



**PARKS**  
**COLLEGE**  
DENVER, COLORADO

**CATALOG 1984-1986**



# Parks College

## 1984-86 General Catalog

**Volume 14, Number 1**

7350 N. Broadway  
Denver, Colorado 80221  
**(303) 430-8511**

Established 1895



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**This catalog is incomplete  
without tuition supplement**

# A Message From The Director



I welcome this opportunity to introduce you to Parks College. Founded in 1895 by W.T. Parks, we have become one of the largest and most respected private colleges specializing in business.

We have maintained a modern and progressive image over the years by closely following business trends and offering only programs that are in demand in the marketplace. You will find an exciting, meaningful atmosphere both in the classroom and in the student organizations on campus.

Much of the success of Parks College is due to an outstanding and dedicated faculty. All instructors have substantial academic and professional training enriched by extensive teaching and business experience. Their philosophy is to teach people, not just courses.

Perhaps the greatest importance to you is that the entire faculty and staff has a personal interest in each student. Classes are kept small enough that instructors will get to know your individual temperament and capacity. With this in mind, your instructor can intelligently guide you as an individual. This personal approach is the foundation of our program at Parks College.

We encourage your investigation of our programs and our reputation in the community. You will find them both to be the highest caliber.

Sincerely,  
PARKS COLLEGE

Morgan Landry  
Director

# Academic Calendar

	1984	1985	1986
Winter Quarter Begins	January 9	January 14	January 13
Late Winter/ Mini Quarter Begins	February 27	February 25	February 24
Winter Quarter Ends	April 5	April 4	April 3
Spring Quarter Begins	April 16	April 15	April 14
Late Spring/ Mini Quarter Begins	May 29	May 28	May 27
Spring Quarter Ends	July 5	July 3	July 3
Summer Quarter Begins	July 9	July 8	July 7
Late Summer/ Mini Quarter Begins	August 27	August 26	August 25
Summer Quarter Ends	October 4	October 3	October 2
Fall Quarter Begins	October 8	October 7	October 6
Late Fall/Mini Quarter Begins	November 19	November 18	November 17
Fall Quarter Ends	January 10, 1985	January 9, 1986	January 8, 1987

# Holidays & Vacations

	1984	1985	1986
President's Day	February 20	February 18	February 17
Spring Vacation	April 9-15	April 8-14	April 7-13
Memorial Day	May 28	May 27	May 26
Independence Day	July 4	July 4	July 4
Summer Vacation	August 6-12	August 5-11	August 1-10
Labor Day	September 3	September 2	September 1
Veterans Day	November 12	November 11	November 10
Thanksgiving	November 22	November 28	November 27
Christmas Vacation	December 21- January 6	December 20- January 5	December 19- January 4

# 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 continued 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 Tourism.

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 Atlanta, Macon, Augusta and Columbus, Georgia; Jackson and Gulfport, Mississippi; New Orleans, Louisiana; Tulsa, Oklahoma; San Jose, California; Chattanooga, Tennessee; and Colorado Springs.

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 specializes 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 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 & Objectives

Our excellent reputation is attributed primarily to the philosophy of the college, where the student is considered our most valuable asset, and it is the well being and training of the student that is our most important consideration. The college's purpose is to instill in the student, not only the marketable skills needed for a beginning position, but also the initiative, self-confidence, and resourcefulness necessary for advancement.

Specifically, the objectives of the college are:

- A. To assist all students in achieving a superior level of basic skills.
- B. To instill in each student the means of developing professional appearances, poise and a continuing pattern of self-improvement.
- C. To impart a practical knowledge of appropriate procedures and techniques, with emphasis on learning by doing.
- D. To provide a background broad enough to enable graduates to progress to executive levels.
- E. To give the student the opportunity to exercise responsibility, and to develop the self-confidence that goes with responsibility.
- F. To provide general education courses that will enrich the student's personal life and result in better citizenship as well as employment competence.

It is the aim of our college to provide each student with a well rounded education that will equip him for success in his/her field. The college strives to provide these educational programs in a pleasant, friendly and professional atmosphere.





# Admissions

## **ADMISSIONS**

It is recommended that applicants and their parents or spouse visit Parks College so 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. Ability to benefit will be determined by a satisfactory score on an entrance exam.

## **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; 16 credit hours is considered to be 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.

## **INFORMATION FOR VETERANS**

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 Student Services 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 college transcripts, or other information presented. Any credit granted will be at the discretion of the Department Chairman, as approved by the Dean of Student Services.

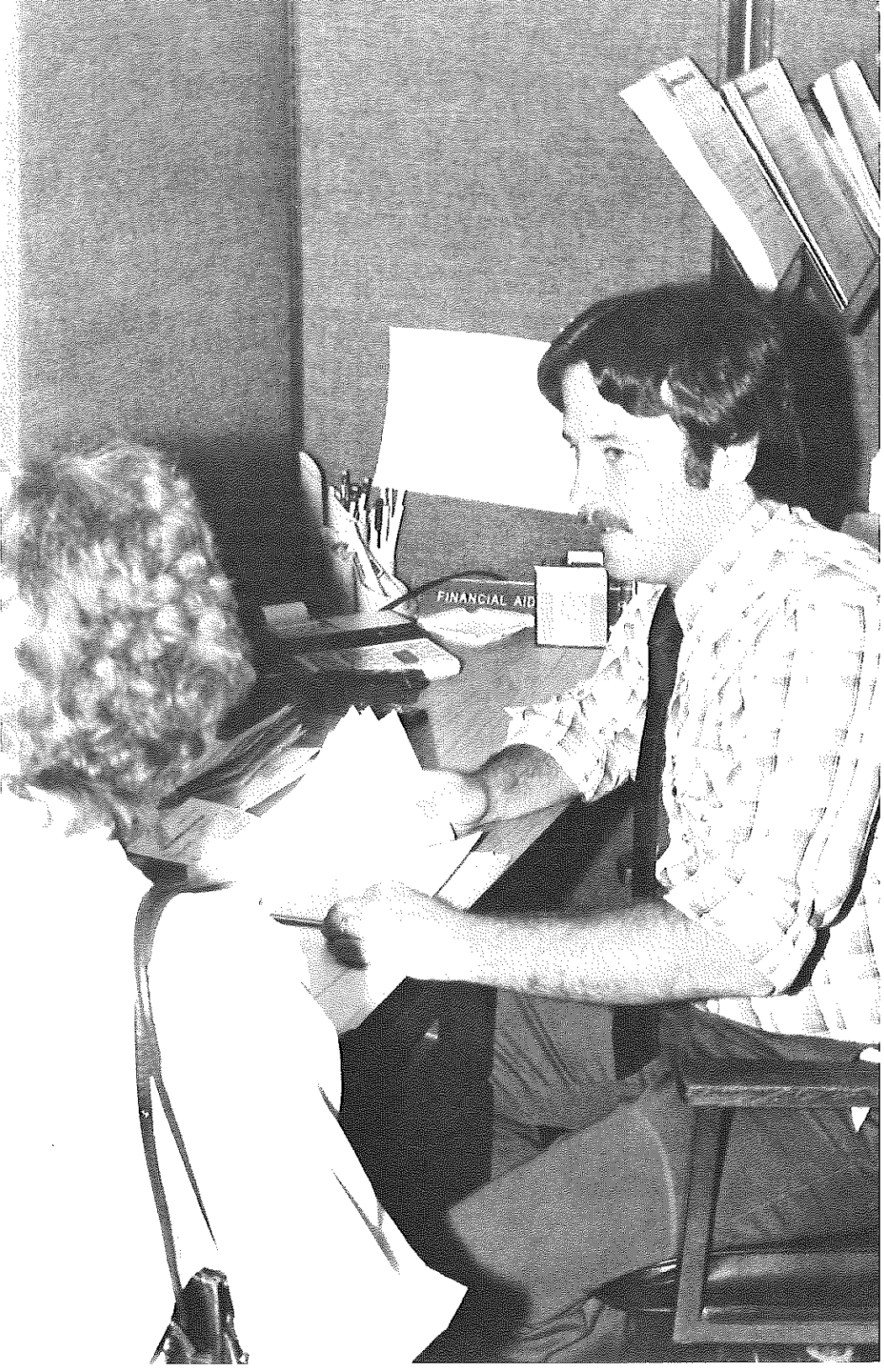
## **APPLICATION FOR ADMISSION**

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.

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**

Pell Grants are awards to help undergraduates pay for their education after high school. The Pell Grant Program is the largest Federal student aid program. For many students, these grants provide a “foundation” of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be paid back.

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

A Supplemental Educational Opportunity Grant (SEOG) is an award to help you pay for your education after high school. It is for undergraduates only, and it does not have to be paid back.

## **COLLEGE WORK STUDY (CWS)**

The College Work-Study (CWS) Program provides jobs for undergraduate and graduate students who need financial aid. CWS gives you a chance to earn money to help pay your educational expenses.

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

A National Direct Student Loan (NDSL) is a low-interest (5 percent) loan to help you pay for your education after high school. These loans are for both undergraduate and graduate students and are made through the financial aid office.

## **GUARANTEED STUDENT LOAN/PLUS LOAN (GSL)**

A Guaranteed Student Loan (GSL) is a low-interest loan made to you by a lender such as a bank, credit union, or savings and loan association to help you pay for your education after high school. These loans are insured by the *guarantee agency* and reinsured by the Federal Government.

