1996-97 CATALOG

PARKS COLLEGE
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Denver, CO 80229
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PARKS COLLEGE

Established 1895

1996-1997 GENERAL CATALOG

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

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

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

WELCOME TO PARKS COLLEGE

MESSAGE FROM THE PRESIDENT

Parks College is dedicated to the service of educating men and women in preparation for rewarding positions upon graduation. The fact that Parks College has successfully trained and placed Colorado students for almost 100 years is good reason--a compelling reason--to attend our College. Parks College makes every effort to fulfill its obligation to those who have entrusted their educational and professional dreams to the College. These dreams have become realities for thousands of graduates over the years.

Our modern, progressive college offers a variety of Associate of Applied Science degree programs. Parks College provides an effective higher education experience—one that is honest, personal, and caring. Our programs are relevant, modern, and challenging. They provide the competencies necessary for pursuing a career and help you develop an understanding and appreciation of life. They reflect the College's goal to enhance your ability to fulfill your role as a productive informed, and concerned member of society.

Parks College provides a friendly, small campus atmosphere. Its dedicated faculty and staff take personal interest in your progress. We can confidently say that our students enjoy the personal attention and respect that are so rarely found today. We participate in a variety of financial aid programs, making an education possible for the individual interested in the future. Graduates of Parks College receive job development assistance to help ensure a successful career.

We invite you to visit our campus in Denver or Aurora and review our programs. Our Admissions Department can help you identify the program best suited to your individual talents, goals, and interests.

Janis Y. Schoonmaker
President

Statement of Nondiscrimination

Parks College is pledged to uphold equality of opportunity in education and employment in compliance with the Equal Employment Opportunity and Affirmative Action Laws of the United States. Any inquiries or grievances concerning these regulations may be directed to the Office of the Director, Parks College, 9065 Grant Street, Denver, Colorado, 80229, or 6 Abilene Street, Aurora, Colorado, 80011.

Education Rights and Privacy Act

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

Sexual Harassment

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

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

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

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

Drug Abuse and Awareness Policy

In accordance with Federal Regulation 34CFR Part 85, Subpart F of the Drug Free Work Place Act of 1988, the following statement is effective April, 1989;

The unlawful manufacture, distribution, dispersing, possession or use of a controlled substance is prohibited at Parks College, and appropriate action will be taken against any employee or student for violation.

EMERGENCY PHONE NUMBERS

24 Hour Crisis Lines

Mental Health Centers
Adams Community 287-8001
Arapahoe County.. 795-6187
Aurora 693-9500
Jefferson County... 425-0300

Other 24 Hour Lines
Comitis Crisis Center.. 343-9890
Denver General Hospital 436-6266
Suicide/Depression Hotline 860-1200
Poison/Drug Center 629-1123
Servicios de La Raza Counseling Service.. 789-3073
Suicide/Crisis.. 757-0988

SPECIALIZED SERVICES
AIDS Information.. 830-2437
Alcoholics Anonymous 322-4440
Alcoholism/Drug Abuse Information 825-8113
American GI Forum... 893-3745
Denver Indian Center... 320-3974
Child Care, United Way.. 444-4013

Other referral numbers are available through the Academic Department, Denver Campus, 457-2757 or the Aurora Campus, 367-2757.
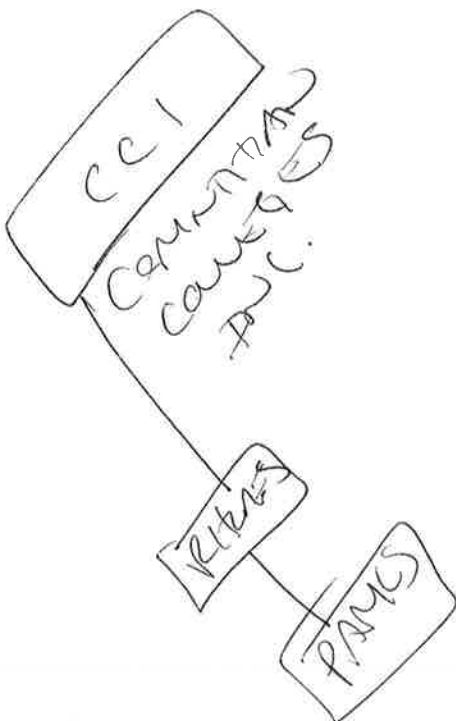
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ABOUT PARKS COLLEGE

MISSION AND OBJECTIVES

MISSION STATEMENT

Parks College is a private educational institution committed to providing the highest quality, entry-level training and placement assistance, in a variety of occupational programs, within the Denver metropolitan area. The college is also committed to providing experiences which encourage our students to develop patterns of self-sufficiency and life-long learning.

PARKS COLLEGE OBJECTIVES

- To assist all students in achieving a general education background.
- To provide job skills training based upon currently stated industry needs.
- To provide the opportunity for students to obtain the marketable skills needed for an entrance-level position.
- To incorporate hands-on experiences as part of the program curriculum.
- To provide the necessary individualized instruction which enables students to progress to their highest potential.
- To provide job placement services for graduates.

HISTORY

Parks College, Established in 1895

Parks College was founded by W. T. Parks in 1895 under the name "Modern Business School." The school was located in downtown Denver at 14th and Curtis Street. In July 1923, the school was relocated to 1450 Logan Street and was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges and universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business education. In response to a growing student body, the school moved to 1968 Pennsylvania Street, and in the late 1970's, to a suburban location on North Broadway.

In 1987, the college relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver, to better serve students throughout the metropolitan area. In 1989, Parks Junior College opened a branch campus in Aurora, southeast of Denver.

Effective August 24, 1995, Parks Junior College changed its name to "Parks College" as approved by the Colorado Department of Higher Education, Division of Private Occupational Schools. On October 17, 1996, Parks College was acquired by Rhodes Colleges, Inc.

Parks College has grown into an accredited junior college, rich in history and committed to the education of students who join over 50,000 successful Parks graduates. As business and industry have grown in complexity and sophistication, Parks College has responded to changing needs. The college graduates reflect this response through their competence in current business skills essential for challenging business careers.

PROFESSIONAL RECOGNITIONS

Parks College is accredited as a junior college by:

- The Accrediting Council for Independent Colleges and Schools, 750 First St., NE, Washington, DC 20002-4241, (202) 336-6780, a national accrediting agency recognized by the United States Department of Education under the provision of public law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that office or an approximation thereof.

Parks College is chartered by:

- The Colorado Secretary of State

Parks College is approved by:

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

Parks College is authorized to grant associate degrees by:

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

Parks College is approved and regulated by:

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

Parks College Medical Assisting program is accredited by:

- The Commission on Accreditation of Allied Health Education Programs (CAA-HEP), on recommendation of the Committee on Accreditation for Medical Assistant Education (Denver Campus Only)

Parks College Institutional Memberships:

- Aurora Chamber of Commerce
- Better Business Bureau
- Colorado Association of Financial Aid Administrators
- Greater Denver Chamber of Commerce
- Metro North Chamber of Commerce
- Rocky Mountain Association of Student Financial Aid Administrators

Accreditation

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

FACILITIES & EQUIPMENT

Parks College is located in the north suburban Denver community of Thornton. Easily accessible, the college is located at 9065 Grant Street, overlooking Interstate 25. The modern facility, built in 1987, houses classrooms, microcomputer laboratories, medical laboratories, keyboarding laboratories, library, student lounge, career development center and administrative offices.

The Aurora branch campus is located at #6 Abilene Street, overlooking Interstate 225. This campus opened in the fall of 1989, complete with laboratories, classrooms, resource center, administrative offices, and student services center. Unless otherwise noted, most policies apply to both campuses. Call the respective campus for further information.

Handicapped Access

The Parks College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, accessible water fountains, and an elevator. All areas of the building are handicapped accessible.

GENERAL CONDUCT AND COLLEGE JURISDICTION

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

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

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

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

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

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

Students are required to maintain high standards of personal conduct and honesty. Any student whose conduct is considered harmful to others or the reputation of the college may be placed in disciplinary probation or may be suspended or expelled from the college. Under this policy, a student may request due process in the form of an appeal board hearing. For review, the student must submit a written request to the Academic Dean.

CAREER PLANNING AND PLACEMENT OFFICE

One of the many benefits derived from being a graduate from Parks College is the graduate placement assistance service. The Career Planning and Placement Office is a graduate services center, offering placement assistance to graduates throughout their careers.

Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable salary expectations, and cooperation with the director of the Career Planning and Placement Office.

Near the end of the student's program, he/she will have a "Career Development" course. The course on Business Ethics in Professional Development will prepare and assist the student in his/her job search. Parks College prepares the graduate educationally for employment and assists in his/her job search, but like all institutions, we cannot guarantee employment.

OFFICE HOURS

The Academic Departments are open Monday Through Thursday from 8:00 a.m. to 9:40 p.m. and on Friday from 8:00 a.m. to 12:00 noon. The Admissions Departments are open Monday through Thursday from 9:00 a.m. to 8:00 p.m. and on Friday from 9:00 a.m. to 4:00 p.m. Interviews can be scheduled at other times by appointment. The Student Finance offices are open Monday through Thursday, from 9:00 a.m. to 7:00 p.m., Friday from 9:00 a.m. to 4:00 p.m.

The Career Planning and Placement Offices are open during normal business hours. Individuals are encouraged to set special appointments.

Office hours are designed to provide adequate services to day and evening students. Other office hours are available by appointment.

ADMISSIONS

Admissions

Applicants should request an appointment for a personal interview with an Admissions Officer of the College.

Phone:

Denver Campus	(303) 457-2757
Aurora Campus	(303) 367-2757

ENTRANCE REQUIREMENTS

Graduation from high school or its equivalency (such as the GED) is the minimum requirement for admission to Parks College. Applicants are also required to achieve a satisfactory score on a skills inventory assessment prior to admission to the college.

Applicants with recent ACT or SAT scores are encouraged to contact the Admissions Department to determine if these scores can be used in satisfaction of the skills inventory assessment requirement.

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

FOREIGN STUDENTS

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

TRANSFER OF CREDITS

Students with prior college credit may be eligible for transfer credits. Students are encouraged to contact the Academic Dean for further information. Acceptance of prior credit is at the discretion of each receiving institution. Parks College does not imply, promise, or guarantee transferability of credits earned.

STUDENT FINANCE

FINANCIAL ASSISTANCE INFORMATION

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

The majority of financial aid available is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Stafford Subsidized and Unsubsidized Loans (formerly called the Guaranteed Student Loan), and Federal Parent Loans for Undergraduate Students (PLUS).

