



Parks School of Business Inc.

DENVER, COLORADO
1975/1976



Vol. V No. 1 4-1-75

PARKS SCHOOL OF BUSINESS, Inc.

1370 Pennsylvania Street
Denver, Colorado 80203
Telephone 303—832-9696

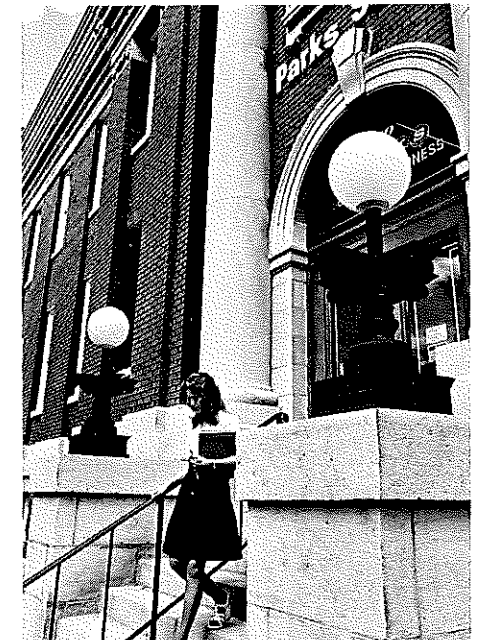


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TUITION CHARGES

Tuition Charges are listed on the Catalog Insert.

PLAN TODAY FOR TOMORROW . . .

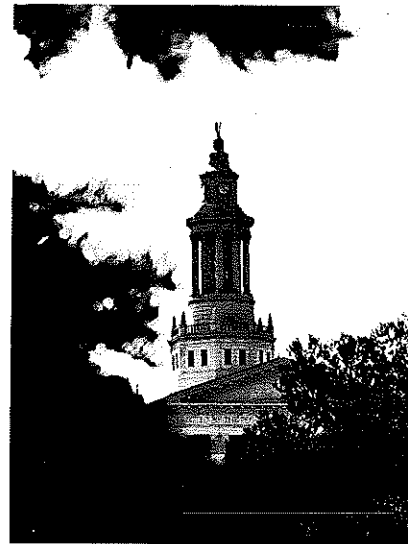
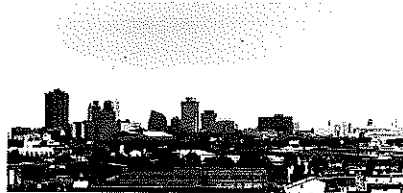
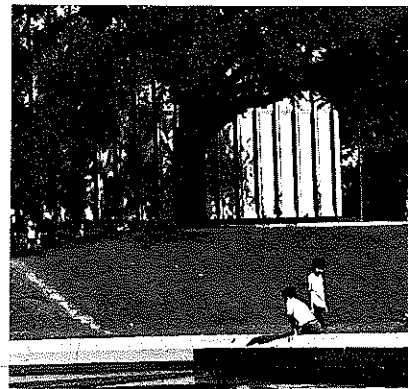
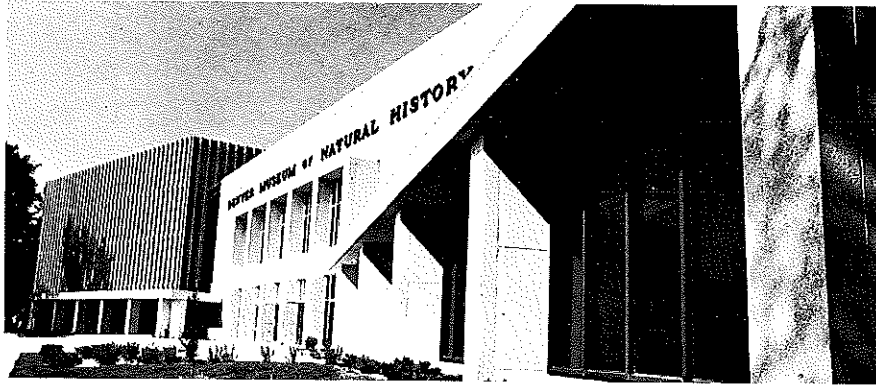
The following pages present suggestions on how you can win a happy and prosperous tomorrow in a specialized vocational career.

The objectives of these specialized programs combined with acceptable student performance provide a base for entry-level positions and the opportunity for worthwhile earnings and advancement.

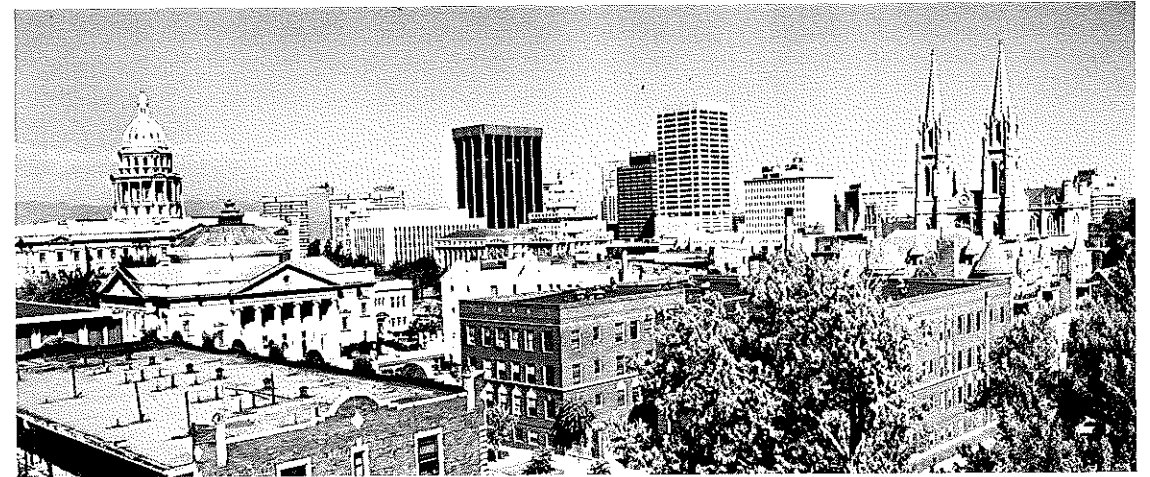
You will see how Parks can assist you in preparing for your first position. We invite you to read the following pages with your future in mind.

Charles L. Davis
Director

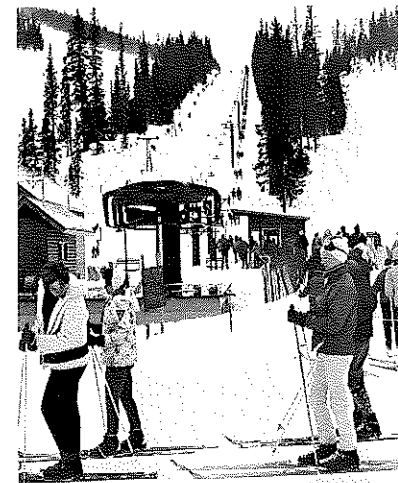
The Mile-High



City . . . Denver



This is where it's happening! Denver, "the mile-high city," is the place to be while you are training for a promising career. Located at the foot of the Rocky Mountains, Denver provides many forms of recreation and adventure at every turn. There is the excitement of the ski slopes and the peace and quiet of mountain camping. Whatever your interests, you are sure to find enjoyment in or near Colorado's capital.



BRIEF HISTORY

Parks School of Business was founded by W. T. Parks in 1895 under the name of "Modern Business School" at 14th and Curtis Streets in downtown Denver. In 1905 the name was changed to Parks School of Business while the school was located in the Club Building, 1733 Arapahoe Street.

On July 1, 1920, Mr. Parks sold the school to A. J. Gmeiner, who was then a member of the faculty. Mr. Gmeiner acquired additional properties on Logan Street for a new facility; and on July 1, 1923, three years after the acquisition, the school moved into new quarters under the name of Parks School of Business Administration.

Parks prospered and grew; and by 1927 an addition was built, expanding the building at 1450 Logan Street to nearly twice its original size.

The school survived the depression years of the 30's remarkably well and was one of the few privately-owned schools in the U.S. that was not compelled to undergo a reorganization.

Following World War II and the advent of the GI Bill, the school again grew; and on July 1, 1947, it was sold to Mr. and Mrs. Jay R. Johnson. In the summer of 1948 Mr. Johnson was joined by his brother, C. E. Johnson.

In 1960 Mr. Joe E. Lee joined the management team, and by 1968 Parks had become one of the larger private business schools in the United States. In January of 1968 the school was sold to Lear Siegler, Inc., a Public corporation, and operated as a part of the Education Division of Lear Siegler until November 1, 1973. At that time the school was sold to the Parks School of Business, Inc., a Colorado corporation formed by Joe E. Lee and associates.

PHILOSOPHY

Our objectives are: (1) to help the student, through quality education, become trained for an entry-level position, (2) to assure his subsequent advancement in that position either through job performance or additional education acquired on the job, and (3) to make him a responsible and productive citizen in our society.

CORPORATE OFFICERS:

Joe E. Lee, President
R. W. Murphree, Vice President
Howard E. Erickson, Secretary/Treasurer

ADMINISTRATIVE STAFF:

Charles L. Davis, Director
Judith G. Pearlman, Guidance Counselor
Nancy Bruner, Placement Director
Sue Murphree, Financial Aid Director
Nora Lee Wright, Student Records
Hildred Connell, Chairperson, Business Dept.

LEGAL CONTROL

The school is wholly owned by Parks School of Business, Inc., which is incorporated under the laws of the State of Colorado.

Career Programs . . .

- Fashion Merchandising
- Professional Secretarial
 - Legal Secretarial
 - Stenographic
 - Office Specialist
 - Business Administration
 - General Accounting
 - Datamation
 - Travel and Transportation Business Career
 - Travel and Transportation Career
 - Medical Assistant

The photos used herein are classroom and office scenes of Parks School of Business, except where otherwise stated.

