

# PARKS JUNIOR COLLEGE



Established 1895

## 1988-1990 General Catalog

Volume 15, Number 1

*"If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."*

— Benjamin Franklin

# Mission and Objectives

## MISSION STATEMENT

Parks Junior College addresses the needs of the metropolitan area by educating individuals and by providing a quality work force for the community. The urban-based College serves persons from diverse socio-economic and educational backgrounds and provides the opportunity to develop self-confidence, initiative, and resourcefulness.

## PARKS JUNIOR COLLEGE OBJECTIVES

To determine academic needs and provide appropriate course placement, as related to basic skills.

To assist all students in achieving a general education background.

To provide job skills training based upon currently stated industry needs.

To provide the opportunity for students to obtain the marketable skills needed for an entrance-level position.

To incorporate hands-on experiences as part of the program curriculum.

To provide necessary individualized instruction which enables students to progress to their highest potential.

To provide job placement services for graduates.

# Parks Junior College General Catalog

1988-1990

April 1, 1988

Volume 15

Statement of Nondiscrimination

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

Parks Junior College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974, Public Law 93-568.

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

Provisions of this publication are not regarded as a contract nor as an offer to contract. Parks Junior College, through appropriate action, reserves the right to change any provision at any time.

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

**This catalog is incomplete without current tuition supplement.**

# Emergency Phone Numbers

Adams County Housing Metro Shelters  
287-8831  
296-9090  
343-9890  
235-8636

## ALCOHOLISM

Mile High Council on Alcoholism 759-5555

## CHILD CARE

Mile High United Way  
Child Care Association 295-2004  
Child Care Information & Referral 837-9999

## CLOTHING

Adams County Westminster FISH 427-2110  
Jefferson County Jeffco Action Center 237-7704

## COUNSELING & SUPPORT SERVICES

Call one of the following phone numbers if you need someone to talk to about any type of problems, loneliness, etc.

Life Line of Denver (24 hours) 458-7777  
Suicide and Crisis Control 756-8485  
YMCA 343-9890  
Family and Children's Services  
Jefferson County 234-1160  
Northeast 321-2230  
Westside 458-8315

## MENTAL HEALTH INFORMATION

Adams Community Mental Health Center 287-8001  
Northglenn 452-5971  
Westminster 427-1010

## SOCIAL SERVICES

Adams County 287-8831  
Denver County 534-0460  
Jefferson County 232-8632

## SPECIALIZED SUPPORT SERVICES

American G.I. Forum 893-3745  
Salvation Army 861-4833  
Volunteers of America 297-0408

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# From the President's Desk: An Invitation

Welcome to Parks Junior College. We, the staff, are pleased to have this opportunity to introduce you to the college and to inform you of what we have to offer.

Parks Junior College has been offering business-oriented education since 1895. In the almost one hundred years that the college has been in existence, over 50,000 graduates have become successful members of the business community.

Education for employment is what Parks Junior College is all about. Your investment in your education will be returned to you many times over during your career. We participate in a variety of financial aid programs, making an education possible for the individual who is interested in the future.

A successful education is the result of commitment and dedication, on the part of the student and the college. The staff of Parks Junior College is comprised of professional educators and business people who are dedicated to your success.

Graduates of Parks Junior College receive lifetime placement assistance, helping to ensure successful careers.

We invite you to visit our campus and review our programs. We feel confident that you will agree that Parks Junior College is a leader in career education.

Linda S. Bowman  
President

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# History

## **PARKS JUNIOR COLLEGE, ESTABLISHED IN 1895.**

Parks Junior College was founded by W. T. Parks in 1895 under the name, "Modern Business School." The school was located in downtown Denver at 14th and Curtis Streets. In July 1923, the school was relocated to 1450 Logan Street, and the school was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges or universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business careers. By the 1950's, Parks was recognized as a national leader in business education. In 1968, the school moved to Pennsylvania Street in order to provide more space for a growing student body. In the late 1970's, the college moved to a north suburban location on North Broadway.

During this decade, Parks has grown into an accredited Junior College of Business, rich in educational history and committed to the education of students who join the over 50,000 successful Parks graduates. As business and industry have grown in complexity and sophistication, Parks Junior College has changed to meet their growth demands. In 1982, Mr. Gerald C. Phillips purchased the college, making it an important part of the expanding system of Phillips Colleges. Other colleges in the system are located throughout the United States, providing a strong network for Parks Junior College graduates.

# Professional Recognitions

Parks Junior College is accredited as a business college by:

The Accrediting Commission of the Association of Independent Colleges and Schools, Washington, D.C., a national accrediting agency recognized by the United States Department of Education under the provision of Public Law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an Official list by that office or an approximation thereof

Parks Junior College is recognized as a candidate for accreditation as a junior college of business by:

The Accrediting Commission of the Association of Independent Colleges and Schools, Washington, D.C.

