

*Kim Culver*

**1999-2000 CATALOG  
PARKS COLLEGE,  
AURORA CAMPUS**

ParksAurora1299a

**6 Abilene Street  
Aurora, CO 80011  
Phone (303) 367-2757**

Main Campus:  
Parks College, Thornton Campus  
9065 Grant Street  
Thornton, CO 80229  
Phone (303) 457-2757

Accredited by the Accrediting Council for Independent  
Colleges and Schools to award associate degrees and  
approved and regulated by The Division of Private  
Occupational Schools, Department of Higher Education,  
State of Colorado.

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# **PARKS COLLEGE, AURORA CAMPUS**

Established 1895

## **1999-2000 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.

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## 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. The Aurora Campus also offers a select number of diploma programs in specialized fields. 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 Aurora Campus and review our programs. Our Admissions Department can help you identify the program best suited to your individual talents, goals, and interests.

John N. Davis  
President  
Aurora Campus

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## 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 President, Parks College, 6 Abilene Street, Aurora, Colorado, 80011.

### 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 President). 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.

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## EMERGENCY PHONE NUMBERS

### 24 Hour Crisis Lines

#### Mental Health Centers

Adams Community .....	(303) 287-8001
Arapahoe County.....	(303) 795-6187
Aurora .....	(303) 693-9500
Jefferson County.....	(303) 425-0300

#### Other 24 Hour Lines

Comitis Crisis Center.....	(303) 343-9890
Denver General Hospital .....	(303) 436-6266
Suicide/Depression Hotline .....	(303) 860-1200
Poison/Drug Center .....	(303) 629-1123
Servicios de La Raza Counseling Service.....	(303) 789-3073
Suicide/Crisis .....	(303) 757-0988

#### SPECIALIZED SERVICES

AIDS Information.....	(303) 830-2437
Alcoholics Anonymous .....	(303) 322-4440
Alcoholism/Drug Abuse Information .....	(303) 825-8113
American GI Forum.....	(303) 893-3745
Denver Indian Center .....	(303) 320-3974
Child Care, United Way.....	(303) 444-4013

Other referral numbers are available through the Academic Department, Aurora Campus, 367-2757.

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**TABLE OF CONTENTS**

<b>1999-2000 GENERAL CATALOG .....</b>	<b>I</b>
MESSAGE FROM THE PRESIDENT .....	II
STATEMENT OF NONDISCRIMINATION.....	III
SEXUAL HARASSMENT .....	III
DRUG ABUSE AND AWARENESS POLICY.....	III
EMERGENCY PHONE NUMBERS .....	IV
<b>ABOUT PARKS COLLEGE .....</b>	<b>1</b>
MISSION AND OBJECTIVES .....	1
HISTORY .....	1
PROFESSIONAL RECOGNITIONS.....	1
FACILITIES & EQUIPMENT .....	2
HANDICAPPED ACCESS .....	2
GENERAL CONDUCT AND COLLEGE JURISDICTION .....	2
CAREER PLANNING AND PLACEMENT OFFICE .....	3
OFFICE HOURS.....	3
<b>ADMISSIONS .....</b>	<b>3</b>
ENTRANCE REQUIREMENTS - DEGREE PROGRAMS .....	3
FOREIGN STUDENTS.....	4
TRANSFER OF CREDITS.....	4
ENTRANCE REQUIREMENTS - DIPLOMA PROGRAM.....	4
<b>STUDENT FINANCE.....</b>	<b>4</b>
FINANCIAL ASSISTANCE INFORMATION.....	4
CONSUMER INFORMATION.....	4
APPLICATION.....	5
NEED AND COST OF EDUCATION.....	5
SATISFACTORY ACADEMIC PROGRESS.....	5
STUDENT RIGHTS AND RESPONSIBILITIES.....	5
VERIFICATION.....	6
POLICIES AND PROCEDURES FOR VERIFICATION .....	6
FINANCIAL AID TRANSCRIPTS.....	6
TUITION CHARGES .....	6
FINANCIAL AID PROGRAMS.....	7
FEDERAL PELL GRANT .....	7
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) .....	7
FEDERAL WORK-STUDY PROGRAM(FWS).....	7
COLORADO WORK STUDY PROGRAM (SWS).....	7
COLORADO STATE GRANT .....	7
COLORADO MERIT AWARD.....	8
COLORADO STUDENT INCENTIVE GRANT .....	8
VETERANS BENEFITS.....	8
SUBSIDIZED FEDERAL STAFFORD LOANS .....	8
UNSUBSIDIZED FEDERAL STAFFORD LOANS.....	9
FEDERAL PLUS LOANS .....	9
SCHOLARSHIP PROGRAMS.....	9
HIGH SCHOOL SCHOLARSHIPS .....	9
IMAGINE AMERICA SCHOLARSHIPS.....	10
ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING.....	10
REFUND DISTRIBUTION POLICY .....	10
PARKS COLLEGE REFUND POLICY .....	11
CANCELLATIONS.....	11
REFUND POLICIES .....	11
REFUNDS.....	11
FEDERAL PRO RATA CALCULATION (FOR ALL FIRST TIME STUDENTS).....	11

STATE REFUND POLICY (FOR ALL STUDENTS) .....	11
DRUG FREE AWARENESS .....	12
<b>STUDENT LIFE</b> .....	<b>12</b>
ADVISING SERVICES .....	12
GRADUATION REQUIREMENTS .....	12
HEALTH AND SAFETY .....	13
HOUSING.....	13
MAKE-UP DAYS .....	13
INFORMATION RESOURCES LIBRARY .....	13
MILITARY DRILL REGULATIONS.....	13
STUDENT RECOGNITIONS .....	13
PRESIDENT'S LIST .....	13
DEAN'S LIST.....	13
SPECIAL RECOGNITION .....	13
PARKING LOT .....	13
STUDENT LOUNGE.....	14
CHILDREN/GUESTS ON CAMPUS.....	14
<b>DEGREE PROGRAMS</b> .....	<b>15</b>
<b>ACADEMICS -</b> .....	<b>15</b>
ACADEMIC SESSION .....	15
STUDENT STATUS.....	15
FULL-TIME STUDENTS .....	15
SINGLE CLASS STUDENTS.....	15
ACCEPTANCE OF PRIOR CREDIT .....	15
PROFICIENCY EXAMINATION CREDIT.....	15
SECOND DEGREE .....	16
COURSE SUBSTITUTION.....	16
ATTENDANCE POLICY.....	16
CHANGE IN PROGRAM.....	16
CLASS SCHEDULES.....	16
INTER-CAMPUS TRANSFERS .....	17
CREDIT HOURS .....	17
STUDENT LOAD .....	17
DIRECTED STUDY.....	17
AUDITING A COURSE .....	17
STUDENT GRIEVANCE POLICY.....	17
DUE PROCESS AND STUDENT APPEAL.....	17
DRESS CODE .....	18
REQUIRED COURSES FOR GRADUATION .....	18
ELECTIVES.....	18
GRADING SYSTEM .....	19
GPA AND CGPA CALCULATIONS .....	19
GRADE APPEALS.....	19
LEARNING AGREEMENTS.....	20
REGISTRATION FOR CONTINUING STUDENTS .....	20
RECORDS .....	20
RETAKES.....	20
RE-ENTRANCE .....	20
VETERANS INFORMATION .....	21
WITHDRAWAL FROM COLLEGE .....	21
COURSE WITHDRAWAL.....	21
<b>DEGREE PROGRAMS - SATISFACTORY ACADEMIC PROGRESS</b> .....	<b>22</b>
CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS.....	22
RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS.....	22