Fashion Merchandising

1200 Hours/12 Months

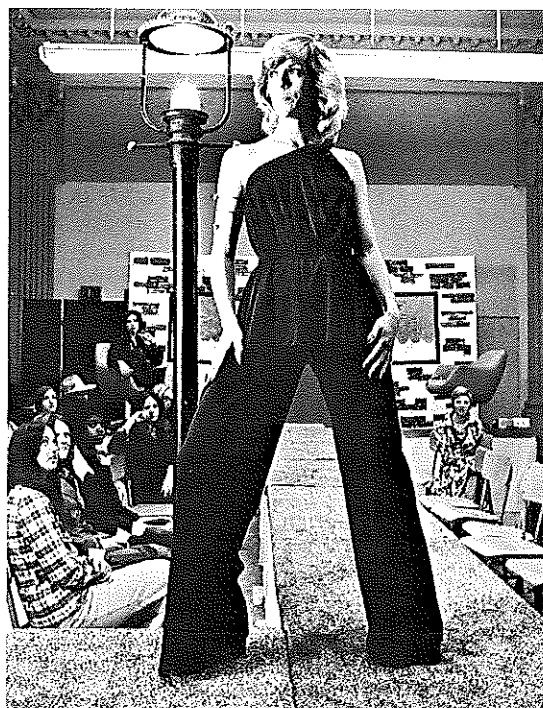
D.O.T. 162.158; 185.158; 299.185; 298.081

VOCATIONAL OBJECTIVE

The Fashion Merchandising course provides the student with a varied background in merchandising with emphasis on clothing and accessories associated with fashion. The student receives training preparatory to an entry-level position leading to buyer, coordinator, department manager, consultant, or display specialist.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
E-103	Communications Skills	60	3
FM-50	History of Fashion Business	60	3
FM-51	Historic Costume	60	3
FM-61	Fashion Sales Promotion and Advertising	60	3
FM-63	Merchandising Mathematics	60	3
FM-70	Introduction to Fashion Buying	60	3
FM-71	Textiles	60	3
FM-72	Fashion Coordination	60	3
FM-73	Ready-to-Wear	60	3
FM-80	Principles of Fashion Design and Color	60	3
FM-81	Fashion Illustration	60	3
FM-82	Non-Textile Products	60	3
FM-84	Fabrics in Fashion	60	3
FM-90	Designing and Decorating Interiors	60	3
FM-91	Display Merchandising	60	3
MK-202	Salesmanship	60	3
MK-203	Retail Management	60	3
BA-100	Introduction to Business Enterprise	60	3
BA-205	Introduction to Psychology	60	3
T-11*	Beginning Typewriting II	30	1½
BA-160	Professional Development	30	1½
		1200	60

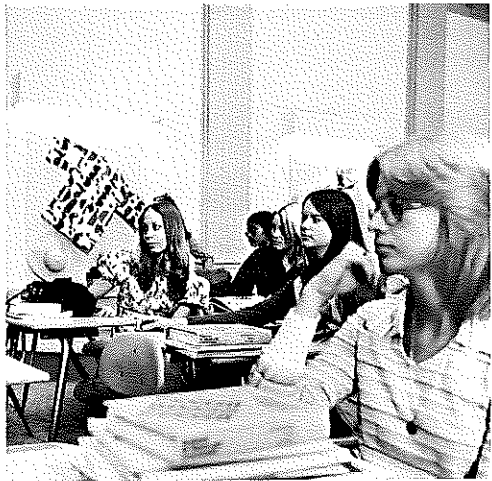
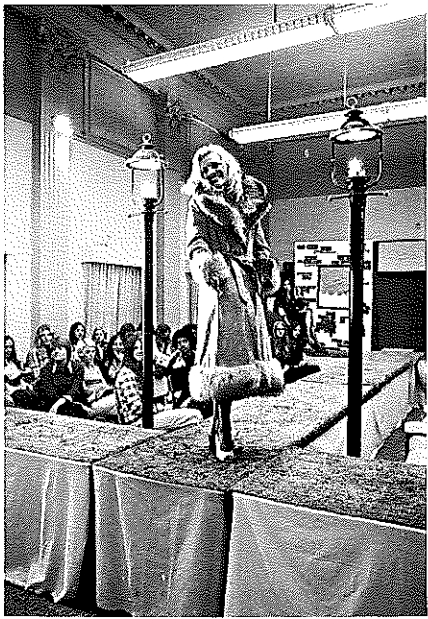
*Students who do not qualify for T-11 will take T-10 Beginning Typewriting I in addition to T-11.



What does Fashion Merchandising mean to you? It might mean that any one of several fields of work — Buyer, Fashion Coordinator, Bridal Consultant, Display Specialist, Department Manager, to name but a few — will be open to you after a few short years of experience. Or, it might open the door for you to own and operate your own business.

A desirable personal attribute is the willingness of the graduate to relocate to one of America's larger cities where employment opportunities are available. Personality qualities should include imagination, good appearance, and creativity.

But whatever pathway you choose, you are entering a career in one of America's dynamic business fields. The work is interesting, exciting, imaginative, and always changing.



Professional Secretarial

1230 Hours/12 Months
D.O.T. 201.368

VOCATIONAL OBJECTIVE

The Professional Secretarial course provides specific skill training in typing, shorthand, machines, filing, and office procedures, plus background training in business subjects to prepare the student for an entry-level job as secretary.



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
BA-50	Mathematics of Business	60	3
BA-101	Business Law I	60	3
BA-160	Professional Development	30	1½
BA-205	Introduction to Psychology	60	3
DP-61	Data Processing Concepts	30	1½
E-102	Principles of Modern English Usage	60	3
E-103	Communication Skills	60	3
E-104	Vocabulary and Word Mastery	60	3
MG-201	Business Organization and Management	60	3
MG-202	Personnel Management I	30	1½
MG-203	Personnel Management II	30	1½
OP-121	Office Procedures	60	3
OP-130	Machine Dictation and Transcription	30	1½
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
OP-139	Filing	30	1½
OP-250C	Executive Secretarial Office Practice	60	3
S-111	Gregg Theory Review		
or**			
S-112	Shorthand Theory: Alphabetic	120	6
S-113	Dictation and Transcription	120	6
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
T-13	Intermediate Typewriting II	30	1½
T-14	Advanced Typewriting I	30	1½
T-15	Advanced Typewriting II	30	1½
		1230	61½

*Students who do not qualify for T-11 will also take T-10 Beginning Typewriting I.

**Students without at least one year of Gregg Shorthand will take S-112 Shorthand Theory: Alphabetic.

One of the top positions for any secretary is that of the Executive Secretary — actually, this person becomes a part of the management team and is an office leader.

In most instances the secretary will begin her business career in a regular secretarial position in order to gain experience and competence. However, the secretary with the proven ability and with sufficient experience is readily available for promotion to a position of more responsibility. Promotions to the Executive Secretarial position are not, of course, automatic but must be earned.

The Executive Secretary is ordinarily the person who does much of the scheduling, makes certain policy decisions and commitments, screens visitors and telephone calls, and makes similar decisions. Hers is a position of responsibility and authority, and the position goes only to the most competent.

Legal Secretarial

1230 Hours/12 Months
D.O.T. 201.368

VOCATIONAL OBJECTIVE

The Legal Secretarial course provides basic secretarial skills in typing, communications, filing, machines, shorthand, and office procedures, plus background business courses and specific training in legal dictation and legal office work to prepare the student for an entry-level position as secretary with legal office capabilities.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
BA-50	Mathematics of Business	60	3
BA-101	Business Law I	60	3
BA-102	Business Law II	60	3
BA-160	Professional Development	30	1½
BA-205	Introduction to Psychology	60	3
DP-61	Data Processing Concepts	30	1½
E-102	Principles of Modern English Usage	60	3
E-103	Communication Skills	60	3
E-104	Vocabulary and Word Mastery	60	3
OP-121	Office Procedures	60	3
OP-130	Machine Dictation and Transcription	30	1½
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
OP-139	Filing	30	1½
OP-250D	Legal Secretarial Office Practice	60	3
S-111	Gregg Theory Review		
or**			
S-112	Shorthand Theory: Alphabetic	120	6
S-113	Dictation and Transcription	120	6
S-200D	Legal Dictation Studies	60	3
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
T-13	Intermediate Typewriting II	30	1½
T-14	Advanced Typewriting I	30	1½
T-15	Advanced Typewriting II	30	1½
		1230	61½

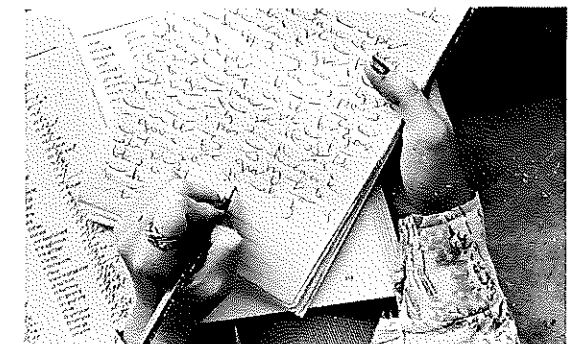
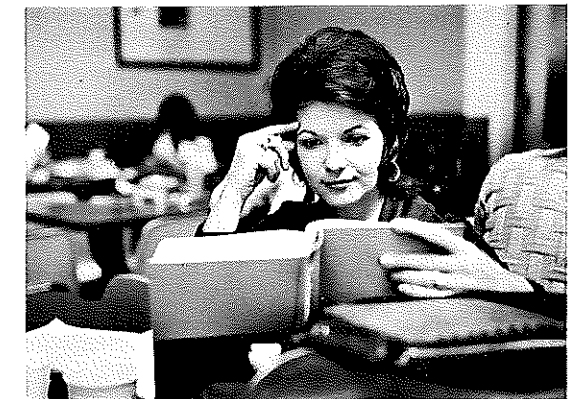
*Students who do not qualify for T-11 will also take T-10 Beginning Typewriting I.

**Students without at least one year of Gregg Shorthand will take S-112 Shorthand Theory: Alphabetic.

The profession of law is one of the most interesting and varied of all the professions. Included are such areas as criminal, constitutional, space, corporation, tax, and many others. Every daily newspaper contains stories to illustrate this concept.

High personal and professional standards are required of the Legal Secretary because of the confidential nature of most of the work. In addition, a high degree of accuracy in shorthand and typewriting skills, as well as English grammar and spelling, are essential.

The requirements and standards of the legal secretary are high.



Stenographic

900 Hours/9 Months
D.O.T. 202.388

VOCATIONAL OBJECTIVE

The Stenographic course provides specific training in typing, shorthand, office procedures, communications, plus background courses to prepare the student for an entry-level job as a stenographer.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
BA-50	Mathematics of Business	60	3
BA-160	Professional Development	30	1½
E-102	Principles of Modern English Usage	60	3
E-103	Communications Skills	60	3
E-104	Vocabulary and Word Mastery	60	3
OP-121	Office Procedures	60	3
OP-130	Machine Dictation and Transcription	30	1½
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
OP-139	Filing	30	1½
S-111	Gregg Theory Review or**		
S-112	Shorthand Theory: Alphabetic	120	6
S-113	Dictation and Transcription	120	6
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
T-13	Intermediate Typewriting II	30	1½
T-14	Advanced Typewriting I	30	1½
T-15	Advanced Typewriting II	30	1½
		900	45

*Students who do not qualify for T-11 will also take T-10 Beginning Typewriting I.

**Students without at least one year of Gregg Shorthand will take S-112 Shorthand Theory: Alphabetic.



For the girl who wishes to learn secretarial skills but who does not want to work in a specialized field, the Stenographic program may be the one for which she is best suited. Much emphasis is placed upon basic skills, with additional instruction given in office-style practice.

Those who complete this program are ready for beginning office jobs, and those who perfect their skill on the job will soon be ready for advancement. The graduate of the program is ready to perform a variety of office duties and will be able to adapt herself to almost any type of business; truly, a stenographic career in business is open to a young woman in a minimum period of time.