Parks Junior College is chartered by:

The Colorado Secretary of State

Parks Junior College is approved by:

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

Parks Junior College's Medical Assisting program is accredited by:

The Committee on Allied Health Education and Accreditation in cooperation with the American Medical Association and the American Association of Medical Assistants

Parks Junior College is authorized to grant associate degrees by:

The State Board for Community Colleges and Occupational Education,  
~~pursuant to the rule-making authority as stated in the Private~~  
Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59-105 (1) (1)

Parks Junior College is approved and regulated by:

The State Board for Community Colleges and Occupational Education.



## **ACCREDITATION**

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

## **THE CAMPUS**

### **FACILITIES & EQUIPMENT**

Parks Junior College is located in the North Suburban Denver community of Thornton. Easily accessible, the college is located at 9065 Grant Street, overlooking Interstate 25. The modern facility, built in 1987, houses classrooms, microcomputer laboratories, medical laboratories, keyboarding laboratories, library, student lounge, resource center, Career Development Center, and administrative offices. The two-story facility is carpeted and temperature-controlled for the students' comfort, providing a learning atmosphere.

### **HANDICAP ACCESS**

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

# General Conduct and College Jurisdiction

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

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



# Career Development and Placement Center

One of the many benefits derived from graduating from Parks Junior College is the graduate placement service. The Career Development Center is a graduate services office, offering lifetime placement assistance to Parks Junior College graduates.

Students must aid the placement effort with quality academic work, excellent class attendance, a cooperative attitude, a desire to succeed, reasonable salary expectations, and cooperation with the Director of the Career Development Center.

In their final quarter, students are expected to register with the Career Development Center to begin the placement referral process. Parks Junior College prepares its graduates educationally for employment and assists them in their job search, but, like all institutions, cannot guarantee employment.

## THE FOLLOWING IS A LIST OF RECENT EMPLOYERS OF PARKS JUNIOR COLLEGE GRADUATES:

AT&T Information Systems	Rocky Mountain Hospital Systems
Advanced Computer Systems	Samsonite Corporation
Anheuser-Busch, Inc.	Sears and Roebuck
Ball Brothers, Inc.	Martin-Marietta
Bureau of Land Management	Muncie of Denver
Citicorp Diners Club International	Nobel-Sysco Incorporated
Colorado Legislative Council	Shamrock Foods
Continental Airlines	Southland Corporation (7-11 stores regional office)
Coors Company	Storage Technology
Denver Cardiology Group	Sunstrand Corporation
Electronic Data Systems	St. Anthony Hospital Systems
Gates Rubber Company	Total Petroleum Company
Genuine Parts Company	Travel/Travel
Honeywell Test Instruments	United States Postal Service
IBM Corporation	United Airlines
May D&F Company	United Parcel Service
Kaiser Permanente	United Bank of Denver
Manville Corporation	Vicorp Restaurant Systems
Master Travel	West America Mortgage
McDonald-Douglas Corporation	Xerox Corporation
Mile High Tours	
National Conference of The State Legislature	
Professional Travel	
Rockwell International	

# Academic Calendar 1988-1990

## Winter Quarter 1988

January 18	Martin Luther King Holiday
January 19	Orientation & Registration
January 20	Classes Begin
February 29	Mini-Quarter Orientation
March 1	Mini-Quarter Classes Begin
March 28-April 1	Spring Vacation
April 11, 12	Final Exams
April 15	Quarter Ends

## Spring Quarter 1988

April 18	Orientation & Registration
April 19	Classes Begin
May 30	Memorial Day
May 31	Mini-Quarter Orientation
June 1	Mini-Quarter Classes Begin
July 4	Fourth of July Holiday
July 5, 6	Final Exams
July 8	Quarter Ends

## Summer Quarter 1988

July 11	Orientation & Registration
July 12	Classes Begin
August 1-5	Summer Vacation
August 29	Mini Quarter Orientation
August 30	Mini-Quarter Classes Begin
September 5	Labor Day Holiday
October 3, 4	Final Exams
October 7	Quarter Ends

## Fall Quarter 1988

October 10	Orientation & Registration
October 11	Classes Begin
November 21	Mini-Quarter Orientation
November 22	Mini-Quarter Classes Begin
November 24, 25	Thanksgiving Holiday
December 17-January 1, 1989	Holiday Vacation
January 2, 1989	Classes Resume
January 9, 10	Final Exams
January 13	Quarter Ends

**Winter Quarter 1989**

January 16  
January 17  
January 18  
February 27  
February 28  
March 27-31  
April 10, 11  
April 14