MAXIMUM TIME IN WHICH TO COMPLETE .....	22
GRADUATION .....	22
ACADEMIC PROBATION .....	22
ACADEMIC SUSPENSION .....	23
READMITTANCE FOLLOWING SUSPENSION .....	23
ACADEMIC DISMISSAL .....	23
APPEALS PROCEDURES .....	23
APPLICATION OF GRADES AND CREDITS.....	23
CONTINUATION AS A NON-REGULAR STUDENT .....	24
REINSTATEMENT AS A REGULAR-STUDENT FROM NON-REGULAR STATUS.....	24
SATISFACTORY PROGRESS AND FINANCIAL AID .....	24
SATISFACTORY PROGRESS REQUIREMENTS .....	24
SATISFACTORY PROGRESS TABLE.....	25
<b>ACADEMIC CALENDARS .....</b>	<b>26</b>
1999 – 2000 .....	26
<b>DIPLOMA PROGRAM .....</b>	<b>27</b>
<b>ACADEMICS.....</b>	<b>27</b>
HOURS OF OPERATION .....	27
HOLIDAYS.....	27
CALENDARS.....	27
MODULAR PROGRAMS .....	28
GRADING.....	28
GRADUATION REQUIREMENTS .....	28
CLASS SIZE .....	29
ATTENDANCE REQUIREMENTS.....	29
TARDINESS/EARLY DEPARTURE.....	29
REENTRY POLICY.....	29
LEAVE OF ABSENCE POLICY .....	29
EFFECTS OF LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS.....	30
MAKE-UP WORK .....	30
DRESS CODE .....	30
<b>DIPLOMA PROGRAM - SATISFACTORY ACADEMIC PROGRESS .....</b>	<b>31</b>
REQUIREMENTS .....	31
ACADEMIC PROBATION.....	31
REINSTATEMENT POLICY .....	31
INCOMPLETES .....	31
WITHDRAWALS.....	32
WEEK ONE .....	32
WEEK TWO THROUGH THE END OF THE MODULE.....	32
EXIT INTERVIEWS .....	32
REPEAT POLICY.....	32
MAXIMUM PROGRAM COMPLETION TIME.....	33
CLASSROOM TRAINING .....	33
EXTERNSHIP TRAINING .....	33
ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS .....	33
STUDENT APPEAL PROCESS.....	33
<b>PROGRAMS OF STUDY.....</b>	<b>35</b>
ACCOUNTING/MINOR IN COMPUTER APPLICATIONS (BAA).....	36
BUSINESS ADMINISTRATION (BBA) .....	37
COMPUTERIZED OFFICE APPLICATIONS IN BUSINESS (SBA, SGA, STA).....	38
COMPUTER SCIENCE/NETWORK ADMINISTRATION (ICA).....	39
HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT (HRA).....	40
PARALEGAL/LEGAL ASSISTANT (LPA) .....	41



---

MEDICAL ASSISTING (DEGREE).....	42
TRAVEL AND TOURISM/MINOR IN BUSINESS ADMINISTRATION (HTA).....	43
<b>COURSE OFFERINGS.....</b>	<b>44</b>
COURSE NUMBERING SYSTEM.....	44
COURSE DESCRIPTIONS.....	44
<b>PROGRAM OF STUDY- DIPLOMA.....</b>	<b>54</b>
MEDICAL ASSISTING (DIPLOMA) .....	55
<b>MEDICAL ASSISTING - MODULAR COURSE OFFERINGS .....</b>	<b>56</b>
COURSE DESCRIPTIONS.....	56
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED .....</b>	<b>58</b>
<b>RHODES COLLEGES .....</b>	<b>59</b>
STATEMENT OF OWNERSHIP.....	59
OFFICERS.....	59
COLLEGE ADMINISTRATION.....	60
FACULTY.....	60
<b>TUITION AND FEES .....</b>	<b>61</b>
DEGREE PROGRAMS .....	61
DIPLOMA PROGRAMS.....	61
FEES.....	61

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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 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 to award associate's degrees and diplomas by:

- The Accrediting Council for Independent Colleges and Schools, 750 First St., NE, Washington, DC 20002-4241, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation.

#### 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 Statutes, 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

The Aurora branch campus is located at #6 Abilene Street, (between 6<sup>th</sup> Avenue and Alameda) parallel to Interstate 225. The campus occupies approximately 14,000 square feet and is complete with computer laboratories, classrooms, medical laboratories, library, student lounge, career development center and administrative offices.

**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

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grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

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

The college reserves the right to dismiss a student for the following reasons: failure to maintain satisfactory academic progress as outlined in this catalog, possession of a weapon, 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 their program, students will have a "Career Skills" course. This course is intended to help prepare and assist students in acquiring job search skills. Parks College prepares the graduate educationally for employment and assists in his/her job search, but like all institutions, Parks College cannot guarantee employment.

### **OFFICE HOURS**

The Academic Department is open Monday Through Thursday from 7:30 a.m. to 10:30 p.m. and on Friday from 7:30 a.m. to 5:00 p.m.. The Admissions Department is 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 office is open Monday through Thursday, from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m.

The Career Planning and Placement Office is 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**

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

Phone: Aurora Campus

(303) 367-2757

### **ENTRANCE REQUIREMENTS - DEGREE PROGRAMS**

Graduation from high school or its equivalency (such as the GED) is the minimum requirement for admission to Parks College. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Successful completion of the assessment examination is also a prerequisite for admission. This standardized, nationally-normed test is administered by the college, and is designed to further ensure that the applicant has the skills necessary to pursue a college level program. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester hours or 36 quarter hours) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700, will not be required to complete the test.

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## 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 see the section of "Acceptance of Prior Credit" or 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.

## ENTRANCE REQUIREMENTS - DIPLOMA PROGRAM

Prospective students must have a high school diploma or a recognized equivalency certificate (GED). Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission.

All applicants are required to achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.

## 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.

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- 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 Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student 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 application will produce an Expected Family Contribution (EFC) which determines eligibility.

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

### **Need and Cost of Education**

Once the application is completed, the information will be used in 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

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- 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 during the current awarding year. A financial aid transcript is necessary even if the student did not receive any aid.

### **Tuition Charges**

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 quarter.

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

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## 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 Work Study Program (SWS)

The Colorado Work Study Program provides part-time employment to students who need the earnings to defray the cost of their education. Application for the Work Study Program may be made through the student finance office and eligibility is based on financial need (financial need criteria may be waived with written approval from the Colorado Commission on higher education) and the availability of funds. Work schedules will be arranged according to class schedules and the needs of departments. To be eligible a student must be a Colorado resident, be an undergraduate student, be enrolled at least half time in an eligible program, and maintain satisfactory academic progress.

### Colorado State Grant

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



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In order to receive a Colorado State 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. The Colorado Undergraduate Merit Award is funded by the Colorado General Assembly.

### **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.

### **Subsidized Federal Stafford Loans**

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

The 1993 Technical Amendments to the Higher Education Act made several changes to §427A(i)(1)-(6) affecting the interest rates of the fixed 7,8,9 and 8-10 percent loans. These loans were converted to a variable interest rate not later than January 1, 1995. There is a 4 percent origination fee/ 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 for a dependent student and \$46,000 for an independent student.

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. Deferrals 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.

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### **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.

There is a 3% origination fee, and up to a 1% premium may be deducted from the loan principal.

### **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, 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.

## **SCHOLARSHIP PROGRAMS**

### **High School Scholarships**

There is a total of \$60,000 available in High School Scholarships for graduating seniors, age 17 or older. The Scholarships that will be awarded are as follows:

- Two full tuition assistance scholarships valued at \$15,360 = \$30,720
- Two half tuition assistance scholarships valued at \$7,680 = \$15,360
- Four 1/4th tuition assistance scholarships valued at \$3,840 = \$15,360

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out an application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of march or by the designated deadline.

All applicants must take the CPAt, which measures competency in reading, language and mathematics. Scholarship finalists will be those with the 25 highest scores on the test.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not

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accepted. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

### **Imagine America Scholarships**

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Stafford Loan, 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**

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV fund and withdraw with a refund due:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Federal Stafford Loan Program;
3. Federal PLUS Loan Program;
4. Unsubsidized Federal Direct Stafford Loan Program;
5. Subsidized Federal Direct Stafford Loan Program;
6. Federal Direct PLUS Loan Program;
7. Federal Perkins Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other SFA programs;
11. Other federal, state, private, or institutional sources of aid; and
12. The student.