For new borrowers, the interest rate is 8 percent. For students who currently have a 7 or 9 percent GSL, the interest rate on additional GSL's will continue to be 7 or 9 percent.

PLUS loans provide additional funds for educational expenses. The interest rate for these loans is 12 percent. Like GSL's, they are made by a lender such as a bank, credit union, or savings and loan association.

- Parents may borrow up to \$3,000 per year, to a total of \$15,000, for each child who is a *dependent* undergraduate student and is enrolled at least *half-time*.

- *Independent* undergraduates may borrow up to \$2,500 per year. However, the PLUS loan, combined with any GSL the undergraduate also may have, cannot exceed the yearly and total GSL undergraduate limits (\$2,500 and \$12,500).

## **COLORADO STUDENT INCENTIVE GRANT**

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

## **COLORADO STUDENT GRANT**

Colorado Student Grant Program is a financial aid program designed to assist Colorado resident undergraduate students with financial need in attending postsecondary colleges and universities in Colorado.

## **COLORADO SCHOLARSHIP PROGRAM**

The Colorado Scholarship Program is a state-wide effort to recognize undergraduate Colorado resident students attending institutions of higher education for outstanding achievement in the academic and talent areas. Because of different roles and missions among the participating institutions, the program is designed to permit variation in the areas which are recognized, but within a framework of consistently objective and documentable criteria.

## **COLORADO WORK STUDY PROGRAM**

The Colorado Work-Study program is an employment program designed to allow Colorado resident undergraduate students to earn funds to assist in attending postsecondary colleges and universities in Colorado.

## **CPSA SCHOLARSHIP**

One full-tuition scholarship each year is sponsored by Parks College and awarded through the Colorado Private School Association Scholarship Foundation. Selection of the recipient takes place in May of each year and is based on need and the ability to succeed in the student's chosen field. The applicant must be a high school senior. Forms and further details may be secured through Colorado high school counselors or the Colorado Private School Association.

## **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 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 a promissory note and make prompt payments.

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

## **SATISFACTORY PROGRESS**

Federal regulations require a student receiving financial assistance from Title IV Financial Aid Programs must make satisfactory progress towards the completion of his or her course of study.

Parks College has determined that a student making satisfactory progress is one who completes at least 12 credit hours per quarter (8 hours during mini quarters) and meets the academic standards as defined in the Academic Information Section of this catalog:

This policy is implemented as follows:

- A. All aid recipients will be considered to be making satisfactory progress at the time of enrollment.
- B. Each aid recipient's progress will be reviewed at the end of each quarter.
- C. Any student aid recipient making unsatisfactory progress will be placed on probation for one quarter, but will continue to receive financial aid payments during that probationary quarter.
- D. Any student aid recipients making unsatisfactory progress after their probationary quarter will receive no further financial aid until the student is again making satisfactory progress.

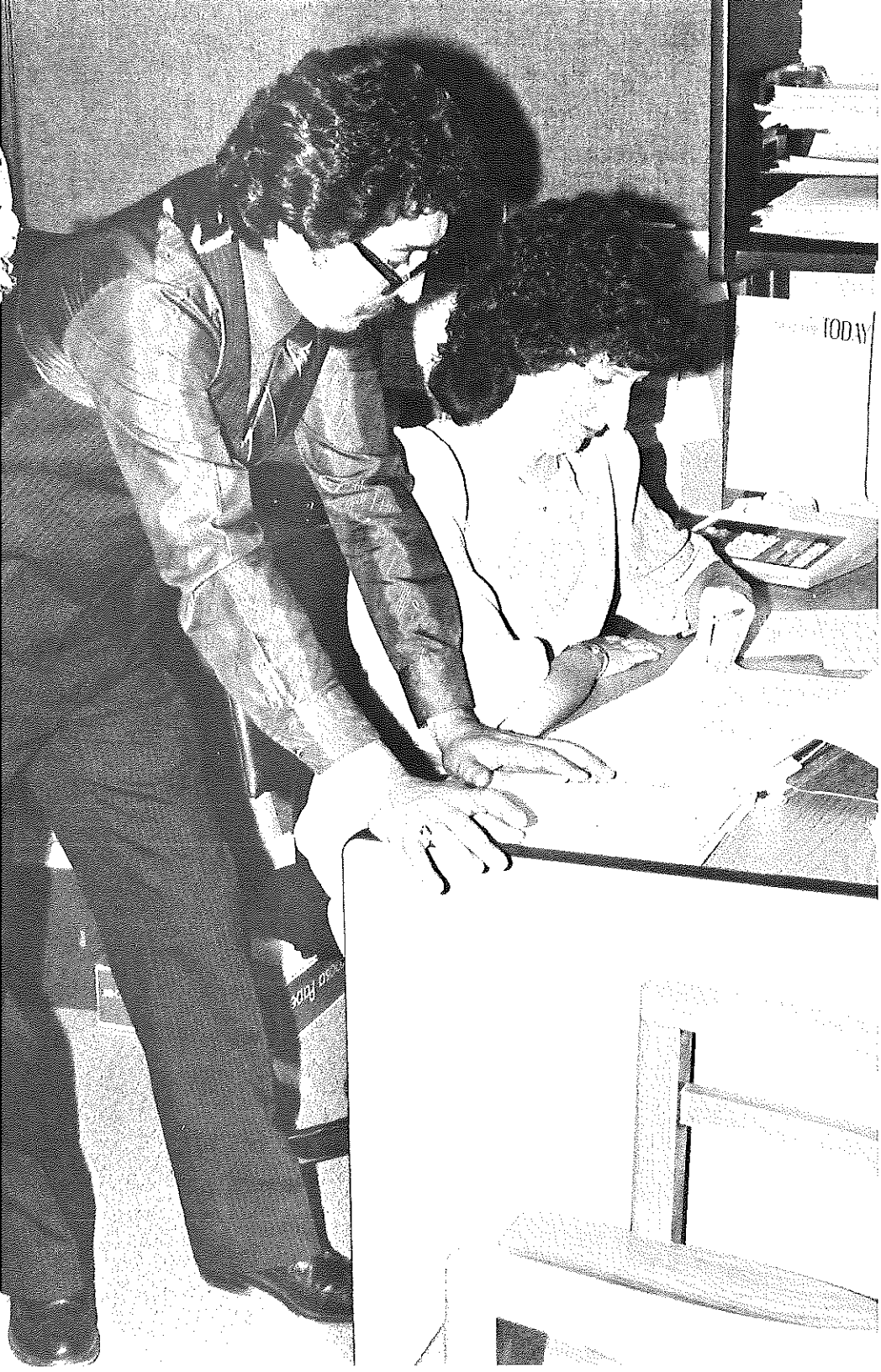


- E. Should any student aid recipient raise his or her grade point average and/or complete the required number of credit hours during any quarter which financial aid was withheld, the satisfactory progress designation will be reinstated and all eligibility restored, retroactive to the beginning of that quarter.

**APPEAL PROCEDURES:**

Students denied financial aid based upon satisfactory progress standards may appeal their denial. The appeal should include extenuating circumstances affecting their progress and be submitted in writing to the Director of Financial Services for review and consideration. The student will be notified of a decision within two weeks of the date the appeal was submitted.







# Financial Information

## **TUITION**

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.

## **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 Student Services.

### **READMISSION FEE**

A fee of \$25 will be assessed when a student re-enters 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 Student Services 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.

### **GRADUATION FEE**

A graduation fee will be assessed to each final quarter student. See tuition supplement for exact amount.

### **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.

## **TUITION CREDIT**

When transfer of a credit is granted, or if a student by-passes a course, the tuition for that course will be refunded upon completion of the program at \$50.00 per credit hour.

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**

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.

An applicant requesting cancellation in writing after the three-day period but prior to the scheduled start date shall receive a refund of all tuition paid above the registration fee of \$30.00.

### **WITHDRAWALS AFTER COMMENCEMENT OF CLASSES**

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 week of the course/program, the applicant shall be entitled to a refund of 90 percent of the tuition cost.
- B. For an applicant terminating training during the next three (3) weeks of classes, and through the first 10 percent of the program, the applicant shall be entitled to a refund of 90 percent of the tuition cost, less a withdrawal charge of \$150.00.
- C. For an applicant terminating training during the remaining first 25 percent of the program, the applicant shall be entitled to a refund of 75 percent of the tuition cost, less a withdrawal charge of \$150.00.
- D. For an applicant terminating after 25 percent or any portion up to and including 50 percent of the program, the applicant shall be entitled to a refund of 50 percent of the tuition cost, less a withdrawal charge of \$150.00.
- E. For an applicant terminating training after 50 percent or any portion up to and including 75 percent of the program, the applicant shall be entitled to a refund of 25 percent of the tuition cost, less a withdrawal charge of \$150.00.
- F. Any applicant terminating training after 75 percent of the program will not receive a refund.
- G. For programs longer than one (1) academic year (nine calendar months in length), 100 percent of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
- H. The above percentage figures do not include the cost of books, supplies, or fees.
- I. 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