Martin Luther King Holiday  
Orientation & Registration  
Classes Begin  
Mini-Quarter Orientation  
Mini-Quarter Classes Begin  
Spring Vacation  
Final Exams  
Quarter Ends

**Spring Quarter 1989**

April 17  
April 18  
May 29  
May 30  
May 31  
July 4  
July 5, 6  
July 7

Orientation & Registration  
Classes Begin  
Memorial Day Holiday  
Mini-Quarter Orientation  
Mini-Quarter Classes Begin  
Fourth of July Holiday  
Final Exams  
Quarter Ends

**Summer Quarter 1989**

July 10  
July 11  
July 30-August 3  
August 28  
August 29  
September 4  
October 1, 2  
October 6

Orientation & Registration  
Classes Begin  
Summer Vacation  
Mini-Quarter Orientation  
Mini-Quarter Classes Begin  
Labor Day Holiday  
Final Exams  
Quarter Ends

**Fall Quarter 1989**

October 9  
October 10  
November 20  
November 21  
November 23, 24  
December 18-January 1, 1990  
January 2  
January 9, 10  
January 12

Orientation & Registration  
Classes Begin  
Mini-Quarter Registration  
Mini-Quarter Classes Begin  
Thanksgiving Holiday  
Winter Holiday  
Classes Resume  
Final Exams  
Quarter Ends

**Winter Quarter 1990**

January 15  
January 16  
January 17  
February 26  
February 27  
March 26-March 30  
April 9, 10  
April 13

Martin Luther King Holiday  
Orientation & Registration  
Classes Begin  
Mini-Quarter Registration  
Mini-Quarter Classes Begin  
Spring Vacation  
Final Exams  
Quarter Ends

**Spring Quarter 1990**

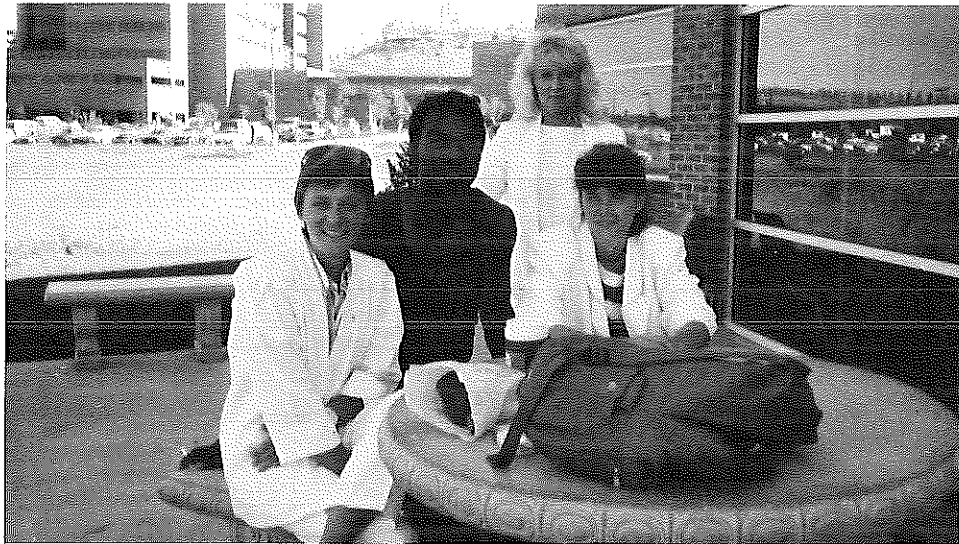
April 16	Orientation & Registration
April 17	Classes Begin
May 28	Memorial Day Holiday
May 29	Mini-Quarter Registration
May 30	Mini-Quarter Classes Begin
July 2, 3	Final Exams
July 4	Fourth of July Holiday
July 6	Quarter Ends

**Summer Quarter 1990**

July 9	Orientation & Registration
July 10	Classes Begin
July 30-August 3	Summer Vacation
August 27	Mini-Quarter Registration
August 28	Mini-Quarter Classes Begin
September 3	Labor Day Holiday
October 1,2	Final Exams
October 5	Quarter Ends

**Fall Quarter 1990**

October 8	Orientation & Registration
October 9	Classes Begin
November 19	Mini-Quarter Registration
November 20	Mini-Quarter Classes Begin
November 22, 23	Thanksgiving Holiday
December 17-January 6, 1991	Winter Vacation



# The Register

## GOVERNING BOARD

Gerald C. Phillips	Chairman of the Board
Gerald D. Adams	President
Mrs. Gerald C. Phillips	Vice President
Francis M. Sullivan	Secretary-Treasurer

## COLLEGE ADMINISTRATION

### Management Team

Linda S. Bowman, M.A., President  
Patricia Draper-Hardy, B.S., Director of Admissions  
Gary D. Laura, M.A., Academic Dean  
Kim E. Rosenquist, B.A., Director of Financial Aid

