

**PARKS COLLEGE  
ESTABLISHED 1895**

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DENVER

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## TABLE OF CONTENTS

Academic Calendar .....	4
The College .....	5
Admissions .....	8
Financial Aid Programs .....	13
Financial Information .....	17
Academic Information .....	23
Student Services/Student Activities .....	30
Programs of Study .....	35
Associate Degree Programs .....	37
Diploma Programs .....	50
Course Descriptions .....	57
Accreditations, Administration, Staff and Faculty .....	82
Examination of Student Records .....	90

### ACADEMIC CALENDAR 1983

January 1	New Year's Day
January 2	Christmas Vacation Ends
January 3	Classes Resume
January 7	Fall Quarter Ends
	Fall Mini-Quarter Ends
January 10	Winter Quarter Begins
February 18	Late Fall Quarter Ends
February 21	Washington's Birthday Holiday
February 22	Winter Mini-Quarter Begins
	Late Winter Quarter Begins
April 1	Winter Quarter Ends
	Winter Mini-Quarter Ends
April 4-8	Spring Vacation
April 11	Spring Quarter Begins
May 20	Late Winter Quarter Ends
May 23	Spring Mini-Quarter Begins
	Late Spring Quarter Begins
May 30	Memorial Day Holiday
July 1	Spring Quarter Ends
	Spring Mini-Quarter Ends
July 4	Independence Day Holiday
July 5	Summer Quarter Begins
August 1-5	Summer Vacation
August 19	Late Spring Quarter Ends
August 22	Summer Mini-Quarter Begins
September 5	Labor Day Holiday
September 30	Summer Quarter Ends
	Summer Mini-Quarter Ends
October 3	Fall Quarter Begins
November 11	Veteran's Day Holiday
November 14	Fall Mini-Quarter Begins
November 24-25	Thanksgiving Vacation
December 19, 1983- January 2, 1984	Christmas Vacation
January 3, 1984	Classes Resume

### ACADEMIC CALENDAR 1984

January 2	New Year's Day Holiday
January 3	Classes Resume
January 6	Fall Quarter Ends
	Fall Mini-Quarter Ends
January 9	Winter Quarter Begins
February 20	Washington's Birthday Holiday
February 21	Winter Mini-Quarter Begins
March 30	Winter Quarter Ends
	Winter Mini-Quarter Ends
April 2-6	Spring Vacation
April 9	Spring Quarter Begins
May 21	Spring Mini-Quarter Begins
May 28	Memorial Day Holiday
June 29	Spring Quarter Ends
	Spring Mini-Quarter Ends
July 2	Summer Quarter Begins
July 4	Independence Day Holiday
August 6-10	Summer Vacation
August 20	Summer Mini-Quarter Begins
September 3	Labor Day Holiday
September 28	Summer Quarter Ends
	Summer Mini-Quarter Ends
October 1	Fall Quarter Begins
November 12	Veteran's Day Holiday
November 13	Fall Mini-Quarter Begins
November 22-23	Thanksgiving Holiday
December 21	Fall Quarter Ends
	Fall Mini-Quarter Ends
December 27, 1984- January 6, 1985	Christmas Vacation

## THE COLLEGE

Parks College was one of the first schools of business in Colorado. It was founded in 1895 by W.T. Parks under the name of Modern Business School. It was renamed Parks School of Business Administration in 1905. Some of Denver's most prominent business figures have graduated from what is now known as Parks College.

The college has been successful from its inception and has graduated over 50,000 students. These graduates have entered numerous career areas and distinguished themselves as leaders in business and industry. Over the years, these men and women have helped establish the excellent reputation currently enjoyed by Parks College.

The rapid growth of the college has been due to the continued emphasis of meeting business and industry needs. This has been accomplished by providing students with skilled instructors, excellent facilities, and a curriculum that is updated to meet the needs of industry and business.

As business and industry grew and became more complex, the college refined its programs to provide potential employers competent, skilled, and motivated employees. The college continues its leadership role by providing business and secretarial courses. However, to meet the demands of our increasingly sophisticated society, additional programs were added, such as, Computer Sciences, Fashion Merchandising, Medical Assisting, Travel and Transportation, and Floral Design.

In July 1982, Mr. Gerald C. Phillips purchased Parks College. With this acquisition, Parks College joined the prestigious and progressive group of Phillips Colleges located in Augusta and Columbus, Georgia; Jackson and Gulfport, Mississippi; New Orleans, Louisiana; Tulsa, Oklahoma; and San Jose, California.

Parks College is a Candidate for Accreditation with the North Central Association of Colleges and Schools.

Parks College is Accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, an organization authorized by the United States Department of Education to be the nationally recognized accrediting agency for independent colleges and schools of business.

The Medical Assistant Program is accredited by the Committee on Allied Health Education and Accreditation in cooperation with the American Medical Association and the American Association of Medical Assistants.

## **THE COLLEGE FACILITIES**

Parks College is located in The Educational Plaza, a two-story building, located at 7350 North Broadway in Denver, Colorado. The Educational Plaza, consisting of 110,000 square feet, is one of the largest private educational facilities in the Rocky Mountain area. Parks occupies approximately 41,000 square feet within The Educational Plaza. This space is divided into classrooms, labs, administrative offices, a resource center, Career Development Center, Financial Aid Office, and Fiscal Office. A full-service cafeteria is also in the building. In addition, there are six acres of parking. Our facility provides the size, atmosphere, and location conducive to sound educational training.

The college also maintains a bookstore which stocks all textbooks, workbooks, and supplies required for the courses taught.

## **CURRICULUM**

Parks College specialized its curriculum to meet the needs of students who are job- and career-oriented. The young men and women who make up the student body of Parks College are interested in an education that will prepare them for business careers. They want business skills and training which will qualify them for more immediate employment opportunities at a reasonable expense in terms of time and money.

The diploma programs offered by Parks College are made up of courses that are geared to meet the specific needs of the Denver business community. These programs are designed for students who are interested in intensive training that will qualify them for satisfactory employment in a relatively short time.

The degree programs consist of courses of both general education and business education. These courses are designed to meet the student's need for technical training as well as to develop his language skills, critical thinking, independent study, and social concern.

## **PURPOSE**

The purpose of Parks College is to further the education of qualified men and women who desire quality training in order to achieve earning power in a relatively short period of time.

## PHILOSOPHY AND OBJECTIVES

The philosophy of education at Parks College, which enables us to fulfill our purpose, is as follows:

To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.

To offer, through a sincere concern on the part of education and experienced teachers, the necessary tools of learning that will help to make the students' future a success.

To assure all students and prospective students that, from the first contact to graduation, the relationship with all college officials will meet the highest standards of education and business ethics.

The primary objective of the college is to offer education at the college level.

The two-year associate degree program is designed to prepare the student for a rewarding way of life in a complex society; to offer the student both generalized and specialized subject matter, thus broadening his/her education; to prepare the student for the possibility of further education, or to obtain immediate employment upon graduation in a semi-professional occupation.

The diploma program is designed to offer specialized education and career training at the college level, preparing students for business careers on the beginning level. The ultimate goal of the program is to educate the student for employment.



## Admissions





## **ADMISSIONS**

It is recommended that applicants and their parents or spouse visit Parks College so that they may gain a better understanding of the college and view its facilities and equipment. A personal interview should be scheduled with a member of the admissions staff. The applicant should call or write the Admissions Office in advance so that necessary arrangements can be made.

## **ADMISSIONS REQUIREMENTS**

Graduation from high school is the minimum requirement for admission to Parks College. Those who have satisfied graduation requirements through the General Education Development (GED) test will also be eligible for admission. Individuals who are not high school graduates but are beyond the age of compulsory school attendance and have demonstrated an ability to benefit from the training offered may also be admitted to diploma programs.

## **ENTRANCE TEST**

E.F. Wonderlic and Associates have developed a personnel test that is used by Parks College as an entrance test. This test may be waived for any candidate who submits acceptable ACT/SAT scores or evidence of prior successful collegiate experience.

## **FOREIGN STUDENTS**

Written evidence of competence in the English language is required as a condition of admission. For further information, interested foreign students should communicate with the Admissions Office.

## **FULL-TIME STUDENTS**

A student who is enrolled for 12 or more credit hours per academic quarter is considered a full-time student and is considered to be carrying a standard academic load.

## **PART-TIME STUDENTS**

Students enrolled for fewer than 12 credit hours per academic quarter are considered part-time students.

## **ACADEMIC YEAR**

Students having completed a minimum of 36 quarter credit hours of study in nine (9) months will have completed an academic year.

## CLASS HOURS AND ATTENDANCE SCHEDULE

### Day Division:

All classes meet on a Monday/Wednesday and Tuesday/Thursday schedule, which offers full-time class hour attendance options as follows:

### Options:

	Mon.	Tues.	Wed.	Thurs.	Total Hours/Week
I.	6	4	6	4	20
II.	4	6	4	6	20
III.	8	2	8	2	20
IV.	2	8	2	8	20
V.	6	2	6	2	16
VI.	2	6	2	6	16
VII.	4	4	4	4	16
VIII.	2	4	2	4	12
IX.	4	2	4	2	12
X.	6	—	6	—	12

### Evening Division:

Evening classes are scheduled from 6:00 p.m. to 9:40 p.m., Monday through Thursday, 16 hours per week.

### Weekend Division:

Weekend classes are scheduled Fridays, Saturdays and Sundays on alternating weekends. Class hours are from 5:00 p.m. to 10:00 p.m. Friday; 8:00 a.m. to 6:00 p.m. Saturday; and 8:00 a.m. to 5:00 p.m. Sunday for a total of 48 hours per month.

## INFORMATION FOR VETERANS

Most programs presently offered are approved for the training of veterans. Please ask about specific programs.

If you are eligible for veterans' benefits, you should make application for benefits at the Veterans Administration Regional Office nearest your home. Immediately upon receipt of an application, the Veterans Administration will mail you information acknowledging the claim and provide a claim number. After processing the application, the Veterans Administration will issue eligible veterans a Certificate of Eligibility valid only at the institution named and only for the objective indicated. You should bring the Certificate of Eligibility with you to registration.

The Veterans Administration does not compensate students for courses taken at a previously attended college, technical school, or service school. Veterans must report all such courses to the Dean of Education upon enrollment.

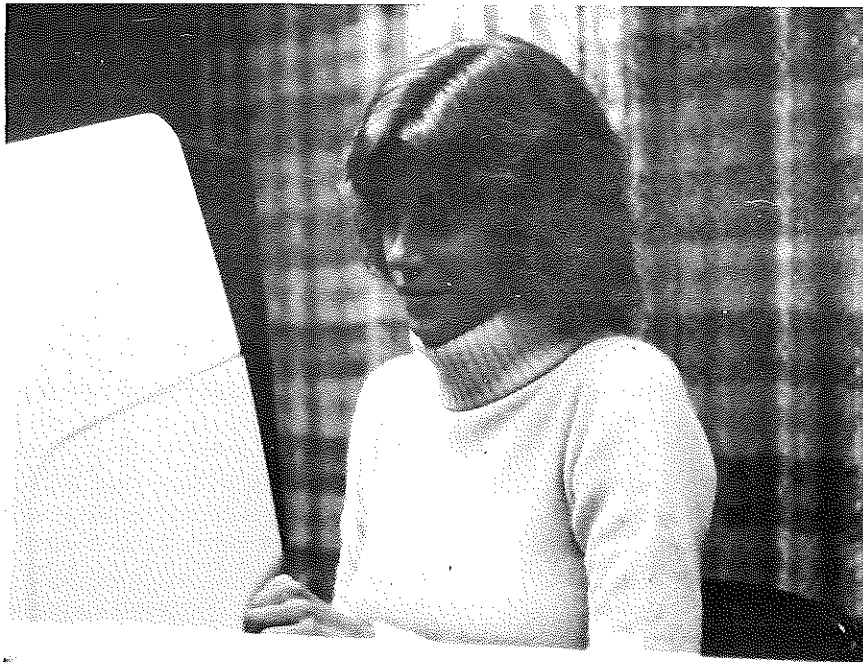
Credit will be granted for previous education if applicable to your course of study. Credit granted, if any, will be based upon adequate results on achievement tests, college transcripts, or other information presented. Any credit granted will be at the discretion of the Department Chairman, as approved by the Dean of Education.