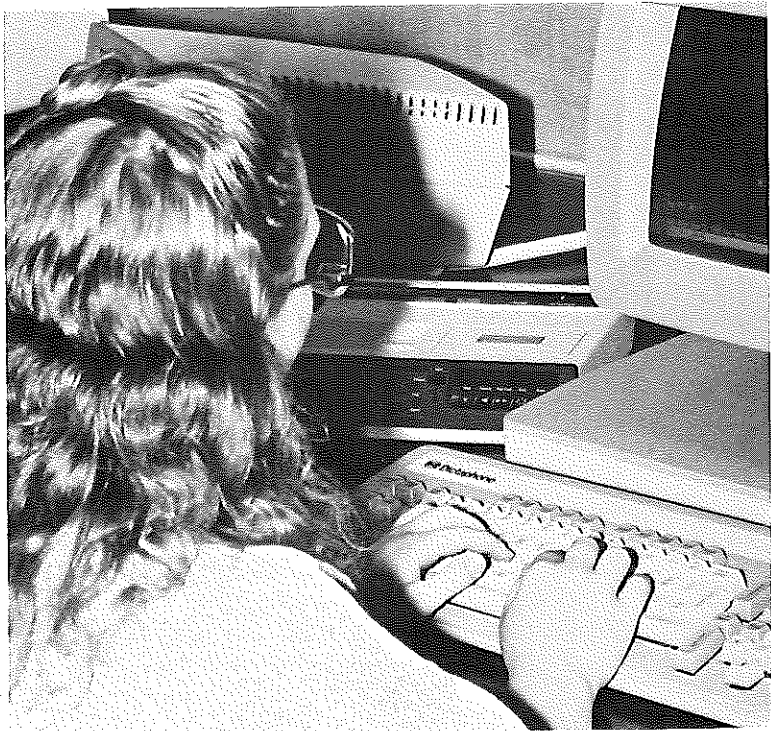
Refunds shall be made within 30 days of the last day of attendance provided that written notification has been provided to the institution by the student, otherwise, refunds shall be made within 30 days from the date the institution determines that the student has been withdrawn. In all instances, the refund shall be based on and computed from the last date of attendance.

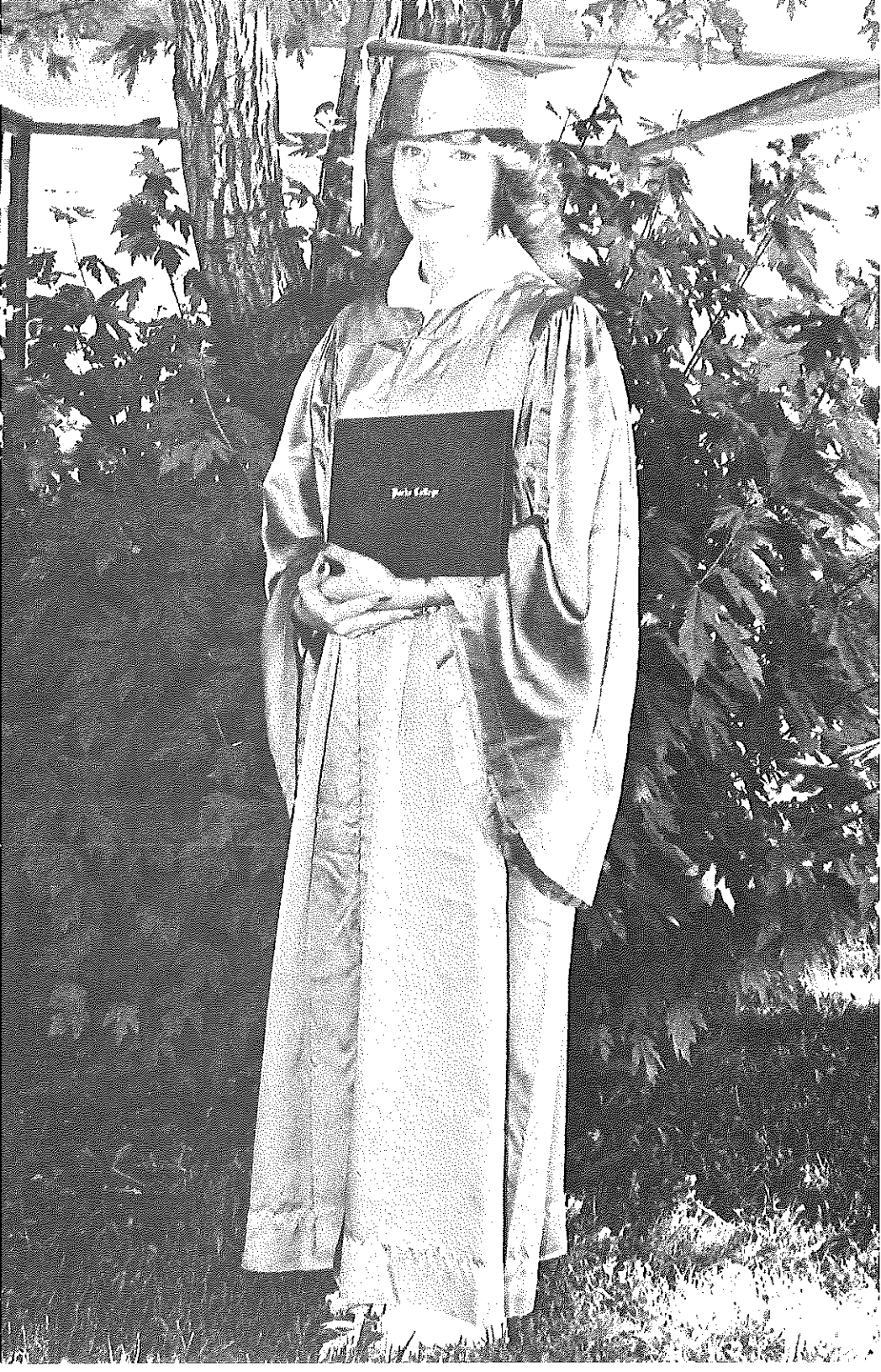
## REFUND DISTRIBUTION

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

- A. National Direct Student Loan Program
- B. Guarantee Student Loan Program
- C. Supplemental Educational Opportunity Grant Program
- D. Pell Grant Program
- E. Cash and other types of financing

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**

A Registration/Orientation Day is scheduled at the beginning of each quarter for students who are starting their first quarter. The College holds registration the day before classes begin for the new quarter in both day and evening divisions. Each student will be sent a letter indicating the date and time registration will be held. Registration/Orientation will involve completion of required paperwork, purchasing textbooks, class scheduling, introduction to faculty, and touring the college.

Continuing students pre-register prior to the end of the quarter in which they are currently enrolled.

## **CLASS AND OFFICE HOURS**

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

All 4 credit hour classes meet on a Monday/Wednesday and/or Tuesday/Thursday schedule. All 8 credit hour classes meet Monday through Thursday.

Office hours are from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. Friday. The Admissions Office is open Saturday from 10:00 a.m. to 2:00 p.m.

## **CLASS ATTENDANCE POLICY**

Attendance is vital to achievement and is taken in class every day. As a graduate, you will be screened by prospective employers, not only by your grades, but also by your attendance record. Any student who is absent from a class for three consecutive days and/or nights will be dropped from the class. If all scheduled classes are missed for three consecutive days and/or nights, the student will be terminated from the college. The last date of attendance shown in the official attendance record will be used in reporting the student's last date of attendance.

In the event you fail a course because of excessive absences, you will be required to rephase that course and pay a rephase fee as stated under special fees in the catalog. Just as good work habits and skills are part of the training at Parks College, so is prompt reporting to class. Just as excessive absences and tardiness are not permitted in the world of work, neither are they tolerated here.

A student who is more than 20 minutes late to class is considered to be absent from that class. Twenty minutes or less is counted as a tardy.

For attendance purposes, five tardies equal one absence. Absenteeism will become part of your permanent record. Disciplinary action will be taken in the event of excessive absences and/or habitual tardiness.

Your standard of progress may be affected by an attendance problem.

Note: Veteran 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. 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 Student Services. Students whose GPA was below 2.0 at the time of withdrawal will require permission from the Dean of Student Services to re-enter.

## **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 Noon. 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 Student Services 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.

## **CREDIT HOURS**

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

## **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, for most classes, 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 Student Services 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.

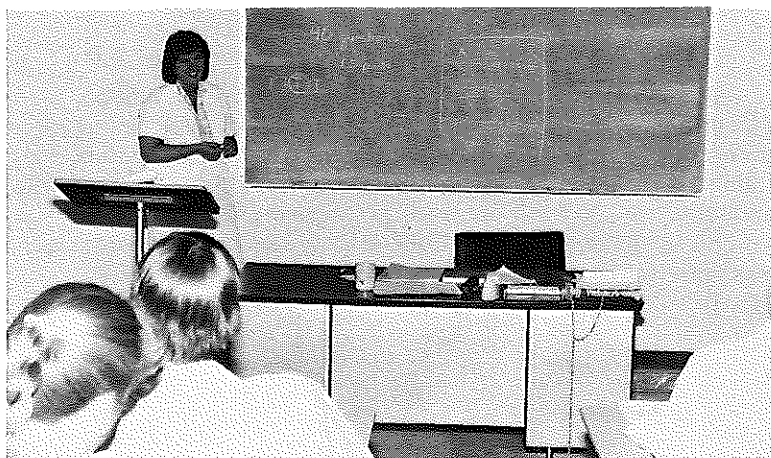
Transfer of Parks credits to another institution is entirely under the control of that institution. Students intending to transfer credits earned at Parks should ensure in advance whether or not the other institution will accept those credits. Parks College makes no assurances in this regard.

