College charges the student's tuition account for tuition at the beginning of each academic year, normally 3 terms (or for a mini-start, 2.5 terms).

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal room and board, and transportation. The amount of personal expenses allowed all students is \$160 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Transportation and room and board costs are based on the recommendations provided by the Colorado Commission on Higher Education in the Colorado Financial Aid Student Expense Budget Parameters for 1995-96. The room and board costs for students without dependents who live with their parents is \$276 per month. The costs for students without dependents who do not live with their parents and students with dependents is \$585 per month. The local transportation portion of the total living costs is \$110 per month. These figures are consistent with existing federal law and Commission policy.

Information on how the average cost was arrived is available in the Student Finance Office.

FINANCIAL AID PROGRAMS

General

All Title IV financial aid funds received by the Institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

Selection of Eligible Applicants

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Description of Programs

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College, or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on availability of funds from the U.S. Department of Education.

Colorado Student Grant Program

The Colorado Student Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado Student Grant, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements, and have financial need.

Colorado Undergraduate Merit Award

The Colorado Undergraduate Merit Award is a state-wide effort to recognize the undergraduate Colorado resident students for outstanding achievement in academic areas.

In order to receive an Undergraduate Merit Award, a student must be an undergraduate student, meet satisfactory progress requirements, and be in compliance with the institution's application criteria. Please see the Student Finance Office for the required criteria.

Colorado Student Incentive Grant

The Colorado Student Incentive Grant (CSIG) program is the name given in Colorado to the Federal education grant program known as the State Student Incentive Grant (SSIG) program. The Federal SSIG program makes incentive grants to states to stimulate expansion of grant assistance to undergraduate students with substantial financial need. Student grants made under this program are comprised of equal portions of Federal and non-Federal funds.

To be eligible to receive a Colorado Student Incentive Grant, the student must be a Colorado resident, be an undergraduate student, be enrolled at least half-time, meet satisfactory progress requirements, and show substantial financial need.

Veterans Benefits

The College is approved for veterans training for specific Associate of Applied Science degrees offered at Blair College. Applications for Veterans benefits may be obtained at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Federal Family Educational Loan Program (FFELP)

Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year.

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- \$5,000 a year if he/she has completed two years of study, and the remainder of his/her program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans).
- \$7,500 if he/she completed the first year of study, and the remainder of his/her program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study, and the remainder of his/her program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts that can be borrowed will be less than those previously listed. Talk to the Student Finance Office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning his/her loan. Applications can be obtained from the Student Finance Office, or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the student's behalf of an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the students. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although, the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information contact the Student Finance Office.

Institutional Loan Program

This college offers an institutional loan as an alternative or supplement to Title IV Federal Family Education Loans. These loans are funded by the college and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for institutional loans on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The institutional loans range from \$500 to \$6,000 per academic year with payments ranging from \$45 to \$100 per month. Monthly payments normally begin 60 days after application, and may continue beyond graduation until the loan is fully repaid. Students may consolidate multiple institutional loans taken out for different academic years. Students interested in the institutional loan program should see the Student Finance Department for a complete information package (including current interest rates and loan servicer).

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the College, refunds that may be made, and to provide the student with an estimated payment schedule. If a student is unable to meet with the Student Finance Office, an exit interview will be mailed. The Corporate Office will mail all official notifications related to exit interview packets to all withdrawn and graduate students with detail information including any refunds made and an estimated payment schedule.

REFUNDS

Refund Distribution Policy

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Distribution Policy which is required by State regulations.

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. PLUS Loan Program;
4. Direct Unsubsidized/Subsidized Loan Program;
5. Direct PLUS Loan Program;
6. Federal Perkins Loan Program;
7. Federal Pell Grant Program;
8. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
9. Any other Title IV program; and
10. The student.

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 30 days from the date of determination.

Refund Policy

Cancellation Prior to Commencement of Classes

All monies paid by the applicant will be refunded within thirty (30) days if requested within three (3) business days after application to the College. A full refund will also be given if the applicant is not accepted by the College or in the event the College discontinues a program during a period of time within which an applicant could have reasonably completed it.

Withdrawals After Commencement of Classes

If a student withdraws or is expelled (in which event the date of termination shall be the date of expulsion) after entering the College and starting training, the student shall be entitled to tuition refund in accordance with the following schedule:

- For the student terminating within the first week of the first academic year, the student shall be entitled to a refund of 100 percent of the program cost.
- For the student terminating within the first week of subsequent academic years, or during the first 10 percent of the academic year, the student shall be entitled to a refund of 90 percent of the academic year cost.
- For the student terminating after the first 10 percent or during any portion up to and including 25 percent of the academic year, the student shall be entitled to a refund of 75 percent of the academic year cost.
- For the student terminating after 25 percent or during any portion up to and including 50 percent of the academic year, the student shall be entitled to a refund of 50 percent of the academic year cost.
- For the student terminating after 50 percent or during any portion up to and including 75 percent of the academic year, the student shall be entitled to a refund of 25 percent of the academic year cost.
- The student terminating after 75 percent of the academic year will not receive a refund.

Percentage of Completion

The percent of completion is based on the contact hours the student attended in the charging period divided by the total contact hours scheduled for the charging period. The charging period is the period of financial obligation, which is the academic year (i.e., the student is charged tuition for each academic year at the beginning of each academic year).

Refunds are calculated from the first date of entrance to the last day of recorded attendance.

If a student withdraws from a class, the student will be charged for scheduled hours up until the point of official withdrawal.

Refunds will be made within 30 days of the last date of attendance if the student has provided notice prior to or on the last date of attendance of the intent to withdraw. If no such notice is received, the refund will be made within 30 days of the date the institution determines that the student has withdrawn, based upon violation of the institutional attendance policy. Regardless of the date of determination, the refund will be based upon the last date of recorded attendance, and will be based on the contact hours attended.

Financial credit granted for credits transferred in from other institutions does not affect the calculation or percent of refund.

Pro-Rata Refund Policy

60% Pro-Rata Refund Policy (For All First Time Students, First Academic Year)

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a Plus loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment. The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to prorate tuition refunds for all Title IV Funds recipients. For each first time student at our institution who withdraws, the College will calculate a pro-rata refund which conforms to the U.S. Department of Education regulations. This pro-rata refund policy will be applied to all Title IV Funds recipients who withdraw:

Prior to completing 60% of the period of enrollment

The term "Pro-rata Refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid student charges.

The period of enrollment is determined by dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance. The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

DRUG FREE AWARENESS

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Blair College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of the students) and termination (in the case of the employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

STUDENT SERVICES

Advising Services

Advising services are available at Blair College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Counseling sessions may be confidential at the student's request.

Student Finance The Student Finance Office provides financial advice to incoming and continuing students to help them find the best program for financing their education. Blair College administers a variety of federal and state assistance programs designed to make an education affordable for students.

Department Advising Questions and concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chairperson or Academic Dean.

Academic Dean/Evening Coordinator If students have questions regarding changing programs, or class scheduling conflicts, they should consult with the appropriate Academic Dean or Evening Coordinator. If students need further advising of an academic nature, they should consult with the Academic Dean. The Academic Dean can also assist in referring students to community resources to help with problems of a personal nature.

College President Students are encouraged to schedule a meeting with the College President when other services do not appear to resolve their questions or concerns in any area. Students may consult with the College President in a confidential session.

"Quest for Quality" Forms These forms are available in the student lounge and outside the library entrance. These forms are designed to receive any questions or concerns which a student may have when the appropriate person to help may not be available. Students may complete this form, and place it in the Quest for Quality box. The boxes are checked each day and responses are reviewed by the College President. By providing a name and a means of contact, the President, or other appropriate member, will contact the student within 48 hours with a response.

Drug Counseling Blair College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Academic Dean.

Tutoring The College will assist students in securing tutors. Students in need of additional tutorial assistance should notify their instructor for suggested tutors, or see the Academic Dean or the Evening Coordinator.

Career Planning and Placement Office

One of the many benefits derived from being a graduate from Blair College is the graduate placement service. The Career Planning and Placement Office is a graduate services center, offering placement assistance to graduates throughout their careers. Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable salary expectations, and cooperation with the Director of the Career Placement and Planning Office.

Students will receive ongoing career development throughout their program which will help prepare and assist students in their job search. Blair College prepares the graduate educationally for employment and assists in their job search, but like all institutions, cannot guarantee employment.

Health and Safety

The College maintains first aid supplies for minor injuries incurred while students are in attendance. Any student seriously injured on the premises will be transported to the nearest hospital with all charges billed to the student. In most instances, the College is not liable for students injured on campus.

Housing

Blair College does not provide housing, although several apartment complexes are within walking distance of the campus. Assistance with housing information may be obtained through the Admissions Department.