### Academic Administration

Gary D. Laura, M.A., Wayne State University  
Academic Dean  
JoAnn Roderfeld, M.A., University of Northern Colorado  
Associate Dean, Day Division  
William Scott, M.Ed., Millersville State College  
Associate Dean, Evening Division  
Truett Clearman, B.A., University of Arkansas  
Registrar  
Kendall R. Brown, B.S., Colorado State University  
Department Chairman, General Education  
Becky Emerson, B.A., Metropolitan State University  
Department Chairman, Travel and Tourism  
Rogene Lowe, M.T., American Society of Clinical Pathologists  
Department Chairman, Medical Assisting  
Barbara Wood, B.S., Colorado State University  
Department Chairman, Fashion Merchandising  
Rebecca Dahl, M.S., Montana State University  
Director of Developmental Education

### Administrative Staff

Elizabeth Cox, B.A., Adams State College  
Assistant to the President  
Barbara Morger, Receptionist

### Financial Aid Staff

Kim E. Rosenquist, Director of Financial Aid  
Joyce Lengvenas, Financial Aid Officer  
Christy Price, Financial Aid Officer  
Sheryl Roberts, Financial Aid Officer

### Career Development

Lou Rockwell, Director

### Data Processing

Carolyn Mitchell, Manager

## OFFICE HOURS

The Academic Department is open Monday through Thursday, from 7:00 a.m. to 9:45 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. The Admissions Department is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., on Friday from 8:00 a.m. to 4:00 p.m., and on Saturday from 10:00 a.m. to 2:00 p.m. Interviews can be scheduled at other times by appointment. The Financial Aid Office is open Monday through Thursday, from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 4:00 p.m., and Saturday from 10:00 a.m. to 2:00 p.m.







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# Admissions

## **APPLICATION**

An applicant should request an appointment for a personal interview with an admissions officer of the college.

## **ENTRANCE REQUIREMENTS**

Graduation from high school or the successful completion of the General Education Development (GED) test is the minimum requirement for admission to Parks Junior College.

Those students who are beyond the age of compulsory school attendance and do not have a high school transcript nor the equivalent may be admitted to Parks Junior College under the Ability to Benefit provision in certain programs.

## **ABILITY TO BENEFIT POLICY**

Any student who has not graduated from high school, nor obtained a high school equivalency (i.e. GED) may be admitted to Parks Junior College under the following criteria:

1. Student must be beyond the age of compulsory attendance (16 years of age).
2. Student must obtain a satisfactory assessment score.
3. Academic Dean must approve the admittance of the student.
4. Student must be counseled by the academic counselor throughout his/her program or until obtaining a high school equivalency.
5. High school graduates who are unable to obtain copies of their transcripts may also be admitted under the Ability to Benefit provision.

## **FOREIGN STUDENTS**

Foreign students must present written evidence of competency in English. For further information, interested foreign students should contact the Admissions Department, 303-457-2757.

## **FULL-TIME STUDENTS**

A student who is enrolled for 12 or more credit hours per regular academic quarter or 6 or more credit hours per miniquarter is classified as a full time student.

## **ADMISSIONS ASSESSMENT**

Applicants are required to take a skills inventory assessment prior to admission to the college. The Academic Department will determine appropriate course placement based upon the basic skills assessment.

## **TRANSFER OF CREDITS**

Acceptance of prior credit is at the discretion of each receiving institution. Parks Junior College does not imply, promise, or guarantee transferability of credits earned. The Associate of Applied Science and Diploma Programs of Parks Junior College are essentially terminal in nature, designed for the graduates' employment upon graduation.



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## Financial Aid

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## **FINANCIAL AID POLICY**

Parks Junior College has followed a financial aid philosophy which 1) assures student access to financial aid funds to meet educational expenses and, at the same time, 2) attempts to keep student borrowing to the minimum. Our financial aid packaging policy takes into consideration available funds (Pell, SEOG, Perkins, and College Work-Study) which are managed by the Financial Aid Office and the needs of the students we enroll. Remaining student needs will then be met with outside assistance - state grants, scholarships, Guaranteed Student Loans, SLS/ PLUS loans, etc.

Parks Junior College believes that students should incur a limited amount of debt and should borrow only the funds needed to finance their education. Counseling of students should include pre-loan counseling, debt management - future payment, and exit interviews for graduates or withdrawals. Phillips Colleges, Inc. has established a policy which discourages the awarding of more than one type of loan to a student, except in extreme cases. Accordingly, students are counseled in order to match them with the loan with the lowest interest rates, best repayment plan, etc.