## **ADVANCED PLACEMENT**

Students who have studied subjects in college, or the military or acceptable life experience may request exemption from certain introductory subjects and qualify for more advanced courses upon approval of the Dean of Student Services or College Director.

## **ELECTIVES**

The Dean of Education or Dean of Student Services 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 a cumulative basis. W.P. (withdrawal passing), and INCOMPLETES are not included in the GPA calculation.

## ACADEMIC STANDARDS

Scholastic progress is monitored two times each quarter — at midterm and again at the end of the quarter.

If a student repeats a course, only the last grade received is used in determining the cumulative GPA. Incomplete grades are not considered in computing student's GPA. The student is considered to be making "satisfactory progress" towards a diploma or degree if he or she attains a cumulative GPA according to the table listed below.

<u>Credit Hours</u>	<u>Cumulative GPA</u>
0-12	1.50
13-24	1.60
25-36	1.75
37 and above	2.00

Any student who does not maintain this average will be placed on academic probation. Academic probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection. If a student on academic probation fails to meet the grade point average required, he/she will be suspended from the College for a period of one year. A student returning to the College after suspension will be on academic probation during that quarter.

## **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**

A copy of the student's transcripts 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.

## **COURSE OFFERINGS**

Not all courses are offered each quarter. However, sufficient required and elective courses will be offered to enable a student to complete a program within the standard time period. The college reserves the right to select which elective and required courses will be offered each quarter, and to substitute other courses for those listed in the program of study which do not substantially alter the integrity of the program.

## **NONDISCRIMINATION POLICY**

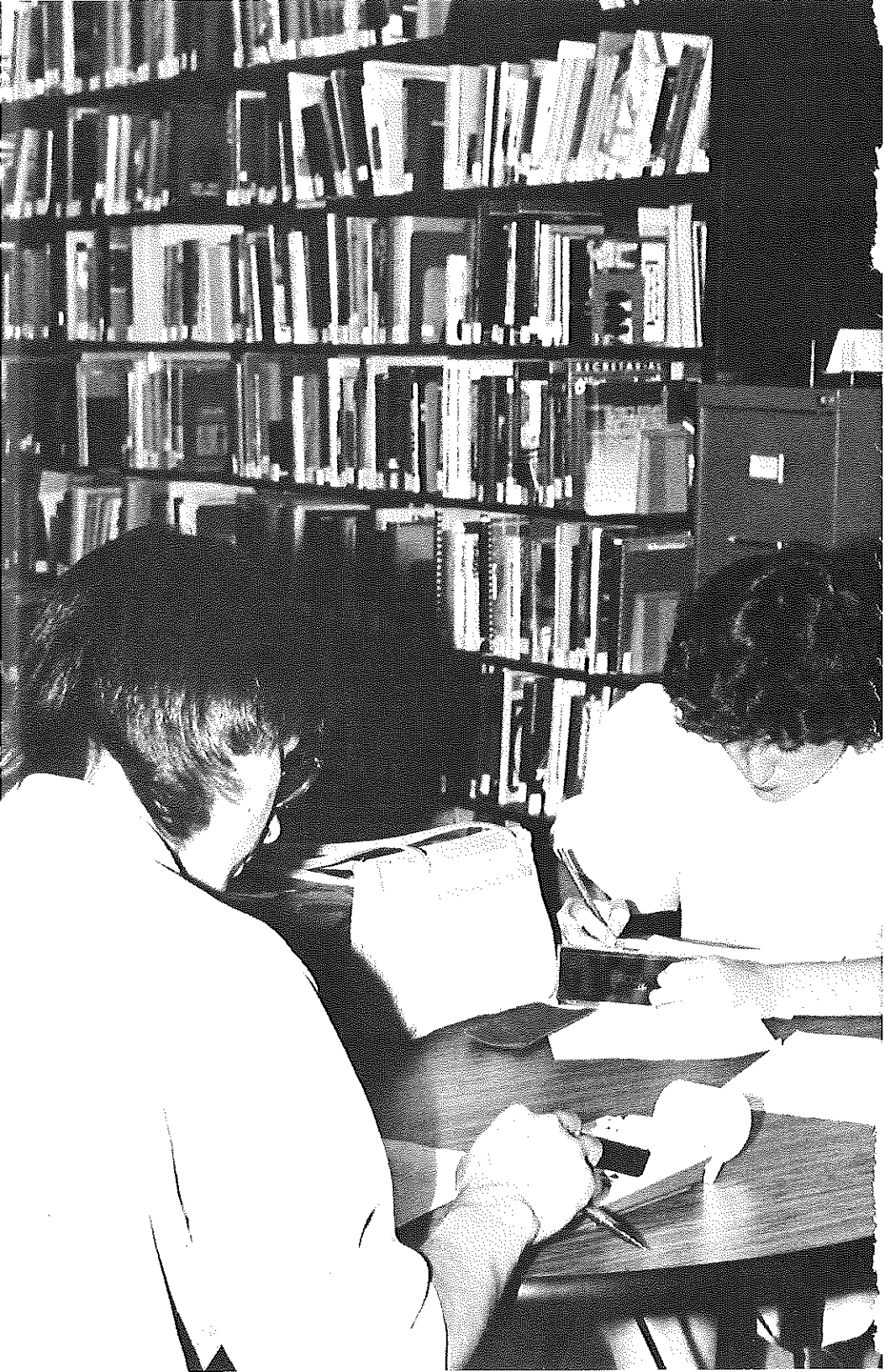
Parks College does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap. The college complies with the Civil Rights Act of 1964, related executive order 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation 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.

## **EXAMINATION OF STUDENT RECORDS**

- A. 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.)



- B. 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.
- C. 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.
- D. 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.
  - (1) 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.
  - (2) 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.
  - (3) 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.
- E. "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.
- F. 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.





**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 a 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, Dean of Student Services, Assistant Dean, Department Chairpersons, and all instructors are available for private counseling sessions. In these sessions, the student is given an opportunity 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.

## **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 Association for Computing Machinery (ACM) is the largest educational and scientific society serving computer professionals. The student chapter assists members in maintaining a close, regular association with fellow students and faculty also interested in computing. Monthly meetings provide a combination of social interaction, professional dialogue, public service, and information about career opportunities, professional development and current research. The PARKS STUDENT CHAPTER OF ACM holds several fund raising activities during the year to provide money for events within the club.

### **MEDICAL CLUB**

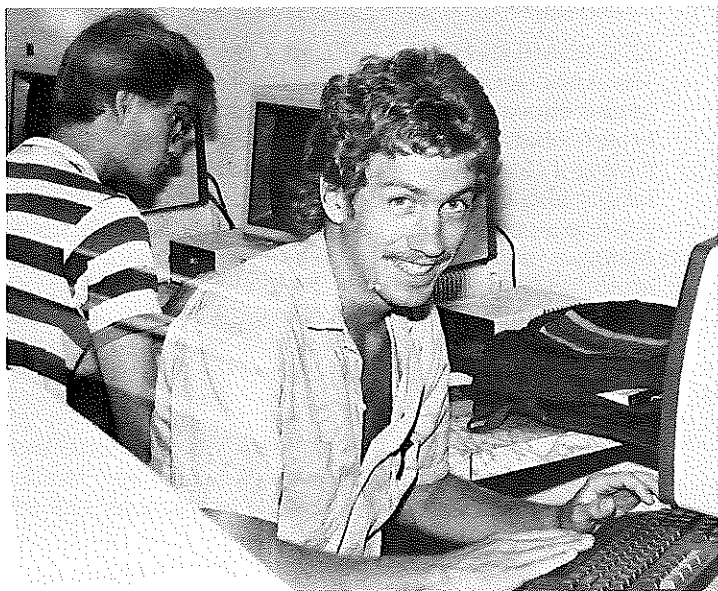
The Medical Club provides students with additional knowledge of the medical field through club activities. Members also have the opportunity for social interactions with fellow students.

### DELTA EPSILON CHI

Delta Epsilon Chi is a professional organization for students who are preparing themselves for careers in middle management in fashion merchandising, sales, advertising, retailing, and many other marketing-oriented occupations. Students who participate in Delta Epsilon Chi are able to enhance their education with fashion and merchandising related activities and developing friendships with others who have similar interests. Each spring a Career Development Conference is held in which the students have the opportunity to develop leadership skills and to participate in various events with students from other schools in the state. In addition, Delta Epsilon Chi holds various fund-raising events during the year to provide funds for activities within the group.

### TRAVEL CLUB

The Travel Club seeks to promote knowledge of the travel industry and provide recreational opportunities for travel students. Special seminars are offered from time to time dealing with the changing aspects of the industry.