Make-Up Days

If the College has to cancel classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

Information Resource Library

The Blair College Library has books and periodicals of interest to students, faculty and staff. An on-line resource system is also available which provides access to thousands of additional sources.

Textbooks are available on reserve for use in the Library. A variety of media, including VCR, television, and overhead projectors, are available for in-school use. In addition, Library patrons have access to the collections of the Pikes Peak Library District. Students may also borrow materials from the Pikes Peak Community College Educational Resources Center. Several other libraries within the Pikes Peak region are also available for use.

Military Drill Regulations

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Academic Dean, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be terminated from classes due to these absences but must be certain to regularly attend all other classes in order not to violate the attendance policy of the College.

Special Recognition

President's List

Students who complete at least eight (8) credit hours during the quarter and attain a 4.0 grade point average will be named to the President's list.

Dean's List

Students who complete at least eight (8) credit hours during the quarter and attain a 3.5 grade point average will be named to the Dean's List.

Summa Cum Laude Graduates

During graduation ceremonies, Blair College recognizes those degree graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

Student Parking

Blair College provides off-street, lighted, free parking. In addition, there are handicapped spaces available. All persons using the parking lot are requested to be courteous in their parking and to keep posted handicapped spaces and fire lane areas open.

Student Lounge

A non-smoking lounge is available for student relaxation and socialization. Snack and drink machines are also available. While eating is prohibited in classrooms, drinks in closed containers are allowed. Smoking is not permitted in the building.

Children/Guests on Campus

Students need to be aware that children are not permitted in the classrooms under any circumstances. In addition, children are not allowed in the building, unsupervised, for reasons of safety. Guests wishing to visit classes must receive permission from the instructor and Academic Dean, or arrangements can be made by contacting the Admissions Department or Academic Dean.

Community Resources

EMERGENCY PHONE NUMBERS	
Police Emergency	911
Alcohol Emergency Services	573-5020
24 Hour Crises Line	633-3819
Crisis Center (24 hour)	635-7000
MENTAL HEALTH	
Pikes Peak Mental Health Crisis Center	635-7000
Mental Health Association	633-4601
SPECIALIZED SERVICES	
Alcoholics Anonymous	573-5020
Drug/Alcohol Treatment	578-3150
Bus Service	475-9733
Ride Finders	471-7665
Domestic Violence Prevention Center	633-3819
Day Care Information and Referral	444-5930
American Red Cross	632-3563
Care & Share, Inc.	528-6767
Food Stamps	475-8014
Goodwill	633-8794
Physical Security-Crime Prevention, Ft. Carson	526-2158
Pikes Peak Legal Services	471-0380
Other referral numbers available through the Academic Department, or call 574-1082	

ACADEMIC STANDARDS

General Standards

Academic Session

The academic session for the degree programs at Blair College is based upon a 12-week quarter. A student may begin school in a 6-week mini quarter before proceeding into the regular 12-week quarter. Please consult the Academic Calendar for specific dates.

Full-Time Students

All students must be in full-time attendance unless they have approval by the Academic Dean and the Student Finance Office to take less than a full load. The academic workload is defined as any combination of courses, externship, special studies, that the institution considers sufficient to classify the student as full-time. A student must be enrolled in 12 credit hours per quarter to be considered full-time status. Students who have permission to take less than a full academic workload must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

Single Class Students

Students interested in taking a single class must meet the normal admissions requirements and are not eligible to receive financial aid. For more information, please contact the Admissions Department.

Acceptance of Prior Credit

Blair College may grant academic and financial credit to those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges or other approved occupational/vocational programs, including military education. Credits transferred into Blair College will be credited to the student's tuition at full value per credit hour according to the current tuition schedule, and will not impact the student refund policy.

When requesting credits be transferred into Blair, it is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to Blair College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow-up on the acceptance of prior credit to avoid incurring the additional expense of taking unnecessary classes.

Acceptance of credit is at the discretion of Blair College, and there is no guarantee of early graduation due to acceptance of prior credit. Students are allowed to transfer in, or test out of, up to 50% of their program requirements to be awarded a degree/diploma from Blair College. Not all courses offer a test-out option. Check with the Academic Dean for details. Only course work with a 2.0 grade point average or higher will be considered for evaluation. In most cases, course work taken over ten years prior to admission will not be evaluated.

Test-Out Options

Students may request to challenge certain courses by taking a test. Students who wish to attempt to test-out of a class must do so within the first week of the regular quarter and must contact their Department Chairperson/Academic Dean in advance to make proper arrangements.

Courses which are successfully challenged will be credited to the student's tuition account at full value per credit hour according to the current tuition schedule. A test-out fee will also be charged as noted in the current tuition schedule.

Multiple Degrees

Blair College offers students the opportunity to earn more than one degree. A student wishing to pursue two degrees must successfully complete all requirements for graduation from one degree prior to being enrolled for the second degree program.

Course Substitution

In unusual circumstances it may be necessary for the College to substitute a course in a student's program of study. Course substitution may be allowed by the Academic Dean to assist a student in meeting required credit hours for graduation from a degree or diploma program. Course substitutions must be recommended by the appropriate Department Chairperson and submitted to the Academic Dean for final approval. It must be determined that this action would advance the student's educational objectives without jeopardizing the academic integrity of the program for approval to be granted.

Class Period

A standard class period for courses held in the Day Division is 100 minutes in length. The standard class period for the Evening Division is three hours and forty minutes in length.

Class Schedules

Classes may be offered Monday through Saturday from 7:30 a.m. to 9:40 p.m. Full-time students take a course load of twelve credit hours per quarter. Department Chairpersons are available each quarter to assist students in planning their next class schedule. While the Department Chairpersons are available to guide students through their program of study, it is ultimately the students' responsibility to make certain that they meet the requirements for graduation.

Credit Hours

One quarter credit is equal to a minimum of ten theory contact hours, twenty lab contact hours, or thirty externship hours.

Student Load

Twelve or more credit hours during a regular quarter is a full-time course load. Students who, under unusual circumstances, wish to carry more than twelve credit hours during a regular quarter must receive approval from Student Finance, the Academic Dean, and the appropriate Department Chairperson. Students who complete less than twelve credit hours a quarter may jeopardize their financial aid and graduation date, and are strongly advised to consult with the Student Finance Office first.

Change in Program

After entrance into the College, a student may change his or her program of study upon approval of the Student Finance Department and Academic Dean. A change of program requires completion of appropriate forms for processing. A program change may further delay the student's expected graduation date. When a catalog or program changes, the student will have the option of completing the program he/she is currently enrolled in, or transferring into the newer program. New programs may have increased hours and costs. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. Veterans receiving VA benefits may only change to programs which are VA approved.

Directed Study

A student who has achieved a cumulative GPA of 3.0 or better and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study will be considered for unusual circumstances and generally reserved for those students nearing completion of their program.

Auditing a Course

In certain situations, students may wish to audit a course previously taken. Those wishing to do so must receive written permission from the Academic Dean, the Instructor, and Student Finance Office. Approval will also be contingent on available classroom space. Persons approved to audit a class will not be listed on the roster and attendance will not be taken. There will be no credit earned for an audited course, and no tuition charged.

Class Audit Refresher Education

C.A.R.E. is a benefit to Blair College graduates. It allows our graduates to keep their skills sharp and knowledge updated. Graduates of Blair College programs may return to audit a class at no charge if:

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1. The graduate has already completed the class for credit and has received a passing grade.
 2. Space permits on the first day of class.
 3. Students must be in good financial standing with the College and their lender.

Graduates may take courses that they did not take previously without enrolling in a full program. The cost will be determined by the number of credit hours of the class and the regular cost per credit hour.

Registration for Continuing Students

Students will meet with their Program Chairperson to register for their next quarter on a designated registration date prior to the end of the quarter. It is important that all students meet with their Department Chairperson and the Student Finance Office on registration day in order to be scheduled for the next quarter. Students who do not properly register for classes on the designated day may jeopardize their desired class schedule. Schedules will be finalized and made available for students during the 12th week of the quarter. Any changes to the student's schedule should be directed to the Academic Dean prior to the start of the new quarter.

Textbook and Course Materials

Textbooks and applicable course material needed for individual courses are issued to students as part of the textbook loaner program. Students are responsible for the texts until they are returned at the end of each quarter. Students who wish to purchase their textbooks may do so by making arrangements with the Student Finance Office. Certain courses may not require a textbook. If a textbook is lost and must be replaced, the student will be responsible for the replacement cost.

Withdrawal From College

A student who wishes to withdraw from Blair College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must notify the Academic Dean and the Student Finance Office. Students wishing to withdraw must complete an exit interview, beginning with the Academic Dean.

Course Withdrawal

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Student Finance Officer. Withdrawal from one or more courses may affect the student's financial aid eligibility, satisfactory completion rate, and graduation date. In cases of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore other alternatives.