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

Consumer Information

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

To be eligible for Financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis
- Have a high school diploma or the equivalent
- Be a U.S. citizen or national, or an eligible non-citizen; verification of eligible non-citizen status may be required.
- Have financial need as determined by a need analysis system approved by the Department of Education
- Maintain satisfactory academic progress
- Provide required documentation for the verification process and determination of dependency status
- Not owe a refund on a Federal Pell Grant, FSEOG, or state grant previously received from any college
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs
- Be registered for the Selective Service, if a male born after December 31, 1959
- Sign the Statement of Educational Purpose

Application

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

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

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

Need and Cost of Education

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

Satisfactory Academic Progress

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

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

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

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

Student Rights and Responsibilities

The borrower has a right to:

- written information on loan obligations, including loan consolidation and refinancing and information on borrower rights and responsibilities
- a copy of the promissory note and return of the note when the loan is paid in full
- before repayment, information on interest rates, fees, the balance owed on loans, and loan repayment schedule
- notification, if the loan is sold or transferred to a loan servicer
- federal interest benefits, if qualified
- a grace period, if applicable, and an explanation of what that means
- prepayment of the loan without penalty
- deferment, if the borrower qualifies
- request a forbearance

The borrower has a responsibility to:

- repay the loan in accordance with the repayment schedule, and notify both the college and lender of anything that affects ability to repay, or eligibility for deferment or cancellation
- notify the lender if he/she fails to enroll for the period covered by the loan
- notify the college of a change of address
- attend an exit interview before leaving the college

Verification

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This college verifies all selected applicants. The selected applicant and spouse must submit, at a minimum, a U. S. Tax Return(s) if filed, and verification work-sheet. The dependent student must also submit the parents' tax return(s).

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If a student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will be dismissed from the college. The student may reenter the college only when he/she can provide the required documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The college will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported the Regional Office of the Inspector General, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of the Title IV aid will be made prior to the completion of verification.

Financial Aid Transcripts

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

Tuition Charges

The college quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition must be made in advance of the first day of class. The college charges the student's tuition account for tuition at the beginning of each academic year.

Complete information on tuition and other fees may be found in the Tuition and Fees section of this catalog.

FINANCIAL AID PROGRAMS

General

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

Selection of Eligible Applicants

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

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC).

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office of the college or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell Grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

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

Federal Work-Study Program(FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. Work schedules will be arranged according to class schedules and needs of departments.

Colorado Student Grant

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

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

Colorado Merit Award

The Colorado Merit Award is a state-wide effort to recognize the undergraduate student, meet satisfactory progress requirements, and be in compliance with the institution's application criteria. Please see the student finance office for the required criteria.

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

Colorado Student Incentive Grant

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

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

Veterans Benefits

The college is approved for veterans training. Application for veterans benefits may be picked up at the college or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Federal Stafford Loans (Formerly GSL)

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association.

For students borrowing for the first time on or after July 1, 1988, the interest rate is 8% for the first four years of repayment and 10% thereafter. For students who borrowed Stafford at an interest rate of 7% or 9%, that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 5 percent origination fee and up to a 1 percent insurance premium deducted from each disbursement. This must be repaid.

For students borrowing for the first time on or after October 1, 1992, the interest rate changes to a variable rate of T-Bill + 3.1% with a cap of 9%. The interest rates on Stafford loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate of 8.25%. The interest rate will be determined on June 1st of every year.

An undergraduate may borrow up to $2,625 for the first year of undergraduate study and $3,500 for the second year of undergraduate study. For a student who has successfully completed the first and second year but has not successfully completed the remainder of a program of undergraduate education, the annual limit is $5,500. The maximum loan amount at an undergraduate level is $23,000.

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

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

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

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

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

The interest rate for Federal Stafford Loans disbursed after October 1, 1992, to borrowers with no outstanding balance on a loan under the Federal Family Education Loan Program will be a variable rate which may change July 1 of each year. The Federal Stafford Loan variable interest rate will not exceed 8.25 percent.

The student will be charged a 4 percent origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans

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

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3 percent origination fee on a PLUS loan made on or after July 1, 1994, and up to a 1 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 10 percent. Effective July 1, 1994 the maximum allowable interest rate will not exceed 9 percent.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. Although, the minimum payment amount is $50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the college's Student Finance Office or from the lender.

For deferment information contact the Student Finance Office.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Stafford Loan(GSL), be notified concerning information on their loans. The college counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

REFUND DISTRIBUTION POLICY

The following refund distribution policy will be applied to all students who receive Title IV or State funds. In compliance with the State of Colorado, the refund distribution to any student due a refund upon withdrawal or completion will be as follows: The refund will be made proportionally between Title IV funds and State funds in accordance with the percentage of total funding received. SLS/Perkins are no longer available for students.

Refund/Repayments Distribution Priority

1. FFEL Loans:
   SLS
   Unsubsidized Stafford
   Subsidized Stafford
   PLUS
2. Federal Direct Loans:
   Stafford
   PLUS
3. Federal Perkins
4. Federal Pell Grant Program
5. Federal SEOG Program
6. Other Title IV, HEA Programs
7. Other Federal, State, Private, or Institutional Aid
8. The Student

Not all programs are available at both campuses.

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. The amount refunded to any program may not be greater than the amount the student received from that fund.

Students will be notified of any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any Title IV State program will be paid within 30 days from the date of determination.

PARKS COLLEGE REFUND POLICY

Cancellation Prior to Commencement of Classes

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

Withdrawals After Commencement of Classes

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

1. For the student terminating within the first week of the first charging period, the student shall be entitled to a refund of 100 percent of the program cost.
2. For a student terminating within the first week of subsequent charging periods or during the first 10 percent of the charging, the student shall be entitled to a refund of 90 percent of the charging period cost.
3. For the student terminating after the first 10 percent or during any portion up to and including 25 percent of the charging period, the student shall be entitled to a refund of 75 percent of the charging period cost
4. For a student terminating after 25 percent or during any portion up to and including 50 percent of the charging period, the student shall be entitled to a refund of 50 percent of the charging period cost.
5. For a student terminating after 75 percent of the charging period, the student shall be entitled to a refund of 25 percent of the charging period cost.
6. The student terminating after 75 percent of the charging period will not receive a refund.

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

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

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

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

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

Pro rata Refund Policy

The passage of Public Law 101-166 resulted in the establishment of an alternate refund policy to pro-rate tuition refunds for Federal Stafford, or Federal PLUS recipients who withdraw on or after September 15, 1991. The college will calculate a pro rata refund which conforms to U.S. Department of Education regulations pertaining to Federal Stafford, and Federal Plus loan recipients. This pro rata refund policy will be applied to Federal Stafford, and Federal Plus Loan recipients who withdraw:

- prior to completing one-half of their program of study, or
- within six months after first enrolling in their program of study, whichever occurs earlier.

The pro rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, **the refund will be based upon the refund policy which yields the larger refund to the student.**

60% Pro rata Refund Policy

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to pro-rata tuition refunds for all Title IV Funds recipients. For each first time student at your institution who withdraws, the college will calculate a pro rata refund which conforms to U.S. Department of Education regulations. This pro rata refund policy will be applied to Title IV Funds recipients who withdraw:

Prior to completing 60% of the period enrollment.

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

For programs measured in credit hours, the period of enrollment is determined by dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance.

The pro rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, **the refund will be based upon the refund policy which yields the larger refund to the student.**

DRUG FREE AWARENESS

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

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

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

STUDENT LIFE

ADVISING SERVICES

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

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

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

Academic Dean and Dean of Student Services If the student has a question regarding changing programs, or class schedule conflicts, they should consult with the appropriate Academic Dean or Student Service Dean.

If a student needs further advising of an academic nature, the student should consult the Academic Dean.

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

"Help Form" These forms are designed to receive any questions or concerns which a student may have when the appropriate person to help the student may be unavailable. The forms are available from the staff and faculty. Students are encouraged to complete a "Help" form and submit it to any staff member. A response will be delivered to the student in a timely manner.

Drug Counseling

Parks College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Career Planning and Placement Office as well as through the Academic Dean.

Tutoring

Tutoring is available at no additional charge to day and evening students. Students in need of additional assistance with their classes should contact the Academic Dean or Student Service Dean for information.

GRADUATION

Students who have completed all program requirements for graduation are eligible to participate in a ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average in their major, as well as a 2.0 overall cumulative grade point average. Prior to graduation all students will complete a proficiency assessment for their specific program. The results of this assessment do not affect the student's graduation status, and the student will graduate (assuming that all other graduation requirements have been met). The results of this assessment will be utilized to measure institutional effectiveness and specific skill levels attained by students. The assessment outcomes will be reviewed with the student to identify any areas needing their attention. Students may wish to utilize the results of the assessment to take refresher courses in specific areas. See the C.A.R.E. program description for complete details. In addition, students must meet specific program requirements.

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

Students are responsible for meeting the requirements for graduation.

HEALTH AND SAFETY

The college maintains first aid supplies for minor injuries that may be incurred while students are attending classes. A student with a history of an illness requiring special attention should notify the College at the time of enrollment. Any student injured on the premises will be transported to the nearest hospital with all charges billed to the student.

HOUSING

Parks College does not provide housing, although several apartment complexes offer discounted rates to Parks College students. Assistance with housing may be obtained through the Admissions Department and the Career Planning and Placement Office.

MAKE-UP DAYS

If the college is unable to hold classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

INFORMATION RESOURCES LIBRARY

The Parks College Information Resource Library (Denver and Aurora campuses) has books and periodicals of interest to students, faculty and staff. Textbooks are available on reserve for use in the library. A variety of media, including VCR, television and slide projectors are available for in-school use. The Denver Campus has an

agreement with the Thornton Branch of the Adams County Library for the students to take advantage of their services. Aurora students may take advantage of the Aurora Public Library's services.

MILITARY DRILL REGULATIONS

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

Student Recognitions

Director's List

Full-time students who complete at least twelve credit hours during the quarter and attain a 4.00 grade point average will be named to the Director's list.

Dean's List

Full-time students who complete at least twelve credit hours during the quarter and attain a 3.50 grade point average will be named to the Dean's list.

Special Recognition

SUMMA CUM LAUDE GRADUATES

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

MAGNA CUM LAUDE GRADUATES

During graduation ceremonies, Parks College recognizes those graduates who achieve Magna Cum Laude honors by earning a 3.75 cumulative grade point average.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Students with a record high scholastic achievement, community involvement and service to the College may be named to the nationally recognized registry, "Who's Who Among Students in American Junior Colleges."

Parking Lot

Parks College provides off-street, lighted, free parking. In addition, there are handicapped accessible areas available. All persons using the parking lots are requested to be courteous in their parking and to keep posted fire lane areas open. Unauthorized vehicles may be towed from designated restricted areas at the owner's expense.

Student Lounge

A student lounge is available for student relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven. Eating, drinking and smoking are prohibited in all classrooms. Smoking is prohibited in the Aurora and Denver Campus facilities.