Office Specialist

630 Hours/6 Months

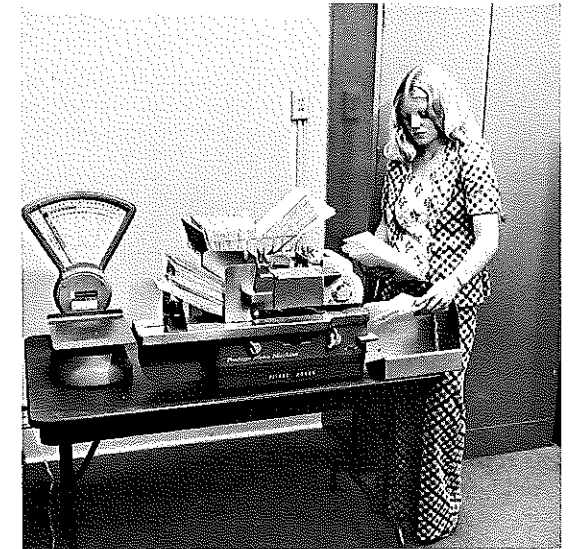
D.O.T. 219.388

VOCATIONAL OBJECTIVE

The Office Specialist course provides specific instruction in typing, filing, office procedures, communications, and machines to prepare the student for an entry-level job in office positions not requiring shorthand.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
BA-50	Mathematics of Business	60	3
BA-160	Professional Development	30	1½
E-102	Principles of Modern English Usage	60	3
E-103	Communication Skills	60	3
E-104	Vocabulary and Word Mastery	60	3
OP-121	Office Procedures	60	3
OP-130	Machine Dictation and Transcription	30	1½
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
OP-139	Filing	30	1½
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
T-13	Intermediate Typewriting II	30	1½
T-14	Advanced Typewriting I	30	1½
		630	31½

*Students who do not meet qualifications for T-11 will also take T-10 Beginning Typewriting I.



For many office positions, shorthand is not a requirement, and the Office Specialist program has been designed to meet the needs of those positions. The program is short in estimated completion time but contains the basic needs for beginning office work.

Of special interest is the time used in learning the proper use of dictating and transcribing machines. In addition, study is directed toward the use of office adding and calculating machines.

For the student who is interested in a beginning office position, with good skills and within a minimum study period, the Office Specialist position is worthy of consideration. The classified advertisement section of most daily newspapers will reveal a number of job vacancies for which this study will provide adequate preparation.

Business Administration

1200 Hours/12 Months
D.O.T. 160.; 162.; 163.

VOCATIONAL OBJECTIVE

The Business Administration course provides a broad background of business subjects to prepare the student for entry-level positions in accounting, management, or marketing.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
A-72	Principles of Accounting—B	60	3
A-73	Intermediate Accounting—A	60	3
A-74**	Intermediate Accounting—B	60	3
A-135	Income Tax Procedures	60	3
BA-50	Mathematics of Business	60	3
BA-101	Business Law I	60	3
BA-102	Business Law II	60	3
BA-150	Executive Development		
or			
BA-160	Professional Development	30	1½
BA-100	Introduction to Business Enterprise	60	3
BA-200	Principles of Economics	60	3
BA-205	Introduction to Psychology	60	3
DP-61	Data Processing Concepts	30	1½
E-103	Communication Skills	60	3
E-104	Vocabulary and Word Mastery	60	3
MG-201	Business Organization and Management	60	3
MG-202	Personnel Management I	30	1½
MG-203	Personnel Management II	30	1½
MK-201	Principles of Marketing	60	3
MK-202	Salesmanship	60	3
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
T-11*	Beginning Typewriting II	30	1½
OP-139	Filing	30	1½
		1200	60

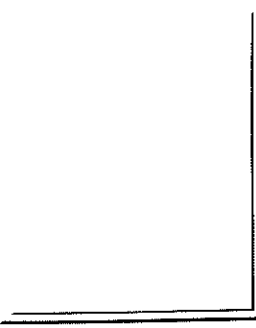
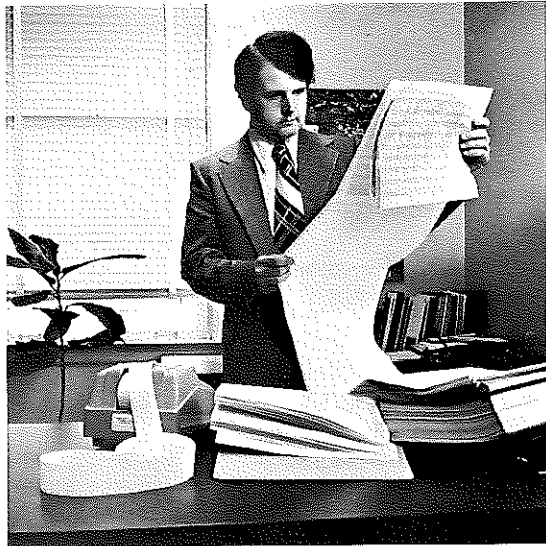
*Students who do not qualify for T-11 will take T-10 Beginning Typewriting I in addition to T-11.

**MK-203 Retail Management may be substituted at student's option.



The major objective of this program is to prepare the student for an entry job into the business field and to provide the background so he will be able to progress. One can easily see that the emphasis is not so much on depth in an area as it is in the broad understanding of business with some initial specialization. The hoped-for objective is for the graduate to be able to rise rapidly into a management position within the business organization in which he is employed.

This strong, demanding program will require the utmost from the student and will reward him in his business career. Young ladies as well as young men will find a challenging and rewarding future in this field.



General Accounting

930 Hours/9 Months
D.O.T. 160.188; 219.488

VOCATIONAL OBJECTIVE

The General Accounting course provides the student with a background in accounting, communications, and general business subjects to prepare him for an entry-level job as junior accountant or accounting clerk.



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
A-72	Principles of Accounting—B	60	3
A-73	Intermediate Accounting—A	60	3
A-135	Income Tax Procedures	60	3
BA-50	Mathematics of Business	60	3
BA-101	Business Law I	60	3
BA-150	Executive Development or		
BA-160	Professional Development	30	1½
BA-200	Principles of Economics	60	3
BA-100	Introduction to Business Enterprise	60	3
DP-31	Burroughs 200 Posting Machine	60	3
DP-61	Data Processing Concepts	30	1½
E-103	Communication Skills	60	3
E-104	Vocabulary and Word Mastery	60	3
MG-201	Business Organization and Management	60	3
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
OP-139	Filing	30	1½
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
		930	46½

*Students who do not qualify will take T-10 Beginning Typewriting I in addition to T-11.

The student who successfully completes this course will be able to gain his first foothold in business and will have the necessary skills to compete fully and progress upward within the organization. The course is designed to provide a thorough knowledge of accounting principles, from the proprietorship type of business through partnership and corporation structures.

In addition, the student gains a knowledge of various types of business operations such as the service business, the merchandising business, and the manufacturing business. Additional skills in banking procedures, payroll laws and practices, cost procedures, and similar accounting functions are also studied.

Graduates are able to enter the accounting field in various capacities, from accounting clerk to junior accountant and sometimes above. Promotions in salary, duties, and administrative responsibility are open to those who can successfully apply accounting knowledge and work efficiently with people.

Datamation

600 Hours/6 Months

D.O.T. 215.388

VOCATIONAL OBJECTIVE

Datamation provides a background in accounting to enable the student to understand machine accounting functions and concentrates on building skill and proficiency on accounting machines to enable the student to enter an entry-level position as posting machine operator.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	3
A-72	Principles of Accounting—B	60	3
BA-50	Mathematics of Business	60	3
DP-30	Full-keyboard Machine Operations	30	1½
DP-31	Burroughs 200 Posting Machine	60	3
DP-32	Burroughs 1500 Posting Machine	120	6
DP-61	Data Processing Concepts	30	1½
OP-132	Adding Machine Operations	30	1½
OP-133	Calculators	30	1½
OP-139	Filing	30	1½
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
T-13	Intermediate Typewriting II	30	1½
		600	30

*Students who do not meet qualifications for T-11 will also take T-10 Beginning Typewriting I.



Clerical positions with emphasis on figures and specialized equipment can be the goal of accounting- and bookkeeping-oriented students.

This short course in Datamation provides employment possibilities in a variety of business organizations; and the emphasis is on the handling of important paperwork for today's business, financial, merchandising, service, and industrial organizations. Upon completion of the course, the graduate is prepared to play a key role in machine handling of business data.

Datamation majors need to have a background in accounting and possess a high degree of accuracy in machine and manipulative skills. Full-time positions are available in both large and small cities, and in business firms of all sizes.

Travel and Transportation Career

480 Hours/6 Months
D.O.T. 912.368

VOCATIONAL OBJECTIVE

The student develops basic skills and knowledge for current job entry levels which can be readily applied while working under supervision in the travel and transportation industry, particularly in the customer service department of commercial airlines, travel agencies, corporate transportation offices, and airport service companies. Graduates are prepared for positions as reservationists; as ticket agents with commercial airlines; as car rental agents; and as transportation clerks.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
TT-1	Travel Industry Orientation	20	1
TT-2	Official Airline Guide	20	1
TT-3	Reservations Procedures, Computer Theory and Operation	80	4
TT-4	Travel Agency Operations	20	1
TT-5	Steamships, Hotels, and Rental Cars	15	¾
TT-6	Domestic Ticketing	100	5
TT-7	The Geography of Travel	15	¾
TT-8	International Ticketing	100	5
TT-9	Group and Tour Travel	20	1
BA-150	Executive Development or		
BA-160	Professional Development	30	1½
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
		480	24

*Students who do not qualify for T-11 will take T-10, Beginning Typewriting I, instead of T-11.



Scenes from the Alpine Travel Agency and Stapleton International Airport, Denver

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

The travel and transportation industry has grown proportionately to keep pace with the unprecedented demand for people who want to go places and see things. Group tours, special cruises, and charter flights are some of the alternatives for travelers. World Fairs, Disneyland, and the Olympic Games are but a few of the attractions that draw people away from home to join the traveling public.

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

The field of travel and transportation is an example of the significant expansion which has taken place in the service industries in recent years. For the person who really enjoys dealing with the traveling public, there are satisfying career opportunities either in the airline industry or with a travel agency. A side benefit of many of these positions is the added opportunity for personal travel at reduced rates.



Travel and Transportation Business Career

720 Hours/6 Months
D.O.T. 912.368

VOCATIONAL OBJECTIVE

The student develops basic skills and knowledge for current job-entry levels which can be readily applied, while working under supervision, in the travel and transportation industry. Graduates are prepared for positions as reservationists; as ticket agents; as office specialists with commercial airlines; as rental car agents; and in related jobs requiring typing, general office procedures, and limited shorthand.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
TT-1	Travel Industry Orientation	20	1
TT-2	Official Airline Guide	20	1
TT-3	Reservations Procedures, Computer Theory and Operation	80	4
TT-4	Travel Agency Operations	20	1
TT-5	Steamships, Hotels, and Rental Cars	15	¾
TT-6	Domestic Ticketing	100	5
TT-7	The Geography of Travel	15	¾
TT-8	International Ticketing	100	5
TT-9	Group and Tour Travel	20	1
BA-160	Professional Development	30	1½
OP-121	Office Procedures	60	3
S-111	Gregg Theory Review	120	6
or**			
S-112	Alphabetic Shorthand Theory		
T-10*	Beginning Typewriting I	30	1½
T-11	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
T-13	Intermediate Typewriting II	30	1½
		720	36

*Students will be placed at appropriate typing levels based on placement tests. Those who qualify may take T-14, Advanced Typewriting I, or T-15, Advanced Typewriting II.