## APPLICATION

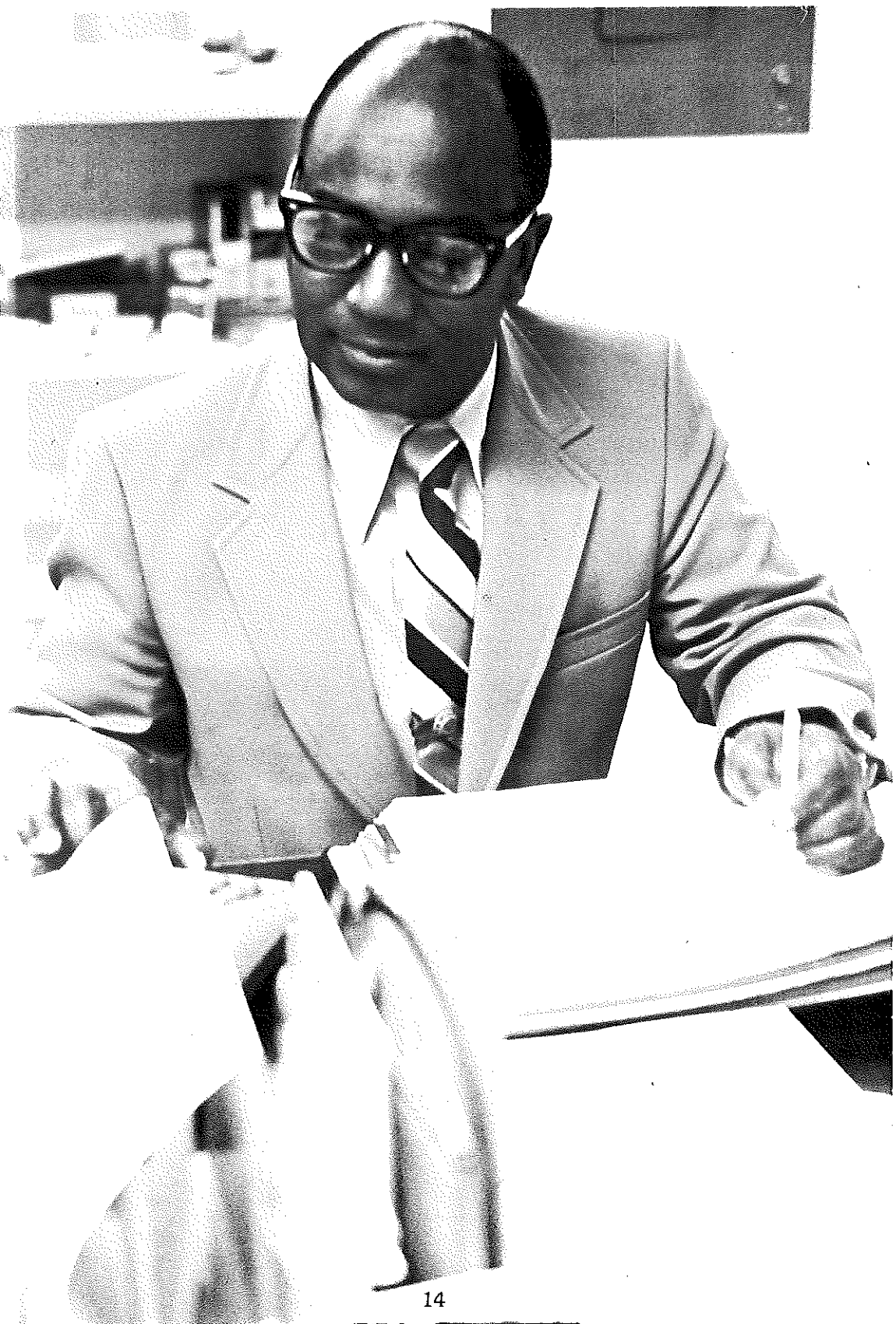
An applicant is advised to request an appointment for a personal interview at the college or at home and is further advised to discuss pending enrollment with the family.

If there is a continuing mutual interest after the personal interview, an application for enrollment is completed pending final acceptance by the college; and a date is selected to take the college entrance test. The test is designed to insure further that the applicant has the proper educational background to pursue a college-level business program.

If the applicant is accepted by the college, the application for enrollment will be given to the College Director for processing, and the school will notify the applicant by mail or telephone regarding registration and scheduling. If the applicant is rejected, he/she will be notified promptly.



## **Financial Aid Programs**



## **PELL GRANT**

This is an entitlement, not a financial aid program. Each graduating high school senior is eligible by law to apply for a Pell Grant to help defray the cost of his/her postsecondary education.

This program operates in conjunction with any other financial program, governmental or private, the student may be using.

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

This program is available to those students of exceptionally low adjusted-income families who, without a grant of this kind, would be unable to secure a postsecondary education. The grant may not exceed one-half the cost of the student's program. Application is made through the college and must be based on need.

## **COLLEGE WORK/STUDY PROGRAM**

This is a federally-sponsored program for students with need to work part-time to help defray the cost of their education. Students will work for a qualified, non-profit organization, public or private. Employment is part-time only. Application is made through the college and is based on exceptional need.

## **NATIONAL DIRECT STUDENT LOAN (NDSL)**

These are available to students who have need for them, not to exceed \$3,000 in the first two years. Loans are made through the college, at 5% simple interest yearly. Repayment is made directly to the college or to a billing agency designated by the college. Repayment begins 6 months after termination of education. Interest begins to accrue when the student begins repayment. Payments may be as low as \$30 per month.

## **COLORADO GUARANTEED STUDENT LOAN PROGRAM (CGSLP)**

This is a loan guaranteed by the State of Colorado. The student secures this loan from a bank, savings and loan association, or other lending institution. The loan carries a 9% simple interest rate. Repayment begins 6 months after termination of education. It may be repaid in payments of not less than \$50 per month through the repayment period. Interest is paid by the government until the student begins repayment. Application is made through lending institutions. Colorado Guaranteed Student Loans have a maximum of \$2,500 per academic year.

## **COLORADO GUARANTEED STUDENT LOAN (CGSLP) PLUS PROGRAM**

The CGSLP-PLUS Program makes long-term loans available at 12 percent interest rate to pay for the student's educational costs. Under this program, parents are eligible to borrow on behalf of dependent-undergraduate students and independent-undergraduate students are eligible to borrow for themselves. This loan may be obtained from a bank, savings and loan association, or other lending institutions. The Colorado Guaranteed Student Loan (CGSLP) PLUS Program has a maximum of \$2,500 per academic year. Repayment begins within 60 days of the date the loan is disbursed and the borrower must make payments of not less than \$50 per month.

## **VETERANS EDUCATIONAL ASSISTANCE**

Parks College is approved for education and training under the G.I. Bill. Students may attend Parks College in approved full-time or half-time programs of study.

Parks College is also approved for war orphans educational benefits. This program provides educational assistance for the education of sons and daughters of veterans who died during, or as a result of, active duty service. Widows, wives, sons, and daughters of 100 percent disabled veterans may also be eligible for this program.

## **CASH INSTALLMENT PAYMENT**

All students are eligible for monthly or quarterly interest free cash payments that may extend over the length of their program. Students are required to sign an installment loan form and make prompt payments.

Because this is an interest-free program, payments must be made within 10 days from the due date.

## **SCHOLARSHIPS**

One scholarship each year is sponsored by Parks College and awarded through the CPSA Scholarship Foundation. Selection of the recipient is based on need and the ability to succeed in a chosen field. Application forms and further details may be secured through Colorado high school counselors or the Colorado Private School Association.



## **Financial Information**



## **TUITION CHARGES**

The college quotes standard tuition prices for each regular program offered.  
(See Tuition Supplement I)

Rates for special subjects or courses desired by the student will be quoted by the Admissions Office upon request.

## **EXTRA CHARGES AND SPECIAL FEES**

### **REPEAT A COURSE FEE**

To repeat a course for any reason (withdrawal after second week or failure), there will be a fixed charge of \$125. The same course may be attempted a maximum of three times.

### **CHANGE OF PROGRAM FEE**

Students changing programs will be charged a fee of \$50. Request for a change must be approved by the Dean of Education.

### **READMISSION FEE**

A fee of \$25 will be assessed when a student reenters training after a period of one year.

### **SPECIAL EXAMINATION FEE**

A special examination fee of \$10 will be assessed for examinations to determine advanced standing, etc. Such examinations may be taken only upon approval of the Dean of Education or a representative.

### **TRANSCRIPT FEE**

The first official transcript is issued free of charge. Additional copies of official transcripts are \$2 each. A signed release by the student is required.

### **REPLACEMENT OF DIPLOMA FEE**

A fee of \$10 will be charged to replace a diploma.

### **DAMAGED OR LOST EQUIPMENT FEE**

A fee will be charged for the replacement or repair of any equipment damaged or lost while on loan to a student.

Fees for tuition, lab, and supplies are in the addendum to this catalog.

## **FINANCIAL OBLIGATIONS**

Students who fail to make prompt monthly cash payments, issue personal checks that are returned by banks, or fail to make a good faith effort to process their financial aid paperwork in a timely basis are subject to college disciplinary action. No records, academic or financial, including transcripts, will be released to any institution or individual until all financial obligations are settled.

## **REFUND POLICY**

Parks College is entirely self-supporting. The registration of a student results in the assignment of a class place, the employment of instructors, and other provisions for management that must be contracted for in advance. For these reasons, there will be no refunds of tuition except as outlined below.

### **CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES**

A full refund of tuition and fees will be paid if the applicant withdraws within three business days after signing this agreement, or making an initial payment provided that the applicant has not commenced training.

### **WITHDRAWAL AFTER COMMENCEMENT OF CLASSES**

Should the student withdraw from classes, the following is Parks College's refund policy:

1. All monies paid by the applicant will be refunded within thirty (30) days if requested in writing within three (3) business days after acceptance by 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 course/program during a period of time within which an applicant could have reasonably completed it.
2. An applicant requesting cancellation prior to a class beginning date but after the three (3) day period shall receive a refund of all tuition paid above the registration fee of \$25.00. Also refundable in full is the cost of textbooks issued, when returned unused. Cancellation notice or withdrawal notice and request for refund must be in writing, addressed to the College Director and signed by all parties signing the enrollment contract.
3. If an applicant requests cancellation, or is expelled (in which event the date of termination shall be the date of expulsion) after entering the College and starting training, the applicant

shall be entitled to tuition refund in accordance with the following schedule:

- A. For an applicant terminating within the first 10% of the course/program the applicant shall be entitled to a refund of 90% of the tuition cost.
- B. For an applicant terminating training after 10% or any portion up to and including 25% of the program, the applicant shall be entitled to a refund of 80% of the tuition cost.
- C. For an applicant terminating training after 25% or any portion up to and including 50% of the program, the applicant shall be entitled to a refund of 50% of the tuition cost.
- D. For an applicant terminating training after 50% or any portion up to and including 75% of the program, the applicant shall be entitled to a refund of 25% of the tuition cost.
- E. Any applicant terminating training after 75% of the program will not receive a refund.
- F. For programs longer than one (1) academic year (9 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
- G. The above percentage figures do not include the cost of books, supplies, or fees.
- H. Students are required to notify the Student Records Office of their last date of attendance. The percentage of the course/program completed is based on the number of hours completed or offered, stated as percentage of the total hours for the course/program. Refunds are calculated from the first date of entrance to the last day of actual attendance which is considered as the date of withdrawal or termination.

## **REFUND PAYMENT**

Refunds will be paid within 30 days of separation. In computing refunds, the student will be considered to have been in attendance from the actual date of entrance until the day of his/her last attendance. Students are required to notify the Dean of Education of their last date of attendance.

## **REFUND DISTRIBUTION**

The following refund distribution is to be used on all Parks College students due a refund.

1. National Direct Student Loan Program
2. Guarantee Student Loan Program
3. Supplemental Educational Opportunity Grant Program
4. Pell Grant Program
5. Cash and other types of financing

Refunds are paid within thirty days of the student's last date of attendance and mailed to the lender.

Copies of all GSL refunds must be forwarded to the lending institution to reduce the student's balance.

## **Academic Information**





## **ENROLLMENT DATES**

As listed in the academic calendar, there are eight starting dates on which students may begin a program of study.

## **REGISTRATION**

Students register for college one week prior to the commencement of classes. Each student will be sent a letter indicating the time he/she is to report for registration. Registration will involve filling out necessary forms, purchasing textbooks, receiving class schedules, and touring the college.

## **CLASS AND OFFICE HOURS**

Classes are scheduled between 7:50 a.m. and 9:40 p.m., Monday through Thursday.

Office hours are from 8:00 a.m. to 5:00 p.m., Monday, Wednesday, Thursday, and Friday and from 8:00 a.m. to 7:00 p.m. Tuesday.

## **CLASS ATTENDANCE POLICY**

Attendance is vital to achievement, and attendance is taken in every class every day. As a graduate, you will be screened by prospective employers, not only by your grades but also by your attendance record. If you miss two consecutive days, a report is filed. If you are still absent on the third day, a letter is sent to your permanent address. Failure to notify the school concerning absences can result in suspension after three consecutive class absences.

You will be allowed emergency absences totaling no more than 10 percent of the total hours of each course. For each hour of absence over and above the 10 percent figure, a numerical grade in that course will be reduced by one-half point per hour of absences.

Accumulated tardiness may also result in a grade reduction and possible failure of a course. For attendance purposes, three tardies equal one hour of absence. Absences are noted on your final transcript and become part of your permanent record.

In the event that you fail a course because of absenteeism, you will be required to repeat that course and pay the repeat fee as stated in the Special Fees Section of this catalog.

(Note: Veterans' and agency students' absences and tardies will be reported to the Veterans Administration or the appropriate government agency.)

## **WITHDRAWAL POLICY**

A student may request withdrawal from the college at any time. Such a

request should be in writing, include the reasons for the request, and show the effective date. Each student withdrawing from the college is required to see the College Guidance Counselor prior to submitting his/her request to withdraw. Any student having withdrawn from the college twice before, for any reason, will not be readmitted to the college without special permission from the Dean of Education. Students whose GPA was below 2.0 at the time of withdrawal will require permission from the Dean of Education to reenter.

## **RE-ENTRY**

A re-enrollment agreement and financial arrangements must be made no later than thirty days prior to re-entry.

## **STUDENT CONDUCT**

At the time that a person becomes a Parks College student, certain behavioral restraints are considered mandatory. In some areas of student conduct, it can be expected that the college will assert authority to the extent that a student might receive a warning, be placed on disciplinary probation, or even be suspended or dismissed from the college.

There will be no arbitrary institutional action. Procedural fair play and due process will be provided for all students.

Proper safeguards for welfare, safety, and educational opportunity will be provided for all students.