## **FINANCIAL AID INFORMATION**

For those students who are unable to pay all tuition and materials charges in advance, there are several methods of financial aid available. These can be discussed with a Financial Aid Officer.

All financial aid is awarded strictly on the basis of need, regardless of sex, age, race, creed, or national origin of the applicant. Awards conform with all regulations and guidelines established by state and federal agencies.

## **FINANCIAL AID ELIGIBILITY**

To be eligible for most financial aid programs, a student must maintain a schedule of at least 36 credit hours per academic year (nine month period) and meet a minimum standard of satisfactory progress.

In addition, the student must:

Be enrolled as a regular student in an eligible program of study

Be a U.S. citizen or eligible non-citizen

Have financial need (as determined by a U.S. Department of Education approved needs analysis system)

Be making satisfactory progress in accordance with the Parks Junior College standards of satisfactory progress, as outlined in this catalog

Not owe a refund on a Pell Grant, SEOG, or SSIG previously received from any college

Not be in default on a Perkins Loan, NDSL, PLUS, SLS, GSL, or Income Contingent Loan previously received from any college

Be registered for the Selective Service, if a male born after December 31, 1959.

(All students, including females and eligible non-citizens, must sign the Statement of Educational Purpose/Registration Compliance.)

## **VERIFICATION OF STUDENT AID APPLICATION INFORMATION AND AVAILABILITY OF FUNDS**

1. The student must provide the necessary documentation for verification within 30 days from the date the student starts school or in the case of a student currently enrolled in school within 30 days from being selected for verification.
2. If the student fails to provide the required documentation for verification within the established time frame, then the student will be treated as a cash-paying student. If the student is not capable of paying cash, then the student will be dismissed from school.
3. Financial aid awards are made subject to availability of allotments which are not controlled by the college and therefore cannot be guaranteed.
4. The Financial Aid Office does reserve the right to make exceptions to the above stated policies due to specific circumstances on a case by case basis.
5. A student will be advised by a financial aid officer when that student is selected for verification. During this advising session the student will be given a clear explanation of the documentation needed to satisfy the verification requirements. During this session the student will also be informed of his/her responsibilities with respect to the verification of application information including the school's deadline for completion of any actions on the student's part and the consequences of failing to complete these required actions.
6. The Financial Aid Office will notify the student by a normal means of communication of the results of verification. Preferably this will be in the form of an advising session.
7. If application information needs to be corrected, then the student will be contacted by a normal means of communication and action will be taken as outlined in the previous five policies. If after the corrected documentation is submitted, the financial aid awards change, then the school will adjust the awards as outlined in the regulation.
8. The Financial Aid Office, if necessary, will contact the regional office of the Department of Education concerning referrals under sections 668.14(g).

## **PELL GRANT**

PELL Grants are awards to help undergraduate students pay for their post-secondary education. To determine student eligibility, the Department of Education uses a standard formula to evaluate the information reported when the student applies for a PELL Grant.

The award amounts for each fiscal year will depend on program funding.

To be paid, the student must submit a signed Student Aid Report (SAR) to the Financial Aid Office. This normally takes four to six weeks after the application is mailed.

NOTE: If the student has a change of address, he or she must notify the Financial Aid Office so that a Change of Address Form can be mailed to the PELL Grant Processing Center. The SAR's will not be forwarded.

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

Supplemental Educational Opportunity Grants (SEOG) are awards for undergraduate students with exceptional financial need. Priority is given to those students receiving PELL Grants.

SEOG funds are limited and disbursed on a first-come, first-serve basis, with funds being reappropriated each fiscal year.

## **COLORADO STATE GRANT**

Colorado State Grants (CSG) are awards for students with financial need. These funds are for Colorado residents and are disbursed on a first-come, first-serve basis, being reappropriated each fiscal year.

## **UNDERGRADUATE MERIT SCHOLARSHIP AWARDS**

Undergraduate Merit Scholarship Awards are funds for undergraduate students to assist with their post-secondary education. These funds will vary each fiscal year, and are disbursed to Colorado residents according to academic standing and other criteria. Students must apply for the Merit Award in the Financial Aid Office.

## **COLORADO STUDENT INCENTIVE GRANT PROGRAM**

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

## **GUARANTEED STUDENT LOAN (STAFFORD STUDENT LOAN)**

Guaranteed Student Loans (GSL) are low interest rate loans made to students by a lender. For new borrowers who take out a loan before July, 1988, the Annual Percentage Rate = 8%. For new borrowers who borrow this loan on or after July 1, 1988, the APR is 8% for the first four years of repayment and 10% thereafter. For students who currently have 7% or 9% loans, the interest will continue at that rate.

Undergraduate students may borrow up to \$2625 per academic year for programs up to two years in length.