**Students without at least one year of Gregg Shorthand will take S-112, Alphabetic Shorthand Theory.



Scenes from the Alpine Travel Agency and Stapleton International Airport, Denver

This program offers the same training as that offered in the Travel and Transportation Career Program, plus the opportunity to acquire added skills in typing, shorthand, and office procedures.

Graduates of this program are equally qualified to fill positions in the travel and transportation field. In addition, the skills they acquire through further specialized training will qualify them for employment in areas of business requiring clerical capability.

Medical Assistant

1320 Hours/12 Months
D.O.T. 079.368

VOCATIONAL OBJECTIVE

The Medical Assistant course provides instruction in clinical, laboratory, and front-office duties to prepare the student for an entry-level position as a medical assistant.



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
M-11	Orientation to Medical Assistant	15	¾
M-105	Psychology for the Medical Office	45	2¼
M-12	Medical Terminology	60	3
M-13	Principles of Medications/ Pharmacology	60	3
M-14	Anatomy and Physiology	60	3
M-20	Examining Room Techniques I	30	1½
M-21	Examining Room Techniques II	30	1½
M-16	Medical Office Procedures IA	30	1½
M-17	Medical Office Procedures IB	30	1½
M-101	Office Specialties	60	3
M-102	Clinical Procedures	60	3
M-108	Laboratory Procedures	120	6
M-202	Physical and Psychological Disorders	60	3
E-103	Communication Skills	60	3
A-71	Principles of Accounting—A	60	3
M-203	Advanced Externship	360	18
M-109	Medical Insurance	30	1½
M-110	Medical Law and Economics	20	1
M-111	Professional Adjustments	10	½
M-104	Medical Office Procedures II	60	3
T-10*	Beginning Typewriting I	30	1½
T-11	Beginning Typewriting II	30	1½
		1320	66

*Students who meet the qualifications for T-10 will take T-12, Intermediate Typewriting I.

Today's society has a high interest in health activity, in all of its many aspects. The man or woman who chooses the career of Medical Assistant is not only preparing for a position of humanitarian contributions, but is also filling a needed function in American business.

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

The Medical Assistant is directly concerned with the medical side of the Physician's office. They help prepare patients for examination, sterilize instruments and equipment, take temperatures, measure weight and height, perform routine laboratory tests, and do similar technical tasks. As the Physician's assistant, they work directly with the patients and can achieve a high place of service in the community.

Like other occupations dealing with people, that of the Medical Assistant calls for a warm, sympathetic personality and the ability to get along with everyone. Absolute accuracy, neatness, and thoroughness in work are essential. Discretion and good judgment are even more important — much of the information handled daily is highly confidential. The contribution the Medical Assistant can make to society should be a major determination in the selection of this career.



General Information

General Information

The School recognizes its obligations as an educational institution if it is to expect others to assume similar obligations toward the School. These institutional obligations assume several forms, but of significant importance are the following. To assist:

1. Young men and women by offering to them the opportunity to prepare themselves for an important, productive, happy career in American business.
2. Its graduates in securing the type of education which will enable them to make changes and advancement in their jobs as time and circumstances require.
3. The community by providing qualified office workers who are educated in professional and vocational skills needed by local business organizations.
4. The graduate in securing profitable employment on his initial position and in future positions according to his abilities, skills, and interests.

ENROLLMENT PROCEDURE

1. Read your catalog carefully!
2. Request application forms from the Parks School of Business Admissions Office.
3. Submit your application along with the application fee in the amount of \$95 directly to Parks School of Business. If you are accepted, the application fee is credited to the cost of your course of study. If you are not accepted, the application fee will be refunded to you.
4. Request that your high school, college, or other training institution send a copy of your transcript to Parks School of Business.
5. Take the appropriate aptitude test and screening test for your selected program.
6. You will be notified whether or not you have been accepted following the receipt and evaluation of the above-listed documents.

ADMISSION REQUIREMENTS

Requirement for admission for each course listed in this catalog is that the applicant be a high school graduate. High school transcripts are required for evaluation prior to acceptance in most instances and should accompany the Application for Enrollment. Most students are either accepted without qualification or are not accepted based on the evaluation of the high school transcript and available aptitude test results.

Those who have not graduated from high school, but who have satisfied graduation requirements through the General Educational Development Test or

an accredited home study course, will be considered on an individual basis.

The School, at its sole discretion, may accept new students for a three-month probationary period if evaluation of the high school transcript and available aptitude test results indicate limited chances of success unless the student is highly motivated. Students admitted on this basis will have their progress evaluated at the end of the three months, and the School will then determine continuance or withdrawal.

Other men and women who are not high school graduates, but who are 18 years of age or older and whose abilities and qualifications indicate success in business may be admitted as special students. Such students will be awarded a certificate of completion upon successful completion of their course of study.

Normally students must start classes on the date indicated. Late starts are evaluated on an individual basis to determine the possibility of making up work that has been missed. Under no circumstances will a student be allowed to enter class more than one week after the scheduled start date.

DEFINITION OF CREDIT

The School evaluates subjects in terms of collegiate Quarter Hours of credit. One Quarter Hour of credit is granted for 20 clock hours used in each organized class where lecture, discussion, demonstration, and similar activities are carried on. No Quarter Hours of credit are awarded for laboratory time although most skill subjects (e.g., Typewriting, Shorthand, Office Machines) require it.

LENGTH OF CLASSES PER DAY

Classes are held from 8 a.m. through 4 p.m. Monday through Friday. Classes begin on the hour and end ten minutes before the hour. Normal class load is five to six hours per day for a full-time student. Fewer hours may be taken at the student's request, but the length of the course in months will be extended.

TRANSCRIPTS

A complete set of the student's records, including a transcript of his grades, is kept in a permanent file. One copy of the transcript is provided free of charge; additional copies may be ordered from the Business Office at a cost of \$1 each.

General Information

GRADING SYSTEM

The scholastic progress of the student is reported at the end of each Quarter, and at periodic intervals during the Quarter as is needed.

Grades are evaluated as follows:

<i>Grade Meaning</i>	<i>Range</i>	<i>Grade Points</i>
A Excellent	94-100	4.0
B Superior	87-93	3.0
C Satisfactory	77-86	2.0
D Passing	70-76	1.0
F Failing	Below 70	0.0
I Incomplete		0.0
WP Withdrawn while passing		0.0
WF Withdrawn while failing		0.0
S Satisfactory		0.0

HONOR ROLL

To be graduated with Highest Honors, a student must achieve a point average of 3.75 or higher in all subjects taken throughout his entire course. To be graduated with Honors, a student must achieve a grade point average of 3.5 or higher in all subjects taken throughout the entire course. An honor roll certificate will be issued to each student achieving honor roll status upon completion of his course.

ATTENDANCE

Regular attendance is an essential ingredient for academic success. In many cases, good attendance may offset an otherwise average academic record. Poor attendance is almost a guarantee that you will have difficulty obtaining employment.

The school provides for reasonable absences due to circumstances beyond the control of the student. Beyond these allowances, a student can seldom maintain a satisfactory grade level.

A student will be allowed six (6) class absences in any subject conducted for a 12-week term. On the seventh (7) absence, the student will be dropped from the class. Three (3) absences will be allowed in subjects conducted for a 6-week term and the student will be dropped on the fourth (4) absence.

In the event that a student is dropped from two subjects because of attendance, he ceases to remain a full-time student and his training will be suspended.

Tardies of less than one hour will be counted as a full hour of absence, and six such tardies shall constitute a full day of absence.

A student must make up all work missed because of absence. It is recommended that the student consult

with the instructors prior to the absence, if possible.

A student whose training has been suspended because of attendance may, at the discretion of the school, be reinstated. In the event that a student's training is suspended twice in a single term, he will be terminated for the balance of that term.

If the student is re-admitted for a new quarter, he will be on probation, and in the event of another drop, will be terminated permanently.

LEAVE OF ABSENCE

A leave of absence may be granted for illness or other legitimate purpose for a period up to 30 days. If the student does not return by the end of the leave of absence, he will be dropped and must re-enroll.

A student's progress is measured through class discussion and participation and by means of written examinations. A grade of C or above is considered to be satisfactory progress.

PROGRESS

If the overall scholastic record of any student is unsatisfactory at the mid-point of any term, the student may be placed on academic probation. A student will be placed on academic probation if his work is unsatisfactory in two or more subjects. He will remain on probation until such time as he has been notified that the probation has been lifted.

While on probation, the school may at any time, either suspend or terminate his training, and may or may not re-admit the student, depending on the individual circumstances.

REPEATING CLASSES

We will work closely with students to avoid repetition of classes. However, students who complete a class with a failing grade, students who are dropped from class because of excessive absences and failure to maintain a "C" average, or students who drop out of school during a regular quarter may find it necessary to repeat subjects. Students will be charged one half the tuition cost for the first repeat of a subject and full tuition cost for each additional repeat. Hours for classes from which a student is exempted or for which transfer credit has been accepted may be applied to repeating classes.

CLASS SIZES

The class size varies with the subject and method by which the subject material is presented. Some classes are highly individualized, with a minimum of

General Information

lecture, while others are taught primarily by the lecture method.

Other classes consist primarily of drill and practice periods. In general, individualized classes will range from 5 to 15 students, and lecture classes from 20 to 30 students.

COUNSELING SERVICE

The School employs a full-time guidance counselor to aid students with personal and academic problems.

TRANSFERS INTO THE SCHOOL

Students from other accredited independent schools of business, or those who transfer from a public institution, will be admitted on the merits of their transcripts which will be evaluated individually.

Transfer requests should be submitted as far in advance as possible, usually no later than one month prior to the date of proposed entry. Only those students who have received an honorable release from the school previously attended will be considered, and no course with a grade of less than a "C" will be considered for transfer credit.

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from either a class or from all work during a term must do so officially through the Business Office.

Failure to withdraw properly may result in the assignment of failing grades which become part of the student's permanent record. Proper withdrawal may result in the grade of "W" which does not carry any penalty of grade points or academic stigma.

In all cases of completion, termination, or leaves of absences, you are required to complete a withdrawal report. If you have a Federally Insured Student Loan, you must participate in an exit interview with the School Business Office. Failure to complete your exit interview may give your lender just cause to accelerate your payments.

Leaves are not encouraged unless absolutely necessary. A leave may extend the length of your course by as much as three months. A leave may place you out of cycle with your group and create complications in scheduling required classes when they are needed. Re-entrance creates an additional charge for books.

BOOKS AND SUPPLIES

The use of textbooks and reusable teaching materials is included in the tuition cost of most courses. These books and reusable materials remain the property of the school and must be returned at the conclusion of each subject.

Textbooks and workbooks will be issued only once. In cases where classes are repeated or materials are lost, the student will be required to provide the additional text or workbooks at his own expense.

Because textbooks are reused, each student should keep them in good order and return them in good condition.

A refundable deposit of \$35.00 is required to cover the cost of any damage of books that are not returned.

TRANSFER OF CREDIT TO OTHER SCHOOLS

The primary objective of the studies is to provide proficiency in employable skills so the student can secure employment at the earliest possible time. However, there are certain selected colleges in the United States which recognize the quality and scope of our instruction and will accept graduates who wish to continue their studies toward a baccalaureate degree.