Re-Admittance Policy

Re-admittance into the College following dismissal or withdrawal for any reason will be at the discretion of the College. Any re-admitted student is entitled to the same rights and privileges and is subject to the same rules and regulations as all other Blair College students. Re-entering students must meet all the current entrance requirements as part of the re-admission process.

Applicants must complete a re-admittance petition and submit it to the Academic Dean prior to the desired date of re-entry. The applicant will be required to meet with the Department Chair to review the student's academic status and account with the school and determine eligibility to re-enter. A student suspended from Blair College may be readmitted upon the recommendation of the Department Chair and/or Academic Dean through the same re-admittance procedure.

If a student is readmitted to the College following suspension for lack of satisfactory progress, the student must meet the standards of satisfactory progress by the end of the first quarter following re-entrance. A student placed on Academic dismissal from Blair College will be considered terminated. The decision of the Academic Dean and College President in these cases will be final. Students may be re-admitted to the College twice during their matriculation. Students who withdraw from College a third time may be ineligible to re-apply.

Veterans Information

Students who are eligible to receive Veterans Educational Benefits should apply for these benefits at the Registrar's Office upon enrolling for school. This office is responsible for maintaining proper certification of

veterans for the Veterans Administration. Veterans are responsible for informing the Registrar's Office of any change in their schedule or program of study so that the Veterans Administration can be properly notified.

Not all programs are approved for Veterans training. Students should check with the Registrar or the State Approving Agency for Veterans and Eligible Dependents for approved program information.

ATTENDANCE POLICY

The faculty, staff, and administration of Blair College believe that in order for education to be effective, the student must attend classes regularly. It is our belief that education is a preparation for employment. The attendance policy has been developed to reinforce this belief. Students must adhere to the attendance policy to remain in school.

The attendance policy is based on a percentage of hours missed. Students who are absent for more than 15% of the hours a class is scheduled to meet will be placed on attendance probation for that class. Students who are absent more than 25% of the hours a class is scheduled to meet will be withdrawn from that class. Late arrival to class and early departure from class will be calculated in determining cumulative hours of class absence.

Classes are scheduled to meet for 48 hours per quarter, unless holidays fall on a class day. When holidays, or school closure due to inclement weather prevent a class from meeting for at least 40 hours, make-up classes will be scheduled. Percentages for allowable absences will be applied to the adjusted class hours caused by holidays or cancelled classes. The following are examples of the application of the attendance policy:

Number of Class Hours Scheduled	Number of Allowable Hours Absent Before Being Withdrawn From Class
40 Hours	6 Hours Consecutive or 10 Hours Cumulative
44 Hours	7 Hours Consecutive or 11 Hours Cumulative
48 Hours	8 Hours Consecutive or 12 Hours Cumulative

The first week of each academic term is designated as the add/drop period and is designed to allow for adjustments in student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. The College recognizes that the enrollment process, the scheduling process, and the necessary restructuring of the student's personal, family, and work responsibilities may not be completed prior to the add/drop period. Consequently, the College does adjust its attendance expectations for new students during the add/drop period of their first quarter, as long as attendance begins before the end of the add/drop period. Accordingly, absences during the add/drop week will be counted only toward consecutive hours missed for first quarter students only. However, after that time, the attendance policy will be in full effect, and all students must maintain attendance in accordance with the College's policy.

Appeals for Reinstatement

The College will administratively withdraw a student from a class in which the student exceeds the allowable percentage of absences, however, the student may apply for reinstatement by seeking the written approval of the respective instructor and Department Chair/Academic Dean. If a student has been withdrawn from all classes due to exceeding the attendance policy, he/she must apply for reinstatement through the Academic Dean. Reinstatement will only be considered when mitigating circumstances are present and the student's academic performance in the class/classes is satisfactory.

Make Up Attendance

A student who is in jeopardy of being dropped from a class due to excessive absences may have the opportunity to make-up attendance hours in order to avoid being dropped from that class. This procedure allows students to make-up absences before they violate the attendance policy in order to help each student stay in school and, in the process learn material that was missed. It is the student's responsibility to initiate the request, and prior approval must be granted by the instructor and the Academic Dean before the paperwork can be completed. A student will be allowed to make-up a maximum of 12 hours per course, per quarter. Completed make-up assignments must be submitted within one week of the date of approval.

Conduct Standards

Conduct Code

At the time a person becomes a Blair College student, he or she is subject to the rules and regulations of the institution. The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty.

The College reserves the right to place on conduct probation, suspend, or expel from the institution any student who willfully violates any rule or regulation of Blair College, or otherwise interferes with the College's ability to maintain an appropriate environment conducive to learning for students and faculty.

Sexual Harassment

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Blair College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Affirmative Action Office (College President). Please be reminded that this policy applies to students as well as employees.

Dress Code

Students are expected to dress appropriately for classes. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere. All students should begin preparing a business wardrobe while they are in college.

College Grievance Policy

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other member involved.
2. If the matter is not resolved, the individual should try to resolve the issue through the next level supervisor(s) before meeting with the College President.
3. If the matter is still not resolved, the individual should request a grievance hearing, in writing, and submit it to the Academic Dean for issues of an academic nature, or the College President for all other issues.

It is the philosophy of the College that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Rhodes Colleges Student Help Line at (800) 874-0255.

The accrediting body that accredits the College, the Accrediting Council for Independent Colleges and Schools (ACICS), provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there

may have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, NE, Washington, DC 20202, (202) 336-6780.

The Division of Private Occupational Schools, Department of Higher Education provides a two year limitation from the date a student ceases to attend to take action on a student complaint.

Due Process and Student Appeal

Blair College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels he/she has been unjustly treated, he/she can request his/her grievance be heard by a Grievance Committee.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, a written statement of appeal must be submitted to the Academic Dean or College President within 15 days of the issue in question.

The Academic Dean/College President will consider the request for a hearing and if approved, will schedule a grievance hearing in a timely manner.

Program Requirements

Requirements for Graduation

Blair College offers two-year Associate of Applied Science Degrees and one year Diploma programs. Each program has specific requirements that must be fulfilled in order to graduate. Course completion requirements are listed in the appropriate sections of this catalog. Students who have successfully completed all program requirements for graduation are eligible to participate in the graduation ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average to be eligible to graduate from Blair College.

All eligible students must complete an application for graduation during their final quarter. If all financial obligations are not met, students will be ineligible to receive a copy of their diploma and official transcript. Students are responsible for meeting the requirements for graduation.

Required Courses for Graduation

Specific courses in each program will be required for graduation and may not be waived by challenge examination procedures. These courses represent classes felt to be beneficial to each and every student in their success in college as well as in preparing them for their future career.

Electives

Courses designed as electives are provided in specific academic programs. The choice of electives is determined by demand and availability within the schedule. Department Chairs may recommend appropriate electives for students in each program.

Grading System

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. Students are encouraged to earn a minimum of a 2.0 cumulative grade point average in their major, and required to earn a 2.0 overall cumulative grade point average to graduate from their desired program. Grades are available through in the Registrar's Office the week following the end of the quarter.

A student who fails a course is permitted to continue as long as the student makes satisfactory progress towards graduation. Any course failed must be repeated and passed unless it is an optional course for the degree. Student grades are issued according to the following scale:

GRADE	INTERPRETATION	QUALITY POINTS
A	Excellent;	4
B	Good;	3
C	Average;	2
D	Below Average;	1
F	Failed to Meet Course Objectives;	0
I	Incomplete	
R	Repeated*	
TC	Transfer Credit*	
W	Withdrawal By Mid-Term or with Special Permission*	
WF	Withdrawal-Fail: Withdrawal After Mid-Term;	0
PE	Passed by Proficiency Challenge Exam*	

*Not calculated into cumulative grade point average.

- I (Incomplete) grades are assigned to those students who, having made prior arrangements with the instructor, are unable to complete required coursework by the end of the term. The student has until two weeks after the end of the academic term to complete the coursework, at which time the final grade will be determined and will replace the incomplete. Students failing to complete and turn in any coursework will automatically receive a grade of F (failure) in place of the incomplete. Until replaced with a final grade, the I grade will be calculated into the CGPA as an F for purposes of determining satisfactory academic progress.
- R (Repeated) is used to designate a course that was later repeated by the student. The R grade appears in addition to the original grade on the student transcript. The highest grade received for the course is the one used in calculating the CGPA. Students will continue to be charged at the current cost per credit hour for withdrawing from a course after the conclusion of the ADD/DROP period and will be charged to retake a course.
- TC (Transfer Credit) is granted for all credits that the College accepts in transfer according to the transfer credit acceptance policy. While transfer credits accepted are considered to be attempted and successfully completed, a TC grade is not calculated into the CGPA.
- W (Withdrawal) is assigned for courses from which the student withdraws after the end of the add/drop period (the first week of classes) but before the beginning of the second half of the term (before the seventh week for regular terms or before the fourth week for mid-quarter ["mini"] terms). Students who withdraw from a course during the add/drop period receive no penalty and the course does not appear in the student's grade reports or on the final transcript. Students who withdraw at any time during the second half of the term receive a grade of WF (see below), unless they successfully petition for a grade of W based upon mitigating circumstances (see below). While not calculated into CGPA, credits assigned a W grade are considered to be attempted but not successfully completed for purposes of determining the rate of academic progress.
- WF (Withdrawal-Fail) is assigned for courses from which the student withdraws on or after the beginning of the second half of the term (on or after the seventh week for regular terms, or on or after the fourth week for mid-quarter ["mini"] terms). Zero quality points are assigned and counted into the student's CGPA, and credits assigned a WF grade are also considered to be attempted but not successfully completed for purposes of determining the rate of academic progress. In short, a WF is essentially the same as an F grade. A student given a WF grade may petition the College for permission to receive a grade of W based upon mitigating circumstances. Such petitions may be approved only by the Academic Dean.