# Programs of Study

# Degree Programs

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN COMPUTER SCIENCE

6 Quarters — 8 Quarters 95 Credit Hours

This program provides students with hands-on computer experience and a working knowledge of programming fundamentals. This program is designed to provide a specialized education for various entry-level positions in the computer data processing field, such as a computer programmer.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
ACC-101	Principles of Accounting I	48	4
ACC-102	Principles of Accounting II	48	4
EDP-100	Intro to Computer Concepts	48	4
EDP-105	Program Theory and Design	48	4
EDP-111	BASIC Programming	96	8
EDP-121	RPG II Programming	96	8
EDP-216	PASCAL	48	4
EDP-220	Systems Analysis and Design	48	4
EDP-231	Structured COBOL	96	8
EDP-246	Programming Workshop	48	4
EDP-251	Data Base Concepts	48	4
TYP-101	Beginning Typewriting	48	3
<b>General Education</b>			
ENG-100	Basic English	48	4
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	0
PSY-101	Psychology	48	4
Elective Courses (Choose 8 credit hours/96 contact hours)			
<b>TOTAL CREDIT HOURS</b>			<b>95</b>



## ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION

6 Quarters — 8 Quarters 96 Credit Hours

This 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.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</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
BSA-110	Business Law I	48	4
BSA-111	Business Law II	48	4
EDP-100	Intro to Computer Concepts	48	4
FMR-202	Salesmanship	48	4
MGT-203	Personnel Management	48	4
MGT-205	Small Business Management	48	4
MKT-201	Principles of Marketing	48	4
<b>General Education</b>			
ENG-100	Basic English	48	4
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	0
PSY-101	Psychology	48	4
Elective Courses (Choose 24 credit hours/288 contact hours)			
<b>TOTAL CREDIT HOURS</b>			<b>96</b>

**ASSOCIATE OF APPLIED SCIENCE DEGREE  
IN BUSINESS ADMINISTRATION  
MINOR: TRAVEL AND TOURISM**

6 Quarters — 8 Quarters 95 Credit Hours

This associate degree program provides students with a background in general business practices and specialized training in travel and tourism. The program is designed to prepare the student for a wide variety of entry-level positions in the travel industry.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</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
BSA-110	Business Law I	48	4
EDP-100	Intro to Computer Concepts	48	4
FMR-202	Salesmanship	48	4
MGT-203	Personnel Management	48	4
MGT-205	Small Business Management	48	4
MKT-201	Principles of Marketing	48	4
<b>GENERAL EDUCATION</b>			
ENG-100	Basic English	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
PSY-100	Student Survival	12	0
PSY-101	Psychology	48	4
<b>MINOR COURSES</b>			
TVL-101	Introduction to Travel	48	4
TVL-102	Supplemental Industry Resources	48	4
TVL-111	Travel Geography I	48	4
TVL-112	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	3
<b>TOTAL CREDIT HOURS</b>			<b>95</b>

**ASSOCIATE OF APPLIED SCIENCE DEGREE  
IN BUSINESS ADMINISTRATION  
MINOR: COMPUTER SCIENCE**

6 Quarters — 8 Quarters 96 Credit Hours

The Business Administration Program with a minor in Computer Science is designed to give the student a business/accounting background with specialized training in computer programming.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</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
BSA-110	Business Law I	48	4
BSA-111	Business Law II	48	4
EDP-100	Intro to Computer Concepts	48	4
FMR-202	Salesmanship	48	4
MGT-203	Personnel Management	48	4
MGT-205	Small Business Management	48	4
MKT-201	Principles of Marketing	48	4
<b>General Education</b>			
ENG-100	Basic English	48	4
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	0
PSY-101	Psychology	48	4
<b>Minor Courses</b>			
EDP-105	Program Theory and Design	48	4
EDP-111	BASIC Programming	96	8
EDP-231	Structured COBOL Programming	96	8
EDP-216	PASCAL	48	4
<b>TOTAL CREDIT HOURS</b>			<b>96</b>

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN ACCOUNTING

6 Quarters — 8 Quarters 94 Credit Hours

This associate degree program provides the student with specialized training in accounting. The program is designed to prepare the student for entry-level positions in the accounting field.

Course Number	Course Title	Contact Hours	Credit Hours
ACC-101	Principles of Accounting I	48	4
ACC-102	Principles of Accounting II	48	4
ACC-110	Payroll Accounting	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
ECO-100	Basic Economics	48	4
OMP-101	Office Machines	48	3
OMP-201	Financial Posting	48	3

### GENERAL EDUCATION

ENG-100	Basic English	48	4
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
MTH-201	College Math II	48	4
PSY-100	Student Survival	12	0
PSY-101	Psychology	48	4

Elective Courses (Choose 20 credit hours/240 contact hours)

**TOTAL CREDIT HOURS** **94**

**ASSOCIATE OF APPLIED SCIENCE DEGREE  
IN ACCOUNTING  
MINOR: COMPUTER SCIENCE**

6 Quarters — 8 Quarters 94 Credit Hours

This associate degree program provides the student with a background in accounting and specialized training in computer programming. The program is designed to prepare the student for entry-level positions in the accounting field.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
ACC-101	Principles of Accounting I	48	4
ACC-102	Principles of Accounting II	48	4
ACC-110	Payroll Accounting	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
ECO-100	Basic Economics	48	4
OMP-101	Office Machines	48	3
OMP-201	Financial Posting	48	3
<b>GENERAL EDUCATION</b>			
ENG-100	Basic English	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
MTH-201	College Math II	48	4
PSY-100	Student Survival	12	0
PSY-101	Psychology	48	4
<b>MINOR COURSES</b>			
EDP-100	Intro to Computer Concepts	48	4
EDP-105	Program Theory and Design	48	4
EDP-111	BASIC Programming	96	8
EDP-231	Structured COBOL Programming	96	8
<b>TOTAL CREDIT HOURS</b>			<b>94</b>

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN SECRETARIAL SCIENCE

6 Quarters — 8 Quarters      92 Credit Hours

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 co-workers, and the secretarial profession.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
OMP-101	Office Machines	48	3
SEC-102	Records Management	24	2
SEC-201	Secretarial Office Procedures	48	4
WPR-101	Word Processing Applications I	48	3
SEC-210	Executive Office Procedures	48	4
SHD-101	Shorthand I	24	2
SHD-102	Shorthand II	96	7
SHD-201	Advanced Shorthand I	96	7
SHD-202	Advanced Shorthand II	96	7
TYP-101	Beginning Typewriting	48	3
TYP-102	Intermediate Typewriting	48	3
TYP-201	Advanced Typewriting	48	3
<b>General Education</b>			
ENG-100	Basic English	48	4
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	0
PSY-101	Psychology	48	4
Elective Courses (choose 16 credit hours/192 contact hours)			
<b>TOTAL CREDIT HOURS</b>			<b>92</b>

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN FASHION MERCHANDISING

6 Quarters — 8 Quarters      96 Credit Hours

The Associate of Applied Science Degree in Fashion Merchandising is designed to prepare the student 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 the student an in-depth view of the many phases of the fashion industry. This program offers the challenge of anticipating and planning for constant changes in styles and trends.

Course Number	Course Title	Contact Hours	Credit Hours
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-150	Language of Clothing	48	4
FMR-161	Advertising	48	4
FMR-164	Visual Merchandising	48	4
FMR-171	Textile Fibers	48	4
FMR-180	Garment Industry	48	4
FMR-202	Salesmanship	48	4
FMR-242	Buying II	48	4
FMR-243	Case Studies in Retailing	24	2
FMR-263	Fashion Coordination	48	4
FMR-272	Textile Fabrics	48	4
FMR-273	Nontextiles	48	4
FMR-280	Apparel Selection	24	2

### General Education

ENG-100	Basic English	48	4
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	0
PSY-101	Psychology	48	4

Elective Courses (Choose 12 credit hours/144 contact hours)

**TOTAL CREDIT HOURS** **96**

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL ASSISTING

6 Quarters — 8 Quarters      90 Credit Hours

The program is designed to provide the student with a thorough general education and with medical assisting skills in clinical and administrative areas. Health issues of the future will require greater numbers of capable health technicians with diversified skills. The program will enable the student to meet many of these needs. Graduates from this program will be prepared to serve in entry-level management positions with medical offices, clinics, and other health care facilities.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
MED-101	Medical Terminology	48	4
MED-102	Anatomy and Physiology	48	4
MED-106	Emergency Office Techniques	24	1
MED-107	Medical Assistant Skills I	48	3
MED-108	Medical Law and Ethics	24	2
MED-120	Principles of Pharmacology I	48	4
MED-130	Laboratory Orientation I	96	6
MED-141	Administrative Office Procedures	48	4
MED-160	Medical Insurance	24	2
MED-205	Medical Assistant Skills II	48	3
MED-206	Medical Assistant Skills III	48	3
MED-220	Principles of Pharmacology II	24	2
MED-230	Laboratory Orientation II	24	1
MED-251	Seminar	36	2
MED-261	Medical Assistant Externship	168	6
TYP-101	Beginning Typewriting	48	3
<b>General Education</b>			
ENG-100	Basic English	48	4
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	0
PSY-101	Psychology	48	4
Elective Courses (Choose 12 credit hours/144 contact hours)			
<b>TOTAL CREDIT HOURS</b>			<b>90</b>