Entrance requirements vary widely, but students who wish to consider such a transfer are urged to contact the Director of Education for specific information. All such requests will be handled on an individual basis between the two schools.

PLACEMENT

While the school does not guarantee placement following graduation, reasonable effort will be made to assist the student in securing suitable employment.

The success or failure of the Placement efforts of the school will be influenced to a great extent by the attendance and academic records of the student.

The Placement assistance of the school will include, but not be limited to:

A. An employment orientation program six weeks prior to graduation. This orientation will provide the essential information relating to interviews and appointments, with emphasis on dress, appearance, and applications.

B. Assistance with application and employment forms.

C. Preparation of transcripts and letters of recommendations.

General Information

D. Efforts to provide interviews with prospective employers.

E. Contacts with employers to identify job openings.

F. Contact with prospective employers after interviews.

G. Information concerning employment opportunities with local, state, and Federal agencies.

While the above services are maintained primarily for current graduates, the school will also provide similar assistance to alumni students at no additional cost.

STUDENT CONDUCT

All students are expected to conduct themselves, both in and out of class, in a socially acceptable manner. The School reserves the right to place a student on probation, or exclude him from class or school, for any of the following reasons:

1. Failure to maintain an acceptable academic record as outlined herein.
2. Failure to maintain an acceptable attendance record as outlined herein.
3. Conduct which is found, by the administration, to be detrimental to the individual, other students, the community, or the school.
4. Immoral or unpatriotic conduct which would bring discredit to the individual, other students, the community, or the school.

A student terminated from school for any of the above reasons will only be readmitted at the discretion of the school director.

EXCEPTIONAL STUDENTS

A student who has had some college training, work experience, or who has been graduated with a strong vocational business background may find that the full curriculum under any one of the programs listed in this catalog is not necessary for him. Careful reading of the subject descriptions should give indication as to whether or not he has a satisfactory grasp of the subject. A special grouping of individual subjects may be arranged to meet his needs.

Students who complete classes under such an arrangement are awarded a certificate and are eligible for the placement of services of the School. Special arrangements are subject to approval by the School.

CHANGES IN PROGRAMS, TUITION CHARGES, FACULTY

Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The School, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes; and to modify tuition rates.

Students who are currently enrolled in the School will be protected, in all cases, against any hardship which might arise as a result of any changes.

HOUSING

The School maintains lists of available housing facilities. A separate set of housing information materials is available upon request. Included is information about rates, regulations, location, personal articles needed, community activities of interest, and other pertinent matters.

The School will assist you in every possible way in securing desirable housing.

GRADUATION

To be eligible for graduation, the student must have completed each of his classes with a passing grade and must have maintained an overall "C" average. All financial, academic, and other obligations to the School must be taken care of before a diploma will be issued.

DIPLOMAS, CERTIFICATES

An attractive diploma is issued to each graduate of a full course. Certificates are issued to students taking individual subjects or students who complete only a portion of a course. The certificate lists subjects successfully completed.

STUDENT AID

Parks has loan, work, and grant opportunities designed to help qualified students with financial need to meet educational costs. Any student who seriously desires to continue his education at Parks should be able to do so, and the school will assist in every way possible. Correspondence with the school Financial Aid Director or a personal visit is the best way to secure detailed information about various financial aid programs.

PART-TIME JOBS

The Placement Office has an ongoing program of full- and part-time job placement assistance. Students who must work to help defray expenses are usually able

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to secure suitable employment. The School recommends that students not work during their first quarter unless absolutely necessary. Each student must determine the amount of outside preparation time necessary for the individual to maintain acceptable grades.

Students who must work may carry less than a full class load. This will extend the total time in school, but will in no way increase tuition costs.

ADVANCED STANDING

Advanced standing will be granted to those students who can test out of subjects. Additional subjects may be substituted for any subject from which the student is exempted through testing. Exemption tests are given at the request of the student and are not mandatory.

ACTIVITIES

Extracurricular activities have been carefully developed as a natural accompaniment to the study program to afford avenues of expression and development for students of different types and temperaments. Their purposes are to develop qualities of leadership, teach technical skills, promote lasting friendships, inculcate a desire to serve the community, create an *esprit de corps* of high order in the School, and develop a sense of business responsibility. Much of value is assimilated by the student from the businesslike environment in the School as well as associating with young people of refinement and advanced education.

The well-rounded program of activities is sponsored by the Student Advisory Council, composed of representatives from each of the academic departments. These young people are your spokesmen who meet regularly with the school director to discuss your viewpoint concerning the school and its activities.

FUTURE SECRETARIES ASSOCIATION

Parks Chapter of FSA aims to associate its members with experienced professional secretaries who have common interests, to participate in interesting programs developed by experienced professional secretaries, to generate enthusiasm for a more rewarding secretarial career, to provide identification with the business world, and to supplement class work with actual office experiences. FSA is sponsored by the Denver Chapter of National Secretaries Association. FSA is unique in that it offers two scholarships to FSA members. One \$2,000 national scholarship is available, plus a local chapter scholarship which is

awarded each year to an outstanding FSA member or members.

PARKS SKI CLUB

The Ski Club aims to provide interested ski enthusiasts with the opportunity to ski at a variety of the Colorado winter resorts. The club encourages novice skiers to participate in this popular Colorado sport.

Refund Schedule

TECHNICAL DIVISION:

The following refund policy is applicable to the Medical Assistant, Travel and Transportation, and Travel and Transportation Business Programs.

A. All monies paid by an Applicant Student will be refunded if requested within 3 days after signing an Enrollment Agreement and making an initial payment or if the Applicant Student is not accepted by the School.

B. An Applicant Student requesting cancellation after the 3-day period but before his scheduled starting date shall receive a refund of all monies paid, less a registration fee of \$100.00, unless application for transfer of the full deposit to a later scheduled class has been approved.

C. If a Student requests cancellation, or is expelled (in which event the date of expulsion shall be the date of termination), after his scheduled starting date or after entering school and starting his program of training, the School shall be entitled to tuition charges in accordance with the following schedule:

1. For a Student terminating his training within the first week of the program, the Student shall be entitled to 90% of the contract price of the program less the \$100.00 registration fee. In no event will the School be entitled to more than \$300.00.
2. For a Student terminating his training after one week but within the first 25% of his program, the Student shall be entitled to 75% of the contract price of the program less the \$100.00 registration fee.
3. For a Student terminating his training after completing 25% of his program but within the first 50% of his program, the Student shall be entitled to 50% of the contract price of the program less \$100.00.
4. A Student who has completed at least 50% of his program is not entitled to any refund and

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shall be obligated for the full contract price of the program.

Percent of program completion shall be computed on the basis of clock hours (as listed in the school catalog) for which the Student has registered prior to termination.

A program shall be considered as one school year (12 calendar months) in length. For programs longer than one school year in length, the refund policy shall apply to the stated program price attributable to each school year. All of the stated program price attributable to the period beyond the first year will be refunded when the Student withdraws from the School during the prior period.

Termination by a Student will be considered to have occurred 7 calendar days after the last date of actual attendance at the School unless earlier written notice of termination is received by the School by certified mail, in which case termination will be the date of receipt of such written notice. In the event the Student is less than 21 years of age at the time of termination, such notice may be given only by the Purchaser. A refund will be made within 30 days after termination.

In the event a student resides in a state that requires a refund policy more liberal than the above mentioned policy, the terms of the refund policy from that state will be fulfilled.

REFUND POLICY FOR COURSES OF 300 HOURS OR LESS

If the Enrollment Agreement is accepted by the School, no refund will be made unless discontinuance of the program of study is caused by reason clearly beyond the control of the Student. School will retain an amount equal to 25% of the program cost plus a pro-rata portion of the tuition.

BUSINESS DIVISION:

The following refund policy is applicable to all Programs other than those listed above in the Technical Division.

If a Student is not accepted for enrollment by the School, all monies will be refunded. The School in reliance upon this application and others like it must make arrangements for instructors, equipment, materials, and space for the training of students. Upon being accepted by the School for enrollment, the following refund policy will apply.

- A. REQUESTS FOR REFUND MUST BE IN WRITING. The date of withdrawal shall be the last date of recorded attendance.
- B. CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES BY THE STUDENT: If tuition is collected in advance of entrance, and if the Student does not begin classes, all monies will be refunded except \$50.00 of the registration fee. Refunds will be made within 15 days of the beginning date of the quarter or 30 days after receipt of written notice that the Student will not enter, whichever is the earlier.
- C. WITHDRAWAL AFTER COMMENCEMENT OF CLASSES BY THE STUDENT: During the first week of classes the Student shall be entitled to 90% of the stated program price; thereafter, during the next three weeks of classes the Student will be entitled to 80% of the stated program price; thereafter, during the first 25% of the program the Student shall be entitled to 55% of the stated program price; thereafter, during the second 25% of the program the Student shall be entitled to 30% of the stated program price; thereafter, the School shall retain 100% of the stated program price.

Percentage of the program completed is based on the number of clock hours completed stated as a percentage of the total hours indicated for the program as shown in the program listing in the current School catalog. Refunds are calculated from the last date of recorded attendance. Failure to notify the School in writing of a permanent withdrawal may delay funds, but does not bar the Student from receiving the stated refund. A refund will be made within 30 days after written notice is received.

INFORMATION FOR VETERANS

Most courses presently offered by Parks School are approved for veterans' benefits. Please ask about specific courses.

The Veterans Administration will be advised if veteran students do not maintain satisfactory grades.

Credit will be granted for previous education if applicable to the student's course of study. Credit granted, if any, will be based upon adequate results on achievement tests, college transcripts, or other information presented to the school director. Any credit granted will be at the discretion of the school director.

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CLASS SCHEDULE FOR VETERANS

Days: 8 a.m. to 4 p.m., Monday through Friday.

Full Time: 25 hours per week, any five hours per day, five days per week.

3/4 Time: 20 hours per week, any four hours per day, five days per week.

1/2 Time: 15 hours per week, any three hours per day, five days per week.

Less than 1/2, more than 1/4 Time: Ten hours per week, any two hours per day, five days per week.

FOREIGN STUDENTS

This school is authorized under Federal law to enroll nonimmigrant alien students.

MAKE-UP WORK

Make-up work is permitted solely at the discretion of each instructor. Where permitted, make-up work should be completed in advance when the student knows he is going to be absent. You should consult with your instructors to determine the applicable policy for each of your classes.

SMOKING, FOOD, AND BEVERAGES

Smoking, food, and beverages are permitted only in designated areas. Smoking is not permitted in the classrooms, restrooms, or elevators.

Containers are provided throughout the building for disposition of cigarettes, wrappers, food, and other such materials.

We solicit your help in maintaining the facilities in a manner that will be pleasant and presentable for all concerned.

ACCREDITATION AND APPROVALS

The School is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, an organization recognized by the United States Office of Education as the nationally recognized accrediting agency for independent colleges and schools of business.

The Technical Division consisting of the Medical Assistant, Travel and Transportation, and Travel and Transportation Business are accredited by the Accrediting Commission of the National Association of Trade and Technical Schools.