PE (Pass by proficiency challenge Exam) is granted for credits earned through a proficiency or challenge examination. While considered to be successfully completed, a PE grade is not calculated into CGPA.

Grade Point Average Computation (GPA)

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on courses taken at the College. The GPA for each term is calculated by dividing the quality points earned that term by the credits attempted that term. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit hour course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in the four-credit course earns 4 (credits) X 2.0 (quality points) for a total of 8.0 quality points. See the example below:

SAMPLE GPA COMPUTATION

COURSE	GRADE	GRADE PTS	X	CREDITS	=	QUALITY PTS.
College English	A	4	X	4	=	16
Psychology	B	3	X	4	=	12
College Math	C	2	X	4	=	8
Word Processing	B	3	X	4	=	12
		12		16		48

GPA = 3.0

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

(Percentage Successfully Completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students

are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

ACADEMIC PROBATION

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on ACADEMIC PROBATION when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on ACADEMIC PROBATION as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

ACADEMIC SUSPENSION

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the College.

READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

ACADEMIC DISMISSAL

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an ACADEMIC DISMISSAL and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

APPEALS PROCEDURES

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/ Director or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation

and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an ACADEMIC DISMISSAL, as outlined above.

APPLICATION OF GRADES AND CREDITS

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), and IP (in progress) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

CONTINUATION AS A NON-REGULAR STUDENT

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length, 24 credits attempted for degree programs students and 15 credits attempted for diploma program students.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a Non-Regular Student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS:

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

SATISFACTORY PROGRESS AND FINANCIAL AID

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY PROGRESS TABLE

96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.00	66%	N/A
33-48	2.0	1.20	66%	50%
49-60	2.0	1.30	66%	60%
61-72	2.0	1.50	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.00	N/A	66%

60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	N/A
17 - 28	2.0	1.00	66%	N/A
29 - 40	2.0	1.25	66%	50%
41 - 52	2.0	1.50	66%	60%
53 - 64	2.0	1.75	66%	65%
65 - 90	N/A	2.00	N/A	66%

PROGRAMS OF STUDY

DEGREE PROGRAMS: ASSOCIATE OF APPLIED SCIENCE DEGREE:

ACCOUNTING

ADMINISTRATIVE ASSISTANT

BUSINESS ADMINISTRATION

COMPUTER INFORMATION SYSTEMS

LEGAL ASSISTANT/PARALEGAL

MEDICAL ASSISTING

TRAVEL AND TOURISM MANAGEMENT

DIPLOMA PROGRAMS:

LEGAL SECRETARY

MEDICAL SECRETARY/RECEPTIONIST

Accounting (BAA)
Associate of Applied Science Degree
Credit Hours Required: 96

A sound knowledge of the fundamentals of accounting is essential to success in any economic endeavor. Accounting is the language of business, and accounting procedures and records are the basic ingredients which provide students with a broad and diverse background in professional accounting. A variety of positions are available to graduates in business, industrial and governmental accounting fields.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC XXX	Accounting Elective	40		4
ACC 207	Computerized Accounting	20	40	4
ACC 208	Income Tax Accounting	40		4
ACC 217	Spreadsheet Applications	20	40	4
ACC 218	Computerized Payroll Accounting	20	40	4
FIN 206	Financial Management	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD XXX	Computer Elective	20	40	4
ELE XXX	Elective	*		4
MGT 201	Principles of Management	40		4
PAR 110	Contracts/Business Law I	40		4
PAR 210	Business Law II	40		4
GENERAL EDUCATION				
ECO 102	Economics	40		4
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
Program Total				96
ACCXXX ACCOUNTING ELECTIVE (Choose 1)				
ACC 205	Cost Accounting	40		4
ACC 220	Fund and Non-Profit Accounting	40		4
CSD XXX COMPUTER ELECTIVE (Choose 1):				
CSD 246	Database Management	20	40	4
CSD 248	Voice/Data Communications	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
ELE XXX ELECTIVE (Choose 1):				
MGT 220	Business Ethics	40		4
ACC 285	Accounting Externship		120	4

Administrative Assistant (SEA)
Associate of Applied Science Degree
Credit Hours Required: 96

The Administrative Assisting Degree program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management and secretarial skills including information systems, office planning and services, transcription, word processing and desktop publishing.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD 160	Desktop Publishing	20	40	4
CSD 242	Network Administration	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
MGT 201	Principles of Management	40		4
SEC 103	Introduction to Office Technology	40		4
SEC 203	Office Management	40		4
ELE XXX	Elective	*		4
TYP 101	Keyboarding for Computers I	20	40	4
TYP 201	Keyboarding for Computers II	20	40	4
TYP 202	Keyboarding for Computers III	20	40	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
GENERAL EDUCATION				
ECO 102	Economics	40		4
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
	Program Total			96
ELE XXX ELECTIVE (Choose 1):				
CSD 246	Database Management	20	40	4
SEC 285	Administrative Assistant Externship		120	4

Business Administration (BBA)
Associate of Applied Science Degree
Credit Hours Required: 96

The Business Administration program is designed to provide the student with a foundation in business management. The student is given a broad academic background including computer science and accounting principles. This degree program is recommended for those who aspire to positions in business, industry, and government.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 217	Spreadsheet Applications	20	40	4
BSA 101	Introduction to Business	40		4
BSA 215	Small Business Management	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD XXX	Computer Elective	20	40	4
ELE XXX	Elective	*		4
FIN 206	Financial Management	40		4
MGT 201	Principles of Management	40		4
MGT 203	Human Resource Management	40		4
MGT 220	Business Ethics	40		4
MKT 207	Principles of Marketing	40		4
PAR 110	Contracts/Business Law I	40		4
PAR 210	Business Law II	40		4
GENERAL EDUCATION				
ECO 102	Economics	40		4
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
	Program Total			96
CSD XXX COMPUTER ELECTIVE (Choose 1):				
CSD 246	Database Management	20	40	4
CSD 248	Voice/Data Communications	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
ELE XXX ELECTIVE (Choose 1):				
MGT 285	Business Administration Externship		120	4
MKT 210	Principles of Retailing	40		4

Computer Information Systems (ISA)

Associate of Applied Science Degree

Credit Hours Required: 96

This program is designed to prepare students as qualified entry-level business professionals able to pursue careers in the business world, and will grant a basic knowledge of computer programming and data systems. Career possibilities include entry-level positions such as data entry operator, data control clerk, computer operator, data librarian, and operations manager.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 217	Spreadsheet Applications	20	40	4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD 160	Desktop Publishing	20	40	4
CSD 220	Programming I	20	40	4
CSD 230	Programming II	20	40	4
CSD 235	Programming III	20	40	4
CSD 240	Systems Analysis & Design	20	40	4
CSD 242	Network Administration	20	40	4
CSD 246	Database Management	20	40	4
CSD 247	Operating Systems	20	40	4
CSD 248	Voice/Data Communications	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
ELE XXX	Elective	40		4
GENERAL EDUCATION				
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
MTH 101	College Mathematics I	40		4
MTH 120	College Mathematics II	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
Program Total				96
ELE XXX ELECTIVE (Choose 1):				
MGT 201	Principles of Management	40		4
MGT 220	Business Ethics	40		4
CSD 285	CIS Externship		120	4

Legal Assistant/Paralegal (LPA)
Associate of Applied Science Degree
Credit Hours Required: 96

This program is designed to provide the student with fundamental knowledge and skills in the areas of legal terminology, substantive and procedural law, and drafting and research. The program prepares the student for employment by sole practitioners as well as other related occupations in government, corporate, insurance, or real estate.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
ELE XXX	Electives (2)	80		8
PAR 101	Introduction to Paralegalism	40		4
PAR 102	Legal Research & Writing I	40		4
PAR 104	Torts	40		4
PAR 105	Law and Ethics	40		4
PAR 110	Contracts/Business Law I	40		4
PAR 200	Legal Research & Writing II	40		4
PAR 203	Civil Procedures	40		4
PAR 204	Trial Prep. & Procedure	40		4
PAR 210	Business Law II	40		4
PAR 285	Paralegal Externship		120	4
PAR 215	Law Office Management and Litigation Support	40		4
ELE XXX	Elective	20	40	4
WDP 105	Word Processing I	20	40	4
GENERAL EDUCATION				
ELE XXX	General Education Elective	40		4
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
Program Total				96
ELE XXX ELECTIVES (Choose 2)				
PAR 201	Family Law	40		4
PAR 205	Criminal Law	40		4
PAR 207	Property & Real Estate	40		4
PAR 209	Administrative Law	40		4
SEC 203	Office Management	40		4
MED 101	Medical Terminology	40		4
ELE XXX ELECTIVES (Choose 1)				
CSD 101	Microcomputers in Business	20	40	4
TYP 101	Keyboarding for Computers I	20	40	4
ELE XXX GEN ED ELECTIVES (Choose 1)				
ECO 102	Economics	40		4
LAN 101	Conversational Spanish	40		4

NOTE: The sequence of law classes is at the discretion of the Program Chair.