**Programs  
of Study**  
**Non-degree  
Programs**

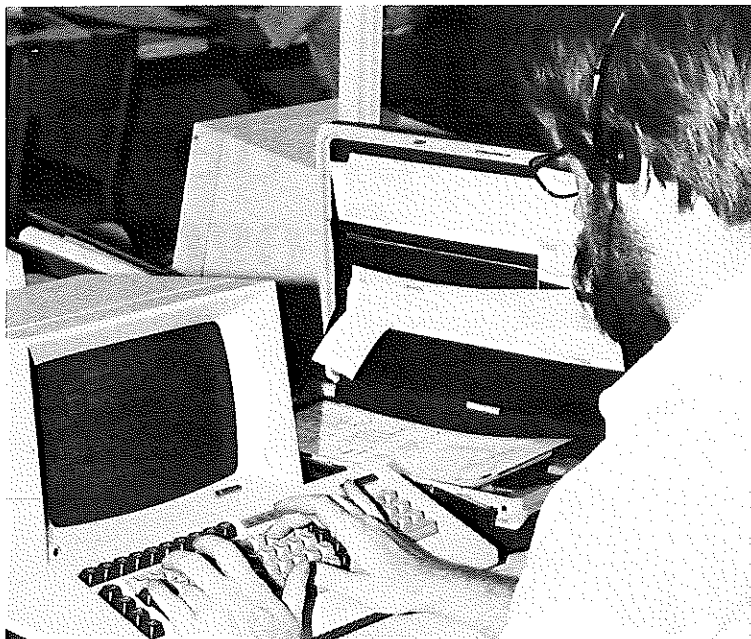
## DIPLOMA IN COMPUTER PROGRAMMING

3 Quarters — 4 Quarters      47 Credit Hours

This program combines basic knowledge of data processing concepts and computer programming techniques with hands-on laboratory experience to give students the understanding of the importance of programming in the data processing environment.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
ACC-101	Principles of Accounting I	48	4
EDP-100	Intro to Computer Concepts	48	4
EDP-105	Program Theory and Design	48	4
EDP-111	BASIC Programming	96	8
EDP-216	PASCAL	48	4
EDP-231	Structured COBOL	96	8
*ENG-100	Basic English	48	4
MTH-100	Basic Math	48	4
MTH-101	College Math I	48	4
PSY-100	Student Survival	12	0
TYP-101	Beginning Typewriting	48	3
<b>TOTAL CREDIT HOURS</b>			<b>47</b>

\*If test out, must take ENG-101



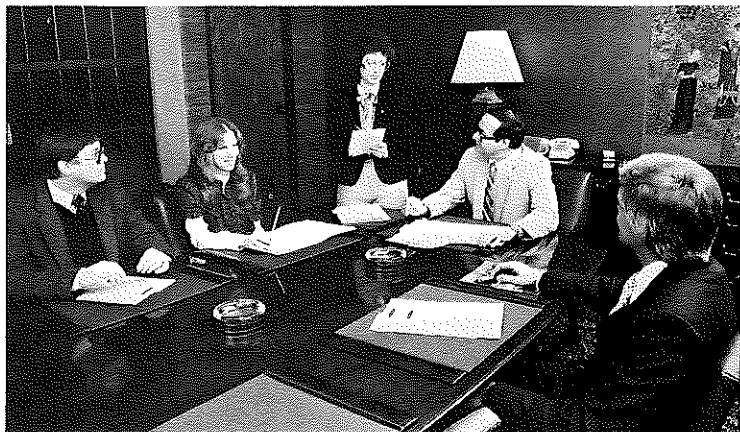
## DIPLOMA IN BUSINESS ADMINISTRATION

4 Quarters — 5 Quarters      64 Credit Hours

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

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.

Course Number	Course Title	Contact Hours	Credit Hours
ACC-101	Principles of Accounting I	48	4
ACC-102	Principles of Accounting II	48	4
ACC-110	Payroll Accounting	48	4
BSA-110	Business Law I	48	4
BSA-111	Business Law II	48	4
ECO-100	Basic Economics	48	4
EDP-100	Intro to Computer Concepts	48	4
ENG-100	Basic English	48	4
ENG-101	College English I	48	4
ENG-201	College English II	48	4
FMR-202	Salesmanship	48	4
MGT-203	Personnel Management	48	4
MGT-205	Small Business Management	48	4
MKT-201	Principles of Marketing	48	4
MTH-100	Basic Math	48	4
MTH-101	College Math I	48	4
PSY-100	Student Survival	12	0
<b>TOTAL CREDIT HOURS</b>			<b>64</b>

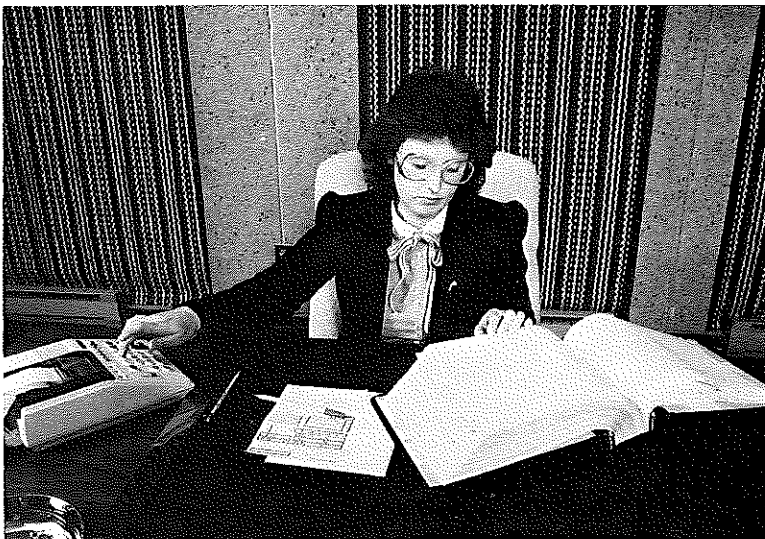


## DIPLOMA IN JUNIOR ACCOUNTING

4 Quarters — 5 Quarters      62 Credit Hours

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

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
ACC-101	Principles of Accounting I	48	4
ACC-102	Principles of Accounting II	48	4
ACC-110	Payroll Accounting	48	4
ACC-201	Intermediate Accounting I	48	4
ACC-203	Income Tax	48	4
ACC-205	Cost Accounting	48	4
BSA-110	Business Law I	48	4
ECO-100	Basic Economics	48	4
EDP-100	Intro to Computer Concepts	48	4
ENG-100	Basic English	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	3
OMP-201	Financial Posting	48	3
PSY-100	Student Survival	12	0
<b>TOTAL CREDIT HOURS</b>			<b>62</b>



## DIPLOMA IN ADVANCED SECRETARIAL

4 Quarters — 5 Quarters

57 Credit Hours

The purpose of the Advanced Secretarial Program is to prepare the student for a position in some of the top secretarial jobs available to our graduates.

Course Number	Course Title	Contact Hours	Credit Hours
ACC-101	Principles of Accounting I	48	4
ENG-100	Basic English	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	3
PSY-100	Student Survival	12	0
SEC-102	Records Management	24	2
SEC-201	Secretarial Office Procedures	48	4
WPR-101	Word Processing Applications I	48	3
SHD-101	Shorthand I	24	2
SHD-102	Shorthand II	96	7
SHD-201	Advanced Shorthand I	96	7
TYP-101	Beginning Typewriting	48	3
TYP-102	Intermediate Typewriting	48	3
TYP-201	Advanced Typewriting	48	3
<b>TOTAL CREDIT HOURS</b>			<b>57</b>



## DIPLOMA IN MEDICAL ASSISTANT

4 Quarters — 5 Quarters      58 Credit Hours

Because of an increased interest in health issues today, there is a demand for qualified people with technical medical skills. Men and women who choose a career as medical assistants will play active and important roles as members of the health care team.

The Medical Assistant Program prepares the student for entry level positions in physician offices, clinics, hospitals, or military installations, applying clinical and administrative skills.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
*ENG-100	Basic English	48	4
ENG-102	Speech Communications	48	4
MED-101	Medical Terminology	48	4
MED-102	Anatomy and Physiology	48	4
MED-106	Emergency Office Techniques	24	1
MED-107	Medical Assistant Skills I	48	3
MED-108	Medical Law and Ethics	24	2
MED-120	Principles and Pharmacology I	48	4
MED-130	Laboratory Orientation I	96	6
MED-141	Administrative Office Procedures I	48	4
MED-160	Medical Insurance	24	2
MED-205	Medical Assistant Skills II	48	3
MED-206	Medical Assistant Skills III	48	3
MED-220	Principles of Pharmacology II	24	2
MED-230	Laboratory Orientation II	24	1
MED-251	Seminar	36	2
MED-261	Medical Assistant Externship	168	6
PSY-100	Student Survival	12	0
TYP-101	Beginning Typewriting	48	3
<b>TOTAL CREDIT HOURS</b>			<b>58</b>

\*If test out, must take ENG-101

## DIPLOMA IN TRAVEL AND TOURISM

3 Quarters — 4 Quarters      46 Credit Hours

The Travel and Tourism Program provides the student with an in-depth study of the travel and tourism industry and prepares him/her for an entry-level position as a travel agent, an airline reservationist, a rental car agent, a hotel reservationist, or tour company representative.

Course Number	Course Title	Contact Hours	Credit Hours
*ENG-100	Basic English	48	4
FMR-202	Salesmanship	48	4
**MTH-100	Basic Math	48	4
PSY-100	Student Survival	12	0
TYP-101	Beginning Typewriting	48	3
TVL-101	Introduction to Travel	48	4
TVL-102	Supplemental Industry Resources	48	4
TVL-111	Travel Geography I	48	4
TVL-112	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	3
<b>TOTAL CREDIT HOURS</b>			<b>46</b>

\*If test out of ENG-100, must take ENG-101

\*\*If test out of MTH-100, must take MTH-101



## DIPLOMA IN WORD PROCESSING

3 Quarters — 4 Quarters      42 Credit Hours

The Word Processing Program provides training in the skills required to secure a position in the field of word processing. It is designed to provide students with a working knowledge of word processing systems, and prepare them for an entry-level position in business and industry.