There is a guarantee fee (Insurance Premium Charge) on these loans that the guarantee agency will deduct from each loan disbursement, along with a lender origination fee.

Repayment begins six months after the student graduates, withdraws, or drops below half-time status. The monthly payment amount will be determined by the total amount borrowed with a minimum amount of \$50 per month.

## PLUS AND SLS LOANS

Parent Loans for Undergraduate Students (PLUS) are for parent borrowers and Supplemental Loans for Students (SLS) are for independent student borrowers. These loans are made by lenders and have a variable interest rate adjusted each year. The interest rate for the <sup>87</sup>/<sub>88</sub> fiscal year is 10.27%, and the interest rate for the <sup>88</sup>/<sub>89</sub> fiscal year is 10.45%. Maximum interest rate will be 12%.

The maximum award allowed for each academic year is \$4000 and the borrower may have to undergo a credit analysis.

There is a *guarantee fee* on these loans that the guarantee agency may deduct from the loan disbursement.

Borrowers must begin repaying interest within 60 days after the loan is disbursed unless the lender agrees to let the interest accumulate (capitalize) until the deferment ends. Perkins Loan (formerly NDSL)

Perkins Loans are 5% annual interest rate loans for students with exceptional financial need. The Perkins Loan funds are limited and disbursed on a first-come, first-serve basis. These funds are supplemental to other financial aid programs.

A promissory note must be signed, and the money will be deposited directly into the student's tuition account in two separate disbursements.

For new borrowers, there is a nine-month grace period after graduation, withdrawal or dropping below half-time status before payment begins.

A student who has a previous Perkins Loan will have a six-month grace period. The monthly payment will be determined by the amount borrowed, with a *minimum* amount of \$30 per month.

## COLLEGE WORK STUDY

College Work Study (CWS) provides on-campus jobs for students who need Financial Aid. The total award depends on the student's financial need and the amount of funds available. College Work Study students will be paid on an hourly basis, receiving a check twice monthly.

For more information, contact the Financial Aid Office.

## ACCEPTANCE OF PRIOR CREDIT

Credits accepted as transferrable from another institution of higher learning will be credited to the student's program cost at \$50 per transferred credit hour. This credit will be made in the student's last academic year.

For information of academic acceptance of prior credit, see the Academic section of this catalog.

## CASH INSTALLMENT PAYMENTS

All students are eligible for interest-free cash payments which will be set up by the Financial Aid Office. Students are required to sign a promissory note and must make prompt payments. Because this is an INTEREST FREE program, payments must be made within ten days of billing.



## STANDARDS OF SATISFACTORY PROGRESS

A student must maintain satisfactory progress to be eligible to receive Title IV federal financial assistance. Satisfactory academic progress is measured in two categories: grade point average and progression toward completion of the degree or academic objective. The following is required for satisfactory progress:

Grade Point Average	
Credit Hours Attempted	Cumulative Grade Point Average
0-12	1.50
13-24	1.60
25-36	1.75
37+	2.00

A 2.00 grade point average is required for graduation from any program.

A student not maintaining the minimum cumulative grade point average required will be placed on financial aid probation for the next grading period. If the minimum GPA is not re-established at the end of the probationary period, the student will be ineligible to receive Title IV funding for a minimum of one grading period.

In the event of extraordinary circumstances, loss of eligibility for Title IV funding may be appealed to the Financial Aid Committee through the Director of Financial Aid. In these unusual cases, the decision of the committee is final and must be fully documented in the student's financial aid file.

An ineligible student may petition the Financial Aid Committee for reinstatement at the end of one grading period.

Transfer credits are not considered in computing the satisfactory progress formula. A grade of F is counted as completed.

### Progression Toward Completion of Degree or Academic Objective

A student may not receive Title IV funds for more than 1.5 times the standard program length. For example:

Standard Program Length	Maximum Length
96 credit hours	144 credit hours
48 credit hours	72 credit hours
36 credit hours	54 credit hours

A student is expected to successfully complete 60% of all hours attempted. Attempted hours are those for which the student is enrolled at the end of the add/drop period.

A determination of this progress will be measured by the following:

Programs of two or more years in length will be assessed at the end of each academic year. An academic year is nine months. Programs of less than two years will be assessed at the halfway point of the previously established maximum length of the program. Transfer credits and grades of F, WP, or WF are not counted as successfully completed in determining progression toward completion.

Upon review, a student not successfully completing the minimum percentage of hours will be placed on financial aid probation for the next increment or assessment period. A student on probation may continue to receive Title IV funding. If the minimum percentage of cumulative hours is not successfully completed at the end of the probationary period, the student is not eligible to receive further Title IV funding. A student may appeal to the Financial Aid Committee for an extension of the probationary period due to mitigating circumstances, such as a change of program. Any extension granted must be fully documented in the student's financial aid file.