Institutional obligations include, but are not limited to, upholding of the law and maintenance of regulations regarding cheating, prejudicial behavior, or illicit use of drugs or intoxicants.

## **LEARNING RESOURCE CENTER (LRC)**

The college Learning Resource Center is open Monday through Thursday from 8:00 a.m. to 8:30 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. The LRC is being continually expanded and updated. Students may use the LRC for study, research, or as a source of reading material. A trained librarian or an assistant librarian is on duty.

Books are classified by the Dewey Decimal System and a standard checkout and return policy is followed. Audio-visual equipment (such as tape players, etc.) is available for student use in the Learning Resource Center.

## **CHANGE IN PROGRAM**

After entrance into the college, changes in the student's program of study may be made only with the approval of the Dean of Education or the College Director.

## **CLASS HOUR**

A standard class session is 100 minutes in length. Classes are held in two class hour blocks twice a week.

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## **CREDIT HOURS**

One credit hour is equal to twelve class hours of academic instruction or twenty-four laboratory hours of scheduled work per twelve-week session.

## **ACADEMIC SESSION**

The academic session for the degree and diploma programs is based on a quarter system. The quarters are twelve weeks in length and begin four times a year. New students may begin classes at any of these start dates or during mini quarters, six week terms, which are offered four times a year. Dates for class starts can be found in the academic calendar.

## **TRANSFER OF CREDIT**

Parks College will grant full academic and financial credit to those students who have completed, with a grade of C or better, the same or substantially the same subjects on a postsecondary level from a college considered qualified to award such credit. Written verification in the form of an official transcript must be submitted to the Dean of Education prior to the beginning of the student's second quarter of study. Accounting and/or financial aid adjustments will be made to the student's account during the second quarter. In order for a student to earn a degree from Parks College he/she must take at least 50 percent of his/her courses in residence.

## **ADVANCED PLACEMENT**

Students who have studied business subjects in high school, college, or the military or acceptable life experience may request exemption from certain introductory subjects—such as Typing I or Shorthand I—and qualify for more advanced courses upon approval of the Dean of Education or College Director.

## **ELECTIVES**

The Dean of Education or College Director will be responsible for scheduling courses needed to fill elective requirements. The choice of the course will be determined by availability within the overall schedule.

## **GRADING STANDARDS**

Students will be informed of their progress in each course by grades given on tests, papers, and other assignments. Final course grades will be posted at the end of every quarter. Grade points which contribute to the student's grade point average (GPA) are earned as explained in the following example:

LETTER GRADE	NUMERICAL GRADE	GRADE POINTS
A Excellent	94 - 100	4.0 x Credit hours
B Good	87 - 93	3.0 x Credit hours
C Average	75 - 86	2.0 x Credit hours
D Below Average	70 - 74	1.0 x Credit hours
F Failure	Below 70	0.0 x Credit hours

The GPA is determined by dividing the number of quarter hours attempted into the total number of grade points earned. Calculation is done on both a quarterly and cumulative basis. W.P. (withdrawal passing), W.F. (withdrawal failing), and INCOMPLETES are not included in the GPA calculation.

## ACADEMIC STANDARDS

Scholastic progress is monitored three times each quarter, at the end of the first four weeks, at midterm, and again at the end of the quarter.

Academic progress is measured by both the cumulative and the quarter grade point average. All students, both full and part-time, are expected to make satisfactory academic progress with the GPA being used as the basis for determining minimum standards of progress. The following 4.00 scale is used to determine academic progress:

1st Quarter in attendance:	1.75GPA
2nd Quarter in attendance:	1.90GPA
3rd & subsequent quarters:	2.00GPA

Any student who does not maintain an appropriate GPA will be subject to Academic Probation. Academic Probation is a formal and official warning to the student that he/she should reassess his/her study habits, class loads, or program solution. Failure to make progress toward a 2.00 GPA may cause the student to be suspended and may affect his/her financial aid eligibility status.

## ACADEMIC PROBATION AND SUSPENSION

Low grade point average will require careful examination to insure the possibility of successful course completion. If the Dean of Education feels the student cannot or will not successfully complete his/her course of study, the student will be withdrawn from the college.

## GRADUATION REQUIREMENTS

**Diploma Programs.** A student who has successfully completed his/her prescribed program as outlined in this catalog and maintained a grade point average of 2.0 or more may be recommended by the faculty for a diploma.

**Associate Degree Programs.** A student who has successfully completed a prescribed program of study as outlined in this catalog, earned the required credit hours, and maintained a grade point average of 2.0 or more, may be recommended for an Associate Degree of Applied Science.

## **GRADUATION HONORS**

If a student has a 3.75 grade point average or higher, he/she will graduate with highest honors. If a student has a 3.5 grade point average but less than a 3.75, he/she is graduated with honors.

## **TRANSCRIPTS**

Transcripts of a student's records will be sent upon written request, providing the student's account is up-to-date. There is no charge for the first transcript sent; subsequent transcripts are \$2 each.

## **DRESS CODE**

Students are expected to dress neatly and be properly groomed. The preferred dress for females is a pantsuit, skirt and blouse, or dress. Female students are not allowed to wear shorts, halter tops, or midriff tops. The preferred dress for males is slacks and shirt. Male students are not allowed to wear shorts or half-shirts.

## **CHANGES IN REGULATIONS, PROGRAMS, TUITION, BOOK PRICES, FACULTY**

The college reserves the right to change regulations without notice. Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The college, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes; and to modify tuition charges and book prices. Students who are currently enrolled in programs and courses will be protected against any hardship which might arise as a result of any increase in tuition or changes in curriculum.

## **CANCELLATION OF CLASSES**

The college reserves the right to cancel any course or program for which there is insufficient enrollment.

## **NONDISCRIMINATION POLICY**

Parks College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college complies with the Civil Rights Act of 1964, related executive order 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

**Student Services/Student Activities**



## **CAREER DEVELOPMENT CENTER**

Among the many benefits to be derived from attending Parks College, the one most appealing to students is our Career Development Center.

The Career Development Center will provide career information and counseling services, job interview and resume preparation training, and assistance upon graduation, in securing a position in field for which the student has been trained. While we do not guarantee placement, we are happy to assist our graduates to the best of our ability.

The Career Development Center will also assist students during their program of study to obtain part-time employment to help them handle the cost of their education.

## **STUDENT LOUNGE/CAFETERIA**

A full service cafeteria is available for student use during break times and before and after classes.

## **TEXTBOOKS**

Textbooks are purchased at the beginning of each new class session from the College Bookstore. If a textbook is lost, the student will be responsible for the replacement cost. Pens, pencils, and other supplies may be purchased at the Bookstore.

## **LOST AND FOUND**

The "Lost and Found" is maintained in the College Bookstore. Lost articles may be claimed with proper identification. Lost articles are date tagged and kept for 30 days only; then they are disposed of at the discretion of the office.

## **HEALTH SERVICES**

Parks College maintains first-aid supplies for minor injuries that may occur while students are on campus. Students who have a medical history of illness requiring special attention should notify the administrative offices at registration.

## **STUDENT COUNSELING**

The Dean of Education, Assistant Deans, Dean of Students, College Guidance Counselor, Department Chairpersons, and all instructors are available for private counseling sessions. In these sessions, the student is given an oppor-



tunity to be frank and discuss problems of a personal nature, academic difficulties, or those that reflect the student's opinion of the college. These sessions are brief and are aimed at problem solving.

## **STUDENT RECORDS**

The college maintains complete records covering areas such as grades, attendance, prior education and training, awards received, and subjects studied.

NOTE: See Notice of Examination of Student Records on last page of the catalog.

## **STUDENT IDENTIFICATION**

At the time of registration, students are issued a laminated photo ID card. This identification may be used for student discounts, access to areas within the college, and library book checkouts.

## **STUDENT CLUBS**

### **AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

The A.A.M.A. is a professional organization open to Medical Assistant students. A.A.M.A. is the certifying board for medical assistants and offers educational programs for continuing education through seminars and special speakers. Although Parks College does not have its own chapter, there are two chapters of A.A.M.A. in the Denver area, and Parks Medical Assistant students are welcome and encouraged to participate.

### **ASSOCIATION FOR COMPUTING MACHINERY**

The A.C.M. is a national organization of people in the data processing field. It exists for education and information-sharing about the use of computers. Regional conferences and seminars are held, and there is a published magazine.

The purpose of this organization is to give maximum exposure to activities with which professionals are actually involved. We invite knowledgeable individuals to speak on a range of related topics; we monitor activities of other chapters and clubs; and we publish a newsletter to keep everyone posted on coming events.

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## FASHION CLUB

The Fashion Club is a group of fashion merchandising students who are interested in enhancing their education with fashion-related activities and developing friendships with others who have similar interests. The Fashion Club holds various fund-raising events during the year to provide funds for social activities within the group and a quarterly luncheon to welcome new fashion merchandising students.



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## **Programs of Study**



## Associate Degree Programs

### THE ACCOUNTING PROGRAM

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, making a variety of positions available to accounting students in business, industry, and governmental accounting fields.

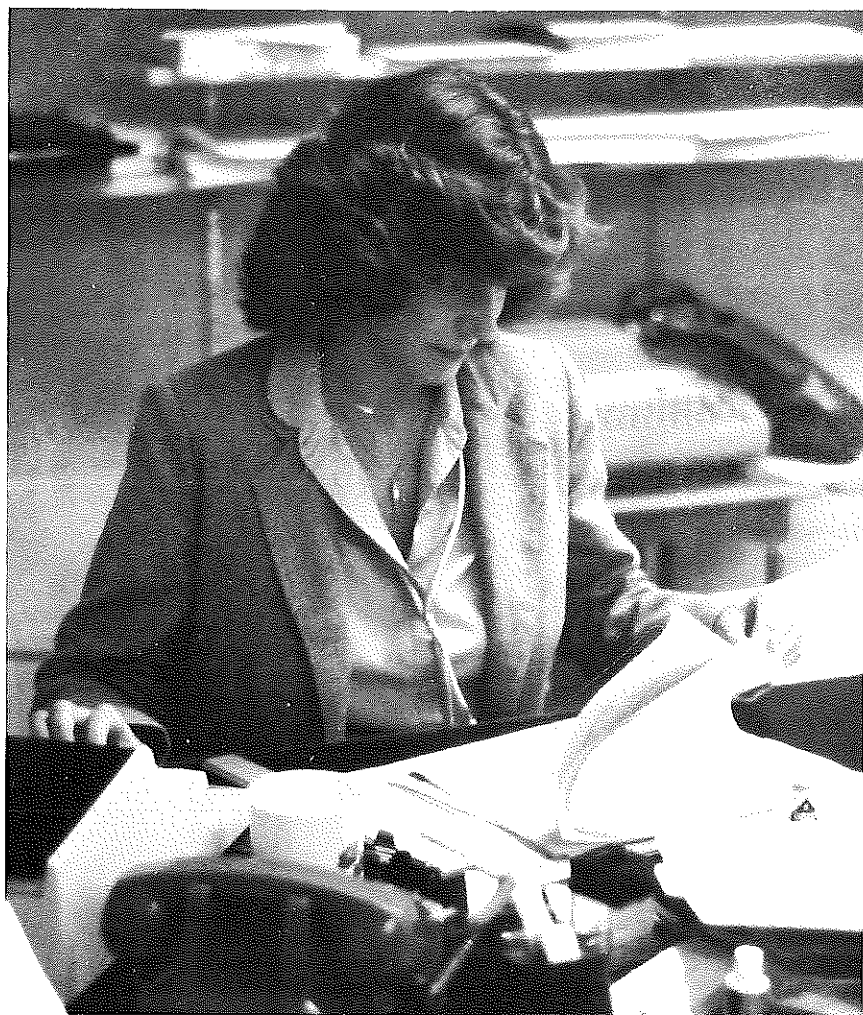
Associate of Applied Science Degree in Business  
 Major: Accounting  
 6 Quarters – 8 Quarters  
 97 Credit Hours

	Core Courses	Lecture	Lab	Credit
* ACC-101	Principles of Accounting I	48	—	4
ACC-102	Principles of Accounting II	48	—	4
ACC-201	Intermediate Accounting I	48	—	4
ACC-202	Intermediate Accounting II	48	—	4
ACC-203	Income Tax	48	—	4
ACC-204	Financial Statement Analysis	48	—	4
ACC-110	Payroll Accounting	48	—	4
ECO-101	Economics I	48	—	4
* OMP-101	Office Machines <i>A+</i>	48	—	4
OMP-201	Financial Posting	48	—	4
ACC-205	Cost Accounting	48	—	4
* MTH-100	Basic Math <i>A</i>	48	—	4
Total Credit Hours				48
General Education				
* ENG-101	College English I <i>B-</i>	48	—	4
ENG-201	College English II	48	—	4
* ENG-102	Speech Communication <i>A</i>	48	—	4
* MTH-101	College Math I	48	—	4
MTH-201	College Math II	48	—	4
PSY-100	Student Survival	12	—	1
PSY-101	Psychology	48	—	4
Total Credit Hours				25

Support Courses (Choose 24 credit hours from the courses listed)

BSA-110	Business Law I	48	—	4
BSA-111	Business Law II	48	—	4
MGT-203	Personnel Management	48	—	4
MKT-201	Principles of Marketing	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
EDP-110	BASIC Programming I	48	24	5
TYP-101	Beginning Typewriting	48	—	4
SOC-101	Sociology	48	—	4
Total Credit Hours				29

\*Student may test out.