<b>Course Number</b>	<b>Course Title</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
ACC-101	Principles of Accounting	48	4
ENG-100	Basic English	48	4
ENG-101	College English I	48	4
ENG-201	College English II	48	4
MTH-100	Basic Math	48	4
OMP-102	Ten-Key Fundamentals	24	1
PSY-100	Student Survival	12	0
SEC-102	Records Management	24	2
TYP-101	Beginning Typewriting	48	3
TYP-102	Intermediate Typewriting	48	3
WPR-100	Word Processing Concepts	48	4
WPR-101	Word Processing Applications I	48	3
WPR-201	Word Processing Applications II	48	3
WPR-202	Word Processing Applications III	48	3
<b>TOTAL CREDIT HOURS</b>			<b>42</b>







# 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

**MTH**—Mathematics

**BSA**—Business

**OMP**—Office Machine

**EDP**—Computer

**PSY**—Psychology

**ECO**—Economics

**SEC**—Secretarial

**ENG**—English

**SHD**—Shorthand

**FMR**—Fashion Merchandising

**SOC**—Sociology

**MED**—Medical

**TVL**—Travel and Tourism

**MGT**—Management

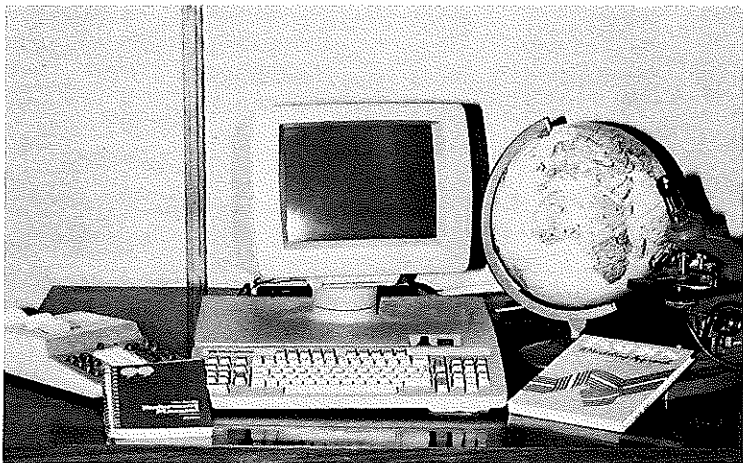
**TYP**—Typing

**MKT**—Marketing

**WPR**—Word Processing

100 level courses are primarily freshman courses.

200 level courses are primarily sophomore courses.



Subject Number	Title and Subject Synopsis	Credit Hours
ACC 101	<p><b>Principles of Accounting I</b></p> <p>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.</p>	4
ACC 102	<p><b>Principles of Accounting II</b></p> <p>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.</p> <p>Prerequisite: ACC 101.</p>	4
ACC 110	<p><b>Payroll Accounting</b></p> <p>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 introduces various types of automated equipment and data processing systems common to payroll accounting.</p> <p>Prerequisite: ACC 101.</p>	4
ACC 201	<p><b>Intermediate Accounting I</b></p> <p>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.</p> <p>Prerequisite: ACC 102.</p>	4
ACC 202	<p><b>Intermediate Accounting II</b></p> <p>Continuation of ACC 201 with emphasis on long-term liabilities, stockholders' equity, and special accounting problems.</p> <p>Prerequisite: ACC 201.</p>	4

Subject Number	Title and Subject Synopsis	Credit Hours
<b>ACC 203</b>	<p><b>Income Tax I</b>  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. Prerequisite: ACC 101.</p>	<b>4</b>
<b>ACC 204</b>	<p><b>Financial Statement Analysis</b>  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, financial statement preparation, break even analysis, capital budgeting, leasing vs. purchasing, managing working capital, evaluation of financial management, and planning for expansion. Prerequisite: ACC 201.</p>	<b>4</b>
<b>ACC 205</b>	<p><b>Cost Accounting</b>  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. Prerequisite: ACC 201.</p>	<b>4</b>
<b>BSA 100</b>	<p><b>Job Preparation</b>  To provide students with the knowledge and skills to conduct an effective self-directed job search and the skills to retain a job in their chosen field. Areas of study include resume writing, interviewing, professional appearance, telephone techniques, and interpersonal relationships on the job.</p>	<b>0</b>
<b>BSA 110</b>	<p><b>Business Law I</b>  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.</p>	<b>4</b>

Subject Number	Title and Subject Synopsis	Credit Hours
<b>BSA 111</b>	<p><b>Business Law II</b>            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.            Prerequisite: BSA 110.</p>	4
<b>ECO 100</b>	<p><b>Basic Economics</b>            This course covers the role of capitalism in the United States 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.</p>	4
<b>EDP 100</b>	<p><b>Introduction to Computer Concepts</b>            Introduces the student to the use of 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>	4
<b>EDP 105</b>	<p><b>Program Theory and Design</b>            Develops 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.</p>	4

Subject Number	Title and Subject Synopsis	Credit Hours
<b>EDP 111</b>	<p><b>BASIC Programming</b>            The fundamentals of programming in BASIC and the structure of BASIC programs are presented. BASIC statements and their elements, systems commands, conditional clauses, standard computer functions, strings, and loops, as well as other language features are covered.            Prerequisites: EDP 100 and EDP 105.</p>	8
<b>EDP 121</b>	<p><b>RPG II Programming</b>            The student will receive a foundation in the concepts of programming with RPG II. He/She will be able to design, write, and solve business problems. Specification forms, control breaks, look ahead, 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 program debugging. 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.            Prerequisite: EDP 111.</p>	8
<b>EDP 201</b>	<p><b>Assembler Language</b>            To develop Assembler Language Programs using standard Assembler instructions, declaratives, and directives. Reading an 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.            Prerequisite: EDP 121.</p>	4
<b>EDP 211</b>	<p><b>FORTRAN</b>            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.            Prerequisite: EDP 111.</p>	4

Subject Number	Title and Subject Synopsis	Credit Hours
EDP 216	<p><b>PASCAL</b></p> <p>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.</p> <p>Prerequisite: EDP 100.</p>	4
EDP 220	<p><b>Systems Analysis and Design</b></p> <p>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.</p> <p>Prerequisite: EDP 121.</p>	4
EDP 231	<p><b>Structured COBOL Programming</b></p> <p>This course is hardware independent and covers the format and functions of ANSI74 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. 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.</p> <p>Prerequisite: EDP 121 RPG II Programming.</p>	8

**Subject  
Number**

**EDP 246**

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**EDP 251**

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**EVEREST COLLEGE**

puter 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. It is a hands-on learning experience using the HP3000 Image Data Base and HP3000 Query Data Base Language. The student is required to design and implement a data base and write COBOL Programs to access it. Prerequisite: EDP 231.

**ENG 100**

**Basic English**

**4**

This course presents a review of basic sentence structure. Emphasis is placed on proper grammar usage and punctuation.

**ENG 101**

**College English I**

**4**

This course provides the student with the tools needed to write well-constructed sentences which result in logically developed paragraphs and/or essays.

Prerequisite: ENG 100.

**ENG 102**

**Speech Communication**

**4**

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.



Subject Number	Title and Subject Synopsis	Credit Hours
<b>ENG 201</b>	<p><b>College English II</b>            This course concentrates on correct grammar usage, spelling, punctuation, and psychological factors involved in the composition of letters, memos, and critiques. Students learn the basic techniques for writing a brief research paper.            Prerequisite: ENG 101.</p>	<b>4</b>
<b>ENG 210</b>	<p><b>Technical Report Writing</b>            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.            Prerequisite: ENG 101.</p>	<b>4</b>
<b>FMR 130</b>	<p><b>Careers in the Fashion Industry</b>            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.</p>	<b>2</b>
<b>FMR 131</b>	<p><b>Twentieth Century Designers</b>            An introduction to the development and operation of couture. The student will learn about famous European and American designers: their background, inspirations, and influences.</p>	<b>2</b>
<b>FMR 140</b>	<p><b>Retail Management</b>            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.</p>	<b>4</b>
<b>FMR 141</b>	<p><b>Buying I</b>            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.</p>	<b>4</b>

Subject Number	Title and Subject Synopsis	Credit Hours
FMR 150	<p><b>Language of Clothing</b> 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.</p>	4
FMR 161	<p><b>Advertising</b> 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.</p>	4
FMR 163	<p><b>Visual Merchandising</b> 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.</p>	4
FMR 171	<p><b>Textile Fibers</b> 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.</p>	4
FMR 180	<p><b>Garment Industry</b> 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.</p>	4
FMR 202	<p><b>Salesmanship</b> 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.</p>	4

Subject Number	Title and Subject Synopsis	Credit Hours
<b>FMR 232</b>	<p><b>The Fashion Industry in New York</b>            An optional course for AFM 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.</p>	<b>4</b>
<b>FMR 240</b>	<p><b>Cooperative Work Study</b>            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. Prerequisite: Successful completion of 5 quarters of academic portion of AFM program.</p>	<b>4</b>
<b>FMR 242</b>	<p><b>Buying II</b>            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. Prerequisite: FMR 141</p>	<b>4</b>
<b>FMR 243</b>	<p><b>Case Studies in Retailing</b>            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.</p>	<b>2</b>
<b>FMR 262</b>	<p><b>Fashion Coordination</b>            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.</p>	<b>4</b>