Children/Guests on Campus

Students need to be aware that children are not permitted in the building for reasons of safety. Guests wishing to visit classes must receive permission from the instructor and Academic Dean.

ACADEMICS

ACADEMIC SESSION

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

STUDENT STATUS

Full-Time Students

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

Single Class Students

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

ACCEPTANCE OF PRIOR CREDIT

Parks College may grant academic and financial credit to those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges qualified to award such credit. Credits transferred into Parks College will be credited to the student's tuition at the current rate of per credit hour.

It is the student's responsibility to provide written verification in the form of an official transcript to be sent from the transferring institution directly to Parks College. This document must be in the student's academic file before transfer of credit can be evaluated. This applies to students transferring between the Denver Campus and Aurora Campus.

Acceptance of credit is at the discretion of Parks College and Parks College does not guarantee early graduation due to acceptance of prior credit.

Credits transferred into Parks College and courses successfully challenged will be credited to the student's tuition account at their contracted rate per credit hour.

The student must earn at least 50% of their credits at Parks College in order to be awarded a degree.

Only course work with a 2.0 grade point average or higher will be considered for evaluation. Course work taken over ten years prior to admission may not be evaluated.

ADVANCED PLACEMENT

Students may request to take challenge examinations in certain introductory courses.

All requests for challenge examinations must be approved by the appropriate Department Chairperson/Program Advisor and the Academic Dean. Students should contact the Academic Dean for specific information. Only one attempt is allowed on any challenge examination of a course. Students must identify all courses they wish to challenge during their first quarter on campus, and file an intent to challenge with the Academic Dean.

Courses which are successfully challenged will be credited to the student's tuition account, at the current rate per credit hour. Parks College does not guarantee early graduation due to advanced placement.

SECOND DEGREE

A student wishing to pursue a second degree at Parks College must be enrolled in an associate degree program and must complete the requirements for both degrees.

Students must initiate a second degree request through their Department Chairperson/Program Advisor, with approval of Student Finance and the Academic Dean.

COURSE SUBSTITUTION

It may be necessary for the College to substitute a course in a student's program of study. Course substitution may be allowed by the Academic Dean to assist a student in meeting required credit hours for graduation from a degree program. Course substitutions must be recommended by the appropriate Department Chairperson/Program Advisor and be approved by the Academic Dean if it is determined that this action would advance the student's educational objectives.

ATTENDANCE POLICY

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

Day Division Attendance Policy	Twelve Week Quarter Classes	Any student who is absent for seven CONSECUTIVE or twelve CUMULATIVE classes will be dropped from that class.
Day Division Attendance Policy	Six Week Mini Quarter Classes	Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.
Evening Division Attendance Policy	Twelve Week Quarter Classes	Any student who is absent for eight hours CONSECUTIVE or twelve hours CUMULATIVE will be dropped from that class.
Evening Division Attendance Policy	Six Week Mini Quarter Classes	Any student who is absent for eight hours CONSECUTIVE or twelve hours CUMULATIVE will be dropped from that class.
Consecutive Absences for All Classes	Both Divisions	Students withdrawn from all classes will be dropped from the College.

The first week of each academic term is designated as the add/drop period and is designed to allow for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. This add/drop period is particularly important for those students who are enrolling at the college for the first time, as there are enrollment procedures and formalities in addition to the scheduling procedures. The college recognizes that the enrollment process, and the necessary restructuring of the student's personal, family, and work responsibilities may not all be completed prior to the add/drop period. Consequently, the college does adjust its attendance expectations for new students during the add/drop period, as long as attendance begins before the end of the add/drop period. Accordingly, cumulative attendance requirements are not applicable to new students during the initial add/drop period of their first academic term. However, after that time, the attendance policy will be in effect fully, and all students must maintain attendance in accordance with the college's attendance policy.

MAKE UP ATTENDANCE

A student who is in jeopardy of being dropped from a class due to excessive absences may have the opportunity to make-up attendance hours in order to avoid being dropped from that class. This procedure allows students to

make-up absences **before** they violate the attendance policy, in order to help each student stay in school and in the process learn material that was missed.

It is the **student's** responsibility to initiate the request and prior approval must be received from the instructor and the Academic Dean before the paperwork can be completed.

A maximum of 25% of the hours missed can be made up through a variety of activities which will require additional time outside of class and pre-arranged with each instructor and the appropriate Dean.

CHANGE IN PROGRAM

After entrance into the College, a student may change his/her program of study upon approval of the Student Finance Department and the appropriate Dean. A change of program requires completion of appropriate forms for processing. Parks College cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. The charges assessed for a change of program can be found in the Tuition and Fees section of this catalog.

Veterans receiving VA benefits may only change to programs which are VA approved.

Class Period

A standard class period for courses held in the Day Division is 50 minutes in length. A standard class period for courses held in the Evening Division is three hours and forty minutes.

CLASS SCHEDULES

Classes may be offered Monday through Saturday from 8:15 a.m. to 9:40 p.m.. Full-time students take a course load of twelve credit hours per quarter.

Faculty and staff are available to assist students who need extra help or advising. Department Chairperson/Program Advisors are available each quarter to assist students with their schedule of classes.

While the Department Chairpersons/Program Advisors are available to guide students through their program of study, it is ultimately the student's responsibility to make certain that they meet the requirements for graduation.

INTER-CAMPUS TRANSFERS

A complete transcript of all course work, with actual grades earned, at either the Denver or Aurora campus is transferable to the other campus of Parks College, upon approval of the Academic Dean and Student Finance Department.

It should be noted that not all courses are offered at both campuses. Consult the Academic Dean for additional information.

CREDIT HOURS

One quarter credit hour is equal to ten theory hours, twenty lab hours, or thirty externship hours.

STUDENT LOAD

Twelve or more credit hours during a regular quarter is a full-time course load. Eight credit hours during a six-week mini quarter is a half-time course load.

Students who, under unusual circumstances, wish to carry more than twelve credit hours during a regular quarter must receive approval from Student Finance, the Academic Dean, and the appropriate academic advisor. Students who complete less than twelve credit hours a quarter may jeopardize their financial aid and graduation date.

DIRECTED STUDY

A student who is in good standing academically, (see standards of satisfactory progress) and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson/Program Advisor for a Directed

Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study is limited to unusual circumstances.

AUDITING A COURSE

In certain situations, students may wish to audit a course. Those wishing to do so must receive written permission from the instructor, Student Finance Office, and the Academic Dean. Students may be allowed to audit a course only if there is space available. Persons choosing to audit a course will not be listed on the class roster and no attendance will be taken. Regular tuition rate will be charged, but no credit will be awarded for an audited course.

Class Audit Refresher Education

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

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

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

STUDENT GRIEVANCE POLICY

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the college staff member involved.
2. If the matter is not resolved, the student should schedule a meeting with the department head/program advisor of the involved department, and then the Academic Dean or Dean of Student Services.
3. If the matter is still not resolved, the student should request in writing through the Academic Dean's office an appeal hearing.

Due Process and Student Appeal

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

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

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

The Academic Dean/College Director will convene the Grievance Committee to consider the request for a hearing in a timely manner. In rare cases the decision may be appealed to the College Director by either party participating in the grievance.

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

The Colorado Department of Higher Education, Division of Private Occupational Schools provides a two year limitation from the student's last date of attendance at the college to take action on a student's complaint.

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

standards, and can take action if it determines there has been such a violation. ACICS can be contacted at 750 First Street, NE, Washington, D.C. 20002-4241, (202) 336-6780.

DRESS CODE

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

REQUIRED COURSES FOR GRADUATION

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

ELECTIVES

Courses designed as electives may be taken by students in degree programs. The choice of electives is determined by availability within the schedule. Academic Advisors will recommend appropriate electives for students in each program.

GRADE POINT AVERAGE COMPUTATION(GPA)

The grade point average is computed by multiplying the quality point equivalent for each letter grade times the credit hours assigned for each course, totaling the products, and then dividing this sum by the number of credit hours attempted. Grades of AU, FR, NC, S, TC, TO, U, W, or TS are not computed into hours attempted.

SAMPLE GPA COMPUTATION

COURSE	GRADE QUALITY PTS		x	CREDITS	=	QUALITY POINTS
College English	A	4	x	4	=	16
Keyboarding	B	3	x	3	=	9
College Math	C	2	x	4	=	8
Word Processing	B	3	x	3	=	9
Total				14		42

GPA = 42 quality points divided by 14 hours attempted.

Grade Point Average = 3.00

GRADING SYSTEM

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objective of the course. At the beginning of a course, the instructor will provide students with a syllabus and learning agreement detailing these objectives and the basis upon which grades are determined. Students are required to earn a minimum of 2.0 cumulative grade point average in their major, as well as a 2.0 overall cumulative grade point average.

A student who fails a course is permitted to continue as long as the student makes satisfactory progress towards graduation. Any course failed must be repeated and passed unless it is an optional course for the degree. Grades are assigned as follows:

GRADE	INTERPRETATION OF GRADE	QUALITY POINTS
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
FR	Failed Retake	0
I	Incomplete	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
TO	Test Out	0
TC	Transfer Credit	0
AU	Audit	0
NC	Non Credit	0
TS	Transfer Section	0

Other Marks of Student Progress

I-Incomplete-Given at the instructor's discretion to a student who does not complete course requirements, but has been in attendance and performed work satisfactorily. A contract stating what work has to be completed by the student in order to receive a grade is filled out by the instructor. Both the instructor and the student sign the contract and a copy is given to the student. An incomplete grade must be removed within two(2) weeks by completion of contract under the supervision of the contracting instructor of Department Chairperson. An incomplete not converted to a passing grade will automatically convert to an "F".

W-Withdrawal-Any student who discontinues attendance prior to the end of the course will receive a "W". The "W" does not affect the student's grade point average.

FR-Failed Retake-This grade appears when a course that was previously graded an "F" is successfully completed. The "F" then becomes an "FR" and the units attempted for that course become a zero (0) and no longer affects the student's GPA.

Grades of "F" and "W" require repeating any required subject and only the repeated grade is used to compute the student's grade point average. These grades are retained on the transcript. Except for non-repeated "F" grades, they do not count for computing the GPA.

Learning Agreements

The learning agreement is our way of encouraging students to participate more directly in their education and to take responsibility for accomplishing their career goal.

Each letter grade has an associated list of objectives which must be met to earn that particular grade. Tests, quizzes, and assignments are also used to help assess progress and achievement. Instructors and students review each learning agreement periodically during the quarter to assure satisfactory progress is being made. The agreement is subject to renegotiation, with the approval of the instructor.

REGISTRATION FOR CONTINUING STUDENTS

Students should secure a permission to register form from the student Finance Office before attempting to register. Students will meet with their Academic Advisors during the ninth/tenth week of the quarter to discuss their upcoming schedule. The schedule finalized with the advisor will then be printed for pick-up by the student during the 12th week of the quarter. Any changes to a student's schedule should be directed to the Academic Advisor prior to the start of the new quarter.