Medical Assisting (MAA)
Associate of Applied Science Degree
Credit Hours Required: 96

The Medical Assisting program prepares the graduate to assist the physician and allied health personnel in both administrative and clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures, and current medical office management.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
CSD 101	Microcomputers in Business	20	40	4
MED 101	Medical Terminology	40		4
MED 102	Anatomy & Physiology I	40		4
MED 103	Anatomy & Physiology II	40		4
MED 104	Medical Clinical I	20	40	4
MED 105	Medical Office Admin. Proc.	20	40	4
MED 106	Medical Office Insurance	40		4
MED 204	Medical Clinical II*	20	40	4
MED 205	Lab Tech*	20	40	4
MED 210	Medical Law and Ethics	40		4
MED 215	Pharmacology*	20	40	4
MED 222	Aseptic Techniques	20	40	4
MED 236	Human Relations/Telephone Medicine	40		4
MED 240	Medical Transcription	20	40	4
MED 285	Medical Assistant Externship		160	4
MGT 203	Human Resource Management	40		4
TYP 101	Keyboarding for Computers I	20	40	4
GENERAL EDUCATION				
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
Program Total				96

*MED 215 must be taken in the next to the last quarter; MED 205 is taken in the last quarter along with MED 204, which is to be the last class before the medical externship.

NOTE: The sequence of medical classes is at the discretion of the Medical Assisting Department Chair.

Travel and Tourism Management (HTA)

Associate of Applied Science Degree

Credit Hours Required: 96

The Travel and Tourism Management program is designed to provide the student with the fundamental knowledge of travel in an operational and management capacity. The program exercises fundamentals of passenger handling, travel and tourism procedures, and current management principles. The program prepares the student for employment in a variety of career choices in the travel and tourism industry.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	40	4
TMM 101	Domestic Travel	40		4
TMM 103	Reservations and Sales	40		4
TMM 104	Ticketing and Tariffs	40		4
TMM 106	International Travel I	40		4
TMM 107	International Travel II	40		4
TMM 201	Group Tourism and Management	40		4
TMM 202	Travel Agency Management	40		4
TMM 203	Airline Management	40		4
TMM 204	Airport Management	40		4
TMM 205	Travel Law and Ethics	40		4
TMM 206	Computerized Reservations Systems	20	40	4
ELE XXX	Elective	*		4
TYP 101	Keyboarding for Computers I	20	40	4
GENERAL EDUCATION				
ENG 101	English	40		4
ENG 201	English Literature	40		4
ENG 203	Speech	40		4
HUM 100	Humanities	40		4
LAN 101	Conversational Spanish	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
Program Total				96
ELE XXX ELECTIVES (Choose 1)				
CSD 160	Desktop Publishing	20	40	4
BSA 215	Small Business Management	40		4
MED 204	Medical Clinical II	20	40	4
MGT 201	Principles of Management	40		4
MKT 207	Principles of Marketing	40		4
MKT 210	Principles of Retailing	40		4
TMM 285	Travel Externship		120	4

Legal Secretary (SLD)

Diploma

Credit Hours Required: 60

The Legal Secretary Diploma program will provide a graduate with the essential skills and knowledge needed for an entry-level position as a legal secretary. This program is designed to accommodate individuals who have basic typing skills upon entry.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD 160	Desktop Publishing	20	40	4
PAR 101	Introduction to Paralegalism	40		4
PAR 102	Legal Research & Writing I	40		4
PAR 203	Civil Procedure	40		4
PAR 215	Law Office Management and Litigation Support	40		4
SEC 203	Office Management	40		4
TYP 201	Keyboarding for Computers II	20	40	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
GENERAL EDUCATION				
ENG 101	English	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
	Program Total			60

Medical Secretary/Receptionist (SMD)

Diploma

Credit Hours Required: 60

The Medical Secretary/Receptionist Diploma program will provide a graduate with the essential skills and knowledge needed for an entry-level medical secretary/receptionist position.

Students are required to complete the following courses:

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	20	40	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
MED 101	Medical Terminology	40		4
MED 105	Medical Office Admin. Proc.	20	40	4
MED 106	Medical Office Insurance	40		4
MED 236	Human Relations/Telephone Medicine	40		4
MED 240	Medical Transcription	20	40	4
SEC 103	Introduction to Office Technology	20	40	4
TYP 101	Keyboarding for Computers I	20	40	4
ELEC XXX	Elective	*		4
GENERAL EDUCATION				
ENG 101	English	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
Program Total				60
ELE XXX ELECTIVE (Choose 1)				
CSD 280	Advanced Micro Applications	20	40	4
SMD 285	Medical Secr/Recpt. Externship		120	4

COURSE DESCRIPTIONS

COURSE CODES

ACC	Accounting	MKT	Marketing
BSA	Business	MTH	Mathematics
CSD	Computer Science	MED	Medical
ECO	Economics	PAR	Paralegal
ENG	English	PSY	Psychology
FIN	Finance	SEC	Secretarial
HUM	Humanities	SMD	Medical Secretary
LAN	Language	TMM	Travel & Tourism
MGT	Management	TYP	Typing

Accounting

ACC 101 Principles of Accounting I **4 Credits**

Prerequisite: None. This course develops the fundamental principles of accounting in a proprietorship business. The combined cash journal system of accounting is stressed.

ACC 102 Principles of Accounting II **4 Credits**

Prerequisite: ACC 101. This course contains a more detailed study of the accrual books as applied to a mercantile enterprise with emphasis on partnership transactions, and an introduction to corporate accounting.

ACC 203 Principles of Accounting III **4 Credits**

Prerequisite: ACC 101 & ACC 102. This course is devoted to corporate accounting with an emphasis on the manufacturing enterprise. There is detailed treatment of accounting for capital stock, bonds, surplus and dividends.

ACC 205 Cost Accounting **4 Credits**

Prerequisite: ACC 101, ACC 102 & 203. The purpose of this course is to teach the fundamental principles involved in cost accounting for the manufacturer as well as service enterprise. Different methods of cost allocation are practiced, including job-order costing, standard costing, and pricing of merchandise and services.

ACC 207 Computerized Accounting **4 Credits**

Prerequisite: ACC 101, 102, & CSD 101. This course is designed to give students an accounting background familiarity with computers and their role in the business environment. The course also gives students hands-on time with automated accounting procedures.

ACC 208 Income Tax Accounting **4 Credits**

Prerequisite: ACC 101, 102 & 203. This course will explain the procedures needed to prepare income tax returns for individuals, partnerships and corporations, using the most commonly used tax forms and tables.

ACC 217 Spreadsheet Applications **4 Credits**

Prerequisite: ACC 101 & CSD 101. This course expands on the student's basic knowledge of Lotus 1-2-3 and applies that knowledge to solving common financial problems.

ACC 218 Computerized Payroll Accounting **4 Credits**

Prerequisite: ACC 101, 102, 207 & CSD 101. This course is designed to provide the accounting student with working knowledge of federal and state laws, along with methods for effecting payroll practices and procedures. Students will utilize computerized payroll accounting software.

ACC 220 Fund and Non-Profit Accounting **4 Credits**

Prerequisite: ACC 101, 102 & 203. Fund and Non-Profit Accounting introduces the unique nature of governmental and non-profit accounting. Specific topics will include budgeting, reporting procedures and auditing requirements of such agencies.

ACC 285 Accounting Externship (Elective)**4 Credits**

Prerequisite: Completion of all course work; recommended for the last quarter of associate program. Students will receive 8 hours of professional development training at the beginning of the externship, after which the students will work in an accounting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prior approval is required by the department chair.

Business**BSA 101 Introduction to Business****4 Credits**

Prerequisite: None. Terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society will be covered in this course.