## THE BUSINESS ADMINISTRATION PROGRAM

The Business Administration Program is designed to provide the student with a basic management background and the added skill of accounting. The student is given a broad academic background and intensive business training to develop potential for professional growth required of today's young executives. This degree program is recommended for men and women who aspire to business ownership or executive-level management positions with government and private industry.

Associate of Applied Science Degree in Business  
 Major: Business Administration  
 6 Quarters – 8 Quarters  
 97 Credit Hours

Core Courses		Lecture	Lab	Credit
ACC-101	Principles of Accounting I	48	—	4
ACC-102	Principles of Accounting II	48	—	4
ACC-201	Intermediate Accounting I	48	—	4
BSA-110	Business Law I	48	—	4
BSA-111	Business Law II	48	—	4
MGT-201	Principles of Management	48	—	4
MGT-203	Personnel Management	48	—	4
MGT-205	Small Business Management	48	—	4
MKT-201	Principles of Marketing	48	—	4
FMR-202	Salesmanship	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
ACC-203	Income Tax	48	—	4
Total Credit Hours				48
General Education				
ENG-101	College English I	48	—	4
ENG-201	College English II	48	—	4
ENG-102	Speech Communications	48	—	4
*MTH-100	Basic Math	48	—	4
MTH-101	College Math I	48	—	4
PSY-101	Psychology	48	—	4
PSY-100	Student Survival	12	—	1
Total Credit Hours				25

Support Courses (Choose 24 credit hours from the courses listed)

TYP-101	Beginning Typewriting	48	—	4
OMP-201	Financial Posting	48	—	4
ECO-102	Economics I	48	—	4
ECO-202	Economics II	48	—	4
ACC-110	Payroll Accounting	48	—	4
ACC-205	Cost Accounting	48	—	4
EDP-110	BASIC Programming I	48	24	5
OMP 101	Office Machines	48	—	4
EGY-101	Energy	48	—	4
ACC-202	Intermediate Accounting II	48	—	4
SOC-101	Sociology	48	—	4
Total Credit Hours				24

\*Student may test out.



## SECRETARIAL SCIENCE PROGRAM

The Secretarial Science Associate Degree curriculum is designed to enable the student to reach the degree of proficiency required by prospective employers and to provide the background for top-level positions in the secretarial profession. The Secretarial Science Associate Degree Program stresses high standards of professional ethics, conduct, and responsibility toward the employer, the coworkers, and the secretarial profession.

Associate of Applied Science in Business  
 Major: Secretarial Science  
 6 Quarters – 8 Quarters  
 97 Credit Hours

	Lecture	Lab	Credit
Core Courses			
TYP-101 Beginning Typewriting	48	—	4
TYP-102 Intermediate Typewriting	48	—	4
TYP-201 Advanced Typewriting	48	—	4
SHD-101 Shorthand I	24	—	2
SHD-102 Shorthand II	96	—	8
SHD-201 Advanced Shorthand I	96	—	8
SHD-202 Advanced Shorthand II	96	—	8
SEC-102 Records Management	24	—	2
SEC-201 Secretarial Office Procedures	48	—	4
SEC-210 Executive Office Procedures	48	—	4
Total Credit Hours			48
General Education			
ENG-101 College English I	48	—	4
ENG-102 Speech Communications	48	—	4
ENG-201 College English II	48	—	4
*MTH-100 Basic Math	48	—	4
MTH-101 College Math I	48	—	4
PSY-100 Student Survival	12	—	1
PSY-101 Psychology	48	—	4
Total Credit Hours			25

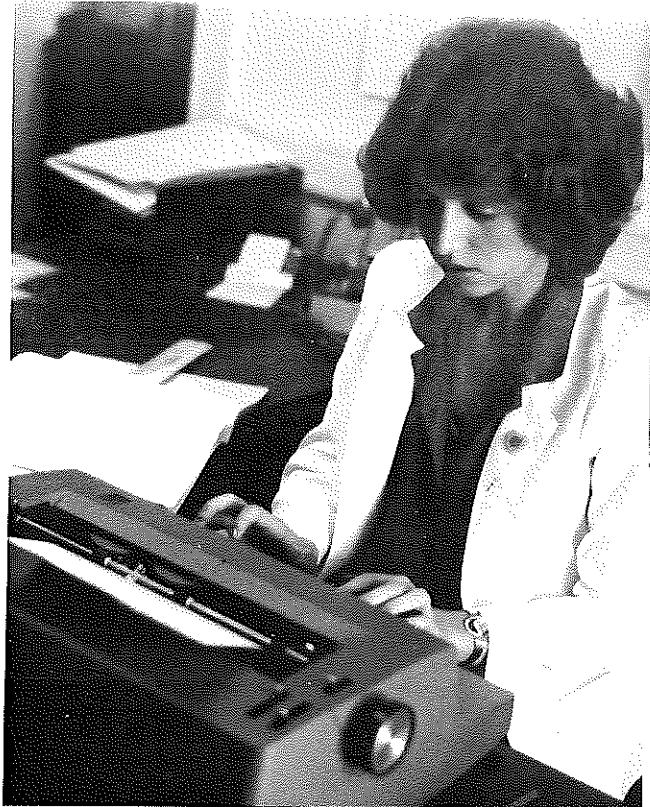
Support Courses (Choose 24 credit hours from the courses listed)

SEC-202	Word Processing	48	—	4
BSA-110	Business Law I	48	—	4
BSA-111	Business Law II	48	—	4
EGY-101	Energy	48	—	4
ACC-101	Principles of Accounting I	48	—	4
ECO-102	Economics I	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
SOC-101	Sociology	48	—	4
OMP-101	Office Machines	48	—	4

Total Credit Hours 24

\*Student may test out.

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.



## FASHION MERCHANDISING PROGRAM

This program offers the challenge of anticipating and planning for constant changes in styles and trends. The student will be prepared to keep ahead of the competition through creative and innovative manufacturing, buying, and promotion of merchandise. Basic and advanced training is designed to give the student an in-depth view of the phases of the fashion industry.

The Associate Of Applied Science Degree in Fashion Merchandising is designed to prepare you for entry-level positions in the fashion industry and its many related fields. This program of basic and advanced training in merchandising is planned to give you an in-depth view of the many phases of the fashion industry.

Associate of Applied Science Degree in Fashion Merchandising  
6 Quarters - 8 Quarters  
99 Credit Hours

Core Courses		Lecture	Lab	Credit
FMR-130	Careers in Fashion	24	—	2
FMR-131	20th Century Designers	24	—	2
FMR-140	Retail Management	48	—	4
FMR-141	Buying I	48	—	4
FMR-242	Buying II	36	24	4
FMR-243	Case Studies in Retailing	24	—	2
FMR-150	Language of Clothing	48	—	4
FMR-161	Advertising	48	—	4
FMR-163	Visual Merchandising	24	24	3
FMR-262	Fashion Coordination	24	24	3
FMR-171	Textile Fibers	48	—	4
FMR-272	Textile Fabrics	48	—	4
FMR-273	Nontextiles	48	—	4
FMR-180	Garment Industry	48	—	4
FMR-280	Apparel Selection	24	—	2
FMR-202	Salesmanship	48	—	4
Total Credit Hours				54
General Education				
ENG-101	College English I	48	—	4
ENG-201	College English II	48	—	4
ENG-102	Speech	48	—	4
*MTH-100	Basic Math	48	—	4
MTH-101	College Math I	48	—	4
PSY-101	Psychology	48	—	4
PSY-100	Student Survival	12	—	1
Total Credit Hours				25

Recommended Electives (Choose 20 credit hours from the courses listed)

MKT-201	Principles of Marketing	48	—	4
FMR-232	The Fashion Industry in New York	—	96	4
FMR-240	Cooperative Work Study	12	108	4
MGT-205	Small Business Management	27	21	4
EDP-100	Introduction to Computer Concepts	48	—	4
ACC-101	Principles of Accounting I	36	12	4
MGT-201	Principles of Management	48	—	4
MGT-203	Personnel Management	48	—	4
SOC-101	Sociology	48	—	4
Total Credit Hours				20

\* Student may test out.



**BUSINESS ADMINISTRATION PROGRAM  
MINOR IN COMPUTER SCIENCE**

Associate of Applied Science Degree

MAJOR: Business Administration

MINOR: Computer Science

6 Quarters - 8 Quarters

96 Credit Hours

	Core Courses	Lecture	Lab	Credit
ACC-101	Principles of Accounting I	48	—	4
ACC-102	Principles of Accounting II	48	—	4
ACC-201	Intermediate Accounting I	48	—	4
BSA-110	Business Law I	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
EDP-105	Program Theory and Design	48	—	4
EDP-110	BASIC Programming I	48	24	5
EDP-112	BASIC Programming II	48	24	5
EDP-230	Structured COBOL I	48	24	5
MGT-201	Principles of Management	48	—	4
MGT-203	Personnel Management	48	—	4
MGT-205	Small Business Management	48	—	4
MKT-201	Principles of Marketing	48	—	4
	Total Credit Hours			55
	General Education			
ENG-101	College English I	48	—	4
ENG-102	Speech Communications	48	—	4
ENG-201	College English II	48	—	4
*MTH-100	Basic Math	48	—	4
MTH-101	College Math I	48	—	4
PSY-100	Student Survival	12	—	1
PSY-101	Psychology	48	—	4
	Total Credit Hours			25
	Support Courses (Choose 16 credit hours from the list below)			
ACC-110	Payroll Accounting	48	—	4
ACC-202	Intermediate Accounting II	48	—	4
ACC-203	Income Tax	48	—	4
BSA-111	Business Law II	48	—	4
ECO-102	Economics I	48	—	4
EDP-235	Structured COBOL II	48	—	4
FMR-202	Salesmanship	48	—	4
TYP-101	Beginning Typewriting	48	—	4
SOC-101	Sociology	48	—	4
	Total Credit Hours			16

\*Student may test out.

**BUSINESS ADMINISTRATION PROGRAM****MINOR TRAVEL AND TRANSPORTATION**

Associate of Applied Science Degree

MAJOR: Business Administration

MINOR: Travel and Transportation

6 Quarters - 8 Quarters

97 Credit Hours

Core Courses		Lecture	Lab	Credit
ACC-101	Principles of Accounting I	48	—	4
ACC-102	Principles of Accounting II	48	—	4
BSA-110	Business Law I	48	—	4
FMR-202	Salesmanship	48	—	4
MGT-201	Principles of Management	48	—	4
MGT-203	Personnel Management	48	—	4
MGT-205	Small Business Management	48	—	4
TVL-101	Introduction to Travel	48	—	4
TVL-102	Supplementary Industry	48	—	4
TVL-201	Ticketing and Tariffs I	48	—	4
TVL-202	Ticketing and Tariffs II	48	—	4
TVL-203	Tours	48	—	4
Total Credit Hours				48
General Education				
ENG-101	College English I	48	—	4
ENG-102	Speech Communications	48	—	4
*MTH-100	Basic Math	48	—	4
MTH-101	College Math I	48	—	4
PSY-100	Student Survival	12	—	1
TVL-111	World Travel Geography I	48	—	4
TVL-112	World Travel Geography II	48	—	4
Total Credit Hours				25
Support Courses (Choose 24 credit hours from the list below)				
ACC-110	Payroll Accounting	48	—	4
ACC-203	Income Tax	48	—	4
BSA-111	Business Law II	48	—	4
ECO-102	Economics I	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
ENG-201	College English II	48	—	4
MKT-201	Principles of Marketing	48	—	4
PSY-101	Psychology	48	—	4
TYP-101	Beginning Typewriting	48	—	4
TVL-204	Travel Computer Training	48	—	4
Total Credit Hours				24

\*Student may test out.

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**ACCOUNTING PROGRAM  
MINOR IN COMPUTER SCIENCE**

Associate of Applied Science Degree

MAJOR: Accounting

MINOR: Computer Science

6 Quarters - 8 Quarters

96 Credit Hours

Core Courses		Lecture	Lab	Credit
ACC-101	Principles of Accounting I	48	—	4
ACC-102	Principles of Accounting II	48	—	4
ACC-201	Intermediate Accounting I	48	—	4
ACC-202	Intermediate Accounting II	48	—	4
ACC-203	Income Tax	48	—	4
ACC-204	Financial Statement Analysis	48	—	4
ACC-205	Cost Accounting	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
EDP-105	Program Theory and Design	48	—	4
EDP-110	BASIC Programming I	48	24	5
EDP-112	BASIC Programming II	48	24	5
EDP-120	RPG II Programming	48	24	5
*MTH-100	Basic Math	48	—	4
Total Credit Hours				55
General Education				
ENG-101	College English I	48	—	4
ENG-102	Speech Communications	48	—	4
ENG-201	College English II	48	—	4
MTH-101	College Math I	48	—	4
MTH-201	College Math II	48	—	4
PSY-100	Student Survival	12	—	1
PSY-101	Psychology	48	—	4
Total Credit Hours				25
Support Courses (Choose 16 credit hours from the list below)				
BSA-110	Business Law I	48	—	4
BSA-111	Business Law II	48	—	4
EDP-116	Business Information Systems	48	—	4
EDP-125	Advanced RPG II Techniques	48	24	5
OMP-101	Office Machines	48	—	4
OMP-201	Financial Posting	48	—	4
TYP-101	Beginning Typewriting	48	—	4
SOC-101	Sociology	48	—	4
Total Credit Hours				16

\*Student may test out.

## COMPUTER DATA PROCESSING PROGRAM

The Computer Data Processing Program is a six-quarter program leading to an Associate Degree in Computer Science. This program is designed to provide a specialized education for various entry-level positions in the computer data processing field such as computer programmer.