Students who do not meet with their appropriate Department Chairperson/Program Advisor may jeopardize the graduation requirements of his/her program.

RECORDS

The College maintains complete records for each student in the Registrar's Office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to institutions and individuals upon the written request of the student. Students must be in good financial standing with the institution. Upon completion of their program, students may request one free transcript from the Registrar's Office. Additional copies are two dollars each. Parks College adheres strictly to the Family Educational Rights and Privacy Act of 1974 and does not release any information regarding any student without the student's written consent.

In-school students may request unofficial transcripts by completing a request form in the Student Finance Office or Registrar's Office. These unofficial transcripts are available at no charge.

RETAKES

Upon successful completion of a "retake course", the previous "F" grade will change to an "FR" code on the student's transcript, and the new grade will replace the "F" grade in calculating the student's GPA.

This policy will provide Parks College students the opportunity to achieve a higher grade point average.

Students will continue to be charged according to the current cost per credit hour for withdrawing from a course after the conclusion of the ADD/DROP period, and will be charged to retake a course with a "W" (withdrawal) or "F" designation.

RE-ENTRANCE

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

Students must petition the College for re-admittance and complete a re-admittance petition and return it to the College prior to the start of a new quarter. The Academic Dean may set a hearing date for Student Finance to meet with the student petitioning for re-admittance. Upon acceptance, the student will complete a new enrollment agreement and will be subject to tuition rates and catalog programs at the time of re-entrance. All students that are accepted for re-admittance must meet with the Student Finance Office prior to the start of classes.

A student suspended from Parks College may be readmitted upon recommendation of the Academic Dean and College President/Director through the same re-admittance procedure.

If a student is readmitted to the College following suspension for lack of satisfactory progress, the student must meet the standards of satisfactory progress by the end of the first quarter following re-entrance. A student placed on Academic dismissal from Parks College will be considered terminated. The decision of the Academic Dean and/or College President or Director in these cases will be final.

A student may be re-admitted to the College once during their matriculation. Students who withdraw from college a second time may be ineligible to re-apply.

TEXTBOOK AND COURSE MATERIALS

Textbooks and some course material needed for individual courses are issued to students as part of the textbook loaner program. Students are responsible for the texts until they are returned at the end of each quarter. Students who wish to purchase their textbooks may do so by making arrangements with the Student Finance Office. Students may not be issued textbooks for every course taken.

If a textbook is lost and must be replaced, the student will be responsible for the replacement cost.

VETERANS INFORMATION

Students who are eligible to receive Veterans Educational Benefits should apply for these benefits at the Registrar's Office upon enrolling for school. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar's Office of any change in their schedule or program of study so the Veterans Administration can be notified.

Not all programs are approved for veterans training. Students should check with the Registrar for approved course information.

WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from Parks College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must have an exit interview with a Student Finance Officer and the Academic Dean. (See section on re-entrance)

COURSE WITHDRAWAL

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

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

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

(Percentage Successfully Completed)

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

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation.. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

GRADUATION

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

ACADEMIC PROBATION

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

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

ACADEMIC SUSPENSION

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

READMITTANCE FOLLOWING SUSPENSION

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

ACADEMIC DISMISSAL

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

APPEALS PROCEDURES

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

APPLICATION OF GRADES AND CREDITS

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

Developmental, remedial courses, and other courses that are graded on a pass/fail basis (if any) are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5) times or 150%) allowable attempted credits. For example, the maximum allowable attempted credits for a 96 credit program is 144, but a student enrolled in a 96 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 152 credits (144 + 8).

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

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

CONTINUATION AS A NON-REGULAR STUDENT

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

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS

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

SATISFACTORY PROGRESS AND FINANCIAL AID

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

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

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

SATISFACTORY PROGRESS TABLE

96 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 144 (150% of 96).
The midpoint of the maximum program length (50% of 144) is 72.
The three-quarter point of the maximum program length (75% of 144) is 108.

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
0-16	2.0	NA	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	NA	2.0	N/A	66%

PROGRAMS OF STUDY

DEGREE PROGRAMS: ASSOCIATE OF APPLIED SCIENCE DEGREE	OFFERED AT:	
	DENVER CAMPUS	AURORA CAMPUS
• Accounting/Minor in Computer Applications	X	X
• Business Administration/Minor in Computer Applications	X	X
• Computerized Office Applications in Business	X	X
• Computer Science/Network Administration	X	
• Hotel, Restaurant, and Institutional Management		X
• Legal Assistant/Paralegal	X	X
• Medical Assisting	X	X
• Travel and Tourism/Minor Business Administration	X	X

ACCOUNTING/MINOR IN COMPUTER APPLICATIONS (BAA)

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

Total Credit Hours Required: 96

Total Hours: 1020

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 110	Payroll Accounting	40		4
ACC 201	Intermediate Accounting I	40		4
ACC 203	Income Taxes	40		4
ACC 207	Managerial Accounting	40		4
ACC 209	Accounting with Computers	30	20	4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
CSC 102	Spreadsheet Basics	30	20	4
CSC 117	Operating Systems	30	20	4
CSC 202	Using Spreadsheets in Business Applications	30	20	4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
MGT 100	Introduction to Business	40		4
MGT 204	Principles of Supervision	40		4
	GENERAL EDUCATION COURSES:			
ECO 100	Basic Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 102	Communications	40		4
MTH 100	College Math	40		4
MTH 101	College Algebra	40		4
		900	120	96

Minimum Typing Speed: 35 wpm net Required for Graduation.

BUSINESS ADMINISTRATION/MINOR IN COMPUTER APPLICATIONS (BBA)

The program provides the student with skills in basic management, accounting and computer science applications. The student will be prepared for business ownership and positions in government and industry.

Total Credit Hours Required: 96

Total Hours: 1010

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 110	Payroll Accounting	40		4
ACC 207	Managerial Accounting	40		4
BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
CSC 102	Spreadsheet Basics	30	20	4
CSC 117	Operating Systems	30	20	4
CSC 202	Using Spreadsheets in Business Applications	30	20	4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
MGT 100	Introduction to Business	40		4
MGT 204	Principles of Supervision	40		4
MGT 205	Small Business Management	40		4
MKT 202	Salesmanship	40		4
	GENERAL EDUCATION COURSES:			
ECO 100	Basic Economics	40		4
ENG 101	College English I	40		4
ENG 102	Communications	40		4
ENG 201	College English II	40		4
MTH 100	College Math	40		4
MTH 101	College Algebra	40		4
		910	100	96

Minimum Typing Speed: 35 wpm net Required for Graduation.

COMPUTERIZED OFFICE APPLICATIONS IN BUSINESS (SBA, SGA, STA)

This program prepares students to make effective use of a computer to perform common business duties at the entry level. Emphases is placed on computerized applications that make use of accounting, word processing, spreadsheet, and database software.

Total Credit Hours Required: 96

Total Hours: 1060 to 1170

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
ACC 101	Principles of Accounting I	40		4
AEO 201	Electronic Office Procedures	40		4
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
CSC 102	Spreadsheet Basics	30	20	4
CSC 108	Database Concepts	30	20	4
CSC 117	Operating Systems	30	20	4
KYB 101	Keyboarding	20	20	3
KYB 105	Advanced Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
KYB 111	Skillbuilding II		20	1
MGT 204	Principles of Supervision	40		4
WPR 101	Word Processing Applications I	30	20	4
WPR 102	Word Processing Applications II	30	20	4
WPR 210*	Desktop Publishing with a Word Processor	30	20	4
	OR			
ETN 290*	Professional Experience	8	112**	4

SELECT BUSINESS APPLICATIONS, LEGAL OFFICE, OR MEDICAL TRANSCRIPTION. STUDENTS MUST COMPLETE 16 CREDIT HOURS FROM ONE OF THESE AREAS.

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	BUSINESS APPLICATIONS:			
ACC 110	Payroll Accounting	40		4
ACC 209	Accounting with Computers	30	20	4
CSC 202	Using Spreadsheets in Business Applications	30	20	4
WPR 206	Office Simulation	20	20	3
KYB 112	Skillbuilding III		20	1
	LEGAL OFFICE:			
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
LGL 105	Legal Ethics and Terminology	40		4
LGL 110	Computer Legal Applications	30	20	4
	MEDICAL TRANSCRIPTION:			
MED 101	Medical Terminology	40		4
MED 102	Life Sciences I	40		4
MED 141	Administrative Office Procedures	40		4
MED 145	Medical Transcription	20	40	4
	OR			
MED 150	Medical Records Management	40		4
	GENERAL EDUCATION COURSES:			
ECO 100	Basic Economics	40		4
ENG 101	College English I	40		4
ENG 102	Communications	40		4
ENG 201	College English II	40		4
MTH 100	College Math	40		4
SCI 101	Environmental Issues	40		4
				96

*NOTE: Regarding WPR 210 or ETN 290 - Only one of these courses will be required for graduation. Students must see Department Chair for approval. Total of theory and lab hours will depend upon which of these two courses is taken and which area the student selects.

**Externship Hours.

Minimum Typing Speed: 50 wpm net Required for Graduation.

COMPUTER SCIENCE/NETWORK ADMINISTRATION (ICA)

This program emphasizes general knowledge about computers and the development of programming skills in combination with improving skills in mathematics and English. It is designed to prepare students for a wide variety of jobs in computerized business offices.

Total Credit Hours Required: 96

Total Hours: 1075 or 1155

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
ACC 101	Principles of Accounting I	40		4
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
CSC 110	Introduction to Computer Programming	40		4
CSC 117	Operating Systems	30	20	4
CSC 127	Introduction to Computer Networks	40		4
CSC 135	PC Maintenance and Troubleshooting	20	40	4
CSC 216	Pascal	30	20	4
CSC 220	Systems Analysis and Design	40		4
CSC 225	Administrating a Network	30	20	4
CSC 238	UNIX and System Administration	30	20	4
CSC 242	C Programming Language	60	40	8
CSC 246	Computer Workshop	25	30	4
CSC 290*	Computer Industry Research	40		4
	OR			
ETN 290*	Professional Experience	8	112**	4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
MGT 100	Introduction to Business	40		4
	GENERAL EDUCATION COURSES:			
ENG 101	College English I	40		4
ENG 102	Communications	40		4
ENG 201	College English II	40		4
MTH 100	College Math	40		4
MTH 101	College Algebra	40		4
SCI 101	Environmental Issues	40		4
		845	230	96
	OR			
		813	342	96

*NOTE: Regarding CSC 290 or ETN 290 - Only one of these courses will be required for graduation. Students must see Department Chair for approval. Total of theory and lab hours will depend upon which of these two course are taken.

**Externship Hours.

Minimum Typing Speed: 30 wpm net Required for Graduation.

HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT (HRA)

The program provides the student with a basic management background and specialized training in Hotel, Restaurant and Institutional Management. The program is designed to prepare the student for a wide variety of entry-level positions in a hospitality setting. (Program offered at Aurora Campus only)

Total Credit Hours Required: 96

Total Hours: 1040 to 1050

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
ECO 100	Basic Economics	40		4
HRI 102	Intro. to Hospitality Management	40		4
HRI 103	Principles of Food Preparation	40		4
HRI 105	Food and Beverage Management	40		4
HRI 201	Front Office Management	40		4
HRI 203	Lodging Management	40		4
HRI 205	Professional Experience	8	112**	4
MGT 204	Principles of Supervision	40		4
	GENERAL EDUCATION COURSES:			
ENG 101	College English I	40		4
ENG 102	Communications	40		4
ENG 201	College English II	40		4
HUM 100	Humanities	40		4
MTH 100	College Math	40		4
PSY 101	Introduction to Psychology	40		4
SPA 100	Conversational Spanish	40		4
	ELECTIVES:			
CSC 102	Spreadsheet Basics	30	20	4
MGT 205	Small Business Management	40		4
MKT 201	Principles of Marketing	40		4
MKT 202	Salesmanship	40		4
		928	112	96
	OR			
		918	132	96

* 8 CREDIT HOURS MUST BE SELECTED FROM ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

**Externship Hours.

LEGAL ASSISTANT/PARALEGAL (LPA)

This program provides the student with a basic background and knowledge of the American Legal System and the necessary research skills to be able to assist with the preparation of legal documents and briefs. The program is designed to prepare the student for a wide variety of entry-level assignments in a typical law office.

Total Credit Hours Required: 96

Total Hours: 1000 or 1080

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
LGL 110	Computer Legal Applications	30	20	4
PAR 100	Introduction to Legal Studies and Ethics	40		4
PAR 102	Legal Research and Writing I	40		4
PAR 103	Contract Law	40		4
PAR 104	Torts and Insurance	40		4
PAR 105	Business Organizations	40		4
PAR 107	Criminal Law and Procedure	40		4
PAR 108	Real Estate and Property Law	40		4
PAR 200	Legal Research and Writing II	40		4
PAR 201	Wills, Probate and Family Law	40		4
PAR 203	Civil Procedure	40		4
PAR 206	Bankruptcy Law and Procedure	40		4
PAR 290*	Specialized Research	40		4
	OR			
ETN 290*	Professional Experience	8	112**	4
WPR 101	Word Processing Applications I	30	20	4
	GENERAL EDUCATION COURSES:			
ENG 101	College English I	40		4
ENG 102	Communications	40		4
ENG 201	College English II	40		4
MTH 100	College Math	40		4
PSY 101	Introduction to Psychology	40		4
SCI 101	Environmental Issues	40		4
		920	80	96
	OR			
		888	192	96

*NOTE: Regarding PAR 290 or ETN 290 - Only one of these courses will be required for graduation. Students must see Department Chair for approval. Total of theory and lab hours will depend upon which of these two courses is taken.

**Externship Hours.

Minimum Typing Speed: 40 wpm net Required for Graduation.

MEDICAL ASSISTING (MAA)

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

Total Credit Hours Required: 96

Total Hours: 1220

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
MED 101	Medical Terminology	40		4
MED 102	Life Sciences I	40		4
MED 104	Life Sciences II	40		4
MED 107	Medical Assisting Skills I	20	20	3
MED 108	Medical Law and Ethics	20		2
MED 130	Laboratory Techniques I	40	40	6
MED 141	Administrative Office Procedures	40		4
MED 145	Medical Transcription	20	40	4
MED 150	Medical Records Management	40		4
MED 205	Medical Assisting Skills II	20	20	3
MED 206	Clinical Skills	20	20	3
MED 221	Pharmacology	20	20	3
MED 230	Laboratory Techniques II	10	20	2
MED 240	Human Relations	20		2
MED 251	Seminar	10	20	2
MED 261	Medical Assisting Externship	20	180**	6
	GENERAL EDUCATION COURSES:			
ENG 101	College English I	40		4
ENG 102	Communications	40		4
ENG 201	College English II	40		4
MTH 100	College Math	40		4
PSY 101	Introduction to Psychology	40		4
SCI 101	Environmental Issues	40		4
		800	420	96

Minimum Typing Speed: 35 wpm net Required for Graduation.

**Externship Hours.

TRAVEL AND TOURISM/MINOR IN BUSINESS ADMINISTRATION (HTA)

The degree program incorporates courses that offer a comprehensive background in the travel industry with special emphasis on general courses. The program will prepare the student for a wide variety of entry-level positions in the travel industry.

Total Credit Hours Required: 96

Total Hours: 1000 or 1080

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
	REQUIRED COURSES:			
ACC 101	Principles of Accounting I	40		4
BUS 111	Business Law	40		4
COM 101	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CSC 100	Introduction to Computer Concepts	40		4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
MGT 100	Introduction to Business	40		4
MGT 204	Principles of Supervision	40		4
TVL 101	Introduction to Travel	40		4
TVL 102	Supplemental Industry Resources	40		4
TVL 201	Ticketing and Tariff I	40		4
TVL 202	Ticketing and Tariff II	40		4
TVL 203	Leisure Travel Planning	40		4
TVL 205	Computer Training	20	40	4
TVL 207	Corporate Travel Planning	40		4
TVL 212	Travel Salesmanship and Marketing	40		4
TVL 220	Group, Meeting, Convention Planning	40		4
TVL 215*	International Ticketing	40		4
	OR			
ETN 290*	Professional Experience	8	112**	4
	GENERAL EDUCATION COURSES:			
ENG 101	College English I	40		4
ENG 102	Communications	40		4
GEO 114	Geography - Domestic	40		4
GEO 115	Geography - International I	40		4
GEO 116	Geography - International II	40		4
MTH 100	College Math	40		4
		920	80	96
	OR			
		888	192	96

*NOTE: Regarding TVL 215 or ETN 290 - Only one of these courses will be required for graduation. Students must see Department Chair for approval. Total of theory and lab hours will depend upon which of these courses is taken.

**Externship Hours.

Minimum Typing Speed: 35 wpm net Required for Graduation.

COURSE DESCRIPTIONS

COURSE CODES

ACC	Accounting	KYB	Keyboarding
AEO	Administrative	LGL	Legal
BUS	Business	MED	Medical
COM	Communications	MGT	Management
CSC	Computer Science	MKT	Marketing
ECO	Economics	MTH	Mathematics
ENG	English	PAR	Legal Assistant/Paralegal
ETN	Externship	PSY	Psychology
GEO	Geography	SCI	Science
HRI	Hotel, Restaurant, and Institutional	SPA	Spanish
	Management	TVL	Travel and Tourism
HUM	Humanities	WPR	Word Processing

ACCOUNTING

ACC 101 PRINCIPLES OF ACCOUNTING   4 CREDITS

Prerequisite: None. This course provides the student with an understanding of 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 the accounting cycle, specialized journals and subsidiary ledgers.

ACC 102 PRINCIPLES OF ACCOUNTING II   4 CREDITS

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

ACC 110 PAYROLL ACCOUNTING   4 CREDITS

Prerequisite: ACC 101. This course provides the student with an opportunity to learn and become proficient in concepts and practices of payroll accounting.

ACC 201 INTERMEDIATE ACCOUNTING I   4 CREDITS

Prerequisite: ACC 101 and 102. This course explores concepts of accounting with emphasis on Income Statements, Balance Sheets, Statements of Retained Earnings, current assets and liabilities, property, physical plant and equipment, intangible assets, and the Statement of Cash Flows.

ACC 203 INCOME TAXES   4 CREDITS

Prerequisite: ACC 101. This course is conducted as if the student will be completing tax returns for individuals or businesses. This is a hands-on course with the student being required to complete numerous IRS forms.

ACC 207 MANAGERIAL ACCOUNTING   4 CREDITS

Prerequisite: ACC 101 and 102. This course provides accounting concepts vital to managers of manufacturing firms. Such concepts include cash budgeting, analysis of financial statements, and accounting for materials, labor and factory overhead.

ACC 209 ACCOUNTING WITH COMPUTERS   4 CREDITS

Prerequisite: ACC 101, 102 and CSC 100. This course provides the student with skills needed to utilize a personal computer in the major areas of accounting systems which includes general ledger, accounts payable, invoicing, accounts receivable, inventory, payroll and fixed assets.

ADMINISTRATIVE

AEO 201 ELECTRONIC OFFICE PROCEDURES   4 CREDITS

Prerequisite: None. This course covers normal office functions such as transcribing information from machine dictation, copying procedures, handling travel arrangements, using banking services, processing mail, and arranging meetings. Human relations in the office is also covered.

BUS 105 BUSINESS APPLICATIONS   4 CREDITS

Prerequisite: ENG 101. This course concentrates on planning and writing effective business letters, memoranda, and reports. It provides the student with the theoretical aspects of business communications and focuses on the impact that good communication skills have on the credibility and success of an organization.

BUS 110 CIVIL LAW   4 CREDITS

Prerequisite: None. This course provides the student with an introduction to civil law, the court system, and the requirements for a valid and binding contract.

BUS 111 BUSINESS LAW   4 CREDITS

Prerequisite: None. This course familiarizes the student with legal aspects of commercial paper, partnerships and corporations.

COMMUNICATIONS

COM 101 STRATEGIES FOR SUCCESS   4 CREDITS

Prerequisite: None. This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include time-management, test taking, communication skills, study techniques, note taking skills, effective reading, memory techniques and personal issues that face many college students.

COM 105 BUSINESS ETHICS IN PROFESSIONAL DEVELOPMENT   4 CREDITS

Prerequisite: None. Business ethics, one of the most important concerns in today's business world, is covered in this course. This course will be of value in helping a student improve his/her ability to make ethical decisions in business by providing a framework for identifying, analyzing, and controlling ethical issues in business decision making. In addition, the course includes career planning, resume writing, job search strategies, interviewing techniques, follow-up strategies, dealing with rejection, and conflict resolution.

COMPUTER SCIENCE

CSC 100 INTRODUCTION TO COMPUTER CONCEPTS   4 CREDITS

Prerequisite: None. This course provides an introduction to computers in business. It presents an overview of important computer concepts, a brief history of the development of computers, and an introduction to frequently used computer terms. The course introduces the student to the computer's operating system and to the two primary types of software used in business: word processing and spreadsheets.

CSC 102 SPREADSHEET BASICS   4 CREDITS

Prerequisite: CSC 100, and MTH 100. Using a spreadsheet such as Lotus 1-2-3, the student learns how to develop, modify, format, and print spreadsheets and graphs, and how to save and retrieve spreadsheet files. Use of built-in functions is introduced with primary emphasis on mathematical and date functions.