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 of the Title IV programs will be paid within 30 days from the date of determination.

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## PARKS COLLEGE REFUND POLICY

### Cancellations

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the college. If the agreement is not accepted by the college, all moneys paid will be refunded. The applicant may also request cancellation in writing or any other form within three days after signing this agreement and receive a full refund of all monies paid. Applicants who cancel after three days will receive a refund of all monies paid minus the application fee which will be retained by the school. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys will be refunded within 30 days of the date the college becomes aware of the withdrawal.

### Refund Policies

Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

### Refunds

This College participates in the U. S. Department of Education's student aid programs and is required to comply with the Higher Education Act of 1965, as amended. This legislation requires the college to offer a refund policy that will provide the most beneficial refund to the students. A refund is the difference of the amount the student paid to the college (including financial aid) and the amount the college can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following policies: 1) The federal pro rata calculation defined by the Higher Education Amendments of 1992 (the student must be attending the college for the first time and may not have completed more than 60 percent of the first enrollment period for which they have been charged); 2) If applicable, the refund requirements of the State or institution.

### Federal Pro Rata Calculation (For All First Time Students)

The college will perform a pro rata refund calculation for students who are attending the College for the first time and terminate their education before completing more than 60 percent of the first enrollment period for which they have been charged. Under a pro rata refund calculation, the college is entitled to retain only that portion of college charges (tuition, fees, room, board, etc.) equal to the portion of the enrollment period for which the student has been charged which has been completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period for which the student has been charged into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the college charges for the period of enrollment. The institution will exclude from the institutional charges used to calculate the pro rata refund a reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less. The college may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60 percent of the enrollment period.

### State Refund Policy (For All Students)

If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first charging period, the College will refund all tuition and fees paid for the charging period in accordance with the following schedule:

A STUDENT TERMINATING TRAINING...	IS ENTITLED TO A REFUND OF	THE COLLEGE RETAINS
Within the First 10% of Charging Period	90% Tuition	10% Tuition
After 10% but within first 25% of Charging Period	75% Tuition	25% Tuition
After 25% but within first 50% of Charging Period	50% Tuition	50% Tuition
After 50% but within first 75% of Charging Period	25% Tuition	75% Tuition
Beyond 75% of Charging Period	0	100% Tuition

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If the educational program for which the student has enrolled is discontinued prior to the student's expected graduation date, the student is entitled to a full refund.

## 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 Registrar** If the student has a question regarding changing programs, or class schedule conflicts, they should consult with the appropriate Academic Dean or Registrar.

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

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

**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** The College will assist students in securing tutors. Students in need of additional tutorial assistance should notify their instructor for suggested tutors, or see the Academic Dean or their respective Department Chair.

## GRADUATION REQUIREMENTS

Students who have completed all program requirements for graduation are eligible to participate in a graduation ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average to be eligible to graduate from Parks College. Students must also meet specific program requirements listed in the catalog.

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## 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 must 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 assistance with housing may be obtained through the Admissions Department or 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 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 and television are available for in-school use.

## 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

### President's List

Students who complete at least twelve (12) credit hours during the quarter and attain a 4.00 grade point average will be named to the President's list.

### Dean's List

Students who complete at least twelve (12) credit hours during the quarter and attain a 3.50 to 3.99 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.

## 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.

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## 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 facility.

## CHILDREN/GUESTS ON CAMPUS

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

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## DEGREE PROGRAMS

### 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 mid-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 of those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges or other approved vocational/occupational education, including military education. Transfer of credits accepted are combined with credits earned in residence at Parks College toward the completion of program requirements.

When requesting that credits be accepted by Parks, it is the student's responsibility to provide written verification (within the first quarter of attendance) in the form of an official transcript to be sent from the other institution directly to Parks College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow-up on the acceptance of prior credit to avoid incurring the expense of taking unnecessary classes. Only course work with a grade of 2.0 or higher will be considered for evaluation. Course work taken over ten years prior to admission will not be evaluated.

Acceptance of such credit remains at the discretion of Parks College and the College does not guarantee early graduation due to acceptance of prior credit. Students are allowed to transfer in, or test out of, up to 40% of their program requirements at Parks College to be awarded a degree.

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

#### PROFICIENCY EXAMINATION CREDIT

Students may request to take proficiency 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 30 days on campus, and file an intent to challenge with the Academic Dean. Fees for challenge examinations and for posting of credits earned are listed in the Tuition and Fees schedule.



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## 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 after the completion of their first degree.

## 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

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College Receptionist to report their absence. If the student expects to be absent for more than two days, (s)he must call the Academic Dean to discuss the reason for the absence.

Should a student's absences exceed 15 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Warning for that class or classes. Should a student's absences exceed 20 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Probation for that class or classes. While on Attendance Probation, the student is to meet with the Academic Dean to discuss his/her attendance and academic progress in an effort to develop a plan to improve the student's overall performance. Should a student's absences exceed 25 percent of the total hours scheduled for a class or classes, the student may be withdrawn from the class or classes if the instructor(s) and the Academic Dean concur that the student's academic performance is below the level to pass the course.

Students who fail to contact the Academic Dean to discuss reasons for prolonged absence will be withdrawn from all classes if his/her class instructors and the Academic Dean concur that the student's academic performance is below the level required to pass the course.

## 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.

### Class Period

A standard class period for courses held in the Day Division is one hour and forty 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 8:00 a.m. to 9:50 p.m.. Full-time students take a course load of a minimum of twelve credit hours per quarter to qualify for financial aid. Full-time students are encouraged to take a minimum of fourteen credit hours per quarter to remain on a strong pace for graduation

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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 Thornton 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 complete less than twelve credit hours a quarter may jeopardize their financial aid and graduation date. Full-time students are encouraged to take a minimum of fourteen credit hours during a regular quarter and ten credit hours during a six week mini-quarter. By taking these recommended hours, students can complete their program of study quickly.

### **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.

### **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.

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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 President within 15 calendar days of the issue in question.

The Academic Dean 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 President 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 where permitted. The choice of electives is determined by availability within the schedule. Academic Advisors will recommend appropriate electives for students in each program.

## GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete (the student has 14 calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade)	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
<b>Course Repeat Codes</b>		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	

### GPA and CGPA Calculations

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

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

### Grade Appeals

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

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## 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. Formal learning agreements may be used in a given course.

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 eighth/ninth 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.

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 grade will be appended with a "Course Repeat Code" of "2" on the student's transcript, and the new grade will replace the previous 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.

## 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 through the same re-admittance procedure.

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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 in these cases will be final.

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

### **VETERANS INFORMATION**

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

### **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.



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## **DEGREE PROGRAMS - 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 on page 25, 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**

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 on page 25, 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.

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## ACADEMIC SUSPENSION

If the student's CGPA or rate of progress ever falls into the suspension ranges specified on page 25, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the College.

### READMITTANCE FOLLOWING SUSPENSION

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment 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.

### APEALS 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 or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an ACADEMIC DISMISSAL, as outlined above.

### APPLICATION OF GRADES AND CREDITS

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

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.