Associate of Applied Science Degree

MAJOR: Computer Science

6 Quarters - 8 Quarters

109 Credit Hours

Core Course	Lecture	Lab	Credit
ACC-101 Principles of Accounting I	48	—	4
ACC-102 Principles of Accounting II	48	—	4
EDP-100 Introduction to Computer Concepts	48	—	4
EDP-105 Program Theory and Design	48	—	4
EDP-110 BASIC Programming I	48	24	5
EDP-112 BASIC Programming II	48	24	5
EDP-116 Business Computer Information Systems	48	—	4
EDP-117 Operating Systems Concepts and Facilities	48	—	4
EDP-120 RPG II Programming	48	24	5
EDP-125 Advanced RPG II Techniques	48	24	5
EDP-220 Systems Analysis and Design	48	—	4
EDP-230 Structured COBOL I	48	24	5
EDP-235 Structured COBOL II	48	24	5
EDP-245 Applied Software Concepts (COBOL Workshop)	48	24	5
EDP-250 Data Base Concepts	48	24	5
MGT-201 Principles of Management	48	—	4
TYP-101 Beginning Typewriting	48	—	4
Total Credit Hours			76
General Education			76
ENG-101 College English I	48	—	4
ENG-210 Technical Report Writing	48	—	4
*MTH-100 Basic Math	48	—	4
MTH-101 College Math I	48	—	4
MTH-201 College Math II	48	—	4
PSY-100 Student Survival	12	—	1
PSY-101 Psychology	48	—	4
Total Credit Hours			25
			101



Support Courses (Choose 8 credit hours from the list below)

BSA-110	Business Law I	48	—	4
ECO-102	Economics I	48	—	4
EDP-200	Assembler Language Programming	48	24	5
EDP-210	Computer Programming (FORTRAN)	48	24	5
EDP-215	Computer Programming (PASCAL)	48	24	5
ENG-201	College English II	48	—	4
MGT-203	Personnel Management	48	—	4
MKT-201	Principles of Marketing	48	—	4
SOC-101	Sociology	48	—	4

Total Credit Hours

8

\*Student may test out.

109



# Diploma Programs

## ADVANCED SECRETARIAL PROGRAM

The purpose of the Advanced Secretarial Program at Parks College is to prepare the student for a position in some of the very top secretarial jobs available to our graduates. Additional accounting and skill courses as well as Business Law are included in this program.

Diploma—Advanced Secretary  
 4 Quarters - 5 Quarters  
 73 Credit Hours

	Core Courses	Lecture	Lab	Credit
TYP-101	Beginning Typewriting	48	—	4
TYP-102	Intermediate Typewriting	48	—	4
TYP-201	Advanced Typewriting I	48	—	4
SHD-101	Shorthand I	24	—	2
SHD-102	Shorthand II	96	—	8
SHD-201	Advanced Shorthand I	96	—	8
SEC-102	Records Management	24	—	2
SEC-201	Secretarial Office Procedures	48	—	4
ENG-101	College English I	48	—	4
ENG-201	College English II	48	—	4
*MTH-100	Basic Math	48	—	4
OMP-101	Office Machines	48	—	4
PSY-100	Student Survival	12	—	1
	Total Credit Hours			53

Support Courses (Choose 20 credit hours from the list below)

SEC-202	Word Processing	48	—	4
ENG-102	Speech Communications	48	—	4
BSA-110	Business Law I	48	—	4
EGY-101	Energy	48	—	4
ECO-102	Economics	48	—	4
PSY-101	Psychology	48	—	4
ACC-101	Principles of Accounting I	48	—	4
ACC-110	Payroll Accounting	48	—	4
EDP-100	Introduction to Computer Concepts	48	—	4
MTH-101	College Math I	48	—	4
	Total Credit Hours			20

\*Student may test out.

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## JUNIOR ACCOUNTING PROGRAM

The Junior Accounting Program provides the student with a detailed background in accounting, general business, and business law subjects to prepare him/her for an entry-level job as a junior accountant or accounting clerk.

Diploma—Junior Accounting  
 4 Quarters - 5 Quarters  
 73 Credit Hours

	Lecture	Lab	Credits
<b>Core Courses</b>			
ACC-101 Principles of Accounting I	48	—	4
ACC-102 Principles of Accounting II	48	—	4
ACC-201 Intermediate Accounting I	48	—	4
ACC-203 Income Tax	48	—	4
ACC-110 Payroll Accounting	48	—	4
ECO-102 Economics I	48	—	4
ENG-101 College English I	48	—	4
ENG-201 College English II	48	—	4
*MTH-100 Basic Math	48	—	4
MTH-101 College Math I	48	—	4
OMP-101 Office Machines	48	—	4
ACC-205 Cost Accounting	48	—	4
OMP-201 Financial Posting	48	—	4
PSY-100 Student Survival	12	—	1
<b>Total Credit Hours</b>			<b>53</b>
<b>Support Courses (Choose 20 credit hours)</b>			
ENG-102 Speech Communications	48	—	4
EDP-100 Introduction to Computer Concepts	48	—	4
MTH-201 College Math II	48	—	4
PSY-101 Psychology	48	—	4
SOC-101 Sociology	48	—	4
ECO-202 Economics II	48	—	4
BSA-110 Business Law I	48	—	4
TYP-101 Beginning Typewriting	48	—	4
<b>Total Credit Hours</b>			<b>20</b>

\*Student may test out.

\* Students who have had previous typing training and can successfully challenge TYP 101 by passing the final examination may take an elective(s) or receive tuition credit if the elective is not a part of the student's program, it must be approved by the Dean of Education.

## BUSINESS ADMINISTRATION PROGRAM

This program prepares the student for an entry-level position in business and provides the background needed for future management.

This career choice is excellent for men and women who enjoy the challenge and responsibility of management and decision making.

Business administration attracts students with various career interests. The results of training in this program could ultimately provide the graduate with rapid growth into a management position within a business organization.

Diploma - Business Administration

4 Quarters - 5 Quarters

73 Credit Hours

	Core Courses	Lecture	Lab	Credit
	ACC-101 Principles of Accounting I	48	—	4
	ACC-102 Principles of Accounting II	48	—	4
	BSA-110 Business Law I	48	—	4
	BSA-111 Business Law II	48	—	4
	MGT-201 Principles of Management	48	—	4
	MGT-203 Personnel Management	48	—	4
	MKT-201 Principles of Marketing	48	—	4
	MGT-205 Small Business Management	48	—	4
	ENG-101 College English I	48	—	4
	ENG-201 College English II	48	—	4
	FMR-202 Salesmanship	48	—	4
→*	MTH-100 Basic Math	48	—	4
	MTH-101 College Math I	48	—	4
	PSY-100 Student Survival	12	—	1
	EDP-100 Introduction to Computer Concepts	48	—	4
	<b>Total Credit Hours</b>			<b>53</b>
	Support Courses (Choose 20 credit hours from list below)			
	ACC-201 Intermediate Accounting I	48	—	4
	ENG-102 Speech Communications	48	—	4
	SOC-101 Sociology	48	—	4
	ACC-110 Payroll Accounting	48	—	4
	ECO-102 Economics I	48	—	4
	PSY-101 Psychology	48	—	4
	ACC-203 Income Tax I	48	—	4
	<b>Total Credit Hours</b>			<b>20</b>

\*Student may test out.

## MEDICAL ASSISTANT PROGRAM

Today's society has a high interest in the many aspects of health activity. The men and women who choose the career of medical assistant are not only preparing for a position of humanitarian contribution but are also filling a needed function in the medical field.

With the expansion of medical help to all people, regardless of age, financial background, origin, or location, there is a need for qualified medical assistants. Physicians' offices, clinics, hospitals, nursing homes, military installations, and other medical and health centers are expanding in number. Government aid and insurance programs have added to the demand for qualified people with technical medical skills.

The Medical Assistant Program provides instruction in clinical and administrative duties to prepare you for an entry-level position as a medical assistant.

Diploma - Medical Assistant  
3 Quarters - 4 Quarters  
71 Credit Hours

			Hours		Credit
Core Courses			Lecture	Lab	
MED	101	Medical Terminology	48	—	4
MED	102	Anatomy and Physiology	48	—	4
MED	103	Human Relations, Medical Law and Ethics	48	—	4
MED	104	Medical Assistant Principles and Techniques	48	—	4
MED	105	Medical Communications	48	—	4
MED	110	Diagnostic and Therapeutic Procedures	48	—	4
MED	120	Principles of Pharmacology and Drug Administration I	48	—	4
MED	130	Laboratory Orientation I	96	—	8
MED	140	Administrative Office Procedures I	48	—	4
MED	150	Medical Accounting	24	—	2
MED	160	Medical Insurance	24	—	2
MED	220	Principles of Pharmacology and Drug Administration II	24	—	2
MED	230	Laboratory Orientation II	24	—	2
MED	240	Administrative Office Procedures II	24	—	2
MED	250	Seminar	24	—	2
MED	106	Emergency Techniques	24	—	2
MED	260	Externship	160	—	12
PSY	100	Student Survival	12	—	1
*TYP	101	Beginning Typewriting	48	—	4
Total Credit Hours					71

\* Students who have had previous typing training and can successfully challenge TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## COMPUTER PROGRAMMING AND DATA PROCESSING PROGRAM

The Computer Programming curriculum is designed to fill the ever-growing demand for programmers in small businesses. This program gives broad theoretical and practical training in planning, programming, and analyzing data processing problems.

Programming in BASIC and RPG II will equip the student with the tools necessary to solve an abundance of accounting and business problems. Students should have good reasoning power and be capable of performing detailed work in an organized manner.

As a result of technological advancement and substantial reduced cost, the computer now stands on the threshold of a growth explosion. This may rival or surpass that of the third generation mainframes in the sixties. The main thrust of this growth lies in small business and commercial applications.

Diploma - Computer Programming and Data Processing

3 Quarters - 4 Quarters

53 Credit Hours

	Core Courses	Lecture	Lab	Credit
EDP-100	Introduction to Computer Concepts	48	—	4
EDP-105	Program Theory & Design	48	—	4
EDP-110	BASIC I	48	24	5
EDP-112	BASIC II	48	24	5
EDP-116	Business Computer Information Systems	48	—	4
EDP-117	Operating Systems Concepts & Facilities	48	—	4
EDP-120	RPG II Programming	48	24	5
EDP-125	Advanced RPG II Techniques	48	24	5
ACC-101	Principles of Accounting I	48	—	4
ENG-101	English I	48	—	4
TYP-101	Beginning Typewriting	48	—	4
PSY-100	Student Survival	12	—	1
*MTH-100	Basic Math	48	—	4
MTH-101	College Math I	48	—	4
	Total Credit Hours			53

\*Student may test out. (Students who test out must take ACC-101/4 extra credits).

\* Students who have had previous typing training and can successfully challenge TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## TRAVEL AND TRANSPORTATION PROGRAM

More people are traveling today than at any other time in history. They travel for business purposes, for vacations, and just for fun.

The travel and transportation industry has grown proportionately to keep pace with the unprecedented demands from people who want to go places and see things. Group tours, special cruises, and charter flights are some of the alternatives for travelers.

Airlines, steamship lines, and travel agencies arrange not only transportation but also a great many other services such as hotel accommodations, sightseeing trips, special tours, and leasing of rental cars.

The field of travel and transportation is an example of the significant expansion which has taken place in the service industries in recent years.

The Travel and Transportation Program provides the basic skills necessary to prepare the student for an entry-level position as a travel agent, an airline reservationist, a rental car agent, a hotel reservationist, or tour company representative.

Diploma - Travel and Transportation  
2 Quarters - 3 Quarters  
53 Credit Hours

			<i>Hours</i>		<i>Credit</i>
<i>Core Courses</i>			<i>Lecture</i>	<i>Lab</i>	
TVL	101	Introduction to Travel	48	—	4
TVL	102	Supplemental Industry Resources	48	—	4
TVL	111	World Travel Geography I	48	—	4
TVL	112	World Travel Geography II	48	—	4
TVL	201	Ticketing and Tariffs I	48	—	4
TVL	202	Ticketing and Tariffs II	48	—	4
TVL	203	Tours	48	—	4
TVL	204	Computer Training	48	—	4
ACC	101	Principles of Accounting I	48	—	4
ENG	102	Speech Communications	48	—	4
*TYP	101	Beginning Typewriting	48	—	4
FMR	202	Salesmanship	48	—	4
PSY	100	Student Survival	12	—	1
ENG	101	College English I	48	—	4
Total Credit Hours					53

\* Students who have had previous typing training and can successfully challenge TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## FLORAL DESIGN AND MANAGEMENT PROGRAM

The objective of this program is to prepare the student for an entry-level position in the floral design industry. It will provide the necessary background to move into middle management in a floral design shop or to open a small business after obtaining experience working in floral design.

Diploma - Floral Design and Management  
2 Quarters - 3 Quarters  
45 Credit Hours

		<i>Hours</i>		
<i>Core Courses</i>		<i>Lecture</i>	<i>Lab</i>	<i>Credit</i>
FDM	101 Basic Floral Design	24	48	4
FDM	102 Advanced Floral Design	24	48	4
FDM	103 Floral Shop Management	48	—	4
FDM	104 Practicum	—	24	1
FMR	202 Salesmanship	48	—	4
MGT	205 Small Business Management	48	—	4
MGT	203 Personnel Management	48	—	4
ACC	101 Principles of Accounting I	48	—	4
ACC	102 Principles of Accounting II	48	—	4
ACC	203 Income Tax	48	—	4
PSY	101 Psychology	48	—	4
*TYP	101 Beginning Typewriting	48	—	4
Total Credit Hours				45

## FLORAL DESIGN PROGRAM

This is a program of study in floral design that would prepare the student for entry-level positions as a floral designer in the florist industry.