BSA 215 Small Business Management**4 Credits**

Prerequisite: BSA 101. This course gives a comprehensive overview of the theory behind the management of a small business, and the practical concerns of the manager of a small business.

Computer Science**CSD 101 Microcomputers in Business****4 Credits**

Prerequisite: None. The object of this course is to introduce the student to business computer operations found in a working office. Hands-on experience utilizing spreadsheet and word processing will be emphasized.

CSD 160 Desktop Publishing**4 Credits**

Prerequisite: CSD 101. This is an introductory course to desktop publishing software. A study of one of the most widely used desktop publishing comprehensives is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, and create tables, graphs and narrative.

CSD 220 Programming I**4 Credits**

Prerequisite: CSD 101. This course is designed to be an introduction to programming concepts and, for example, the pascal programming language. Students will gain familiarity with sequence selection, iteration structures, and modular programming procedures.

CSD 230 Programming II**4 Credits**

Prerequisite: CSD 101 & 220. This course teaches the additional concepts and techniques for writing programs.

CSD 235 Programming III**4 Credits**

Prerequisite: CSD 101, 220 & 230. This is an advanced course. Students will develop further skills and techniques to employ more complex practical applications of a programming language.

CSD 240 Systems Analysis and Design**4 Credits**

Prerequisite: CSD 101. The course includes the concepts and techniques used in system analysis and design. Special emphasis will be placed on the phases of data gathering, data analysis, design and implementation. Students will get practical experience through use of the case method of analysis.

CSD 242 Network Administration**4 Credits**

Prerequisite: CSD 101. This course introduces the concepts of network administration, setup, maintenance, and trouble shooting. Students shall understand network operations, be able to identify component parts to build a network system, network software configuration, file server operations, printer operations and network security.

CSD 246 Database Management**4 Credits**

Prerequisite: CSD 101. This course provides an understanding and application of database concepts for practical use in information systems with an emphasis on database software development.

CSD 247 Operating Systems**4 Credits**

Prerequisite: CSD 101. This course provides students with the concepts and principles behind the design and functioning of the modern operating systems.

CSD 248 Voice/Data Communications**4 Credits**

Prerequisite: CSD 101. This course introduces the basic concepts of voice and data telecommunications. The scope includes public and private telephone and data networks, data transmission methods, and Digital Data Services for voice and data communication. Future technologies impacting business communications are covered.

CSD 280 Advance Micro Applications**4 Credits**

Prerequisite: CSD 101. This course introduces the student to basic concepts of computer networking, Microsoft (MS) Windows, and a Windows-based spreadsheet. Students will understand network protocols, architecture and functions. Using computers, the student will learn MS Windows operations, functions and applications, including spreadsheets.

CSD 285 Computer Information System Externship (Elective)**4 Credits**

Prerequisite: Completion of all other course work; recommended for last quarter of associate program. Students will receive 8 hours of professional development training at the beginning of the externship, after which students will work in a computer environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prior approval is required by department chair.

Economics**ECO 102 Economics****4 Credits**

Prerequisite: None. This is a survey course including an introduction to principles of macro and micro economics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system.

English**ENG 101 English****4 Credits**

Prerequisite: None. This course is designed to address writing and communication skills essential to vocational pursuits, with an emphasis on developing report writing, letter and memo writing, and formal communications utilizing proper English rules of grammar, punctuation, and spelling. Library research skills will be introduced.

ENG 201 English Literature**4 Credits**

Prerequisite: ENG 101. An extension of skills obtained in ENG 101, this course is designed to develop reading and writing skills through review, discussion, and interpretation of literary materials including, but not limited to, contemporary & classical literature, drama, and poetry. The student will develop additional skills including research methods, formal report writing, editing, and oral presentation.

ENG 203 Speech**4 Credits**

Prerequisite: None. Verbal communication skills are the focus of the course. Practical exercises are designed to develop the student's confidence and poise. The ability to select, research, organize, and present a subject orally will be an integral part of this course.

Finance**FIN 206 Financial Management****4 Credits**

Prerequisite: ACC 101, BSA 101 & MTH 101. This course is designed as an introductory course in financial management. The main objective will be to show how to make optimal financial decisions in business.

Humanities**HUM 100 Humanities****4 Credits**

Prerequisite: None. This course offers the student an opportunity to experience the areas of art, music, poetry and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society.

Language

LAN 101 Conversational Spanish 4 Credits

Prerequisite: None. This course is designed as an introduction to the Spanish language, peoples and customs. It will familiarize the students with basic grammar, conjugation, vocabulary and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

Management

MGT 201 Principles of Management 4 Credits

Prerequisite: BSA 101. This course will present the functions of management including planning, organizing, staffing and controlling with emphasis on the management contributions in encouraging effective products and services to the public.

MGT 203 Human Resource Management 4 Credits

Prerequisite: MGT 201. This course will present the functions of the human resource manager. Topics include: assessing human resource needs, recruiting, the human resource process including training, evaluations of employees, wage and salary administration, labor laws, federal regulations: including ADA, the Family Leave Act & Civil Rights Acts; conflict management and discipline programs.

MGT 220 Business Ethics 4 Credits

Prerequisite: BSA 101. Designed to address ethical management issues, this course will provide case study analysis of prior ethical issues raised on both a national and global scale. Individual ethics will be introduced to show how they ultimately impact management decisions.

MGT 285 Business Administration Externship (Elective) 4 Credits

Prerequisite: Completion of all other course work; recommended for last quarter of associate program. Students will receive 8 hours of professional development training at the beginning of the externship, after which the students will work in a business environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prior approval is required by the Department Chair.

Marketing

MKT 207 Principles of Marketing 4 Credits

Prerequisite: BSA 101. This course is a general survey of the nature, significance and scope of marketing. Emphasis is on the channels of distribution, the marketing of the consumer, shopping, specialty and other goods; service marketing; middlemen; wholesaling; shipping and warehousing; standardization, grading, and pricing and governmental regulation of competition.

MKT 210 Principles of Retailing 4 Credits

Prerequisite: BSA 101. This course provides coverage of the complete retail spectrum, including planning, procurement, control and production promotion. Inventory control, merchandise display, outlet location and hiring practices are also covered.

Mathematics

MTH 101 College Mathematics I 4 Credits

Prerequisite: None. This course is a study of natural numbers, integers, rational numbers and variables. Topics include operations on expressions, first and second degree equations, radicals, exponents, polynomials, and word problems.

MTH 120 College Mathematics II 4 Credits

Prerequisite: MTH 101. This course is a study of the basic concepts of algebra. It includes such topics as arithmetic with signed numbers, elementary operations with polynomials, first-degree equations, word problems and factoring.

Medical Assisting

MED 101 Medical Terminology 4 Credits

Prerequisite: None. This course introduces the students to the basic structure of medical terms, including word roots, combining vowels and forms, suffixes and prefixes. Additionally, attention is given to common medical abbreviations and

symbols. With this foundation, the student is then exposed to bio-organization of the body with specific terminology as it relates to the anatomy and physiology of the body. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 102 Anatomy and Physiology I **4 Credits**

Prerequisite: MED 101. This course provides the student with a basic understanding of the body through the study of physical and life-science principles of bio-organization, the metric system, basic chemistry, metabolism, homeostasis, cells, tissues, membranes, microbiology, disease and immunity processes, and heredity. Once this foundation is laid, the course explores the anatomy, physiology, and pathology of specific body systems, and basic psychiatry. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 103 Anatomy and Physiology II **4 Credits**

Prerequisite: MED 101 & 102. This course continues the study of the anatomy and physiology of specific body systems not previously covered in MED 102. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 104 Medical Clinical I **4 Credits**

Prerequisite: MED 101. This course is designed to prepare the student to perform specific clinical skills and procedures performed in the medical office. These skills will include: patient examination, vital signs, positioning, draping and EKG. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 105 Medical Office Administrative Procedures **4 Credits**

Prerequisite: MED 101. This competency-based, administrative skills development course prepares the student to perform specific administrative tasks commonly done in the "front" medical office. Course content will be focused on office marketing, patient reception, records management, patient scheduling, documentation, mail management, medico-legal issues, and professionalism. [SEQUENCE IS AT DIRECTION OF DEPT. CHAIR.]