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## 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 REQUIREMENTS

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

## SATISFACTORY PROGRESS TABLE

### 96 Quarter Credit Hours

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

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
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%

### 97 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	N/A
17 - 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 - 145	N/A	2.0	N/A	66%

# ACADEMIC CALENDARS

## DEGREE PROGRAMS

**1999 – 2000**

### WINTER TERM

	1999	2000
Christmas Holidays	Dec 21, '98 – Jan 3, '99	Dec 19, '99 – Jan 1, '00
Classes Resume	Jan 4, '99	Jan 3, '00
Fall Term Ends	Jan 15, '99	Jan 15, '00
<b>Winter Term Starts</b>	<b>Jan 11, '99</b>	<b>Jan 18, '00</b>
M.L. King Jr. Birthday Holiday	Jan 18, '99	Jan 17, '00
Presidents' Day		Feb 21, '00
<b>Mini-Term Starts</b>	<b>Feb 22, '99</b>	<b>Feb 22, '00</b>
Winter Term Ends	Apr 10, '99	Apr 8, '00

### SPRING TERM

	1999	2000
Spring Vacation*	Mar 22-26, '99	Apr 10-14, '00
<b>Spring Term Starts</b>	<b>Apr 12, '99</b>	<b>Apr 17, '00</b>
Memorial Day Holiday	May 31, '99	May 29, '00
<b>Mini-Term Starts</b>	<b>May 24</b>	<b>May 24, '00</b>
Spring Term Ends	Jul 3, '99	Jul 8, '00

### SUMMER TERM

	1999	2000
Independence Day Holiday	Jul 5, '99	Jul 4, '00
Summer Vacation	Jul 5-10, '99	Jul 7-14, '00
<b>Summer Term Starts</b>	<b>Jul 12, '99</b>	<b>Jul 17, '00</b>
<b>Mini-Term Starts</b>	<b>Aug 23, '99</b>	<b>Aug 28, '00</b>
Labor Day Holiday	Sept 6, '99	Sept 4, '00
Summer Term Ends	Oct 2, '99	Oct 7, '00

### FALL TERM

	1999	2000
<b>Fall Term Start</b>	<b>Oct 11, '99</b>	<b>Oct 9, '00</b>
<b>Mini-Term Starts</b>	<b>Nov 18, '99</b>	<b>Nov 20, '00</b>
Thanksgiving Day Holiday	Nov 25-27, '99	Nov 23-26, '00
Christmas Holiday	Dec 20, '99 – Jan 2, '00	Dec 18, '00 – Jan 1, '01
Classes Resume	Jan 4, '00	Jan 2, '01
Fall Term Ends	Jan 15, '00	Jan 13, '01

## DIPLOMA PROGRAM ACADEMICS

The information contained in this section applies only to the module based Medical Assisting Diploma Program. All provisions of the catalog not in conflict with the information in this section applies to the Medical Assisting Diploma Program as well. The information contained in this section does not apply to other programs offered by the college (quarter based programs).

### HOURS OF OPERATION

8:00 AM to	12:00 PM	Monday through Friday	Day
10:00 AM to	2:00 PM	Monday through Friday	Day
5:30 PM to	10:30 PM	Monday through Thursday	Evening

### HOLIDAYS

1999		2000	
New Year's Day	Jan 1	New Year's Day	Jan 1
Martin Luther King Day	Jan 18	Martin Luther King Day	Jan 17
President's Day	Feb 15	President's Day	Feb 21
Memorial Day	May 31	Memorial Day	May 29
Summer Break	Jul 5-9	Summer Break	Jul 1-9
Labor Day	Sep 6	Labor Day	Sep 4
Thanksgiving	Nov 25&26	Thanksgiving	Nov 23-26
Christmas Break	Dec 16-January 2	Christmas Break	Dec 18, '00-Jan 2, '01

### CALENDARS

Day Schedule I – Five Day Week (Monday through Friday)

1999		2000	
Start Dates	End Dates	Start Dates	End Dates
Jan 11 Mon	Feb 8 Mon	Jan 3 Mon	Jan 31 Mon
Feb 10 Wed	Mar 10 Wed	Feb 2 Wed	Mar 1 Wed
Mar 15 Mon	Apr 12 Mon	Mar 6 Mon	Mar 31 Fri
Apr 14 Wed	May 11 Tue	Apr 4 Tue	May 1 Mon
May 13 Thu	Jun 10 Thu	May 3 Wed	May 31 Wed
Jun 14 Mon	Jul 16 Fri	Jun 5 Mon	Jun 30 Fri
Jul 20 Tue	Aug 16 Mon	Jul 10 Mon	Aug 4 Fri
Aug 18 Wed	Sep 15 Wed	Aug 8 Tue	Sep 5 Tue
Sep 20 Mon	Oct 15 Fri	Sep 7 Thu	Oct 4 Wed
Oct 19 Tue	Nov 15 Mon	Oct 9 Mon	Nov 3 Fri
Nov 17 Wed	Dec 16 Fri	Nov 7 Tue	Dec 6 Wed
		Dec 11 Mon	Jan 18, '01 Thu

**Night Schedule I - Four Day Week (Monday through Thursday)**

1999		2000	
Start Dates	End Dates	Start Dates	End Dates
Jan 11 Mon	Feb 4 Thu	Jan 3 Mon	Jan 31 Mon
Feb 10 Wed	Mar 9 Tue	Feb 2 Wed	Mar 1 Wed
Mar 15 Mon	Apr 8 Thu	Mar 6 Mon	Mar 30 Thu
Apr 13 Tue	May 12 Wed	Apr 4 Tue	May 1 Mon
May 13 Thu	Jun 10 Thu	May 3 Wed	May 31 Wed
Jun 14 Mon	Jul 16 Fri	Jun 5 Mon	Jun 29 Fri
Jul 20 Tue	Aug 12 Thu	Jul 10 Mon	Aug 8 Tue
Aug 18 Wed	Sep 15 Wed	Aug 8 Tue	Sep 7 Thu
Sep 20 Mon	Oct 14 Thu	Sep 7 Thu	Oct 9 Mon
Oct 19 Tue	Nov 15 Mon	Oct 9 Mon	Nov 7 Tue
Nov 17 Wed	Dec 15 Wed	Nov 7 Tue	Dec 7 Thu
		Dec 11 Mon	Jan 18, '01 Thu

**MODULAR PROGRAMS**

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

**GRADING**

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
WP	Withdrawal Passing	
WF	Withdrawal Failing	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

**GRADUATION REQUIREMENTS**

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students in the Medical Assisting Diploma Program must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements.
- Successfully complete a total of 160 clock hours in an approved externship; and
- Receive satisfactory evaluations from the externship facility.

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## CLASS SIZE

To provide meaningful instruction and training, classes are limited in size. Lecture classes range from 24 –45 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average a 15:1 student to instructor ratio.

## ATTENDANCE REQUIREMENTS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students are expected to be in the assigned classroom for at least 80 percent of the scheduled time of any course, module or quarter. Absences will include tardies or early departures. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days, not including scheduled school holidays, will be dropped from the training program.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. If they have successfully completed at least 66 percent of the scheduled classroom hours, they will first be notified of the school's intention to drop them. These students must successfully appeal their termination within three school days in order to continue their training. If their termination is not successfully appealed, they will be dropped from the program.

This campus does not permit students to make up absences that accrue on their attendance record. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical or dental appointments after school hours and should notify the school if they plan to be absent.

### **Tardiness/Early Departure**

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

### **Reentry Policy**

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only twice, however, in those instances where extenuating circumstances exist a student may be allowed to reenter more than twice with appropriate documentation and the approval of the Academic Dean.

## LEAVE OF ABSENCE POLICY

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable purposes. The leave, and any extension, may not exceed 60 calendar days.

Written requests for a leave of absence - properly approved, dated and signed by the student and either the Academic Dean or appropriate department head - will be maintained in the student's file. Additional charges will not be assessed during the leave of absence.

A student who fails to return from the leave on the date indicated in the written request will be terminated from the training program.

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### **Effects of Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module to be offered.
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
- Financial aid may be affected.
- Their planned graduation will be delayed.

### **MAKE-UP WORK**

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

### **DRESS CODE**

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Uniforms are not included in the tuition price and should be purchased as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

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## DIPLOMA PROGRAM - SATISFACTORY ACADEMIC PROGRESS

### REQUIREMENTS

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in the Medical Assisting Diploma Program must:

- achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- progress at a satisfactory rate toward completion of their programs; and
- complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the twenty-five percent (25%) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5% and a rate of progress of at least 55% will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65% or 1.5 and a rate of progress of at least 60% will be withdrawn from training by the school.