CSC 108 DATABASE CONCEPTS   4 CREDITS

Prerequisite: CSC 100. This course is a hands-on learning experience using a database package. The student learns how to create a database; input, modify, and delete records; sort and index records; and apply simple and compound conditions when generating both informal and formal reports.

CSC 110 INTRODUCTION TO COMPUTER PROGRAMMING   4 CREDITS

Prerequisite: CSC 100. The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection.

CSC 117 OPERATING SYSTEMS   4 CREDITS

Prerequisite: CSC 100. The student learns the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on single-user operating systems.

CSC 127 INTRODUCTION TO COMPUTER NETWORKS   4 CREDITS

Prerequisite: CSC 100 and 117. The student learns the basic concepts in networking computers, including communication and connectivity. Attention is given to a specific network, such as a Novell Netware, so the student can gain hands-on experience in performing such tasks as managing files, setting up systems security, and using selected network utilities.

CSC 135 PC MAINTENANCE AND TROUBLESHOOTING   4 CREDITS

Prerequisite: CSC 100 and 117. The student learns a variety of skills needed to maintain and troubleshoot problems with personal computers, including making system backups, performing routine maintenance, troubleshooting strategies, and making upgrades. These skills are put into practice in a laboratory setting.

CSC 202 USING SPREADSHEETS IN BUSINESS APPLICATIONS   4 CREDITS

Prerequisite: ACC 101, CSC 100 and 102, MTH 100. The student learns how to solve business problems and make informed business decisions through the integration of business problem solving skills with spreadsheet utilization skills. The focus of this course is on analyzing business problems and designing the appropriate worksheets to solve these problems. Spreadsheet skills are expanded to include macros and database functions.

CSC 216 PASCAL   4 CREDITS

Prerequisite: CSC 100, 110 and 117. In this course, the student learns how to write, modify, and debug programs written in Pascal, a highly structured programming language. The manner in which the control structures of sequence, repetition, and selection are implemented in Pascal is examined. Other topics studied include variables and types of variables, subprograms in the form of procedures and functions, and arrays.

CSC 220 SYSTEMS ANALYSIS AND DESIGN   4 CREDITS

Prerequisite: CSC 100, 110, 117 and 216. This course provides the student with an overview of the duties of the systems analyst with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation through implementation.

CSC 225 ADMINISTERING A NETWORK   4 CREDITS

Prerequisite: CSC 100, 117 and 127. This course teaches the student how to administer a network of computers. Network administrative issues such as planning a network, configuring a network, supporting network users, using selected network utilities, and backing up and recovering files are explored in both lecture and laboratory settings.

CSC 238 UNIX AND SYSTEM ADMINISTRATION   4 CREDITS

Prerequisite: CSC 100, 117, 127 and 225. This course introduces the student to the UNIX operating system, including selected commands and their syntax, the UNIX Shell, using E-mail in UNIX, and how to manage files. Additional attention is given to system management and network administration procedures used within UNIX.

CSC 242 C PROGRAMMING LANGUAGE   8 CREDITS

Prerequisite: CSC 100, 110 and 216. This course provides the student with experience programming in the C programming language. Basic concepts covered include data types, declarations, assignments, and input and output. The manner in which algorithm structures of sequence, selection and repetition are implemented in the C programming language is examined. More advanced topics addressed include functions, arrays, pointers, file structures, and file processing.

CSC 246 COMPUTER WORKSHOP   4 CREDITS

Prerequisite: CSC 100, 110, and 216. In this course, through workshop exercises, students gain in-depth experience with selected application programs, such as spreadsheets, databases, and/or desktop publishing and/or with selected programming languages, such as C, COBOL, or Pascal. This course provides an opportunity to use selected advanced features of application programs or programming languages in the context of solving various representative business problems.

CSC 290 COMPUTER INDUSTRY RESEARCH   4 CREDITS

Prerequisite: ENG 101 and CSC 100. An independent study course in which the student pursues an approved computer-related study in some depth. The study may involve such activities, singly or in combination, as library research, field trips, detailed studies of software, concentrated career enhancing experiences on or off campus. Usually, the results of the study or experiences are to be summarized in a thorough and professional appearing report.

ECONOMICS

ECO 100 BASIC ECONOMICS   4 CREDITS

Prerequisite: None. This course provides an introduction to micro and macro economics. The course also presents the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered.

ENGLISH

ENG 101 COLLEGE ENGLISH I   4 CREDITS

Prerequisite: None. This course teaches students to apply basic principles of effective composition and sentence skills to write logically developed paragraphs and/or essays.

ENG 102 COMMUNICATIONS   4 CREDITS

Prerequisite: None. This course is designed to improve communication skills for application in social and business situations. Communication theory is 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 are studied.

ENG 201 COLLEGE ENGLISH II   4 CREDITS

Prerequisite: ENG 101. This course builds upon skills mastered in ENG 101. It emphasizes analytical and critical reading and writing, and focuses on the longer composition and essay. A term paper is required.

EXTERNSHIP

ETN 290 PROFESSIONAL EXPERIENCE   4 CREDITS

Prerequisite: Approval by program advisor. This course provides the student with the opportunity to utilize the skills learned in the classroom in an on-site, hands-on environment. The student gains insight into the expectations of employers and the educational standards necessary for an entry level career position. Students must meet specific departmental criteria for eligibility and the number of extern sites available is limited.

GEOGRAPHY

GEO 114 GEOGRAPHY-DOMESTIC   4 CREDITS

Prerequisite: None. This course provides the student with knowledge of the major geographical areas in the Continental United States, Alaska, Hawaii, Canada and Mexico.

GEO 115 GEOGRAPHY-INTERNATIONAL I   4 CREDITS

Prerequisite: None. This course provides the student with knowledge of the major geographical areas in the Caribbean, South America and Europe.

GEO 116 GEOGRAPHY-INTERNATIONAL II   4 CREDITS

Prerequisite: None. This course provides the student with knowledge of the major geographical areas in Africa, the Middle East, the Orient, Australia, New Zealand, and the South Pacific.

HOTEL, RESTAURANT, MANAGEMENT

HRI 102 INTRODUCTION TO HOSPITALITY MANAGEMENT   4 CREDITS

Prerequisite: None. In this course the student is expected to gain an understanding of the day to day operations of hotels and restaurants. The student shall also become acquainted with general aspects of the hospitality industry.

HRI 103 PRINCIPLES OF FOOD PREPARATION   4 CREDITS

Prerequisite: None. Various types of food services, such as hotels, restaurants, health care institutions, and catering services will be discussed. Sanitation, general principles of food preparation, storage, menu planning, and nutrition shall be covered.

HRI 105 FOOD AND BEVERAGE MANAGEMENT   4 CREDITS

Prerequisite: None. This course provides and overall view of the food service industry including purchasing, receiving, storing, and issuing food and other supplies. The course shall also include labor as well as food and beverage cost control.

HRI 201 FRONT OFFICE MANAGEMENT
4 CREDITS

Prerequisite: HRI 102 and 105. This course is designed to introduce the student to the operation of a hotel/restaurant computer. The student will learn the various entries and procedures necessary for keeping accurate records in a computer information system.

HRI 203 LODGING MANAGEMENT
4 CREDITS

Prerequisite: HRI 201. In this course special attention is given to the physical requirements of hotels and restaurants with an emphasis on efficiency of spaces and storage. Also covered are scheduling, staff management, equipment, accounting, and maintenance.

HRI 205 PROFESSIONAL EXPERIENCE
4 CREDITS

Prerequisite: Completion of all HRI courses and approval of the Department Chairperson and of the Dean. Cooperative arrangements with various hotels, restaurants, travel agencies, and airlines allow students to receive practical experience under the supervision of hospitality personnel and the Department Chairperson of the program. A paper detailing the work is required upon completion of the externship.

HUMANITIES

HUM 100 HUMANITIES
4 CREDITS

Prerequisite: None. The course follows an integrated approach to show how the philosophical thinking and the major events of each historical era influenced the arts of the times. The focus is on the visual arts, sculpture, architecture, and music.

KEYBOARDING

KYB 101 KEYBOARDING
3 CREDITS

Prerequisite: None. The student learns to keyboard letters and numbers on a keypad, and symbols on a computer; how to format simple business letters, and to set tabs, margins, underline, and center. The student keyboards 3-minute timed writings for speed and accuracy.

KYB 105 ADVANCED KEYBOARDING
3 CREDITS

Prerequisite: KYB 101 and ENG 101. The student learns to format business letters properly in various styles; to format memoranda, tables, manuscripts, business forms, financial statements, itineraries, minutes, and legal documents; to proofread and correct errors; and to format acceptable materials in a limited period of time. Students bring their speed and accuracy on 5-minute timed writings up to a level necessary for better employment.

KYB 110 SKILLBUILDING I
1 CREDITS

Prerequisite: None. The student builds keyboarding skills in speed and accuracy to minimum standards.

KYB 111 SKILLBUILDING II
1 CREDITS

Prerequisite: None. The student continues the development of speed and accuracy to bring keyboarding skills up to optimum standards.

KYB 112 SKILLBUILDING III
1 CREDITS

Prerequisite: None. The student continues the development of speed and accuracy using diagnostics, practice, and drill work.

LEGAL

LGL 105 LEGAL ETHICS AND TERMINOLOGY
4 CREDITS

Prerequisite: None. The student will learn the legal system, attorney ethical codes, and prohibitions against unauthorized practice of law. The student must demonstrate comprehension of key terms used in various areas of legal practice.

LGL 110 COMPUTER LEGAL APPLICATIONS
4 CREDITS

Prerequisite: LGL 105 or PAR 100 and CSC 100. This course will enable the student to develop a database for research, draft and revise documents, organize files, set up tickler files, and other law office computer uses.

MED 101 MEDICAL TERMINOLOGY   4 CREDITS

Prerequisite: None. This course is a study of structure (prefixes, suffixes, roots, forms and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. Spelling, pronunciation and definition of medical terms are emphasized.

MED 102 LIFE SCIENCES I   4 CREDITS

Prerequisite: None. This course is a study of the structures, physiological functions and pharmacology of the integumentary, sensory, musculoskeletal, nervous and endocrine systems. The student gains conceptual understanding of the human body as a functioning unit. The student becomes knowledgeable in the areas of legislation, terminology, drug sources, drug identification and the use of Physicians Desk Reference.

MED 104 LIFE SCIENCES II   4 CREDITS

In this course the student learns to identify the structures, physiological functions and pharmacology of the digestive, respiratory, circulatory, urinary, lymphatic, and male and female reproductive systems. The student develops an understanding of how the total body functions as one unit.

MED 107 MEDICAL ASSISTING SKILLS I   3 CREDITS

Prerequisite: None. This course is an introduction to basic medical assisting skills. Areas of emphasis include assisting examinations, setting up trays for physical exams, instrument identification or physical exams, and taking vital signs. The role of the medical assistant as a member of the health care team is stressed.