Council on Medical Education of the American Association in cooperation with the Curriculum Review

Board of the American Association of Medical Assistants.

Approval of the programs of the School has also been granted by local, state, and Federal agencies as indicated elsewhere in this catalog.

DESCRIPTION OF FACILITY

Parks School of Business occupies a four-story brick building located at 1370 Pennsylvania Street in Denver, Colorado. Approximately 40,000 square feet of floor space is divided into 28 classrooms, 16 offices, a library, a cafeteria, and a student lounge. All classrooms and facilities are air-conditioned.

Of the 28 classrooms, three are typing classrooms equipped with electric typewriters. One room is designed as an office procedures classroom equipped with electric typewriters, Norelco transcribing units, adding machines, and duplicating equipment.

Three rooms are designed for shorthand instruction and dictation and transcription practice. A six-channel tape recording system equipped with 72 listening stations services these three classrooms.

The office machines classroom is equipped with ten-key and full-keyboard adding machines, mechanical and electronic printing calculators, and Burroughs Posting Machines.

A well equipped medical laboratory is provided to support the training of Medical Assistants. Two other classrooms contain specialized medical equipment such as sterilizers, examining table, electrocardiam unit, anatomical models and charts, and a medical mannequin.

Special rooms are provided for classes in Fashion Merchandising and Professional Development. A library providing supplemental material as well as periodicals is also available for students.

PARKS SCHOOL OF BUSINESS CALENDAR

1975 - 77

*Not all subjects or courses are available on interim start dates. Dates shown for holidays and vacations indicate the last day on which classes are held and the day classes resume.

Spring Quarter Begins	April 1, 1975
Memorial Day	May 23-27, 1975
Registration for Summer Quarter	June 16-20, 1975
Spring Quarter Ends	June 20, 1975
Summer Vacation	June 20-July 7, 1975
Summer Quarter Begins	July 7, 1975
Interim Start Date*	August 18, 1975
Labor Day	August 29-September 2, 1975
Registration for Fall Quarter	September 22-26, 1975
Summer Quarter Ends	September 26, 1975
Fall Quarter Begins	September 29, 1975
Interim Start Date*	November 10, 1975
Thanksgiving Vacation	November 25-December 1, 1975
Fall Quarter Ends	December 19, 1975
Christmas Vacation	December 19-January 5, 1976
Registration for Winter Quarter	January 6, 1976
Winter Quarter Begins	January 6, 1976
Interim Start Date*	February 16, 1976
Winter Quarter Ends	March 26, 1976
Registration for Spring Quarter	March 24, 1976
Spring Quarter Begins	March 29, 1976
Easter Vacation	April 15-20, 1976
Memorial Day	May 27-31, 1976
Registration for Summer Quarter	June 16-20, 1976
Spring Quarter Ends	June 18, 1976
Summer Vacation	June 21-July 5, 1976
Summer Quarter Begins	July 5, 1976
Interim Start Date*	August 16, 1976
Labor Day	Sept. 3-7, 1976
Registration for Fall Quarter	September 20-24, 1976
Summer Quarter Ends	September 24, 1976
Fall Quarter Begins	September 27, 1976
Interim Start Date*	November 8, 1976
Thanksgiving Vacation	November 23-November 29, 1976
Fall Quarter Ends	December 17, 1976
Christmas Vacation	December 20-January 4, 1977
Registration for Winter Quarter	January 3, 1977
Winter Quarter Begins	January 4, 1977

COURSE DESCRIPTIONS

(Unless otherwise noted, there are no prerequisites for the courses.)

A-71 Principles of Accounting — A

Acquaints the student with accounting terminology and the double-entry system of accounting. Basic accounting procedures for cash and accrual basis accounting, multi-column journals, special journals, posting, proving and balancing accounts, basic payroll and banking procedures, and simple financial statements for sole proprietorship businesses are covered. 60 hours; 3 credits.

A-72 Principles of Accounting — B

Covers purchasing procedures, sales, and sale terms; recording purchases and sales; installment sales; physical inventory procedures and inventory valuation; accounting for prepayments; accounting for long-term assets; types and nature of capital accounts; introduction to corporate financial structure; accrual accounting and end-of-year procedures. A partnership practice set is used for practical application. 60 hours; 3 credits. (Prerequisite: A-71, or equivalent)

A-73 Intermediate Accounting — A

Covers the preparation of interim financial statements; corporate records; accounting for capital stock, retained earnings, corporate bonds, and corporate investments; branch store accounting; and the voucher system of accounting. The student is also given an introduction to basic cost accounting. A corporation practice set is used for practical application. 60 hours; 3 credits. (Prerequisite: A-72, or equivalent)

A-74 Intermediate Accounting — B

Reviews balance sheet and income statement accounts and delves into the theoretical structure of accounting. The accounting process is reviewed and expanded work given in accounting for retained earnings, end-of-period procedures, inventory valuation and control, and financial statements. Working capital, imprest cash funds, security valuation, accounting for temporary investments and accounting procedures for tax liability are introduced. 60 hours; 3 credits. (Prerequisite: A-73, or equivalent)

A-135 Income Tax Procedures

Provides intensive training in payroll record keeping including computation of payroll and payroll taxes, preparation of required reports, and keeping employer payroll records. Individual, business, and professional tax returns, supplementary schedules, and special tax problems are also covered. 60 hours; 3 credits. (Prerequisite: A-71 or basic knowledge of journalizing process)

BA-50 Mathematics of Business

Part 1 provides intensive review of basic mathematics: addition, subtraction, multiplication, and division. The student also learns to estimate answers to improve accuracy and is introduced to the binary number system. Problem solving using algebraic procedures is applied to percentage and ratio formulas. Part 2 introduces interest formulas and computations; negotiable instruments; compound interest; payroll mathematics and depreciation computations. 60 hours; 3 credits.

BA-100 Introduction to Business Enterprise

Provides an overview of the development and present status of business in the United States, business ethics, types of businesses, organizational structure, management functions, marketing and purchasing functions, and employee relations. 60 hours; 3 credits.

BA-101 Business Law I

Provides an overview of criminal and civil law, courts, and law enforcement. The nature of and requirements for contracts and negotiable instruments is stressed. 60 hours; 3 credits.

BA-102 Business Law II

Covers the rights, duties, and liabilities arising from ownership and possession of property; warranties and product liability, consumer protection, types of insurance, and the legal aspects of types of business operations. 60 hours; 3 credits. (Prerequisite: BA-101 preferred, but not required)

BA-150 Executive Development

Is designed to assist the male student in attaining and maintaining traits demanded of the young executive. Business traits, human relations, grooming, telephone techniques, applying for the job, and problem-solving techniques are covered. 30 hours; 1½ credits.

BA-160 Professional Development

Is designed to help the young woman develop habits, traits and standards of grooming necessary for the successful professional woman. Grooming, poise, wardrobe planning, personality development, office etiquette and job applications are covered. 30 hours; 1½ credits.

Course Descriptions

BA-200 Principles of Economics

Covers the role of capitalism in the U.S. economy, the function and control of money, the Federal Reserve System and its effects on the economy, business cycles and economic activity, and gross national product along with a review of the "new" economics. 60 hours; 3 credits.

BA-205 Introduction to Psychology

Deals with the relationship of the individual with his environment. Emphasis is placed on working with others; reasons for behavior; influences affecting behavior; personal factors affecting job efficiency and performance. 60 hours; 3 credits.

DP-30 Full-keyboard Machine Operations

Covers the operation of a full-keyboard machine. Correct fingering and speed building are stressed. This course is preparatory to the operation of the Burroughs posting machines and is available to Datamation students only. *Not offered separately.* 30 hours; 1½ credits.

DP-31 Burroughs 200 Posting Machine

Introduces the student to posting machine operations. The student masters machine functions and learns the importance of, and procedures for, correcting errors, posting invoices and payments, posting to subsidiary ledgers, posting to the general ledger, and taking a trial balance. 60 hours; 3 credits. (Prerequisite: A-71 preferred, but not required. DP-30 preferred, but not required.)

DP-32 Burroughs 1500 Posting Machine

Covers the operation of posting machines with multiple balances and typewriter keyboards. Further practice is given to prepare the student for handling complete machine accounting systems. Payroll procedures, machine preparation of payroll, and tax reports are also covered. 120 hours; 6 credits. (Prerequisite: DP-31, T-11, or equivalent.)

DP-61 Data Processing Concepts

Introduces the student to manual, mechanical, and electronic forms of data processing so that graduates may be familiar with the terminology, hardware and software used in processing business data. The human responsibility for correct data is emphasized. 30 hours; 1½ credits.

E-102 Principles of Modern English Usage

Presents a review of the structure of English through use of sentence patterning. Concentration is on proper business sentence structure, agreement, and punctuation. A passing grade of at least 85 per cent is suggested for secretarial students. 60 hours; 3 credits.

E-103 Communication Skills

Concentrates on business correspondence types, practice writing, and correction of written work. Listening principles and practices are developed and applied throughout the course. The student also receives instruction in business speech situations, and listening principles are applied to business speech situations. 60 hours; 3 credits. (Prerequisite: E-102 is preferred for secretarial students prior to, or concurrent with, E-103.)

E-104 Vocabulary and Word Mastery

Emphasizes the spelling and meaning of common and business terms; provides guidelines for word division; provides guides for selection of alternate words; and emphasizes correct word usage in business communications. Special attention is given to commonly misspelled words. 60 hours; 3 credits.

FM-50 History of Fashion Business

Introduces the student to the size, scope, operation, and history of the fashion industry so the student may understand the social and economic influences on fashion history and development, the levels of markets involved in production and distribution of fashion goods, consumer purchasing power and characteristics and their effect on the fashion business. FM-50 also introduces the student to career opportunities in the fashion world. 60 hours; 3 credits.

FM-51 Historic Costume

Covers the history of costume and clothing from its beginnings to the present. The student develops an understanding of basic fashion trends, how they originate, how they relate to the overall historic patterns. The student learns to recognize historic influences on modern fashion and compare current trends with geographic and political climates of the past. 60 hours; 3 credits.

FM-61 Fashion Sales Promotion and Advertising

The student studies the field of sales promotion to aid him in understanding why and how sales promotion is necessary to fashion merchandising. Principles and

Course Descriptions

techniques of advertising are covered. The student learns how publicity and special events can be utilized effectively for promoting fashion. Practice is given in preparing advertisements and publicity releases. 60 hours; 3 credits.

FM-63 Merchandising Mathematics

Reviews basic math computations concentrating on whole numbers, fractions, decimals and percentages, then concentrates on computations commonly faced by the retailer, buyer, manager, and business owner — sales transactions (retail), trade and cash discounts, transportation charges, markups and markdowns, cost and retail basis for pricing goods, inventory calculations, use of charts and graphs, and departmental income and expenses. 60 hours; 3 credits.

FM-70 Introduction to Fashion Buying

Covers the buyer's role in merchandising, organization of purchasing departments, techniques of buying, control and handling merchandise after it has been purchased, ethics and responsibilities to the consumer, branch store operations and organization, inventory turnover, and the buyer's managerial responsibilities. 60 hours; 3 credits. (Prerequisite: FM-63 — may be taken concurrently.)