## **PARKS JUNIOR COLLEGE REFUND POLICY**

The College is entirely self-supporting. The registration of a student results in the assignment of a class place, the employment of instructors, and other provisions for management that must be contracted for in advance. There will be no refund of tuition except as follows:

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

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

An applicant requesting cancellation after the three-day period, but prior to the scheduled start date, shall receive a refund of all tuition paid above the registration fee of \$100.00. The registration fee is non-refundable after the three-day period or after commencement of classes.

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

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

- A. For an applicant terminating within the first week of the program, the applicant shall be entitled to a refund of 100 percent of the tuition cost attributable to the academic year.
- B. For an applicant terminating during the first 10 percent of the academic year, the applicant shall be entitled to a refund of 90 percent of the tuition cost attributed to the academic year, less a withdrawal processing fee of \$150.00.
- C. For an applicant terminating after the first 10 percent or any portion up to and including 25 percent of the academic year, the applicant shall be entitled to a refund of 75 percent of the tuition cost attributable to the academic year, less a withdrawal processing fee of \$150.00.
- D. For an applicant terminating after 25 percent or any portion up to and including 50 percent of the academic year, the applicant shall be entitled to a refund of 50 percent of the tuition cost attributable to the academic year, less a withdrawal processing fee of \$150.00.

- E. For an applicant terminating after 50 percent or any portion up to and including 75 percent of the academic year, the applicant shall be entitled to a refund of 25 percent of the tuition cost attributable to the academic year, less a withdrawal processing fee of \$150.00.
- F. An applicant terminating training after 75 percent of the academic year will not receive a refund, and will be charged a withdrawal processing fee of \$150.00, not to exceed the contract price.
- G. For programs longer than one (1) academic year (nine calendar months in length), 100 percent of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
- H. The above percentage figures do not include the cost of books, supplies, or fees.
- I. The percentage of the academic year completed is based on the number of weeks completed or offered, stated as percentage of the total weeks for the academic year. Refunds are calculated from the first date of entrance to the last day of actual attendance.

**REFUND ATTRIBUTION POLICY**

The following refund attribution policy will be applied to all students who receive Title IV or state funds. In compliance with the state of Colorado, the refund distribution to any student due a refund upon withdrawal or completion will be as follows:

The refund will be made proportionally between Title IV funds and State funds in accordance with the percentage of total funding received.

Title IV Funds	State Funds
1. Guaranteed Student Loan, SLS, PLUS	1. Colorado Student Grant
2. Perkins Loan	2. Undergraduate Merit Program
3. Supplemental Educational Opportunity Grant	
4. Pell Grant	
5. Colorado Student Incentive Grant Program	
6. Student	

If the student has GSL, PLUS, or SLS and Perkins, and the refund would greatly reduce or pay completely the Perkins Loan, the refund is paid to the Perkins Loan.

The amount repaid to any program may not be greater than the amount the student received from that fund.

If the refund is made to the lender for a GSL, SLS, or Plus, the student or parent must receive simultaneous notice of the refund. The refund must be paid within 30 days of the institution's determination that the student has withdrawn.



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## Student Life

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## ALUMNI ASSOCIATION

All graduates become members of the Parks Junior College Alumni Association. The college attempts to maintain contact with all Parks Junior College Alumni as a source of advice and experience for our continuing efforts toward providing relevant, meaningful education for employment.

## COUNSELING SERVICES

Counseling services are available at Parks Junior College in many forms. These services are considered a vital part of the total college program and are designed to help students develop life goals, develop study habits, reconcile the demands of college, work, and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home.

The Parks Junior College counseling services include:

**Financial Aid—student:** The Financial Aid Office provides financial counseling to incoming and continuing students to help the students find the best program for financing their educations. Parks Junior College administers a variety of federal and state assistance programs designed to make an education affordable for all students.

**Instructor-student:** Students are encouraged to seek academic counseling in subject areas from their instructors. Questions regarding coursework, classroom policies, or evaluation are encouraged.

**Department-Chairman—student:** Questions or concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chairman.

**Associate Dean-student:** If the student has a question regarding curriculum progress, changing programs, class schedule conflicts, or general counseling needs, he or she should consult the Associate Dean for the Day or Evening Division.

**Academic Dean-student:** If the student needs further counseling of an Academic nature or referrals for outside counseling needs, the student should consult the Academic Dean. Counseling sessions may be confidential at the student's request.

**President-student:** Students are encouraged to schedule a meeting with the President when other services do not appear to resolve a student's questions or concerns in any area. Students may consult with the President in a confidential counseling session.