MED 108 MEDICAL LAW AND ETHICS   2 CREDITS

Prerequisite: None. This course presents professional liability, consent, implied and express contracts, and medical practice acts. Professional responsibilities of medical assistants are emphasized.

MED 130 LABORATORY TECHNIQUES I   6 CREDITS

Prerequisite: MED 101, 102, 104, and 107. This is a theoretical and practical training course in several areas of the clinical lab which involves a hands-on approach to the microscope, lab safety, blood collection, urinalysis, hematology, serology and blood coagulation.

MED 141 ADMINISTRATIVE OFFICE PROCEDURES   4 CREDITS

Prerequisite: KYB 101. 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, mailing procedures, accounting, pegboard, superbilling, payroll transactions, and office equipment.

MED 145 MEDICAL TRANSCRIPTION   4 CREDITS

Prerequisite: KYB 101 and MED 101. This course covers theory and hands-on application of medical transcription. In addition, the student learns to utilize the rules and regulations of filling insurance claims.

MED 150 MEDICAL RECORDS MANAGEMENT   4 CREDITS

Prerequisite: None. This course is designed to familiarize the student with insurance billing, along with the complete patient billing process. The student will learn to complete insurance claim forms and learn problem solving techniques. The use of SuperBills and computerized billing will be covered, and emphasis will be placed on collection techniques.

MED 205 MEDICAL ASSISTING SKILLS II   3 CREDITS

Prerequisite: MED 101, 102 and 107. This course is designed to give the student a working knowledge of aseptic principles such as sterilization; surgical assisting; medical aseptic techniques; sterile tray set-up; and preparing doctor, patient, and self for minor surgery. Also covered are inventory control, purchasing, care of equipment, proper use of oxygen, simple casts, use of crutches, and first-aid techniques. Student may become certified in CPR as an option.

MED 206 CLINICAL SKILLS   3 CREDITS

Prerequisite: MED 101, 102, and 107. This course is designed to prepare the student to perform routine electrocardiograms, X-rays, eye and ear examinations, spirometry testing and physical therapy modalities. The student learns indications, contraindications and adverse effects of all of these procedures.

MED 221 PHARMACOLOGY   3 CREDITS

Prerequisite MED 101, 102, 104, 107, 130 and 205. This course provides a review of basic math, measurement systems (with emphasis on metrics), and medical abbreviations. The student will learn drug actions, classifications and routes of administration while gaining practical experience in calculating drug dosages and administering injections.

MED 230 LABORATORY TECHNIQUES II   2 CREDITS

Prerequisite: Med 101, 102, 104, 107, and 130. This course provides an introduction to clinical microbiology ad clinical chemistry, both in theory and practical application. Emphasis is placed on developing fundamental skills.

MED 240 HUMAN RELATIONS   2 CREDITS

Prerequisite: None. This course is designed to promote awareness of the interactions between the health care team and patients. Emphasis is placed on helping the student become more aware of self in a health care career.

MED 251 SEMINAR   2 CREDITS

Prerequisite: Med 101, 102, 104, 107, 108, 130, 141, 205, 206, 221, 230, and 240. This course is designed to give the student an opportunity to review all skills in preparation for externship, employment, and AAMA certification. (For Denver Campus).

MED 261 MEDICAL ASSISTANT EXTERNSHIP   6 CREDITS

Prerequisite: Med 101, 102, 104, 107, 108, 130, 141, 145, 150, 205, 206, 221, 230, and 240 and approval of department chairperson. The student gains practical experience in a medical facility under supervision of qualified medical personnel. (off-campus course)

MANAGEMENT

MGT 100 INTRODUCTION TO BUSINESS   4 CREDITS

Prerequisite: None. This course will provide an overall picture of business operations. Specialized fields within the business will be studied and the role of business will be presented throughout the course.

MGT 204 PRINCIPLES OF SUPERVISION   4 CREDITS

Prerequisite: None. This course is an introduction to the basics of supervisory management. The focus of the course is on the managerial functions of supervision including planning, organizing, staffing, directing, and controlling. Factors of human relations, employee training and development, employee discipline, leadership, communications, legal and safety concerns of supervision are studied.

MGT 205 SMALL BUSINESS MANAGEMENT   4 CREDITS

Prerequisite: None. This course acquaints the student with principles of small business management. It introduces tools needed for effective planning, organizing, directing, and controlling of small business ownership. The course helps to prepare the student for management and/or ownership of a small business.

MARKETING

MKT 201 PRINCIPLES OF MARKETING   4 CREDITS

Prerequisite: None. Students examine the contemporary marketing environment to develop skills in market planning, forecasting, decisions, and distribution. Promotional pricing strategies are utilized to develop marketing skills.

MKT 202 SALESMANSHIP   4 CREDITS

Prerequisite: None. This course studies consumer buying behavior, consumer motivation, and types of personal selling. The student leans to gather product knowledge, locate customers, prepare and practice sales presentations.

MATHEMATICS

MTH 100 COLLEGE MATH   4 CREDITS

Prerequisite: None. This course provides intensive review of basic mathematics and introduces the student to elementary concepts of algebra.

MTH 101 COLLEGE ALGEBRA   4 CREDITS

Prerequisite: MTH 100. This course is a basic study of algebra. Topics include real numbers and their properties, exponents and radicals, algebraic operations, linear equations, factoring, quadratic equations, algebraic fractions, rectangular coordinate equations, and functions.

LEGAL ASSISTANT/PARALEGAL

PAR 100 INTRO TO LEGAL STUDIES AND ETHICS   4 CREDITS

Prerequisite: None. This course will familiarize the student with the American legal system, legal reasoning and terminology, the purpose and duties of legal assistants, law firm organization, and the law library.

PAR 102 LEGAL RESEARCH AND WRITING I   4 CREDITS

Prerequisite: PAR 100. This course will familiarize the student with sources of law and types of legal documents. The student will be required to complete research exercises and to prepare components of a legal memorandum.

PAR 103 CONTACT LAW   4 CREDITS

Prerequisite: PAR 100. This course is a study of the definition of contracts, together with legal rights, duties, and remedies of parties to a contract. The student will be required to draft a simple contract.

PAR 104 TORTS AND INSURANCE   4 CREDITS

Prerequisite: PAR 100. This course acquaints the student with torts against both person and property, negligence, product liability, defamation, defense and damages, and the applicability of modern insurance principles and practices to tort law.

PAR 105 BUSINESS ORGANIZATIONS   4 CREDITS

Prerequisite: PAR 100. This course involves the fundamentals of partnership and corporation law, including the role of the paralegal in drafting and filing incorporation documents.

PAR 107 CRIMINAL LAW AND PROCEDURE   4 CREDITS

Prerequisite: PAR 100. This course involves the study of crimes against persons and property, and of the criminal justice system. The student will learn how a criminal case proceeds through the courts.

PAR 108 REAL ESTATE AND PROPERTY LAW   4 CREDITS

Prerequisite: PAR 100. This course concerns the study of real and personal property, including ownership interests, easements, fixtures, leases and conveyances. The student will learn to prepare basic transactional documents.

PAR 200 LEGAL RESEARCH AND WRITING II   4 CREDITS

Prerequisite: PAR 100 and 102. This course involves legal research and analysis of legal problems. The student will prepare a legal memorandum, an appellate brief, and legal correspondence.

PAR 201 WILLS, PROBATE AND FAMILY LAW   4 CREDITS

Prerequisite: PAR 100. This course covers wills, trusts, and estates. It also includes the study of laws relating to marriage, divorce, separation, custody, adoption, guardianship, support and settlement agreements.

PAR 203 CIVIL PROCEDURE   4 CREDITS

Prerequisite: PAR 100. This course analyzes civil procedure to include the role of the legal assistant in civil litigation, court systems for civil litigation, case preparation, commencement of lawsuits, discovery, trial and post-trial proceedings, and settlement. The student will be required to draft basic documents.

PAR 206 BANKRUPTCY LAW AND PROCEDURE   4 CREDITS

Prerequisite: PAR 100. This course familiarizes the student with the Bankruptcy Code and Rules, and with the process of preparing, filing, and conducting cases under Chapters 7, 11, and 13.

PAR 290 SPECIALIZED RESEARCH   4 CREDITS

Prerequisites: PAR 100, 102, 103, 104, 105, 107, 108, 200, 201, 203, 206, and placement by program advisor. An Independent study course. This course requires the student to perform intensive research into a particular legal topic and to prepare a written report on that topic. The course also covers career development in the paralegal/legal assistant field.

PSYCHOLOGY

PSY 101 INTRODUCTION TO PSYCHOLOGY   4 CREDITS

Prerequisite: None. This course provides the student background information in the field of general psychology. The student gains effective and useful perspectives on important issues in psychology and an understanding of human behavior.

SCIENCE

SCI 101 ENVIRONMENTAL ISSUES   4 CREDITS

Prerequisite: None. This non-laboratory course introduces the student to environmental issues through an understanding of the interrelationship of humans to their planet. Attention is focused on the Earth, its elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings, and discussion.

SPANISH

SPA 100 CONVERSATIONAL SPANISH   4 CREDITS

Prerequisite: None. This is a beginning-level course for the student who desires a proficiency in a second language. Grammar is studied, but the goal is to obtain a practical and usable conversational skill.

TRAVEL AND TOURISM

TVL 101 INTRODUCTION TO TRAVEL   4 CREDITS

Prerequisite: None. This course is designed to prepare the student to use the information in the **Official Airline Guide** and **North American Travel Planner** to construct flight itineraries for the passenger.

TVL 102 SUPPLEMENTAL INDUSTRY RESOURCES   4 CREDITS

Prerequisite: None. This course provides the student with basic sales knowledge for selling plane, hotel, and care reservations. Emphasis is placed on selection, booking and payment procedures for the travel product.

TVL 201 TICKETING AND TARIFF I   4 CREDITS

Prerequisite: TVL 101. This course develops student knowledge and skill in computing fares and the preparation of Airline Reporting Corporation ticket documents.

TVL 202 TICKETING AND TARIFF II   4 CREDITS

Prerequisite: TVL 201. This course is a continuation of TVL 201. The student learns advanced domestic ticketing, other ARC documentation and international ticketing which comply with IATAN rules and regulations.

TVL 203 LEISURE TRAVEL PLANNING   4 CREDITS

Prerequisite: TVL 101, 102. This course provides skills in interpreting tour and cruise literature. The student will be able to proficiently calculate cost and prepare documentation for the leisure travel client.

TVL 205 COMPUTER TRAINING   4 CREDITS

Prerequisite: TVL 101, 201, and 202. The student learns how to use the computer to schedule air travel reservations, arrange hotel and ground transportation, calculate fares and issue tickets on demand. The student may select the airline computer system Apollo, System One, World Span or Sabre according to his/her preference.