### ACADEMIC PROBATION

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent, but have achieved a GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent for the term will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent or 2.0 and a rate of progress of at least 60 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

### REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

### INCOMPLETES

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing



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grade of "F" or "zero" for the module. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

## WITHDRAWALS

### Week One

When students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the Academic Dean or department head. The withdrawal request must then be approved by either the department head or education director. If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA.

### Week Two through the End of the Module

To withdraw from a module after the first week, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and education director. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the module (at least 70 percent) as of the last day of attendance. "WF" indicates that a student was not passing the module (less than 70 percent) as of the last day of class attendance.

Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:

- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

## EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

## REPEAT POLICY

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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## MAXIMUM PROGRAM COMPLETION TIME

### Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the twenty-five percent (25%) point of their maximum program completion time must have successfully completed 55% of the clock or credit hours/units attempted. Students whose rate of progress are less than 55% at the twenty five (25%) point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the clock or credit hours/units attempted or they will be withdrawn from training by the school.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted.

### Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 7 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

## ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the academic dean.

## STUDENT APPEAL PROCESS

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the school president.

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Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

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## PROGRAMS OF STUDY

### DEGREE PROGRAMS: ASSOCIATE OF APPLIED SCIENCE DEGREE

- Accounting/Minor in Computer Applications
- Business Administration
- Computerized Office Applications in Business
- Computer Science/Network Administration
- Hotel, Restaurant, and Institutional Management
- Paralegal/Legal Assistant
- Medical Assisting
- Travel and Tourism/Minor Business Administration

### DIPLOMA PROGRAM – (See the Diploma Program Section Page 55)

- Medical Assisting

## 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
<b>REQUIRED COURSES:</b>				
ACG 2001	Principles of Accounting I	40		4
ACG 2011	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
ACG 2020	Introductory Cost/Managerial Accounting	40		4
ACC 209	Accounting with Computers	30	20	4
BUL2100	Applied Business Law	40		4
SLS 1120	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	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
ECO 100	Basic Economics	40		4
MAN 1011	Introduction to Business Enterprise	40		4
MGT 204	Principles of Supervision	40		4
OFT1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
<b>GENERAL EDUCATION COURSES:</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
		890	140	96

## BUSINESS ADMINISTRATION (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
<b>COLLEGE CORE REQUIREMENTS</b>				
ACG 2001	Principles of Accounting I	40		4
ACG 2011	Principles of Accounting II	40		4
ACG 2020	Introductory Cost/Managerial Accounting OR	40		
ACG 2045	Corporate Accounting	40		4
BUL 2100	Applied Business Law	40		4
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
ECO 100	Basic Economics	40		4
<b>MAJOR CORE REQUIREMENTS</b>				
MAN 1011	Introduction to Business Enterprise	40		4
MAR 1011	Introduction to Marketing	40		4
MAN 2021	Principles of Management	40		4
FIN 1100	Introduction to Finance	40		4
MAR 2500	Customer Relations and Servicing	40		4
MAN 2101	Introduction to Human Resources	40		4
MAN 2500	International Business Management	40		4
MGT 205	Small Business Management	40		4
CSC 102	Spreadsheet Basics	30	20	4
CSC 117	Operating Systems	30	20	4
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
SPC 2602	Oral Communication	40		4
MAC2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
		910	100	96

## 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. Emphasis is placed on computerized applications that make use of accounting, word processing, spreadsheet, and database software.

Total Credit Hours Required: 96

Total Hours: 1080 to 1230

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
<b>REQUIRED COURSES:</b>				
ACG 2001	Principles of Accounting I	40		4
AEO 201	Electronic Office Procedures	40		4
SLS 1120	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	4
CSC 102	Spreadsheet Basics	30	20	4
CSC 108	Database Concepts	30	20	4
CSC 117	Operating Systems	30	20	4
KYB 105	Advanced Keyboarding	20	20	3
KYB 111	Skillbuilding II		20	1
MGT 204	Principles of Supervision	40		4
OFT 1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
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		120**	4
SELECT BUSINESS APPLICATIONS, LEGAL OFFICE, OR MEDICAL TRANSCRIPTION. STUDENTS MUST COMPLETE 16 CREDIT HOURS FROM ONE OF THESE AREAS.				
<b>BUSINESS APPLICATIONS:</b>				
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
<b>LEGAL OFFICE:</b>				
BUL2100	Applied Business Law	40		4
ECO 100	Basic Economics	40		4
LGL 105	Legal Ethics and Terminology	40		4
LGL 110	Computer Legal Applications	30	20	4
<b>MEDICAL TRANSCRIPTION:</b>				
HSC 1531	Medical Terminology	40		4
MED 102	Life Sciences I	40		4
MED 141	Administrative Office Procedures	40		4
MED 145	Medical Transcription	30	20	4
	OR			
MED 150	Medical Records Management	40		4
<b>GENERAL EDUCATION COURSES:</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	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.

## 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: 1090 or 1160

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
<b>REQUIRED COURSES:</b>				
ACG 2001	Principles of Accounting I	40		4
SLS 1120	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	4
CSC 110	Introduction to Computer Programming	30	20	4
CSC 117	Operating Systems	30	20	4
CSC 127	Introduction to Computer Networks	40		4
CSC 135	PC Maintenance and Troubleshooting	30	20	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	30	20	4
CSC 290*	Computer Industry Research	30	20	4
	OR			
ETN 290*	Professional Experience		120**	4
MAN 1011	Introduction to Business Enterprise	40		4
OFT 1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
<b>GENERAL EDUCATION COURSES:</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
	OR	830	260	96
		800	360	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.



## 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.

Total Credit Hours Required: 96

Total Hours: 1070 to 1080

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
<b>REQUIRED COURSES:</b>				
ACG 2001	Principles of Accounting I	40		4
ACG 2011	Principles of Accounting II	40		4
SLS 1120	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	4
BUL2100	Applied 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		120**	4
MAN 1011	Introduction to Business Enterprise	40		4
MGT 204	Principles of Supervision	40		4
OFT 1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
<b>GENERAL EDUCATION COURSES:</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
<b>ELECTIVES:</b>				
CSC 102	Spreadsheet Basics	30	20	4
MGT 205	Small Business Management	40		4
MAR 1011	Introduction to Marketing	40		4
MKT 202	Salesmanship	40		4
		890	180	96
	OR			
		880	200	96

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

\*\*Externship Hours.

## PARALEGAL/LEGAL ASSISTANT (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

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
ACO 1910	Office Accounting	40		4
PLA 1003	Introduction to Legal Assisting	40		4
PLA1023	Legal Ethics and Social Responsibility	40		4
PLA 2426	Business Organizations	40		4
LGL110	Computer Legal Applications	30	20	4
<b>MAJOR CORE REQUIREMENTS</b>				
PLA 2250	Civil Procedures	40		4
PLA 2803	Family Law	40		4
PLA 2423	Contract Law	40		4
PLA 2273	Torts	40		4
PLA 1106	Legal Research and Writing I	40		4
PLA 2116	Legal Research and Writing II	40		4
PLA 2607	Wills, Trusts and Probate	40		4
PLA 2121	Bankruptcy	40		4
PLA 2303	Criminal Procedures	40		4
PLA 2505	Real Estate Law	40		4
<b>GENERAL EDUCATION REQUIREMENTS</b>				
PSY 2014	General Psychology	40		4
MAC 2104	College Algebra	40		4
ENC 1106	Composition I	40		4
ENC1105	Composition II	40		4
SPC 2602	Oral Communications	40		4
SCI 101	Environmental Issues	40		4
		<b>920</b>	<b>80</b>	<b>96</b>