FM-71 Textiles

Offers a study of the characteristics and uses of natural and manmade fibers, how to identify them through standard tests, and selling points of each. Provides the student with the basic knowledge needed to select fabric content for general and special purposes. 60 hours; 3 credits.

FM-72 Fashion Coordination

Covers the duties of the fashion coordinator on both retail and wholesale levels; how to plan for and present a fashion show, merchandising seminars, etc. The position of the fashion coordinator in planning for a new season, in fashion promotion, in association with the fashion buyer, and the duties of a fashion coordinator working for a manufacturer with a textile converter are also covered. Students prepare and present a fashion show as a final project. 60 hours; 3 credits.

FM-73 Ready-To-Wear

The ready-to-wear clothing industry is studied in its historic perspective with emphasis on cultural, economic, and political events that influenced the industry. A study of current events encourages the student to think creatively in analyzing the effects of current movements on ready-to-wear at the present and in the future. 60 hours; 3 credits.

FM-80 Principles of Fashion Design and Color

Covers the elements and principles of design and their effect on apparel and the figure. This course aims to develop the ability to use and understand design terms, to use basic silhouettes to create a design, and to modify a design to make it suitable for mass production or custom design. 60 hours; 3 credits.

FM-81 Fashion Illustration

Covers basic drawing of fashion figures using various media and techniques. The course gives the student a command of a fashion language with which to explain fashion ideas explicitly. Emphasis is on practice and practical application. 60 hours; 3 credits.

FM-82 Non-Textile Products

Familiarizes the student with fashion materials other than fabrics. The course gives basic product knowledge plus selling points and care of fashion non-textiles and accessories. 60 hours; 3 credits.

FM-84 Fabrics in Fashion

Covers fabric construction and merchandising. The student learns various methods used in fabric construction and the appropriateness for use in garments at various price levels. Wholesale and retail merchandising of fabrics and the operation of fabric departments and forecasting trends in fabric merchandising are also covered. 60 hours; 3 credits. (Prerequisite: FM-71 is preferred, but not required.)

FM-90 Designing and Decorating Interiors

Covers the elements of interior design to provide a basic background to enable the student to think of rooms in terms of design, to provide the student with experience in using color, selecting furniture, identifying styles and trends, and visualizing and planning the room as a whole. 60 hours; 3 credits.

Course Descriptions

FM-91 Display Merchandising

Provides instruction in the visual promotion of merchandise. Students work with display equipment to develop the proper techniques of window and interior display and to develop an understanding of the purposes and goals of various types of display. 60 hours; 3 credits.

M-11 Orientation to Medical Assistant

An introductory course designed to acquaint the student with her role and function within the structure of the medical and paramedical fields. She will also become acquainted with the evolution of medicine and the development of various health agencies. 15 hours. Not offered for individual sale.

M-12 Medical Terminology

This course is a study of the structure and meaning of medical words with emphasis on practical application in the medical office setting. 60 hours; 3 credits. (Prerequisite: High School diploma or equivalent)

M-13 Principles of Medications/Pharmacology

This course is specifically designed to teach the student computation of dosages in administering medications and to familiarize the student with common drugs, their classification, usual dosages, therapeutic affects, contraindications, and effects. Principles of Medications is given two clock hours per week and Pharmacology is given three clock hours per week. 60 hours; 3 credits. (Prerequisite: M-12 or equivalent)

M-14 Anatomy and Physiology

The study of the structure of the human body to enable the student to understand the functions of the body systems and reinforce the understanding of medical terminology as it applies to the body and its systems. 60 hours; 3 credits.

M-16 Medical Office Procedures Ia

Provides basic instruction in the use of ten-key adding machines with emphasis on adding and subtracting functions, skill, and accuracy. Also covers basic filing techniques with emphasis on alphabetic filing and filing of dependents in relation to head-of-household in a medical office. 30 hours; 1½ credits.

M-17 Medical Office Procedures Ib

Introduces the student to the peg-board system of accounting for a medical office, banking procedures, and billing procedures. Emphasizes telephone techniques and the reception duties of the medical assistant and medical secretary. 30 hours; 1½ credits.

M-20 Examining Room Techniques I

This course familiarizes the student with methods used by physicians for diagnosis; an introduction to medical office equipment and supplies; office housekeeping and basic office organization; weighing and measuring patients; cardinal symptoms; sterilization procedures; and maintenance of supplies and equipment. 30 hours; 1½ credits.

M-21 Examining Room Techniques II

This course, a continuation of Examining Room Techniques I, further trains the student to prepare the patient for examination and to assist the physician with clinical procedures. 30 hours; 1½ credits. (Prerequisite: M-20 or equivalent)

M-101 Office Specialties

This course introduces the Medical Assistant to the disorders treated by various specialties. Familiarizes the student with the terminology and procedures peculiar to the medical specialties. 60 hours; 3 credits. (Prerequisite: M-12 and M-14 or equivalents)

M-102 Clinical Procedures

Designed to give the medical assistant background knowledge and practice in electrocardiograph techniques and the administration of medications in the physician's office. The student will gain insight into the type of emergencies she may encounter in the physician's office and her role and function in meeting these emergencies. 60 hours; 3 credits. (Prerequisite: M-12 and M-14 — may be taken concurrently.)

M-104 Medical Office Procedures II

The student learns the various types of medical forms used in the medical office and receives practice preparing and typing these forms. She also gains practice using transcribing machines in the transcription of medical records and medical communication. Further practice is gained in the use of the appointment books. Letter writing and credit and collection practices are reviewed. 60 hours; 3 credits. (Prerequisite: T-11 and M-17 or equivalent)

Course Descriptions

M-105 Psychology for the Medical Office

An introductory course designed to acquaint the student with terminology, basic behavioral patterns, the development of the child, abnormalities, and handling problems that the student may encounter as an individual. It is designed to help the student understand himself better so that he may better deal with others. 45 hours. Not offered for separate sale.

M-108 Laboratory Procedures

This course teaches all basic laboratory procedures that the Medical Assistant may expect to encounter in the physician's office including complete urinalysis, bacteriology, and hematology. The student is also introduced to the essentials of x-ray procedures and the basic principles of BMR's (Basal Metabolism Rate). 120 hours; 6 credits. (Prerequisite: M-12 or equivalent)

M-109 Medical Insurance

This course prepares the student to effectively handle all insurance procedures in the medical office setting. 30 hours; 1½ credits.

M-110 Medical Law and Economics

This course provides the student with a solid foundation in Medical Law. It emphasizes not only the legal, but also the ethical and economical considerations of medical practices. 20 hours; 1 credit.

M-111 Professional Adjustments

This course prepares the student for a successful externship experience by emphasizing established guidelines and policies governing on-the-job medical office training. 10 hours; 1 credit. (Prerequisite: Successful completion of all academic work in either the Medical Assistant or Medical Office Assistant Program)

M-202 Physical and Psychological Disorders

Prepares the student to recognize disorders from description of symptoms and to assess possible treatment in order to make better judgments in scheduling the doctor's appointments. The student is also introduced to psychiatric disorders to better enable the student to understand and handle the patient and family. 60 hours; 3 credits. (Prerequisites: M-11, M-12, M-13, M-14, M-15, M-101, M-102, M-103, M-105.)

M-203 Advanced Externship

Externship provides the student with a rotation through a minimum of two qualified physicians' offices and/or accredited hospitals selected by the school. Students are visited regularly by the Externship Coordinator and other staff members as indicated and are evaluated by a supervisor in each training situation. Evaluations become part of the permanent record and the student cannot receive remuneration during this externship period. 360 hours; 18 credits. (Prerequisite: Successful completion of the academic portion of the Medical Assistant course, including M-111)

MG-201 Business Organization and Management

An introductory course in business management with practical application through the use of case studies. Business organization and objectives, the management function, decision making, and leadership styles are studied. 60 hours; 3 credits.

MG-202 Personnel Management I

An introduction to management of personnel. Topics covered are the manager's function in organizing, staffing, compensating, and motivating personnel; major management theories; and developing employee potential. 30 hours; 1½ credits.

MG-203 Personnel Management II

Covers basic principles of total system concept of management; work groups, structure, function and use; physical environment requirements; organizational change and provision for change. 30 hours; 1½ credits.

MK-201 Principles of Marketing

An introduction to the function of distribution of goods and services within the total economy. Integration of marketing concepts with economic concepts and consumer needs is stressed. 60 hours; 3 credits.

MK-202 Salesmanship

The salesmanship student studies consumer buying behavior, consumer motivation, types of personal selling, advertising and sales promotion, learns to gather product knowledge and locate customers, and prepares and practices sales presentations. Building and managing a sales force is covered briefly. 60 hours; 3 credits.

Course Descriptions

MK-203 Retail Management

A study of retailing structure, store location and layout, organization of the store interior, management of retail personnel, credit and collection policies, and fundamental accounting control for both small and large retail operations. 60 hours; 3 credits.

OP-121 Office Procedures

Covers normal office functions including copying procedures, handling mail, telephone techniques, handling travel arrangements, compiling statistical information, banking services, payroll duties, and arranging meetings. Job selection and human relations in the office are also covered. 60 hours; 3 credits. (Prerequisites: T-12, or equivalent; OP-132; OP-139, or equivalent.)

OP-130 Machine Dictation and Transcription

A practical course where intensive training is given on dictation and transcription machines. Training is given in specialized areas so the stenographer or secretary will have some familiarity with technical vocabulary and methods. 30 hours; 1½ credits. (Prerequisite: T-12)

OP-132 Adding Machine Operations

Basic operations and speed building on ten-key adding machines. Study includes addition, subtraction, multiplication, error correction, use of decimals, fractions, and percentages; credit balances. Emphasis is placed on correct fingering, speed and accuracy. 30 hours; 1½ credits. (Prerequisite: BA-50 is preferred but not required.)

OP-133 Calculators

Covers the operation of printing, rotary, and electronic calculators with emphasis on the special features of each, accuracy, and correct placement of decimals. Business problems are used to reinforce business math and accounting skills. 30 hours; 1½ credits. (Prerequisite: OP-132, or equivalent. BA-50 is preferred but not required.)

OP-139 Filing

An introductory course in filing methods stressing alphabetic filing. Other systems including geographic, alpha-numeric, and subject filing are discussed briefly. 30 hours; 1½ credits.

OP-250C Executive Secretarial Office Practice

Through use of projects the secretarial student applies the knowledge she has gained throughout the first part of her training. Each project makes use of a number of skills and requires judgment and decision making on the part of the student. The student must arrange and organize each project as closely as possible to the way she would do it in an actual office situation. 60 hours; 3 credits. (Prerequisites: OP-121 Office Procedures)

OP-250D Legal Secretarial Office Practice

The student studies the professional ethics of a legal secretary, law office procedures, legal terminology, and legal typing. A variety of legal documents and their uses familiarizes her with operations that are unique to a law office. Legal Secretarial Office Practice is coordinated with Legal Secretarial Dictation Studies. 60 hours; 3 credits. (Prerequisite: T-12, or equivalent)

S-111 Gregg Theory Review

Open to students who have had at least one year of Gregg shorthand, this course reviews the basics of Gregg shorthand through live and taped dictation. Transcription is incorporated into the latter portion of the course. Completion requires five mailable letters, 87% accuracy on theory tests and 94% accuracy on brief form tests. Minimum passing speed with 97% accuracy is 60 wpm. 120 hours; 6 credits. (Prerequisites: E-102, T-12, or equivalent)

S-112 Shorthand Theory: Alphabetic

Covers the basics of the alphabetic form of shorthand and introduces the student to transcription. The student learns the principles and rules involved, builds skill through taped and live dictation, and builds transcription speed. Minimum passing grade for secretarial and stenographic students is "B". 120 hours; 6 credits. (Prerequisites — for full-course students — T-12 or equivalent; E-102 with a grade of 85 or better; E-104 with a grade of 90 or better. For special students a minimum of 40 wpm typing speed is required.)