TVL 207 CORPORATE TRAVEL PLANNING   4 CREDITS

Prerequisite: TVL 101 This course studies the various responsibilities of the corporate agent related to price comparisons, itinerary planning, car rentals and accommodations for the business traveler. Corporate discounts, frequent flyer programs, and salesmanship for the business traveler are covered.

TVL 212 TRAVEL SALESMANSHIP AND MARKETING   4 CREDITS

Prerequisite: TVL 101, 201, and 202. This course acquaints the student with actual "HANDS-ON" training of the daily duties required for a travel agent. Special emphasis is placed on salesmanship and marketing of the travel product for a variety of client needs.

TVL 215 INTERNATIONAL FARES AND TICKETING   4 CREDITS

Prerequisite: TVL 101, 201, and 202. This course enables the student to develop knowledge and skills in international fares and construction of tickets. The student will become proficient in the Neutral Unit of Conversion system, mileage principles and hands-on-ticket writing.

TVL 220 GROUP, MEETING, CONVENTION PLANNING   4 CREDITS

Prerequisite: TVL 101, 201, and 202. This course teaches how to plan and arrange successful meetings and conventions, as well as group tours. Also included will be negotiation skills and a simulation segment.

WPR 101 WORD PROCESSING APPLICATIONS I

Prerequisite: KYB 101 and ENG 101. The student is acquainted with the use of a word processor, such as WordPε student learns to enter and edit text efficiently; to format and reformat text; to use simple functions such as saving, retrieving, deleting, and searching; to print text and lay out a page; and to use the spell check and thesaurus for editing.

WPR 102 WORD PROCESSING APPLICATIONS II   4 CREDITS

Prerequisite: KYB 101, ENG 101, and WPR 101. The student learns advanced functions of a word processor, such as WordPerfect. The student learns to use merge, sort, and selecting techniques; create tables, create columns, and use math functions; integrate graphics; use fonts; use advanced print functions to create manuscripts, reference sections, and design and layout pages; and use functions designed for use with legal documents.

WPR 206 OFFICE SIMULATION   3 CREDITS

Prerequisite: KYB 101, 105, ENG 101, WPR 101, and 102. This course consists of a simulated approach to word processing. The student produces business documents; makes decisions regarding format, style, and page layout; works independently following instruction from request forms; and is acquainted with the type of work used in various business departments. Continuation of skill building is required.

WPR 210 DESKTOP PUBLISHING WITH A WORD PROCESSOR   4 CREDITS

Prerequisite: KYB 101, 105, WPR 101, and ENG 101. The student learns how to combine text and graphics using the desktop publishing features of a word processor. Skills learned include understanding typefaces and fonts, font sizes, special characters and character sets; modifying line heights and letter spacing; creating horizontal and vertical lines; creating boxes, and positioning and sizing boxes; and creating, editing, rotating, sizing, and positioning graphics.

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Parks College	Denver, CO
Parks College	Aurora, CO
Las Vegas College	Las Vegas, NV
Western Business College	Portland, OR
Western Business College	Vancouver, WA
Mountain West College	Salt Lake City, UT
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Duff's Business Institute	Pittsburgh, PA
Florida Metropolitan University - Fort Lauderdale College	Fort Lauderdale, FL
Florida Metropolitan University - Orlando College, North	Orlando, FL
Florida Metropolitan University - Orlando College, South	Orlando, FL
Florida Metropolitan University - Orlando College, Melbourne	Melbourne, FL
Florida Metropolitan University - Tampa College	Tampa, FL
Florida Metropolitan University - Tampa College, Brandon	Tampa, FL
Florida Metropolitan University - Tampa College, Pinellas	Clearwater, FL
Florida Metropolitan University - Tampa College, Lakeland	Lakeland, FL

STATEMENT OF OWNERSHIP

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

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Joyce Sitton	Director of Student Finance
Lou Rockwell	Director of Career Planning & Placement
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Lawrence Grieco	Librarian, Denver and Aurora Campus
AURORA CAMPUS	
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Kim Culver	Director of Student Finance
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Faculty

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		M.B.A., University of Denver C.P.A.
Karen Lindsey	Travel and Tourism	B.A., University of Denver
Rogene Lowe	Medical	Diploma, American Society of Clinical Pathologists
		B.A., University of Phoenix
Diana Cook	Paralegal	B.A., University of Wisconsin
		J.D., Hamline University
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Georgia Burleson	Medical	M.T., Wichita Vocational Technical School
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		Ph. D., Century University
Clara Hoffman	Business	B.S., Fort Hayes State University
Mike Huff	General Education	B.A., Kansas Wesleyan University
		M.S., Kansas State University
Bob Lamb	Business	B.S., University of Northern Colorado
		M.S., Colorado State University
Deanna Leino	Business	B.S., University of Denver
		M.S.B.A., University of Denver
Len Madden	Communications	M.A., University of Northern Colorado
Pat McGinley	Business	B.S., Metropolitan State College
		B.A., Colorado State University
Stephen Nesta	General Education	B.A., St. Mary's College of California
		M.A., University of Denver
Cindy Nowik	Business	A.A.S., Illinois Valley Community College
		B.S., University of Illinois
Thomas Pond	Business	A.A.S., Bellevue Community College
		B.A., University of Washington, C.P.A.
J. Anand Prabhakar	Computers	B.A., Osmania University
		M.E., School of Mines

Tamara Schlegel	Paralegal	B.A., Fort Hayes State University
		J.D., Washburn University
David Schroeder	General Education	B.A., University of Colorado
		M.A., Fort Hays Kansas State College
Deborah Uchida	Medical	A.A.S., Parks College
Ruth Van de Witt	General Education	B.A., Metropolitan State College
		M.A., University of Colorado at Denver
Harold Whatley	Business	B.S., Temple University
		M.B.A., Temple University
Susan Winchester	Accounting	B.A., M.A., University of Colorado
		Ph. D., University of Colorado

DEPARTMENT CHAIRPERSONS - AURORA CAMPUS

Martha Bishop	General Education	B.A., Michigan State University
		M.A., University of Phoenix
Pat Maher	Medical	B.S., Regis University
		M.S.N., Loretto Heights College
Richard Vernon	Business	B.A., Brigham Young University
		M.B.A., Brigham Young University

FACULTY - AURORA CAMPUS

Richard Adamich	Business	B.S., University of Southern Colorado
		M.B.A., University of Notre Dame
Ron Bard	Business	B.B.A., Fairfield University
		M.A., Fairfield University
		J.D., Fordham University
		Ph.D., Union Graduate School
Sue Cantwell	General Education	B.A., Wittenberg University
Jo Carole	English	E.D.S., University of Northern Colorado
		B.S., University of Colorado
		M.A., University of Colorado
Carlos Dominick	Business	B.S., Case Western Reserve University
		M.B.A., Cornell University
Fred Giveans	General Education	B.S., Metropolitan State College
Richard Goering	Business	B.S., Miami University
Nathan Hatcher	Hotel and Restaurant	B.S., University of Denver
		M.S., University of Colorado
Mitzi Kemp	Travel and Tourism	A.A.S., Parks Junior College
Elizabeth Krupinski	General Education	B.S., Slippery Rock State
		M.Ed., University of Houston
Cynthia Malmgren	Travel and Tourism	B.A., University of Colorado at Denver
Helen McClellan	General Education	B.S., University of Colorado
Dottie Moore	General Education	B.S., University of Wyoming
Tamara Schlegel	Paralegal	B.A., Fort Hays State
		J.D., Washburn University
David Schroeder	English	B.A., University of Colorado
		M.A., Fort Hays Kansas State College
Bonnie Semple	General Education	B.S., Slippery Rock State
		M.S., Central Connecticut State
Nancy Strunk	Medical	A.A.S., Fisher Junior College
Julie Varney	Business	B.S., University of Nebraska
Greg Williams	General Education	B.A., University of Northern Colorado

ACADEMIC CALENDARS
1996-1997

1996		1997	
WINTER TERM		**WINTER TERM**	
January 15	Martin Luther King	January 13	Classes Begin
January 16	Classes Begin	January 20	Martin Luther King
February 26	Mini-Qtr Classes Begin	February 24	Mini-Qtr Classes Begin
March 25-29	Spring Vacation*	March 24-28	Spring Vacation*
April 12	Quarter Ends	April 11	Quarter Ends
SPRING TERM		**SPRING TERM**	
April 15	Classes Begin	April 14	Classes Begin
May 27	Memorial Day Holiday	May 26	Memorial Day Holiday
July 4	Independence Day	July 3	Quarter Ends
July 5	Quarter Ends	July 4	Independence Day
SUMMER TERM		**SUMMER TERM**	
July 8-12	Summer Vacation	July 7-11	Summer Vacation
July 15	Classes Begin	July 14	Classes Begin
August 26	Mini-Qtr Classes Begin	August 25	Mini-Qtr Classes Begin
September 2	Labor Day Holiday	September 1	Labor Day Holiday
October 4	Quarter Ends	October 3	Quarter Ends
FALL TERM		**FALL TERM**	
October 7	Quarter Begins	October 6	Quarter Begins
November 18	Mini-Qtr Classes Begin	November 17	Mini-Qtr Classes Begin
November 28	Thanksgiving Holiday	November 27	Thanksgiving Holiday
December 23-	Christmas Vac Begins	December 22-	Christmas Vac Begins
Jan. 5, 1997	Christmas Vacation Ends	Jan. 4, 1998	Christmas Vacation Ends
January 6	Classes Resume	January 5	Classes Resume
January 10	Quarter Ends	January 9	Quarter Ends

*Spring vacation may vary by campus and may be coordinated with public school vacations.

TUITION AND FEES

Effective May 9, 1996

ASSOCIATE OF APPLIED SCIENCE DEGREES	CREDIT HOURS	APPROX. LENGTH	TUITION
Accounting/Minor in Computer Applications	96	24 mos.	$13,500
Business Administration/Minor in Computer Applications	96	24 mos.	$13,500
Computerized Office Applications in Business	96	24 mos.	$13,500
Computer Science/Network Administration	96	24 mos.	$13,500
Hotel, Restaurant and Institutional Management	96	24 mos.	$13,500
Legal Assistant/Paralegal	96	24 mos.	$13,500
Medical Assisting	96	24 mos.	$13,500
Travel and Tourism/Minor in Business Administration	96	24 mos.	$13,500

ADDITIONAL FEES	AMOUNT
Application Fee	$25.00
Additional or Repeated Courses (per credit hour) (varies upon start date)	$141.00
Transcript Fee (First Copy Free)	$2.00
Re-Entry Fee	$100.00
Medical Fees (for Medical Students only)	$325.00
Room and Board (with dependents)	$859.00
Room and Board (at home without dependents)	$509.00
Make-up Hours	No charge

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