MED 106 Medical Office Insurance **4 Credits**

Prerequisite: MED 101. The purpose of this course is to provide the student with a basic understanding of insurance billing through medical insurance abbreviations and terms, procedural and diagnostic codings, billing tips, various claim forms and types of insurance. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 204 Medical Clinical II **4 Credits**

Prerequisite: MED 101. This course is designed to teach the students the basic skills and procedures necessary for the clinical environment of the medical office. These skills will include CPR certifications and first aid. Note: The course prerequisite MED 101 is waived for travel students. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 205 Lab Tech **4 Credits**

Prerequisite: Successful completion of all medical classes. This competency-based class will prepare the student in procedures done in the medical lab setting. The focus of the class will be on specimen collection, testing, normal values and laboratory safety measures. The student will perform capillary puncture, venipuncture and urinalysis. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 210 Medical Law and Ethics **4 Credits**

Prerequisite: None. This course addresses principles of medical law and ethics as they apply to the Medical Assistant in the medical office. Areas of emphasis will include an overview of the law and the ethics of the law, the importance of the law to the employee and the physician, litigation in the medical office, and public duties. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 215 Pharmacology **4 Credits**

Prerequisite: MED 101 & MTH 101. This course acquaints the student with basic principles of pharmacology, management for office medications and prescriptions, and provides familiarity with common prescription and non-prescription medications. Students will also have experience with parenteral injections. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 222 Aseptic Techniques **4 Credits**

Prerequisite: MED 101. This competency-based, skills development class will prepare the student to work in an aseptic environment while working as a Medical Assistant. This class will include pathophysiology, physiology, and treatment of AIDS. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 236 Human Relations/Telephone Medicine

4 Credits

Prerequisite: None. This course addresses principles of human relations skills. The student will attain a better understanding of human behavior, interpersonal relations and communication skills. The student will also be exposed to phone triage and recording phone messages. Practical time will be spent on these elements through prepared vignettes. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 240 Medical Transcription

4 Credits

Prerequisite: CSD 101, ENG 101, MED 101, TYP 101. The intent of this course is to introduce the student to basic fundamentals of medical transcription with specific emphasis given to grammar, spelling, punctuation, and different transcription document forms. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

MED 285 Medical Assisting Externship

4 Credits

Prerequisite: Successful completion of all medical classes; to preferably occur in final quarter of program. Students will receive 8 hours of professional development training at the beginning of the externship, after which the students will work in a medical environment in order to apply principles learned in the classroom. This course is designed to help the medical student make the transition from student to the workplace by gradually replacing the direct supervision encountered in the classroom with increasing opportunities for independent functioning within the professional setting. This requires the prior approval of Medical Assistant Department chair. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

Paralegal

PAR 101 Introduction to Paralegalism

4 Credits

Prerequisite: None. This is an introductory course providing a working knowledge of the nature and concept of the law. An overview of the historical background, the legislative system, the judicial system and the role of the paralegal will be explored in summary fashion. Legal terminology will be emphasized throughout the course. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 102 Legal Research & Writing I

4 Credits

Prerequisite: None. Legal Research and Writing I is designed to give the student a broad and practical approach to problems faced by the paralegal in the legal environment. Emphasis is made on the familiarization with the law library and legal research required of the paralegal in the legal environment. Basic research tools, statutes, case law, digests, citators, encyclopedias, dictionaries and computerized research will be utilized. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 104 Torts

4 Credits

Prerequisite: PAR 101. A basic course in tort law, including negligence, intentional torts, and strict liability with an emphasis on personal injury litigation. This course will also review Colorado no-fault laws and worker's compensation. The student will be introduced to skills involved in legal interviewing, investigation, pretrial litigation and settlement of tort cases. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 105 Law and Ethics

4 Credits

Prerequisite: None. An in-depth examination of the ethical considerations involved in the legal profession. Students will become acquainted with the Canons of Professional Responsibility and the various proposed canons for the paralegal. Film and case study will be utilized to analyze ethical behavior. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 110 Contracts/Business Law I

4 Credits

Prerequisite: None. Students will study the definition and importance of contracts between individuals, third parties and businesses. Clarification will be stressed dealing with contracts, negotiable instruments, personal property and bailments, sale of goods, agencies of convenience and court proceedings. Emphasis will be in the areas of legal rights, duties and remedies as they reflect on society. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 200 Legal Research & Writing II

4 Credits

Prerequisite: PAR 102. A continuation of Legal Research and Writing I, this class is designed to give the student additional experience into legal writing. Emphasis is made on the skills necessary to produce legal documents. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 201 Family Law**4 Credits**

Prerequisite: None. A basic understanding of domestic law, common property statutes, dissolutions, adoptions, probate and juvenile issues. Emphasis is made on the role of the paralegal and preparation of documents relating to dissolutions. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 203 Civil Procedure**4 Credits**

Prerequisite: PAR 101. The study of civil procedure in the state and federal courts. This class is an overview of the litigation process with emphasis on the function of the paralegal within that process. The basis concepts learned in this course will carry through to other areas of the law. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 204 Trial Preparation and Procedure**4 Credits**

Prerequisite: PAR 101, 102, 200 & 203. This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 205 Criminal Law**4 Credits**

Prerequisite: None. Students will be introduced to statutory and common law crimes and the accompanying procedural, constitutional and statutory laws. Emphasis will be placed on criminal law theory, construction and interpretation of criminal law statutes as well as the scope and changes in criminal procedures. A focus on the skills necessary for a paralegal in criminal law practice will be explored. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 207 Property and Real Estate**4 Credits**

Prerequisite: None. This class is a study of real property and an in-depth survey of the more common type of real estate transactions. Conveyances, contracts, deeds, leases, special research projects relating to the subject matter, and a study of the system of recording and search of public documents will be emphasized. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 209 Administrative Law**4 Credits**

Prerequisite: PAR 101, 105 & 203. This course is designed to introduce the student to the area of Civil Rights Law. Equal employment, administrative remedies, discovery techniques, damages and appeals will be outlined. Instruction in the handling of administrative agencies will be emphasized. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 210 Business Law II**4 Credits**

Prerequisite: PAR 110. This course is a continuation of PAR 110 and emphasizes technical and practical areas of business law. Business relevance of judicial and legislative law are discussed. Emphasis is made on the interaction of business and the law. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 215 Law Office Management & Litigation Support**4 Credits**

Prerequisite: PAR 101 & 203. This course will study the management of a law office including billing, structure, and ethical considerations. Preparation of documents using standard processing forms as well as the organization and management of litigation cases through computerization will be emphasized. Students will build litigation support skills through projects and case analysis. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

PAR 285 Paralegal Externship**4 Credits**

Prerequisite: PAR 101, 102, 104, 105, 200 & 203. The paralegal externship program is designed to provide students with a practical, professional setting in which to integrate and further develop their classroom experience and to further prepare the student for employment upon graduation. The student will receive 8 hours of professional development training at the beginning of the externship, after which the student will work in a legal environment in order to apply principles learned in the classroom. Prior approval is required of the Paralegal Department Chair. [SEQUENCE OF COURSE IS AT DIRECTION OF DEPT. CHAIR.]

Psychology**PSY 105 Professional Development****4 Credits**

Prerequisite: None. This course is designed to equip the beginning student with skills in the areas of test-taking, studying, and note-taking. This course also covers interviewing, resume-writing, and job-search skills, with a strong emphasis on encouraging the student to pursue employment opportunities as soon as practical.

PSY 110 General Psychology

4 Credits

Prerequisite: None. This general psychology course explores behaviors, motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

Secretarial

SEC 103 Introduction to Office Technology

4 Credits

Prerequisite: None. This course will present an overview of office technology with an emphasis on records management and electronic calculators.

SEC 203 Office Management

4 Credits

Prerequisite: None. This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout and work measurement. The course stresses the managerial functions for the office and office personnel.

SEC 285 Administrative Assistant Externship (Elective)

4 Credits

Prerequisite: Completion of all other course work; recommended for the last quarter of associate program. Student will receive 8 hours of professional development training at the beginning of the externship, after which the student will work in an administrative assisting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Approval is required by the Department Chair.

SMD 285 Medical Sec./Recpt. Externship (Elective)

4 Credits

Prerequisite: Completion of all other course work; recommended for last quarter of diploma program. Students will receive 8 hours of professional development training at the beginning of the externship, after which the students will work in a medical secretary/receptionist environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Approval is required by the Department Chair.

Travel

TMM 101 Domestic Travel

4 Credits

Prerequisite: None. This course is designed to introduce students to the great variety of natural, cultural and man-made attractions that exist in the United States. A comprehensive study of each state highlights the history, geology, wildlife, terrain, shorelines, and sightseeing that is unique to each area. Maps, charts, event calendars, and vacation planning articles are provided to present all the essential details a student needs to plan a memorable vacation.

TMM 103 Reservations and Sales

4 Credits

Prerequisite: None. This course includes operating instructions and use of major reference guides. This course is designed to increase the student's knowledge of procedures for itinerary planning and sales, and to develop good communication skills.

TMM 104 Ticketing and Tariffs

4 Credits

Prerequisite: None. This course will help the student attain knowledge in determining domestic and international air fares through the use of published tariffs and become fluent in writing manual and automated tickets.

TMM 106 International Travel I

4 Credits

Prerequisite: None. This course familiarizes the student with the cultural, historical, scenic and recreational sites of interest to the consumer traveling to Canada, Mexico, the Caribbean, Central America, South America, and Africa. Maps, videos and guest speakers are utilized to help these destinations come alive. An emphasis is placed on matching client needs to appropriate destinations.