Subject Number	Title and Subject Synopsis	Credit Hours
FMR 272	<p><b>Textile Fabrics</b>            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.</p>	4
FMR 273	<p><b>Non-Textiles</b>            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.</p>	4
FMR 280	<p><b>Apparel Selection</b>            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.</p>	2
MED 101	<p><b>Medical Terminology</b>            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.</p>	4
MED 102	<p><b>Anatomy and Physiology</b>            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.</p>	4
MED 106	<p><b>Emergency Techniques</b>            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.</p>	1

Subject Number	Title and Subject Synopsis	Credit Hours
MED 107	<p><b>Medical Assistant Skills I</b></p> <p>This is an introductory course covering basic medical assistant skills. Areas of emphasis will include assisting with examinations, tray set-ups, instrument identification, vital signs, and the medical assistant's role as a member of the health care team. The course will also encompass understanding human behavior with relevant psychological principles. Interpersonal communications, developing positive human relations, preventative medicine, and assisting the special patient will be stressed.</p>	3
MED 108	<p><b>Medical Law and Ethics</b></p> <p>The study of medicolegal and bioethical issues is of importance to the medical assistant. Topics which are explored in this course include physician professional liability, consent, medical practice acts, and public and professional responsibilities. The student is given the opportunity to discuss relevant ethical issues in medicine today. The medical assistant's responsibilities and liabilities are emphasized.</p>	2
MED 120	<p><b>Principles of Pharmacology and Drug Administration I</b></p> <p>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.</p>	4
MED 130	<p><b>Laboratory Orientation I</b></p> <p>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.</p>	6

Subject Number	Title and Subject Synopsis	Credit Hours
MED 141	<p><b>Administrative Office Procedures I</b></p> <p>This course is designed to familiarize the student with the administrative responsibilities of a medical assistant. Major areas of emphasis are banking, credit and collection, office machines, transcription, mailing procedures, accounting, pegboard and payroll transactions. Upon completion of this course, the student will be acquainted with all areas of medical office administration.</p>	4
MED 160	<p><b>Medical Insurance</b></p> <p>All major types of health insurance are covered with emphasis on preparing the different claim forms.</p>	2
MED 205	<p><b>Medical Assistant Skills II</b></p> <p>The student will learn aseptic principles such as sterilization, surgical assisting, and sterile tray set-ups in this course. Telephone techniques, inventory control, ordering supplies, care of equipment, nutrition, and patient education are additional areas of emphasis. The student will be given an opportunity to review skills learned in Medical Assistant Skills I. Prerequisite: MED 107.</p>	3
MED 206	<p><b>Medical Assistant Skills III</b></p> <p>This course is designed to prepare the student to perform routine electrocardiograms, x-rays, eye and ear examinations, and physical therapy modalities. The student will learn indications, contraindications, and adverse effects for all of these procedures. The student will also be given an opportunity to apply previously-learned skills. Prerequisite: MED 205.</p>	3
MED 220	<p><b>Principles of Pharmacology and Drug Administration II</b></p> <p>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.</p>	2

Subject Number	Title and Subject Synopsis	Credit Hours
<b>MED 230</b>	<p><b>Laboratory Orientation II</b>  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.</p>	<b>1</b>
<b>MED 251</b>	<p><b>Seminar</b>  This course is a 36-hour, six-week self-guided course. The student will be given specific assignments and objectives which he/she will be expected to accomplish by assigned dates. The course will be supervised by all medical faculty. Seminar gives the student an opportunity to prepare for externship by improving skills, preparing resumes, and learning job-search techniques.  Prerequisite: Permission of Department Chairperson.</p>	<b>2</b>
<b>MED 261</b>	<p><b>Externship</b>  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.  Prerequisite: Permission of Department Chairperson.</p>	<b>6</b>
<b>MGT 203</b>	<p><b>Personnel Management</b>  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.</p>	<b>4</b>

Subject Number	Title and Subject Synopsis	Credit Hours
<b>MGT 205</b>	<p><b>Small Business Management</b></p> <p>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.</p> <p>Prerequisite: Must have successfully completed 3 quarters.</p>	4
<b>MKT 201</b>	<p><b>Principles of Marketing</b></p> <p>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.</p>	4
<b>MTH 100</b>	<p><b>Basic Mathematics</b></p> <p>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.</p>	4
<b>MTH 101</b>	<p><b>College Mathematics I</b></p> <p>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.</p> <p>Prerequisite: MTH 100.</p>	4
<b>MTH 201</b>	<p><b>College Mathematics II</b></p> <p>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.</p> <p>Prerequisite: MTH 101.</p>	4



Subject Number	Title and Subject Synopsis	Credit Hours
<b>OMP 101</b>	<b>Office Machines</b> 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.	<b>3</b>
<b>OMP 102</b>	<b>Ten-Key Fundamentals</b> Students will learn the fundamentals of using a ten-key by touch. Emphasis will be placed on speed and accuracy.	<b>1</b>
<b>OMP 201</b>	<b>Financial Posting</b> 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.	<b>3</b>
<b>PSY 100</b>	<b>Student Survival</b> 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.	<b>0</b>
<b>PSY 101</b>	<b>Psychology</b> 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.	<b>4</b>

Subject Number	Title and Subject Synopsis	Credit Hours
SEC 102	<p><b>Records Management</b>            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>	2
SEC 201	<p><b>Secretarial Office Procedures</b>            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.            Prerequisites: TYP 102, ENG 201, SEC 102, SHD 102.</p>	4
SEC 210	<p><b>Executive Office Procedures</b>            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.            Prerequisites: SEC 201, SHD 202, ENG 201.</p>	4
SHD 101	<p><b>Shorthand I</b>            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.            Prerequisite: ENG 100.</p>	2
SHD 102	<p><b>Shorthand II</b>            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.            Prerequisites: TYP 101, ENG 101, SHD 101.</p>	7

Subject Number	Title and Subject Synopsis	Credit Hours
<b>SHD 201</b>	<p><b>Advanced Shorthand I</b>            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.            Prerequisites: SHD 102, ENG 201, TYP 102.</p>	7
<b>SHD 202</b>	<p><b>Advanced Shorthand II</b>            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.            Prerequisites: SHD 201, TYP 102.</p>	7
<b>SOC 101</b>	<p><b>Sociology</b>            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>	4
<b>TVL 101</b>	<p><b>Introduction to Travel</b>            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. 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>	4

Subject Number	Title and Subject Synopsis	Credit Hours
TVL 102	<p><b>Supplemental Industry Resources</b></p> <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. 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. Travel Agency Operations acquaints the student with the organization, operation, duties, responsibilities, and reporting requirements for a travel agency. Prerequisite: TVL 101.</p>	4
TVL 111	<p><b>Travel Geography I</b></p> <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>	4
TVL 112	<p><b>Travel Geography II</b></p> <p>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. Prerequisite: TVL 111.</p>	4
TVL 201	<p><b>Ticketing and Tariffs I</b></p> <p>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. Prerequisite: TVL 102.</p>	4

Subject Number	Title and Subject Synopsis	Credit Hours
TVL 202	<p><b>Ticketing and Tariffs II</b>            The student develops skills in use of tariffs and rules books in preparation of excursion or discount airline tickets; prepared ticket orders; miscellaneous charge orders; and airline ticket refunds and reissues.            Prerequisite: TVL 201.</p>	4
TVL 203	<p><b>Tours</b>            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.            Prerequisite: TVL 201.</p>	4
TVL 204	<p><b>Computer Training</b>            The student learns 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. (Off-campus course.)            Prerequisites: TVL 112, 202, 203.</p>	3
TYP 101	<p><b>Beginning Typewriting</b>            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. In addition, the student will develop skills in typing simple memos, tables, letters, and reports and to be able to type five-minute timed writings with accuracy and speed for entry-level positions.</p>	3
TYP 102	<p><b>Intermediate Typewriting</b>            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 type-</p>	3

Subject Number	Title and Subject Synopsis	Credit Hours
<b>TYP 201</b>	<p>written 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. Prerequisite: TYP 101.</p> <p><b>Advanced Typewriting I</b></p> <p>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. Prerequisite: TYP 102.</p>	<b>3</b>
<b>WPR 100</b>	<p><b>Word Processing Concepts</b></p> <p>This course provides an understanding of the utilization of word processing equipment in the business world. The students will become familiar with the terminology used and the</p>	<b>4</b>

Subject Number	Title and Subject Synopsis	Credit Hours
<b>WPR 101</b>	<p>identification of different components and their functions.</p> <p><b>Word Processing Applications I</b></p> <p>The student will become acquainted with the use of the equipment and word processing software. They will do practical word processing applications while going through the training manual. Functions studied will include memorizing, editing, formatting, proofreading, inserting, deleting, storage, and printing of documents.</p> <p>Prerequisites: TYP 101 and ENG 101.</p>	<b>3</b>
<b>WPR 201</b>	<p><b>Word Processing Applications II</b></p> <p>This course involves a simulated approach to word processing. The simulation helps to reinforce basic secretarial skills and to incorporate modern office procedures into the daily tasks that one would perform as a correspondence secretary in a word processing center. Students will be also exposed to word processing applications on a microcomputer.</p> <p>Prerequisite: WPR 101.</p>	<b>3</b>
<b>WPR 202</b>	<p><b>Word Processing Applications III</b></p> <p>Students will be dealing with the more advanced word processing techniques. Training will include List/Merge, Building Blocks, Repage, Search/Replace, Records Management, and Math Master Snap.</p> <p>Prerequisite: WPR 201.</p>	<b>3</b>



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**Staff & Faculty  
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