Diploma - Floral Design  
1 Quarter - 2 Quarters  
25 Credit Hours

		<i>Hours</i>		
<i>Core Courses</i>		<i>Lecture</i>	<i>Lab</i>	<i>Credit</i>
FDM	101 Basic Floral Design	24	48	4
FDM	102 Advanced Floral Design	24	48	4
FDM	103 Floral Shop Management	48	—	4
FDM	104 Practicum	—	24	1
FMR	202 Salesmanship	48	—	4
ACC	101 Principles of Accounting I	48	—	4
PSY	101 Psychology	48	—	4
Total Credit Hours				25

\* Students who have had previous typing training and can successfully challenge TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.



## **Course Descriptions**



## COURSE DESCRIPTIONS

### Definition of Course Identification System

The course identification system consists of a three (3) letter and three (3) digit combination for each course. The letters indicate the field of study.

**ACC**—Accounting

**BSA**—Business Administration

**EDP**—Computer Science

**ECO**—Economics

**EGY**—Energy

**FDM**—Floral Design and Management

**ENG**—English

**FMR**—Fashion Merchandizing

**GEO**—Geography

**MED**—Medical Science

**MGT**—Management

**MKT**—Marketing

**MTH**—Mathematics

**PSY**—Psychology

**SEC**—Secretarial Science

**SHD**—Shorthand

**SOC**—Sociology

**TVL**—Travel and Transportation

**TYP**—Typing

100 level courses are primarily freshman courses.

200 level courses are primarily sophomore courses.

ACC	101	Principles of Accounting I Prerequisite—MTH 100	4
		This course provides the student with a thorough understanding of the basic accounting principles. Emphasis will be placed on accounting terminology and the double-entry system. This course will provide a foundation for a more advanced study of accounting. Generally, the course will cover the accounting cycle, specialized journals, and subsidiary ledgers.	
ACC	102	Principles of Accounting II Prerequisite—ACC 101	4
		This unit contains a more detailed study of the accrual books of accounting as applied to a merchantile enterprise with emphasis on partnership transactions and with an introduction to corporation accounting.	
ACC	110	Payroll Accounting Prerequisite—ACC 101	4
		Develops an understanding of personnel and payroll records under the numerous laws affecting the operations of a payroll system. Introduces students to various aspects of the Fair Labor Standard Act and other laws. Provides practice in all payroll operations and introduce various types of automated equipment and data processing systems common to payroll accounting.	
ACC	201	Intermediate Accounting I Prerequisite—ACC 102	4
		An in-depth study of accounting theory, utilizing generally accepted accounting principles (GAAP) and relevant pronouncements by accounting rule-making bodies, with emphasis on current and long term assets and current liabilities.	
ACC	202	Intermediate Accounting II Prerequisite—ACC 201	4
		Continuation of ACC 201 with emphasis on long-term liabilities, stockholders' equity, and special accounting problems.	

ACC	203	Income Tax I Prerequisite—ACC 101	4
		A study of the principles of federal taxation; taxable and non-taxable income; deductible and non-deductible expenses; individual returns for net income; excess profit; tax returns, and supporting schedules and forms.	
ACC	204	Financial Statement Analysis Prerequisite—ACC 201	4
		This course utilizes the basic accounting knowledge obtained in Principles of Accounting in the teaching of the financial management decision-making process. The course includes the scope of financial management, forms of business organization, financial ratios budgeting and pro-forma, financial statement preparation, break even analysis, capital budgeting, leasing vs. purchasing, managing working capital, evaluation of financial management, and planning for expansion.	
ACC	205	Cost Accounting Prerequisite—ACC 201	4
		This course is a study of cost accounting by its elements, material, labor, and overhead. Emphasis is placed on job cost, process cost, standard cost systems, and managerial cost applications.	
BSA	110	Business Law I	4
		Business Law I provides an overview of criminal and civil law, courts, and law enforcement. The nature of and requirements for contracts and negotiable instruments are stressed.	

BSA	111	Business Law II Prerequisite—BSA 110	4
		Provides the student with an understanding of commercial paper, partnerships, corporations, and real property. It assists the student in developing a meaningful vocabulary to better communicate both in school and on the job. Familiarization with legal aspects of commercial paper, partnerships, corporations, and real property.	
ECO	102	Economics I	4
		This course covers the role of capitalism in the U.S. economy, the function and control of money, the Federal Reserve System and its effect on the economy, business cycles and economic activity, and Gross National Product, along with a review of the “new” economics.	
ECO	202	Economics II Prerequisite—ECO 102	4
		The course is designed to broaden the student’s knowledge of our economic system in the field of economic policies, budgetary policy, the national debt, and international economics to include tariffs, subsidies, foreign aid, European Common Market, and other trade agreements. To acquaint the student with the balance of international payment, including foreign exchange rates and the international monetary fund. The course covers the area of macro-economics within our free enterprise system.	
ENG	101	College English I	4
		This course presents a review of the sentence structure through word usage analysis. Emphasis is placed on proper grammar usage and punctuation.	

ENG	102	Speech Communication	4
		<p>This is an intensive course in speech communication skills for students. It is designed to improve skills in group discussion and extemporaneous speaking for practical application in social and business situations. Communication theory will be applied to various communication settings such as one-to-one dialogue, group discussions, and speeches. Techniques of audience analysis, listening behavior, feedback perception, and group problem-solving techniques will be studied.</p>	
ENG	201	College English II Prerequisites—ENG 101	4
		<p>This course concentrates on correct grammar usage, spelling, punctuation, and psychological factors involved in the composition and typing of letters, an interoffice memorandum, and a short questionnaire with a cover letter.</p>	
ENG	210	Technical Report Writing Prerequisites—EDP 125 for Computer students; ENG 101 for all other students.	4
		<p>This course covers library research, gathering information, and achieving a clear style of writing. In addition, the student will prepare and write a well-organized professional report, including graphics, tables, abstracts, introduction, conclusion, and recommendations.</p>	
EGY	101	Energy	4
		<p>This course introduces the student to geological and well-drilling terminology and map symbols. Students learn about oil and gas producing wells and how to locate land leases by longitude, latitude, section, and state laws.</p>	
EDP	100	Introduction to Computer Concepts	4
		<p>To introduce computers and data processing in business. This course presents an overview of the computer industry, hardware and software concepts, and computer manufacturers. The course introduces the basics of systems analysis and design, program design and flowcharting, and the BASIC programming language.</p>	

EDP	105	Program Theory and Design	4
		To develop the basic skills needed for problem analysis and problem solving, flowcharting, and study the principles of program construction. Heavy emphasis is placed on problem definition and logic diagramming. Subjects covered include program documentation, main storage concepts, input and output operations, comparing, and subroutines.	
EDP	110	BASIC Programming I Prerequisites—EDP 100 and EDP 105 or equivalent	5
		To present the fundamentals of programming in BASIC and the structure of BASIC programs. BASIC statements and their elements, systems commands, conditional clauses, standard computer functions, strings, and loops, as well as other language features are covered.	
EDP	112	BASIC Programming II	5
		To provide an extension of EDP 110. This course covers advanced BASIC language features such as arrays, subscripts, matrices, subroutines, formatted output, and file handling.	
EDP	116	Business Computer Information Systems	4
		This course describes the 15 most common business computer applications and relates them to each other. A foundation in business systems analysis and design is provided. Computer applications are presented beginning with six single purpose accounting applications and continues with progressively more complex and comprehensive integrated business computer applications.	
EDP	117	Operating System Concepts and Facilities Prerequisite—EDP 112 or equivalent	4
		OS Concepts and Facilities provides an overview of the computer system's software services. Operating system components including the system control programs, language processors, utility service programs, and user application program considerations are covered. Heavy emphasis is placed on OS Job Control Language.	



EDP	120	RPG II Programming Prerequisite—EDP 112 or equivalent	5
		Provides the student with a foundation in the concepts of programming with RPG II. He/she will be able to design, write, and solve business problems in RPG II. Specification forms; control breaks, array processing, and table look-up, as well as other language features are covered in this course. Heavy emphasis is placed on the RPG fixed program logic cycle and programming debugging.	
EDP	125	Advanced RPG II Techniques	5
		To study additional capabilities of the RPG II Language. Multiple input files are studied as well as file updating and indexed files. Students also complete a case study for a common business application which requires them to code, test, and debug several programs.	
EDP	200	Assembler Language (elective)	5
		During this course, the student develops Assembler Language programs using standard Assembler instructions, declaratives, and directives. Reading as Assembler listing, internal data representation, I/O operations, control macros, editing, and switches are studied. Machine and Assembler Language instruction formats as well as dump analysis and interpretation are emphasized.	
EDP	210	Computer Programming (FORTRAN) Elective Prerequisite—EDP 112 or equivalent	5
		This course includes the concepts involved in writing programs in FORTRAN. Special emphasis will be placed on coding rules, data representation, and basic input/output operations. Students will flowchart, code, and debug programs using FORTRAN.	
EDP	215	PASCAL (elective)	5
		Since the principle strength of the PASCAL Language rests with its structure, emphasis will be placed on the control structure, loop structure, and block structuring. The objectives are to learn structure, coding, and formatting. PASCAL as a machine independent language will be stressed.	

EDP 220 Systems Analysis and Design 4

This course will provide students with an overview of the duties of the systems analyst, together with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation of the project through the system implementation and evaluation.

EDP 230 Structured COBOL I 5

This course is hardware independent and covers the format and functions of ANSI 74 COBOL. Complete treatment of program divisions, sections, clauses, and statements are provided. Included in the course are I/O operations, data movement, arithmetic, editing and compare operations, conditional logic, control breaks, table processing, and basic file handling. Program coding standards, reading source listings and compiler diagnostics, dump analysis, and debugging are also covered. Proper methods of structured design and structured programming are presented using top-down design, functional decomposition, IPO, and pseudocode techniques.

EDP 235 Structured COBOL II 5

An extension of Structured COBOL I, this course presents advanced COBOL Language features. Continued emphasis is placed on structured programming techniques and program coding standards. Disk file processing, editing, sorting, updating, multiple file handling, and indexed file techniques are presented in detail. Both program and file dump exercises are used to facilitate an understanding of course topics.

EDP 245 Applied Software Concepts COBOL Workshop 5

In this course, practical application of the COBOL programming language is emphasized. Through workshop exercises, students develop a series of programs for a typical business application from design specifications. This course is designed to improve the student's ability to write, test, and debug an entry-level commercial application.

EDP	250	Data Base Concepts	5
		This course undertakes to develop the computer science student in both the development of a relevant data base from existing data files and the creation of a new data base and data base system.	
FDM	101	Basic Floral Design	4
		Provides the student with an understanding of floral design. Emphasis is placed on the principles of design, lines of design, care of flowers, foliages, and potted plants.	
		This course is also designed to provide the student with the opportunity to work in a floral shop setting, developing creative imagination in the areas of silks, fresh cuts, and dried materials.	
FDM	102	Advanced Floral Design Prerequisite—FDM 101	4
		This course familiarizes the student with the many facets of floral accompaniments for wedding arrangements, from the elaborate to the very simple. This includes an understanding of wedding etiquette, from the initial counseling session to the delivery and arrangements of the completed designs. It also encompasses funeral protocol and sympathy tributes and the related areas of plant care and maintenance.	
FDM	103	Floral Shop Management	4
		This course familiarizes the student with the management of a floral shop. It covers pricing, credit, collections, buying advertising, wire services, and delivery management.	
FDM	104	Practicum Prerequisite—FDM 101	1
		Provides each student a designated amount of time in a floral shop to observe and participate in the daily routine of the business.	

FMR	130	Careers in the Fashion Industry	2
		An overview of the variety of careers available in the fashion industry. This course will provide the students with an understanding of the requirements, functions, salaries, advantages, and disadvantages of careers in retailing and related fashion areas.	
FMR	131	Twentieth Century Designers	2
		An introduction to the development and operation of couture. The student will learn about famous European and American designers: their background, inspirations, and influences.	
FMR	140	Retail Management	4
		A study of the organizational structure and the principles and practices in a retail operation. Introduces student to the many specialized activities of retailing. Includes store location and layout, handling of merchandise, and services.	
FMR	141	Buying I	4
		The student learns the buyer's role in retail merchandising. The course covers buying techniques, merchandise control, vendor relations, financial planning, and buyers managerial responsibilities.	
FMR	150	Language of Clothing	4
		A study of clothing clues and how clothing communicates peoples' values attitudes and personality characteristics. Students analyze contemporary and historic fashions to see how changing times influence clothing worn and what is communicated.	
FMR	161	Advertising	4
		The student studies the field of sales promotion and develops an understanding of why and how it is necessary to fashion merchandising. Principles and techniques of advertising are emphasized. The student gains experience in preparing promotional materials.	