TMM 107 International Travel II

4 Credits

Prerequisite: None. This destination sales course covers Europe, Asia, Australia and the Pacific. The focus is on points of interest to the leisure traveler to include culture, history, scenery, wildlife, and recreation. Transportation issues are discussed as well as the crucial skill of recommending destinations and activities based upon client needs.

TMM 201 Group Tourism and Management

4 Credits

Prerequisite: None. This course is designed to introduce students to group travel. Differences between handling individual clients and handling group clients are explored. Expanding the knowledge of potential retail travel group counselors is achieved by emphasizing research, design, pricing, and managing special tour projects.

TMM 202 Travel Agency Management**4 Credits**

Prerequisite: None. This course introduces the student to the travel agency market. Specifically, its creation, problem solving techniques, promotion of the travel product, and managing an on-site agency.

TMM 203 Airline Management**4 Credits**

Prerequisite: None. The major focus of this course is on the management functions and organizations of major airlines and general aviation. Important subjects, such as marketing, pricing, scheduling, flight planning, growth strategies and market segmentation are valuable in understanding the industry and major management functions. It also encourages the student to explore and keep abreast of current world events.

TMM 204 Airport Management**4 Credits**

Prerequisite: None. This course is designed to make the student aware of airport administrative responsibilities.

TMM 205 Travel Law and Ethics**4 Credits**

Prerequisite: None. This course introduces travel students to the law and why it is important for business persons to understand it. Covered topics include constitutional law, the court system, criminal and tort law. The student is introduced to the fundamental principals of aviation law to include security, antitrust and predatory pricing issues, as well as federal aviation regulations. Students will discuss the ethical dilemma faced by travel agents of serving customers or suppliers. An emphasis is also placed on current world political and health advisories.

TMM 206 Computerized Reservation Systems**4 Credits**

Prerequisite: TMM 104. This course takes the student from the first elementary steps in building a "Passenger Name Record" to the complicated entries associated with extensive travel itineraries. The major concentration highlights Sabre Reservations, as well as a review of other airline systems to include Apollo, System One, and Worldspan.

TMM 285 Travel Externship (Elective)**4 Credits**

Prerequisite: Completion of all other course work; recommended for last quarter of associate program. Students will receive 8 hours of professional development training at the beginning of the externship. This course is designed to assist the travel student in making the transition from student to the work place by gradually replacing the direct supervision encountered in the classroom with increasing opportunities for independent functioning within the professional setting. Approval is required by the travel Department Chair.

Typing**TYP 101 Keyboarding for Computers I****4 Credits**

Prerequisite: CSD 101. This is a beginning typewriting course designed to develop touch typing skills on a computer keyboard. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques and promote a minimum passing accuracy of 45 words per minute.

TYP 201 Keyboarding for Computers II**4 Credits**

Prerequisite: CSD 101 & TYP 101. This course is designed to develop high-level document production skill with an emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques and promote minimum passing accuracy of 55 words per minute.

TYP 202 Keyboarding for Computers III**4 Credits**

Prerequisite: CSD 101, TYP 101 & 201. This course is designed to develop advanced typewriting skills with timed production typewriting, emphasis on proofreading and mailability of business projects without direct supervision, with components for the executive, legal, medical, accounting and government secretaries. Students should achieve a minimum passing rate of 65 words per minute.

Word Processing**WDP 105 Word Processing I****4 Credits**

Prerequisite: CSD 101. This course will study the use of current word processing programs. The student will be introduced to the general features of different word processing programs and the ability to judge which program can satisfy the student's needs, with and emphasis on WordPerfect.

WDP 107 Word Processing II

4 Credits

Prerequisite: CSD 101, TYP 101 & WDP 105. This course will provide more advanced skill and speed in order to obtain an entry-level position as a word processing operator. It will include more advanced WordPerfect features.

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Western Business College	Vancouver, WA
Mountain West College	Salt Lake City, UT
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Duff's Business Institute	Pittsburgh, PA
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Florida Metropolitan University - Orlando College, North	Orlando, FL
Florida Metropolitan University - Orlando College, South	Orlando, FL
Florida Metropolitan University - Orlando College, Melbourne	Melbourne, FL
Florida Metropolitan University - Tampa College	Tampa, FL
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STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly-owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

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Robert Chambers	M.B.A.	Dean of Academics
Michael A. Holmes	A.A.S.	Executive Assistant to the President

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Modesto Gonzales		Student Finance Officer
Karen Fischer		Student Finance Officer

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Jean Goodall	A.A., B.A., M.A.	Evening Coordinator, Legal Assistant/Paralegal
		Department Chair
Stephen Davies	M.S., B.S., P.G.C.S.E., A.A.S.	Computer Department Chair

Pat Vidic

L.P.N., C.M.A.

Medical Assisting Department Chair
Travel and Tourism Department Chair
Registrar

Kent Taylor

B.A.

Laura Curell

A.A.S.

Career Planning and Placement

George Evans	B.A.	Director of Career Planning and Placement
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Admissions Staff

Debra McAtee	C.R.M.C.	Director of Admissions
Mark Lannoye		Admissions Officer
Karen Cummings	A.A.S.	Admissions Officer
Andrea Weber	B.A.	Admissions Officer
Marla Gordon	A.A.S.	Administrative Assistant

Faculty

Full Time Faculty

Stephen Davies	Computers & General Education	M.S., University of Salford B.S., University of London P.G.C.S.E., Swansea University A.A.S., Denver Technical College
Jean Goodall	Legal Assistant/Paralegal	M.A., Webster University B.A., University of Colorado A.A., Pikes Peak Community College
Kent Taylor	Travel	B.A., Humboldt State University
Pat Vidic	Medical Assisting	L.P.N., New Hampshire State Board of Nursing C.M.A., Certifying Board of A.A.M.A.

Academic Calendars

1996-1997

1996	1997
WINTER TERM	WINTER TERM
January 15 Martin Luther King	January 13 Classes Begin
January 16 Classes Begins	January 20 Martin Luther King
February 26 Mini-Qtr Classes Begin	February 24 Mini-Qtr Classes Begin
March 25-29 Spring Vacation	March 24-28 Spring Vacation
April 13 Quarter Ends	April 12 Quarter Ends
SPRING TERM	SPRING TERM
April 15 Classes Begin	April 14 Classes Begin
May 27 Memorial Day Holiday	May 26 Memorial Day Holiday
May 28 Mini-Qtr Classes Begin	May 27 Mini-Qtr Classes Begin
July 4 Independence Day	July 3 Quarter Ends
July 6 Quarter Ends	July 4 Independence Day
SUMMER TERM	SUMMER TERM
July 8-12 Summer Vacation	July 7-11 Summer Vacation
July 15 Classes Begin	July 14 Classes Begin
August 26 Mini-Qtr Classes Begin	August 25 Mini-Qtr Classes Begin
September 2 Labor Day Holiday	September 1 Labor Day Holiday
October 5 Quarter Ends	October 4 Quarter Ends
FALL TERM	FALL TERM
October 7 Classes Begin	October 6 Classes Begin
November 18 Mini-Qtr Classes Begin	November 17 Mini-Qtr Classes Begin
November 28 Thanksgiving Holiday	November 27 Thanksgiving Holiday
December 23 Christmas Vac Begins	December 22 Christmas Vac Begins
January 5, 1997 Christmas Vacation Ends	January 4, '98 Christmas Vacation Ends
January 6 Classes Resume	January 5 Classes Resume
January 11 Quarter Ends	January 10 Quarter Ends

TUITION AND FEES

PROGRAM	CREDIT HOURS	APPROX. LENGTH	TUITION
ASSOCIATE OF APPLIED SCIENCE DEGREE			
Accounting	96	24 mo.	\$12,288
Administrative Assistant	96	24 mo.	\$12,288
Business Administration	96	24 mo.	\$12,288
Computer Information Systems	96	24 mo.	\$12,288
Legal Assistant/Paralegal	96	24 mo.	\$12,288
Medical Assisting	96	24 mo.	\$12,288
Travel & Tourism Management	96	24 mo.	\$12,288
DIPLOMA			
Medical Secretary/Receptionist	60	15 mo.	\$7,680
Legal Secretary	60	15 mo.	\$7,680

Additional Fees

Application Fee	\$25.00
Additional or Repeated Courses (does not include text books)	\$512.00
Transcript Fee (first copy free)	\$2.00
Test-Out Fee	\$25.00
Replacement for Diploma/Degree	\$20.00
Medical Assistant Uniform (required of Medical Students only)	\$125.00

Text Books

Textbooks are loaned to students under the Textbook Loaner Program. Any lost, stolen, or damaged textbooks will be charged at the new retail price.

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