S-113 Dictation and Transcription

For both Gregg and alphabetic shorthand students. Emphasis is on building speed and accuracy through live and taped dictation drill. Students must achieve a minimum of 100 wpm on three-minute tests using new material and will be graded using mailability standards.

Course Descriptions

The student is urged, but not required, to attain 120 wpm. If two, 3 minute tests are passed at 120 wpm., a pin will be awarded at graduation. 120 hours; 6 credits. (Prerequisites: Successful completion of S-111 or S-112 or equivalent; T-13 — may be taken concurrently.)

S-200D Legal Dictation Studies

Live and taped dictation is used to familiarize the student with shorthand forms for legal terms. Both speed and accuracy are stressed along with legal vocabulary. Successful completion requires 100 wpm. dictation skills. 60 hours; 3 credits. (Prerequisite: Successful completion of S-113)

S-200E Medical Dictation Studies

The student learns shorthand outlines for common medical terms. Speed and accuracy are built through live and taped dictation. Minimum requirement for successful completion is 100 wpm. 60 hours; 3 credits. (Prerequisite: Successful completion of S-113)

T-10 Beginning Typewriting I

This course is required of all full-course students who do not type or who type fewer than 25 wpm. Basic instruction is given in learning the keyboard with practice to gain speed and fluency. Beginning Typewriting I is available at no additional charge to full-course students. Minimum speed requirement for completion is 25 gwpm. See individual program outlines for notation on typing requirements. 30 hours.

T-11 Beginning Typewriting II

Provides basic instruction to enable the student to type simple business letters, postal cards, memos, and reports. Minimum speed requirements for completion are 35 gwpm with five or fewer errors for Business Administration, General Accounting, and Fashion Merchandising students. All others: minimum speed requirement of 40 gwpm with five or fewer errors. 30 hours; 1½ credits.

T-12 Intermediate Typewriting I

Reports, word division, proofreader's marks, centering, and machine parts are studied. Modified block, block, and AMS simplified style letters are covered along with special parts of the letter. Production typewriting is introduced and speed and control emphasized. Requires a minimum of 40 nwpm for successful completion. 30 hours; 1½ credits. (Prerequisite: T-11 or equivalent)

T-13 Intermediate Typewriting II

Manuscript typing with footnotes, headings, and bibliography; tabulated reports; typing from corrected copy; numbers, symbols and abbreviations; and continued emphasis on speed and control, technique improvement, and production typing. A minimum of 50 nwpm is required for successful completion. 30 hours; 1½ credits. (Prerequisite: T-12, or equivalent)

T-14 Advanced Typewriting I

Stencil and spirit duplicator master preparation; typing outlines and financial reports; arranging and positioning data and production typing and speed building are covered. Emphasis is on practical application of typing skills, speed and accuracy. 30 hours; 1½ credits. (Prerequisite: Successful completion of T-13 or equivalent established through testing.)

T-15 Advanced Typewriting II

Covers legal forms, military and governmental variations, further practice preparing final copy from rough and corrected drafts and statistical information presentation. Continued emphasis is placed on production, speed building, and accuracy. Secretarial students must reach 60 nwpm with no more than five errors to receive a passing grade. 30 hours; 1½ credits. (Prerequisite: Successful completion of T-14 or equivalent established through testing.)

TT-1 Travel Industry Orientation

Familiarizes the student with the overall concept of the travel industry; enables the student to proficiently compute time zone differences and gain a working knowledge of world time; and gives the student familiarity with the geography of the United States in relation to identification of gateway cities for international travel and the location of major domestic and international cities. 20 hours; 1 credit.

TT-2 Official Airline Guide

Prepares the student to skillfully and effectively utilize the vital information contained in the Official Airline Guide and provides the necessary training to construct flight itineraries which comply closely with the desires of the passenger. 20 hours; 1 credit. (Prerequisite: TT-1, or equivalent)

Course Descriptions

TT-3 Reservations Procedures, Computer Theory and Operation

Provides the student with basic sales fundamentals dealing with customer requirements for travel accommodations. Trains the student to properly construct messages related to passenger reservations using correct codes designating actions required. Also provides the student with basic skills and knowledge to effectively understand and use a computer console (agent set) for travel arrangements. 80 hours; 4 credits. (Prerequisite: TT-2, or equivalent)

TT-4 Travel Agency Operations

Acquaints the student with the organization, operation, duties, responsibilities and reporting requirements for a travel agency. 20 hours; 1 credit.

TT-5 Steamships, Hotels, Rental Cars

Provides the student with a knowledge and the skills necessary to competently select and book appropriate accommodations for a client through steamship lines, hotels and rental car agencies. 15 hours; 3/4 credit. (Prerequisite: TT-1, or equivalent)

TT-6 Ticketing (Domestic)

Enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute domestic fares in accordance with accepted industry standards. 100 hours; 5 credits. (Prerequisite: TT-3 and TT-7 or equivalent)

TT-7 The Geography of Travel

Provides the student with a working knowledge of the major geographic areas and subdivisions of the world related to international travel and tourism in support of travel planning. Domestic and international gateway cities in the Eastern and Western Hemispheres are included. 15 hours; 3/4 credit.

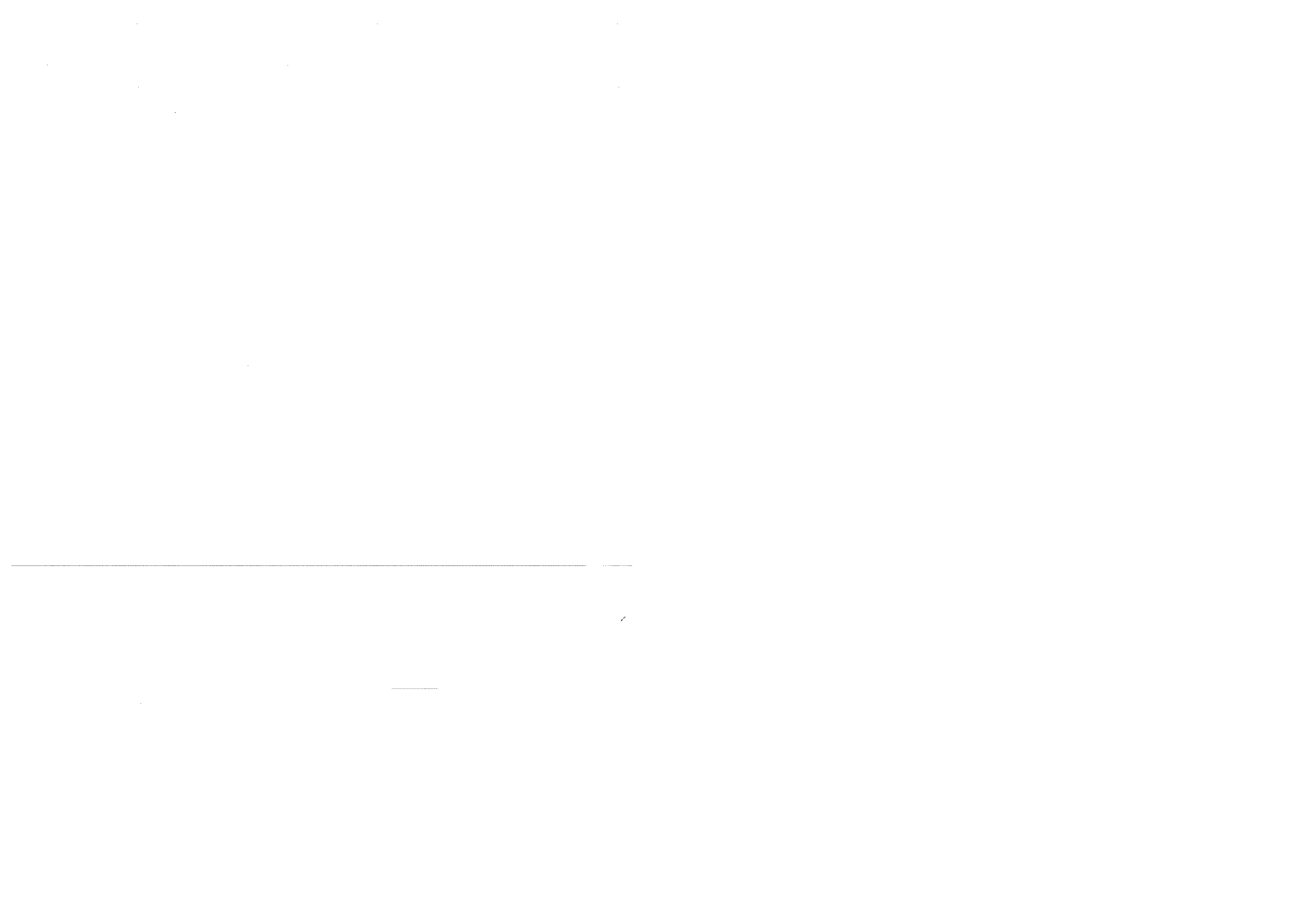
TT-8 Ticketing (International)

Enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute international fares in accordance with accepted industry standards. 100 hours; 5 credits. (Prerequisite: TT-6, or equivalent)

TT-9 Group and Tour Travel

Provides an understanding of the nature of group and tour travel and enables the student to proficiently interpret tour literature regarding accommodations, facilities and fares in order to correctly inform clients about group and tour plans. 20 hours; 1 credit. (Prerequisite: TT-8, or equivalent)





PARKS SCHOOL OF BUSINESS, Inc.

1370 Pennsylvania Street
Denver, Colorado 80203
Telephone: 303 — 832-9696

ACCREDITED BY:

The Accrediting Commission of the Association of Independent Colleges and Schools

The Accrediting Commission of the National Association of Trade and Technical Schools

State of Colorado

Council on Medical Education of the American Medical Association in cooperation with the Curriculum Review Board of the American Association of Medical Assistants

Recognized for training by Bureau of Indian Affairs.

Approval has been granted by the following agencies for most Parks School of Business courses:

The State Approval Agency for Veterans' Education

Colorado State Board for Community Colleges and Occupational Education

Most programs offered by the school meet the requirements of Federal or State laws regarding student financial assistance: (Please ask for details)

Comprehensive Employment and Training Act of 1973

National Vocational Rehabilitation Act of 1920

Social Security Student's Dependents Act
Railroad Retirement Student's Dependents Act

Civil Service Retirement Student's Dependents Act

War Orphan's Educational Assistance Act

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