FMR	163	Visual Merchandising	3
		This course provides instruction in the visual promotion of merchandise. Students work with display equipment to develop the proper techniques of designing and installing window and interior displays. Students learn the purpose and goals of various types of displays.	
FMR	171	Textile Fibers	4
		A study of the characteristics and uses of natural and man-made fibers; how to identify them and selling points of each. Provides the student with the basic knowledge needed to select fabric for general and specific purposes.	
FMR	180	Garment Industry	4
		This course is a study of the production of apparel. The student learns basic silhouette names and style characteristics of coats, dresses, collars, sleeves, necklines, and skirts.	
FMR	202	Salesmanship	4
		The salesmanship student studies consumer buying behavior, consumer motivation, and types of personal selling. The student learns to gather product knowledge and locate customers, and prepares and practices sales presentations.	
FMR	232	The Fashion Industry in New York	4
		An optional course for students who participate in the New York Fashion Tour. This tour is a study tour of the fashion industry and related services in New York City. To earn credit, the student must complete a written report of the fashion industry as experienced in New York City. The cost is in addition to regular tuition charges.	

FMR	240	Cooperative Work Study (elective class) Prerequisite — successful completion of 5 quarters of academic portion of AFM program.  Student is employed in a supervised work experience related to their occupational education program. A minimum of 10 hours per week of work is expected of each student; student attends 12 hours of classroom training and completes a retail training manual.	4
FMR	242	Buying II Prerequisite—FMR 141  This course is designed for the student to role play a situation similar to the one that will occur in future retail experiences. The focus is on the comprehensive activities, responsibilities, and applications of a buyer.	4
FMR	243	Case Studies in Retailing  The case method of study is used to provide the student with the opportunity to apply basic principles to the solution of typical, current, and recurring problems in merchandising and marketing. Self confidence in the decision making process, by utilizing factual information and competent reasoning, is stressed.	2
FMR	262	Fashion Coordination  The student learns the duties and responsibilities of the fashion director. Includes how to determine trends and plan a merchandise seminar and fashion show productions. Students plan and present a fashion show as a final project.	3
FMR	272	Textile Fabrics  The student learns to identify various yarn constructions, fabric constructions, dyeing, printing and finishing methods. Provides the student with the basic knowledge needed to select fabric for general and specific purposes.	4

FMR	273	Non-Textiles	4
		The student learns about fashion materials other than fabrics. The course covers product knowledge, selling points and care of accessories, furs and other non-textile products.	
FMR	280	Apparel Selection	2
		Covers the study of apparel selection and wardrobe planning. The student learns how to select and coordinate the appropriate clothing styles for various types of people.	
MED	101	Medical Terminology	4
		This course is a study of the structure (prefixes, suffixes, roots, forms and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. The course places emphasis on spelling, pronunciation, and definition of medical terms.	
MED	102	Anatomy and Physiology	4
		The study of the structure of the human body to enable the student to identify the functions of the body systems and reinforce the understanding of medical terminology as it applies to the body and its systems.	
MED	103	Human Relations, Medical Law and Ethics	4
		The Human Relations section of this course encompasses understanding human behavior with relevant psychological principles. Interpersonal communications, development of positive human relationships, and concepts of preventative medicine are also addressed.	
		This course also provides the student with a solid foundation in Medical Law and Medical Ethics. The student should acquire knowledge of the legal relationship of the physician and patient, the particulars of consent, professional liabilities, and the medical practice acts. The physician's public duties and professional responsibilities are explored as well as the qualifications and liabilities of the medical assistant practicing under the auspices of the physician. The types of medical practices in health care programs will be discussed. The principles of medical ethics and the medical assistant's obligations to uphold these principles are also emphasized.	

MED 104 Medical Assistant Principles and Techniques 4  
Prerequisite—Permission of Department Chairperson

This course covers the specific functions of the Medical Assistant, i.e., examining room techniques, vital signs, aseptic practices and techniques, care of equipment and supplies. The course also includes an introduction to the concept of the health team and responsibilities of the Medical Assistant.

MED 105 Medical Communications 4

Intensive review of grammar including rules pertaining to punctuation, spelling, numbers, and capitalization. Practice in composing and writing medical letters with emphasis on form, appearance, construction, and style. Speech communication and telephone techniques are also taught.

MED 106 Emergency Techniques 2

This course provides the student with instruction in basic cardiopulmonary resuscitation. The student will also receive instruction in basic first aid and the effective handling of emergency situations.

MED 110 Diagnostic and Therapeutic Studies 4  
Prerequisite—Permission of Department Chairperson

This course is designed to prepare the student to be able to perform routine electrocardiograms, prepare for interpretation, and recognize abnormalities. It will also provide the student with an understanding of other cardiac studies. The student is taught basic x-ray techniques, radiation protection, x-ray generation, darkroom techniques, and radiographic positioning. The student will study modes of physical therapy, its uses and contraindications. Eye and ear testing and diet therapy will also be included in the course.

MED 120 Principles of Pharmacology and Drug Administration I 4  
Prerequisite—Permission of Department Chairperson

The content of this course includes basic drugs, their uses and effects on the body, abbreviations, and terminology. Also included, will be discussion of the legalities of drug administration.



MED	130	Laboratory Orientation Prerequisite—Permission of Department Chairperson	8
		This course is an introduction to laboratory techniques including basic theories and procedures for urinalysis, venipuncture, blood banking, hematology, and serology. The emphasis is on developing skills.	
MED	140	Administrative Office Procedures Prerequisite—Permission of Department Chairperson	4
		This course is designed to familiarize the student with the various administrative duties of a medical assistant including operating calculators, and transcribers, banking procedures, credit and collection, photocopiers, filing, and mailing procedures. The student will become thoroughly familiar with all areas of office operations.	
MED	150	Medical Accounting	2
		The course acquaints the student with double-entry accounting, pegboard, and payroll transactions, and prepares the student for a job by having the student type a resume, fill out an application form, and conduct an interview.	
MED	160	Medical Insurance Prerequisite—Permission of Department Chairperson	2
		All major types of health insurance are covered with emphasis on preparing the different claim forms.	
MED	220	Principles of Pharmacology and Drug Administration II Prerequisite—Permission of Department Chairperson	2
		The content of this course includes different modes of drug administration and calculations of dosages. Students will demonstrate a knowledge of the correct anatomical injection sites, techniques and accurate measurement, and dosage calculations.	

MED	230	Laboratory Orientation II Prerequisite—Permission of Department Chairperson	2
		This course provides an introduction to the areas of microbiology and chemistry. The emphasis is on developing fundamental skills. Practice sessions are held for all laboratory testing areas.	
MED	240	Administrative Office Procedures II Prerequisite—Permission of Department Chairperson	2
		This course provides an office simulation packet in which most of the administrative duties are incorporated so that the student has to make decisions and plan his/her time. Office management includes design and usage of procedure manuals, scheduling, travel arrangements, purchase orders, service contracts, and the use of library facilities.	
MED	250	Seminar Prerequisite—Permission of Department Chairperson	2
		This seminar is designed to provide a forum for discussion of externship problems, professional adjustments, and certification review.	
MED	260	Externship Prerequisite—Permission of Department Chairperson	12
		The student spends time in a medical facility under the supervision of qualified physicians. The student performs various clinical and administrative procedures under supervision and has an opportunity to experience his/her chosen profession.	
MGT	201	Principles of Management	4
		This is an introductory course in business management with practical application through the use of case studies. Business organization and objectives, the management function, decision making, and leadership styles are studied.	

MGT	203	Personnel Management	4
		An introduction to management of personnel. Topics covered are the manager's function in organizing, staffing, compensating, and motivating personnel; major management theories; and developing employee potential. Basic principles of total system concept of management; work groups, structure, function and use; organizational change and provisions for change.	
MGT	205	Small Business Management	4
		Prerequisite—Must have successfully completed 3 quarters	
		This course acquaints the student with principles of small business management. It introduces tools needed for effective planning, organizing, directing and controlling of a small business. Students develop skills in analyzing the special problems of small business ownership. It prepares the student for eventual management and/or ownership of the small business.	
MKT	201	Principles of Marketing	4
		This course is an introduction to the function of distribution of goods and services within the total economy. Integration of marketing concepts with economic concepts and consumer needs is stressed.	
MTH	100	Basic Mathematics	4
		This course provides intensive review of basic mathematics, addition, subtraction, multiplication and division of whole numbers, fractions and decimals. Problem solving using algebraic procedures as applied to percentage formulas, signed numbers and functional hierarchy. An introduction to metric and English conversions, powers and roots.	
MTH	101	College Mathematics I	4
		Prerequisite—MTH 100 or equivalent	
		This course is a study of natural numbers, integers, rational and real numbers, and number theory. Topics studied include operations and expressions, first degree equations, radicals and exponentials. An introduction is provided to consumer mathematics tables and electronic calculators.	

MTH	201	College Mathematics II Prerequisite—MTH 101 or equivalent	4
		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, one and two variable sentences, word problems and factoring. An introduction is given to geometry, coordinates, probability and statistics.	
OMP	101	Office Machines	4
		This course covers the operation of printing and electronic calculators. Emphasis is on the special features, accuracy, and correct placement of decimals. Business problems are used to reinforce business math and accounting skills.	
OMP	201	Financial Posting Prerequisite—ACC 201	4
		This course familiarizes the student with the math and accounting capabilities of the word processor. It includes: addition, subtraction, multiplication, division, and the figuring of percentages. Students will learn to program the machine to handle accounts receivable, payroll, accounts payable, and other standard accounting functions.	
PSY	100	Student Survival	1
		Student Survival is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational goals. Topics covered in the course include time management, test-taking, communication skills, study techniques, question-asking skills, and personal issues that face many college students. Upon completion of the course, students will have had the opportunity to develop skills in these areas that will assist them in effectively meeting their educational objectives.	

PSY	101	Psychology	4
		<p>This course gives the student background information in the field of general psychology. Students analyze current articles and gain effective and useful perspectives on today's important issues in the study of psychology. Upon completion of the course, the student should have an understanding of human behavior and a knowledge of current issues in psychology.</p>	
SEC	102	Records Management	2
		<p>Prepares the student to accurately file documents in any of numerous office situations, to be effective in records management and know filing systems, equipment, file transfer procedure, and file retention procedures.</p>	
SEC	201	Secretarial Office Procedures	4
		<p>Prerequisites—TYP 102, ENG 101, ENG 201</p> <p>This course covers normal office functions, such as transcribing information from machine dictation, copying procedures, handling travel arrangements, compiling statistical information, using banking services, and arranging meetings. Job selection and human relations in the office are also covered.</p>	
SEC	202	Word Processing	4
		<p>Prerequisites—TYP 102, ENG 101</p> <p>This course offers the opportunity to study the fundamentals of text editing, information merging, repagination, global search and replace, document assembly, and sorting. The students will use materials relating to their programs of study.</p>	
SHD	101	Shorthand I	2
		<p>Provides an introduction to the basic theory transcription of Century 21. Tapes and live dictation aid in building writing skills. Much emphasis is placed on speedforms and the correct writing of outlines in order to make transcription easier.</p>	

SHD	102	Shorthand II Prerequisites—TYP 101, ENG 101, SHD 101	8
		A continuation of the basic theory and transcription of Century 21. Tapes and live dictation aid in building writing skills. Much emphasis is placed on speedforms and the correct writing of outlines in order to make transcription easier.	
SHD	201	Advanced Shorthand I Prerequisite—SHD 102	8
		This course is for all shorthand students. Emphasis is on building speed and accuracy through live and taped dictation drills. Students must transcribe letters that are dictated at 60, 70, and 80 words a minute for an "A". The letters will be graded by correctability and mailability standards. Results of spelling tests will be a part of the final grade.	
SHD	202	Advanced Shorthand II Prerequisites—SHD 201, TYP 102	4
		This course familiarizes building speed and accuracy through live and taped dictation drills. Students must transcribe letters that are dictated at 80, 90, and 100 for an "A". The dictation will be for three minutes and dictated from new material. Letters will be graded by correctability and mailability standards. Students are urged, but not required, to attain 120 words a minute. If two three-minute tests are passed at 120 words a minute, a pin will be awarded at graduation.	
SEC	210	Executive Office Procedures Prerequisites—SEC 201, ENG 101, ENG 201	4
		Through the use of projects, the student applies the knowledge gained throughout the first part of training. Each project makes use of a number of skills and requires judgment and decision making on the part of the student. The student must arrange and organize each project as closely as possible to the way he/she would do it in an actual office situation. The student also studies the professional ethics of a legal secretary, legal office procedures, legal terminology, and legal typing. A variety of legal documents and their uses familiarize the student with operations that are unique to a law office. Legal secretarial office practice is coordinated with legal secretarial dictation studies.	