## MEDICAL ASSISTING (DEGREE)

The Medical Assisting 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: 97

Total Hours: 1170

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
<b>COLLEGE CORE COURSES:</b>				
ACO 1910	Office Accounting	40		4
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
SLS 1120	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
<b>MAJOR CORE COURSES:</b>				
APB 1100	Anatomy & Physiology I	40		4
APB 1110	Anatomy & Physiology II	40		4
HSC 1444	Diseases of the Human Body	40		4
HSC 1531	Medical Terminology	40		4
HSC 1561	Medical Law & Ethics	20		2
MEA 1671	Patient Interpersonal Relations	20		2
MEA 2455	Clinical Lecture A	40		4
MEA 2456	Clinical Lecture B	40		4
MEA 2457	Clinical Lecture C	40		4
MEA 2714	Medical Insurance Billing	40		4
MLS 2325	Clinical Lab A		40	2
MLS 2326	Clinical Lab B		40	2
MLS 2327	Clinical Lab C		40	2
OST 2301	Medical Office Practice	40		4
OST 2614	Medical Transcription		40	2
PHA2245	Pharmacology & Medical Math	40		4
HC2941	Medical Externship		160*	5
<b>GENERAL EDUCATION COURSES:</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
		810	380**	97

\*Externship Hours.

\*\*Externship and Lab 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
<b>REQUIRED COURSES:</b>				
ACG 2001	Principles of Accounting I	40		4
BUL2100	Applied Business Law	40		4
SLS 1120	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	4
GEO 114	Geography - Domestic	20		2
GEO 115	Geography - International	40		4
MAN 1011	Introduction to Business Enterprise	40		4
MGT 204	Principles of Supervision	40		4
OFT 1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
TVL 101	Introduction to Travel	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	30	20	4
TVL 207	Corporate Travel Planning	20		2
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		120**	4
<b>GENERAL EDUCATION COURSES:</b>				
ENC 1106	Composition I	40		4
ENC 1107	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2014	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
	OR	920	80	96
		880	200	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.

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000-099 Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Associate Degree programs take courses in the lower division.

### COURSE DESCRIPTIONS

#### ACC 110 PAYROLL ACCOUNTING

4 CREDITS

Prerequisite: ACG 2001. 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: ACG 2001 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

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 209 ACCOUNTING WITH COMPUTERS

4 CREDITS

Prerequisite: ACG 2001 and CGS 2110. 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.

#### ACG 2001 PRINCIPLES OF ACCOUNTING I

4 CREDITS

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted.

#### ACG 2011 PRINCIPLES OF ACCOUNTING II

4 CREDITS

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACG 2001

#### ACG 2020 INTRODUCTORY COST/MANAGERIAL ACCOUNTING

4 CREDITS

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite ACG 2011

#### ACG 2045 CORPORATE ACCOUNTING

4 CREDITS

This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: ACG 2011

#### ACO 1910 OFFICE ACCOUNTING

4 CREDITS

This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.

#### 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.

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- APB 1100 ANATOMY & PHYSIOLOGY I** 4 CREDITS  
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems.
- APB 1110 ANATOMY & PHYSIOLOGY II** 4 CREDITS  
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems.
- BUL 2100 APPLIED BUSINESS LAW** 4 CREDITS  
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed.
- CGS 2110 COMPUTER APPLICATIONS** 4 CREDITS  
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use.
- 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.
- CSC 102 SPREADSHEET BASICS** 4 CREDITS  
Prerequisite: CGS 2110. Using a spreadsheet such as Excel, 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: CGS 2110. 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: None. 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: None. 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-use operating systems.
- CSC 127 INTRODUCTION TO COMPUTER NETWORKS** 4 CREDITS  
Prerequisite: CGS 2110 and CSC 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 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.

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**CSC 202 USING SPREADSHEETS IN BUSINESS APPLICATIONS****4 CREDITS**

Prerequisite: CGS 2110 and CSC 102, MAC 2104. 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 110. 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: CGS 2110, and CSC 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: CGS 2110, and CSC 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: CGS 2110, and CSC 117 and 127. 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 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: CGS 2110, and CSC 110, 216 and 242. 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: Approval by Department Chairperson. A self directed 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.

**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.

**ENC1106 COMPOSITION I****4 CREDITS**

Prerequisite: None. This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.

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**ENC1107 COMPOSITION II****4 CREDITS**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1106

**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.

**GEO 114 GEOGRAPHY-DOMESTIC****2 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****4 CREDITS**

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

**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 an 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.

**HSC 1444 DISEASES OF THE HUMAN BODY****4 CREDITS**

This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment.

**HSC 1531 MEDICAL TERMINOLOGY****4 CREDITS**

This course is designed to provide an understanding of the meanings of a variety of medical word element (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession.

**HSC 1561 MEDICAL LAW & ETHICS****2 CREDITS**

This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.



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**HC 2941 EXTERNSHIP****5 CREDITS**

This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment.

**KYB 105 ADVANCED KEYBOARDING****3 CREDITS**

Prerequisite: OFT 1141. 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 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.

**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 CGS 2110. 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.

**MAC 2104 COLLEGE ALGEBRA****4 CREDITS**

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills.

**MAN 1011 INTRODUCTION TO BUSINESS ENTERPRISE****4 CREDITS**

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise.

**MAN 2021 PRINCIPLES OF MANAGEMENT****4 CREDITS**

This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.

**MAN 2101 INTRODUCTION TO HUMAN RESOURCES****4 CREDITS**

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation.

**MAN 2500 INTERNATIONAL BUSINESS MANAGEMENT****4 CREDITS**

This course is a study of the characteristics, operation, and function of business in the global market of the 1990's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment.

**MAR 1011 INTRODUCTION TO MARKETING****4 CREDITS**

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods, and techniques, price policies, and the cost of marketing.

**MAR 2500 CUSTOMER RELATIONS AND SERVICING****4 CREDITS**

This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.

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**MAT 0024 BASIC STUDIES IN MATHEMATICS****0 CREDITS**

This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class.

**MEA 1671 PATIENT INTERPERSONAL RELATIONS****2 CREDITS**

This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment

**MEA 2455 CLINICAL LECTURE A****4 CREDITS**

Prerequisite: Medical Terminology or with the approval of the Program Director or Academic Dean. This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures.

**MEA 2456 CLINICAL LECTURE B****4 CREDITS**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course is designed to present the theories and principles of patient care, including: vital signs, physical and specialty exams, and electrocardiograms.

**MEA 2457 CLINICAL LECTURE C****4 CREDITS**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course will introduce the student to the theories and practices related to common procedures and test performed in a physicians office laboratory. These will include: CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection.

**MEA 2714 MEDICAL INSURANCE BILLING****4 CREDITS**

Prerequisite: Medical Terminology or with the approval of the Program Director or the Academic Dean. This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed.

**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 141 ADMINISTRATIVE OFFICE PROCEDURES****4 CREDITS**

Prerequisite: OFT1141. 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: OFT1141 and HSC 1531. 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.

**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.

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**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.

**MLS 2325 CLINICAL LAB A** **2 CREDITS**

Prerequisite: Medical Terminology or with the approval of the Program Director or Academic Dean. This course is designed to acquire and practice the skills discussed in Clinical Lecture A.

**MLS 2326 CLINICAL LAB B** **2 CREDITS**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course is designed to acquire and practice the skills discussed in Clinical Lecture B.

**MLS 2327 CLINICAL LAB C** **2 CREDITS**

Prerequisite: Clinical Lecture A and Clinical Lab A. This course is designed to acquire and practice the skills discussed in Clinical Lecture C.

**OFT 1141 KEYBOARDING** **2 CREDITS**

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.

**OST 2301 MEDICAL OFFICE PRACTICE** **4 CREDITS**

This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered.. Manual and computerized bookkeeping is also covered.