SOC	101	Sociology	4
		<p>This course gives special attention to the problems of contemporary society. It addresses issues such as racial discrimination, social mobility, sex bias, poverty, and economic inequities.</p>	
TVL	101	Introduction to Travel	4
		<p>This course familiarizes the student with the overall concept of the travel industry. It enables the student to proficiently compute time zone differences and gain a working knowledge of world time.</p> <p>This course prepares the student to skillfully and effectively utilize the vital information contained in the official airline guide. It provides the necessary training to construct flight itineraries which comply closely with the desires of the passenger.</p>	
TVL	102	Supplemental Industry Resources Prerequisite—TVL 101	4
		<p>This course provides the student with basic sales fundamentals dealing with customer requirements for travel accommodations. It trains the student to properly construct messages related to passenger reservations using correct codes designating actions required.</p> <p>This course provides the student with a knowledge and the skills necessary to competently select and book appropriate accommodations for a client through steamship lines, hotels, and rental car agencies.</p> <p>Travel Agency Operations acquaints the student with the organization, operation, duties, responsibilities, and reporting requirements for a travel agency.</p>	
TVL	111	Travel Geography I	4
		<p>This course provides the student with a working knowledge of the major geographic areas in the continental U.S., Alaska, Hawaii, Canada, Mexico, Caribbean, South America, Northern and Western Europe, as related to domestic and international tourism in support of travel planning.</p>	

TVL	112	Travel Geography II Prerequisite—TVL 111	4
		This course provides the student with a working knowledge of the major geographic areas in Southern and Eastern Europe, Middle East, Africa, South Pacific Islands, Australia, New Zealand and the Orient as related to international tourism in support of travel planning.	
TVL	201	Ticketing and Tariffs I Prerequisite—TVL 101, 102	4
		This course enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets, and compute domestic fares in accordance with accepted industry standards.	
TVL	202	Ticketing and Tariffs II Prerequisite—TVL 101, 102, 201	4
		This course enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets, and compute advanced fares in accordance with accepted industry standards.	
TVL	203	Tours Prerequisite—TVL 101, 102, 201	4
		This course provides an understanding of the nature of group and tour travel and enables the student to proficiently interpret tour literature regarding accommodations, facilities, and fares in order to correctly inform clients about group and tour plans.	
TVL	204	Computer Prerequisite—TVL 101, 102, 201	4
		The student is taught to use the computer to make scheduled air travel, specify flight service features, arrange ground transportation, calculate fares, and validate and print airline tickets on demand.	



TYP	101	Beginning Typewriting	4
		Upon completion of this course, the student will have learned the location of the letter, number, and figure keys of the typewriter; the parts of the machine; the setting of various margins on the machine; and the basic information theory.	
TYP	102	Intermediate Typewriting Prerequisite—TYP 101	4
		Upon completion of this course, the student will be able to place business letters properly in various styles; to address large, small, and Monarch envelopes; type interoffice memorandums; divide words properly; correct errors by squeezing and spreading; proofread and correct all errors; to produce acceptable typewritten material in a limited period of time; and to be able to bring student's speed and accuracy on timed writings up to a level for better employment.	
		Upon completion of this course, the student will also have the knowledge to center tables vertically and horizontally; to type outlines; to type manuscripts with footnotes, title page, and bibliography; to type business forms; to proofread and correct errors on production tests; and to be able to type five-minute timed writings with speed and accuracy for more acceptable employment.	
TYP	201	Advanced Typewriting I Prerequisite—TYP 102	4
		Upon completion of this course, the student will have the knowledge to produce final copy from rough draft copy; to use own judgment in setting up problems; to type accounting statements properly; to type memos and letters; to arrange agenda, special reports, and tables; to proofread and correct errors on production tests; and to bring student's speed and accuracy on five-minute timed writings up to a higher level for employment.	
		Upon completion of this course, the student will also have the knowledge to center tables with vertical and horizontal rulings and braced headings; to type technical reports, legal forms, medical reports, and formal and informal government letters; to produce acceptable typewritten material on production tests; and to bring student's speed and accuracy up to his/her highest level for employment.	

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**Accreditations,  
Administration, Staff and Faculty**



## ADMINISTRATION, STAFF AND FACULTY

Parks College is a private coeducational college of business incorporated under the laws of the State of Colorado.

### CORPORATE OFFICERS:

Mr. Gerald C. Phillips..... President  
Mrs. Ary C. Phillips ..... Vice President  
Mrs. Gerald C. Phillips ..... Secretary/Treasurer  
Mr. Earl P. Crews..... Controller

### COLLEGE ADMINISTRATION:

Mr. Michael A. Schledorn..... College Director  
B.A. University of Colorado and Chief Executive Officer  
M.A. Texas Christian University

Mr. Kenneth R. Johnson ..... Dean of Education  
B.B.S. New Hampshire College

Mrs. Kathy A. Metcalf ..... Dean of Administration  
B.S. Colorado State University  
M.A. University of Northern Colorado

Mr. Raul Valdes-Pages ..... Dean of Admissions  
B.A. Rockford College

Ms. Jane L. Hill ..... Executive Assistant  
A.A.S. Parks College

Mrs. Barbara McGhee ..... Dean of Students  
A.A. Potomac State College  
B.S. Metro State College

### STAFF:

Mrs. Mary Lou Rockwell ..... Acting Director of the Career Development Center  
A.A.S. California Theologian College

Miss Linda Fortunato..... Career Development Specialist  
B.A. Southern Connecticut University

Mrs. Elizabeth Shoup-Peterson..... Career Development Specialist  
B.S. Kansas State University

Mr. Michael Jones ..... Acting Supervisor of Financial Aid  
A.A.S. Mesa College  
B.S. University of Northern Colorado

Mrs. Susanne Ball ..... Financial Aid Counselor

Mr. John Tafoya..... Financial Aid Counselor  
B.S. University of Colorado

Miss Holly Hawkins ..... Student Records Supervisor  
B.A. Western State College

Miss Karen Lang..... Student Records Clerk  
Parks College

Mr. Edwin Lewis ..... Student Records Clerk

Mrs. Kathryn Miller ..... Accounting Supervisor  
B.A. Michigan State University

Mrs. Karen Brown ..... Accounts Receivable/Bookkeeper

Mrs. Debra Pugsley ..... Receptionist/Accounting Clerk

Miss Patricia Draper ..... College Guidance Counselor  
B.S. Mesa College

Mr. Alan Miller ..... Purchasing Agent  
B.S. Southern Illinois University

Mr. Lawrence Wieland ..... Librarian  
B.A. University of Denver  
M.A. University of Denver

Mr. Jack Patterson ..... Computer Lab Manager

Mr. Thomas Renz ..... Computer Operator  
A.A.S. Parks College  
Colorado State University

Mrs. Marie Daiss ..... Veterans Administration Coordinator  
& Administrative Assistant

Mrs. Brenda Jones ..... Administrative Assistant & Personnel  
A.A.S. Parks College

Mrs. Kalene Larson ..... Education Department Secretary

Miss Connie Umberger ..... Computer Department Secretary  
A.A.S. Parks College

Mrs. Sheri Buen ..... Admissions Coordinator

Ms. Dona Wittman ..... C.A.P. Operator

**ADMISSIONS DEPARTMENT:**

Mr. Raymond Miller ..... Admissions Representative  
B.S. University of Wisconsin

Mrs. Sandra Miller ..... Admissions Representative  
B.S. Southeast Missouri State University

Ms. Phyllis VanVorst ..... Admissions Representative

Mrs. Joni Anderson ..... Admissions Representative

Ms. Suzette Shockley ..... Admissions Representative  
B.A. University of Pennsylvania & Windham College

Miss Penny Pardue ..... Admissions Representative

**FACULTY/FULL TIME:**

Mrs. Jean Raney ..... Assistant Dean of Education  
B.S. Iowa State College & Fashion Department Chairperson  
M.A. University of Northern Colorado

Mr. Valentin Vigil ..... Assistant Dean of Education  
B.A. Adams State College

Mrs. Jeanne Mayer ..... Business Department Chairperson  
 B.A. University of Northern Colorado

Miss Karen Cranney ..... Business Instructor  
 B.S. Rider College

Mrs. Dorothy Dent..... Business Instructor  
 A.A. San Angelo College  
 B.S. North Texas State University  
 B.S. North Texas State University  
 M.B.E. North Texas State University

Mrs. Martha Doyscher..... Business Instructor  
 Valley City State College

Ms. June Erhle..... Business Instructor  
 B.A. Denison University

Mrs. Clara Hoffman..... Business Instructor  
 B.S. Fort Hays Kansas State College

Mrs. Joyce Larsen ..... Business Instructor  
 A.S. Becker Junior College  
 B.S. District of Columbia Teachers College  
 M.A. George Washington University

Mrs. Jeanne Nelson ..... Evening Division Director/Business Instructor  
 B.S. Metro State College

Mr. William Neill..... Business Instructor  
 B.A. Columbia University

Mrs. Cynthia Nowik..... Business Instructor  
 B.S. University of Illinois

Miss Nancy Richard..... Business Instructor  
 B.A. University of Montana

Ms. Carolyn Stevens ..... Business Instructor  
 University of Colorado

Mrs. Helen Williams ..... Business Instructor  
 B.S. University of Northern Colorado

Ms. Claire Conard..... Computer Instructor  
 Dakota Wesleyan

Mr. John Graves..... Computer Instructor  
 University of Nebraska & Roger Williams Junior College

Mr. Sahus Promnart..... Computer Instructor  
 B.S. University of South Dakota  
 M.S. University of Southwestern Louisiana

Mr. Jerry York..... Business Instructor  
 B.A. Western State of Colorado  
 M.S. University of Southern California

Mr. Vernon Smith ..... Computer Department Chairperson  
 B.S. University of Denver  
 M.A. University of Denver

Mr. Oscar Hall..... Computer Instructor  
 B.S. University of Nebraska

- Ms. Sharon Tinlin..... Floral Design Department Chairperson
- Mrs. Elizabeth Shoup-Peterson ..... Floral Design Instructor  
B.S. Kansas State University
- Mrs. Maxine Gross Christenson ..... Fashion Instructor  
B.S. University of Wisconsin  
M.S. University of Wisconsin
- Mrs. Geraldine Ward. .... Medical Department Chairperson  
A.A. El Dorado Junior College  
A.B. University of Kansas  
M.B.S. University of Colorado  
American Medical Association  
American Society of Clinical Pathologists Board of Registry  
American Association of Medical Assistant, Inc. (Clinical)
- Ms. Barbara Cooper. .... Medical Instructor  
B.A. New York University
- Mrs. Wilda Greene ..... Medical Instructor  
St. Elizabeth's Hospital School  
R.N. Ohio & Colorado
- Mrs. Elfrieda Buschman ..... Medical Instructor  
A.A.S. Community College of Denver  
R.N. Colorado
- Ms. Susan Pumphrey..... Travel and Transportation Department Chairperson

**FACULTY PART/TIME**

- Mrs. Ginette Abarahamson ..... Business Instructor  
B.A.-B.S.E. Northeast Missouri State University
- Mrs. Janet Andrus ..... Business Instructor  
B.A. University of North Iowa
- Mrs. Diane Cason ..... Business Instructor  
A.A. Southern Baptist College  
B.S.E. Arkansas State University
- Mrs. Deanna Lelno ..... Business Instructor  
B.S. Denver University  
M.S. Denver University
- Mr. Joe Feno ..... Business Instructor  
A.A. University of Maryland  
B.S. University of Northern Colorado  
M.B.A. Regis College
- Mrs. Cynthia Rayback..... Business Instructor  
B.S. University of Wyoming & Kearney St. College
- Mr. Mitchell Abel..... Computer Instructor  
University of Colorado
- Mr. Douglas Clay..... Computer Instructor  
B.S. Purdue University  
M.S. Florida International University
- Mr. Paul Martin ..... Computer Instructor  
B.S. Metro State College

Mr. William Freeman ..... Computer Instructor  
B.S. Northland College  
M.S. Northeastern Illinois University

Mr. Gabriel Vita ..... Computer Instructor  
B.A. University of Colorado  
M.B.A. University of Wyoming

Ms. Marie Coffman ..... Travel Instructor  
B.S. University of Wyoming

Mrs. Theresa Shattock ..... Travel Instructor

Mrs. Marcy Heap ..... Medical Instructor  
Creighton University

Mrs. Susan Sessa ..... Medical Instructor  
CMA Omaha College of Health Careers

Mrs. Setsu Yoshida ..... Medical Instructor  
B.S. University of Colorado





**ACCREDITED AS A BUSINESS COLLEGE BY:**

Accrediting Commission of the  
Association of Independent Colleges & Schools

(A nationally recognized accrediting agency by the U.S. Dept. 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.)

Parks College is a Candidate for Accreditation with North Central Association of Colleges and Schools.

Parks College's Medical Assisting Program is accredited by:  
Committee on Allied Health Education and Accreditation  
in cooperation with the American Medical Association  
and the American Association of Medical Assistants

**Approved By:**

Colorado State Approval Agency  
for Veterans' Education  
Colorado State Board for Community Colleges  
and Occupational Education  
Colorado State Department of Vocational Rehabilitation  
Social Security Administration  
United States Department of the Interior  
Bureau of Indian Affairs  
United States Department of Justice  
Immigration and Naturalization Service  
for the Training of Foreign Students

**Member of:**

Association of Independent Colleges & Schools  
Washington, D.C.

Colorado Private School Association

Adams County Chamber of Commerce

Midwestern Business Association

North Central Association of  
Colleges and Schools

# Examination Of Student Records

1. All students attending this postsecondary institution shall have the right to review their academic records, including grades, attendance, and counseling. (Parental Financial Information is excepted.)

2. Records are supervised by the Student Records Supervisor and access is afforded by school officials for purposes of recording grades, attendance and counseling, as well as determining financial aid eligibility.

3. Students may request a review by writing the College Director at the address set forth in the catalog, and such review will be allowed at regular school hours under appropriate supervision. Students may also obtain copies of their records at a charge of 10¢ per page.

4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing, stating fully the reason. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded.

(a) The instructor and/or counselor involved will review the written challenge and if desirable meet with the student and then make a determination to retain, change, or delete the disputed data.

(b) Should further review be requested by the student, the College Director will conduct a hearing at which the student shall be afforded a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the Director's decision, which will be final.

(c) A copy of the challenge and/or a written explanation representing the contents of the student record will be included as part of the student's permanent record.

5. "Directory Information" showing student's name, birthdate and place, program undertaken, dates of attendance, and certificate awarded may be provided to third parties by the school, unless the request to omit such information is presented in writing within 10 days of enrollment.

6. As a postsecondary educational institution, parental access to student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.