**OST 2614 MEDICAL TRANSCRIPTION** **2 CREDITS**

Prerequisite: Medical Terminology, Keyboarding and Computer Applications or with the approval of the Program Director or Academic Dean. This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries.

**PHA 2245 PHARMACOLOGY & MEDICAL MATH** **4 CREDITS**

Prerequisite: Basic Studies in Mathematics or College Algebra and Anatomy and Physiology I and II or with the approval of the Program Director or Academic Dean. This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration.

**PLA 1003 INTRODUCTION TO LEGAL ASSISTING** **4 CREDITS**

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course.

**PLA 1023 LEGAL ETHICS AND SOCIAL RESPONSIBILITY** **4 CREDITS**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.

**PLA 1106 LEGAL RESEARCH AND WRITING I** **4 CREDITS**

The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs.

**PLA 2116 LEGAL RESEARCH AND WRITING II** **4 CREDITS**

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite PLA 1106.

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- PLA 2121 BANKRUPTCY** 4 CREDITS  
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite 1003.
- PLA 2250 CIVIL PROCEDURES** 4 CREDITS  
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite 1003.
- PLA 2273 TORTS** 4 CREDITS  
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite 1003.
- PLA 2303 CRIMINAL PROCEDURES** 4 CREDITS  
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite 1003.
- PLA 2423 CONTRACT LAW** 4 CREDITS  
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite 1003.
- PLA 2426 BUSINESS ORGANIZATIONS** 4 CREDITS  
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite 1003.
- PLA 2505 REAL ESTATE LAW** 4 CREDITS  
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite 1003.
- PLA 2607 WILLS, TRUSTS AND PROBATE** 4 CREDITS  
This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite 1003.
- PLA 2803 FAMILY LAW** 4 CREDITS  
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite 1003.
- PSY 2014 GENERAL PSYCHOLOGY** 4 CREDITS  
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology.
- 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.
- SLS 1120 STRATEGIES FOR SUCCESS** 4 CREDITS  
Through discussion and application, this course is designed to promote proper study habits and skills which will enable the student to compete successfully in the higher education environment.
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**SLS 1320 CAREER SKILLS****2 CREDITS**

This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation.

**SPC 2602 ORAL COMMUNICATIONS****4 CREDITS**

This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills.

**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 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**

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. 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****2 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**

This course provides the student with training related to the daily duties required of 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**

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****4 CREDITS**

Prerequisite: OFT 1141. The student is acquainted with the use of word processing software. The 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.

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**WPR 102 WORD PROCESSING APPLICATIONS II****4 CREDITS**

Prerequisite: OFT 1141 and WPR 101. The student learns advanced functions of a word processor. 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: OFT 1141, KYB 105, 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: OFT 1141, KYB 105, and WPR 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.

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## **PROGRAM OF STUDY- DIPLOMA**

### **DIPLOMA PROGRAM**

- Medical Assisting

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## MEDICAL ASSISTING (DIPLOMA)

### Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Assistant

079.367-010

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance biller.

This training program is divided into eight learning units called modules. Students must complete modules A through G, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

### Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting and Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Therapeutic Care	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

### Major Equipment

Autoclave	Mayo Stands
Blood Chemistry Analyzer	Microscopes
Calculators	Personal Computers
Electrocardiography Machine	Sphygmomanometers
Stethoscopes	TENS Unit
Examination Tables	Surgical Instruments
Hydrocollator	Training Manikins
Intermittent Traction Unit	



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# MEDICAL ASSISTING - MODULAR COURSE OFFERINGS

## COURSE DESCRIPTIONS

### MODULE A - PATIENT CARE AND COMMUNICATION

6 CREDITS

Module A emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

### MODULE B - CLINICAL ASSISTING AND PHARMACOLOGY

6 CREDITS

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. They perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

### MODULE C - MEDICAL INSURANCE, BOOKKEEPING AND HEALTH SCIENCES

6 CREDITS

Module C introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

### MODULE D - CARDIOPULMONARY AND ELECTROCARDIOGRAPHY

6 CREDITS

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

### MODULE E - LABORATORY PROCEDURES

6 CREDITS

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

### MODULE F - ENDOCRINOLOGY AND REPRODUCTION

6 CREDITS

In Module F, students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer, and study essential medical terminology. Students also become familiar with the self-directed job search.

### MODULE G - THERAPEUTIC CARE

6 CREDITS

In Module G, students become aware of the basic techniques used in therapeutic medicine and learn the musculoskeletal structures of the body as they relate to therapeutic care. Students learn about the equipment and modalities used in physical therapy. The module also includes discussion of current ethical issues related to health care. Students develop basic keyboarding skills on the computer, become familiar with the self-directed job search process and study essential medical terminology.

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**MODULE X - EXTERNSHIP****5 CREDITS**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review file student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request. was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**ADDITIONAL FERPA INFORMATION IS AVAILABLE FROM THE INSTITUTION'S BUSINESS OFFICE.**

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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

### COLLEGE

Blair College  
Parks College  
Parks College  
Las Vegas College  
Western Business College  
Western Business College  
Mountain West College  
Rochester Business Institute  
Springfield College  
Duff's Business Institute  
Florida Metropolitan University - Fort Lauderdale College  
Florida Metropolitan University - Orlando College, North  
Florida Metropolitan University - Orlando College, South  
Florida Metropolitan University - Orlando College, Melbourne  
Florida Metropolitan University - Tampa College  
Florida Metropolitan University - Tampa College, Brandon  
Florida Metropolitan University - Tampa College, Pinellas  
Florida Metropolitan University - Tampa College, Lakeland

### LOCATION

Colorado Springs, CO  
Thornton, CO  
Aurora, CO  
Las Vegas, NV  
Portland, OR  
Vancouver, WA  
Salt Lake City, UT  
Rochester, NY  
Springfield, MO  
Pittsburgh, PA  
Fort Lauderdale, FL  
Orlando, FL  
Orlando, FL  
Melbourne, FL  
Tampa, FL  
Tampa, FL  
Clearwater, FL  
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.

### **Rhodes Colleges, Inc. - Corinthian Colleges, Inc.**

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

### **Officers**

(Rhodes Colleges, Inc. and Corinthian Colleges, Inc.)

David G. Moore	President
Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
Dennis Devereux	Vice President and Assistant Secretary
Mary Hale Barry	Vice President, Education
Beth Wilson	Vice President, Operations
Nolan Miura	Treasurer

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## College Administration

### AURORA CAMPUS

John N. Davis, Ph.D.	President
Jett Conner, Ph.D.	Academic Dean
Stan D. Phillips	Director of Admissions
Kim Culver	Director of Student Finance
Krista Lyons	Career Planning & Placement Officer
Brenda Currier	Registrar
Anna Andrews	Librarian

## Faculty

### DEPARTMENT CHAIRPERSONS

Mark Abney	Computers	Occupational Qualification
Patricia Sherry	Medical	B.S., Michigan State University
Michael Sandham	Business	B.A., Western State College
		M.A., Western State College

### FACULTY

Kelly Brady	English, General Education	B.A., Oklahoma Christian University
Ronald Ferbrache	General Education	B.A., University of Northern Colorado
Eric Johnson	Travel/Tourism	M.A., University of Northern Colorado
		B.A., University of Colorado
		Certification, Institute of Certified Travel Agents
Rhonda Kelley	Medical	Diploma, Concorde
Hazel Ray	Medical	A.A.S., Parks College

## TUITION AND FEES

### DEGREE PROGRAMS

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

#### Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR EFFECTIVE April 1, 2000
All Programs	1 through 11	\$204
	12 through 15	\$188
	16 or more	\$176

#### Mini-term start tuition per credit hour (Mini-term start quarter only)

All Programs	per credit	\$176
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Tuition will be charged on a quarterly basis. A \$50 Application Fee is charged to all applicants. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

### DIPLOMA PROGRAMS

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and the school catalog. Each program consists of the number of modules listed below.

Program	Program Length	Credit Units	Registration Fee	Tuition
Medical Assistant	8 Modules	47.0	\$50	\$7,450

Registration fees will also be included in the final program price entered in the Enrollment Agreement. The cost of uniforms, books and supplies are not included in the tuition shown above. Other fees may apply. See the Fees section below.

### FEES

ADDITIONAL FEES	AMOUNT
Application Fee	\$ 50.00
Proficiency Challenge Fee	\$25.00*
Transcript Fee (First Copy Free)	\$2.00
Lab Fee (for Medical Assisting Diploma program only)	\$175.00

\*Effective April 1, 2000: Proficiency Challenge Fee will be \$75.00

# INDEX

## —A—

ABOUT PARKS COLLEGE .....	1
ACADEMIC CALENDARS .....	26
ACADEMIC DISMISSAL .....	23
ACADEMIC PROBATION .....	22
ACADEMIC SESSION .....	15
ACADEMIC SUSPENSION .....	23
ACADEMICS .....	15, 27
ACCEPTANCE OF PRIOR CREDIT .....	15
ACCOUNTING/MINOR IN COMPUTER APPLICATIONS (BAA) .....	36
ADMISSIONS .....	3
ADVISING SERVICES .....	12
APPEALS PROCEDURES .....	23
APPLICATION .....	5
APPLICATION OF GRADES AND CREDITS .....	23
ATTENDANCE POLICY .....	16
AUDITING A COURSE .....	17

## —B—

BUSINESS ADMINISTRATION (BBA) .....	37
-------------------------------------	----

## —C—

CAREER PLANNING AND PLACEMENT OFFICE .....	3
CHANGE IN PROGRAM .....	16
CHILDREN/GUESTS ON CAMPUS .....	14
CLASS SCHEDULES .....	16
COLLEGE ADMINISTRATION .....	60
COLORADO MERIT AWARD .....	8
COLORADO STATE GRANT .....	7
COLORADO STUDENT INCENTIVE GRANT .....	8
COLORADO WORK STUDY PROGRAM .....	7
COMPUTER SCIENCE/NETWORK ADMINISTRATION (ICA) .....	39
COMPUTERIZED OFFICE APPLICATIONS IN BUSINESS (SBA, SGA, STA) .....	38
CONSUMER INFORMATION .....	4
CONTINUATION AS A NON-REGULAR STUDENT .....	24
COURSE DESCRIPTIONS .....	56
COURSE DESCRIPTIONS .....	44
COURSE NUMBERING SYSTEM .....	44
COURSE OFFERINGS .....	44
COURSE SUBSTITUTION .....	16
COURSE WITHDRAWAL .....	21
CREDIT HOURS .....	17
CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS .....	22

## —D—

DEAN'S LIST .....	13
DEGREE PROGRAMS .....	15
DEGREE PROGRAMS - SATISFACTORY ACADEMIC PROGRESS .....	22
DIPLOMA PROGRAM .....	27
DIRECTED STUDY .....	17
DIRECTOR'S LIST .....	13
DRESS CODE .....	18
DRUG ABUSE AND AWARENESS POLICY .....	III

DRUG COUNSELING .....	12
DRUG FREE AWARENESS .....	12
DUE PROCESS AND STUDENT APPEAL .....	17

## —E—

ELECTIVES .....	18
EMERGENCY PHONE NUMBERS .....	IV
ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING .....	10
ENTRANCE REQUIREMENTS - DEGREE PROGRAMS .....	3
ENTRANCE REQUIREMENTS - DIPLOMA PROGRAM .....	4

## —F—

FACILITIES & EQUIPMENT .....	2
FACULTY .....	60
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	58
FEDERAL PELL GRANT .....	7
FEDERAL PLUS LOANS .....	9
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) .....	7
FEDERAL WORK-STUDY PROGRAM (FWS) .....	7
FINANCIAL AID PROGRAMS .....	7
FINANCIAL AID TRANSCRIPTS .....	6
FINANCIAL ASSISTANCE INFORMATION .....	4
FOREIGN STUDENTS .....	4
FULL-TIME STUDENTS .....	15

## —G—

GENERAL CATALOG .....	I
GENERAL CONDUCT AND COLLEGE JURISDICTION .....	2
GPA AND CGPA CALCULATIONS .....	19
GRADE APPEALS .....	19
GRADING SYSTEM .....	19
GRADUATION .....	22
GRADUATION REQUIREMENTS .....	12

## —H—

HANDICAPPED ACCESS .....	2
HEALTH AND SAFETY .....	12
HISTORY .....	1
HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT (HRA) .....	40
HOUSING .....	13

## —I—

INFORMATION RESOURCES LIBRARY .....	13
INTER-CAMPUS TRANSFERS .....	17

## —L—

LEARNING AGREEMENTS .....	20
---------------------------	----

## —M—

MAKE-UP DAYS .....	13
MAXIMUM TIME IN WHICH TO COMPLETE .....	22

<b>MEDICAL ASSISTING - MODULAR COURSE</b>	
OFFERINGS.....	56
MEDICAL ASSISTING (MAA).....	42, 55
MILITARY DRILL REGULATIONS .....	13
MISSION AND OBJECTIVES.....	1
—N—	
NEED AND COST OF EDUCATION.....	5
—O—	
OFFICE HOURS .....	3
—P—	
PARALEGAL/LEGAL ASSISTANT (LPA).....	41
PARKING LOT.....	13
PARKS COLLEGE REFUND POLICY.....	11
POLICIES AND PROCEDURES FOR	
VERIFICATION.....	6
PRESIDENT'S MESSAGE.....	II
PROFESSIONAL RECOGNITIONS .....	1
PROFICIENCY EXAMINATION CREDIT.....	15
PROGRAM OF STUDY - DIPLOMA .....	54
PROGRAMS OF STUDY.....	35
—R—	
<b>RATE OF PROGRESS TOWARD COMPLETION</b>	
REQUIREMENTS .....	22
READMITTANCE FOLLOWING SUSPENSION.....	23
RECORDS.....	20
RE-ENTRANCE .....	20
REFUND DISTRIBUTION POLICY.....	10
REGISTRATION FOR CONTINUING STUDENTS.....	20
REINSTATEMENT AS A REGULAR-STUDENT	
FROM NON-REGULAR STATUS:.....	24
REQUIRED COURSES FOR GRADUATION .....	18
RETAKES.....	20
—S—	
SATISFACTORY ACADEMIC PROGRESS .....	5

<b>SATISFACTORY PROGRESS AND FINANCIAL</b>	
AID.....	24
SATISFACTORY PROGRESS TABLE.....	25
SCHOLARSHIP PROGRAMS .....	9
SECOND DEGREE .....	16
SEXUAL HARASSMENT.....	III
SINGLE CLASS STUDENTS.....	15
SPECIAL RECOGNITION.....	13
STATEMENT OF NONDISCRIMINATION.....	III
STUDENT FINANCE.....	4
STUDENT GRIEVANCE POLICY.....	17
STUDENT LIFE.....	12
STUDENT LOAD .....	17
STUDENT LOUNGE.....	14
STUDENT RECOGNITIONS .....	13
STUDENT RIGHTS AND RESPONSIBILITIES .....	5
STUDENT STATUS .....	15
SUBSIDIZED FEDERAL STAFFORD LOANS .....	8
—T—	
TABLE OF CONTENTS.....	V
TRANSFER OF CREDITS .....	4
TRAVEL AND TOURISM/MINOR IN BUSINESS	
ADMINISTRATION (HTA).....	43
TUITION AND FEES .....	61
TUITION CHARGES .....	6
TUTORING.....	12
—U—	
UNSUBSIDIZED FEDERAL STAFFORD LOANS.....	9
—V—	
VERIFICATION .....	6
VETERANS BENEFITS .....	8
VETERANS INFORMATION .....	21
—W—	
WITHDRAWAL FROM COLLEGE.....	21