All staff and faculty members at Parks Junior College have "Help!" forms. These forms are designed to receive any questions or concerns which a student may have although the appropriate person to help the student may be unavailable. Students are encouraged to complete a "Help!" form and submit it to any staff member. A response will be delivered to the student within 48 hours.

## **DRUG COUNSELING**

Parks Junior College does not have on-site drug counseling personnel. However, the college does offer counseling referral services in the Academic Department and in the Career Development Center.

## **PLUS FRIDAYS**

Normally classes are not scheduled on Fridays. However, some seminars may be offered on Fridays and Saturdays in certain subject areas. Usually, Fridays are reserved to give help to students who need it. Faculty members may be available by appointment on Fridays. Students are encouraged to use the college facilities on Fridays in order to accelerate their learning and sharpen their skills. Computer labs are also available on Saturdays. See the computer lab manager for details.

## **GUESTS**

All guests must register in the college office. Unfortunately, children are not permitted on the premises for reasons of safety. No individual can be admitted to any class unless he or she appears on the official roster.

## **GRADUATION**

Two graduation ceremonies are held each year: in the spring and in the fall. Students who have completed all requirements for graduation are eligible to participate in the ceremony following their completion. A 2.00 cumulative grade point average and clear financial status are requirements for graduation. All eligible students must apply to graduate during registration for their final quarter.

## **HEALTH SERVICES**

The college maintains first aid supplies for minor injuries that may be incurred while the students are attending classes. A student with a history of an illness requiring special attention should notify the college at the time of enrollment.

## **HOUSING**

Parks Junior College does not provide housing although several apartment complexes are within walking distance of the campus. Some of these complexes offer discounted rates to PJC students. Assistance with housing may be obtained through the Admissions Department and Career Development Center.

## **LIBRARY**

The Parks Junior College Library is located on the lower level, in the northwest corner of the building. The mountain view and comfortable surroundings create an environment conducive to learning and quiet study. The library hours are as follows:

8:00 a.m. - 3:00 p.m.

5:00 p.m. - 9:00 p.m.

Books and periodicals of interest to students in pursuit of programs of study are available. Textbooks are also available on reserve for use in the library.

## **MILITARY DRILL REGULATIONS**

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar and appropriate Associate Dean as well as all of their instructors in writing of the dates of expected absence from classes. Please submit a copy of the official orders to the Registrar's Office. The student will not be terminated from classes due to these absences, but must be sure to attend all classes regularly at other times in order not to violate the attendance policy of Parks Junior College.

## **PRESIDENT'S LIST**

Full-time students who complete at least twelve credit hours during the quarter and attain a 4.0 grade point average will be named to the President's List.

## **DEAN'S LIST**

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

## **SPECIAL RECOGNITION**

### **SUMMA CUM LAUDE GRADUATES**

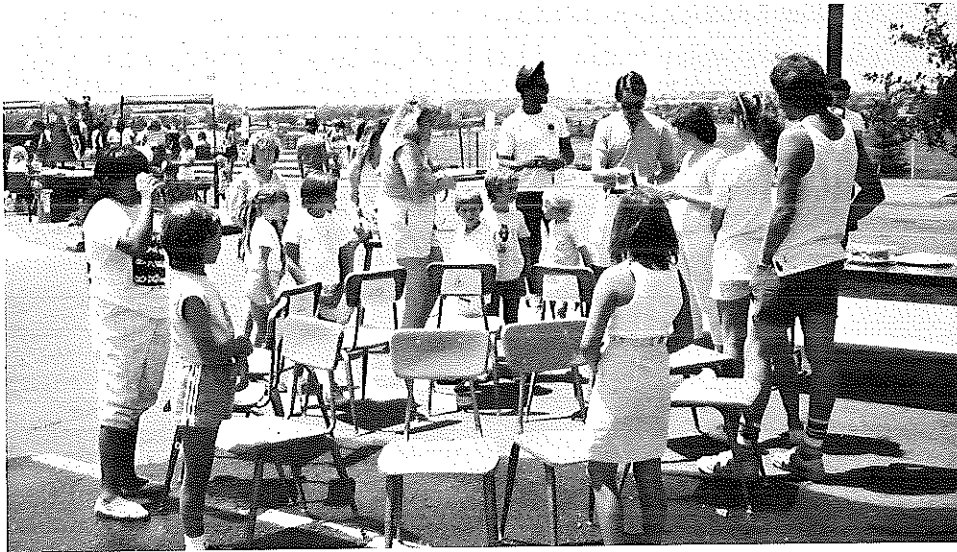
During graduation ceremonies, Parks Junior College recognizes those graduates who achieve Summa Cum Laude honors, a 4.0 cumulative grade point average. Summa Cum Laude graduates are invited to the President's Dinner prior to graduation.

### **WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES**

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

## STUDENT LOUNGE

The student lounge is located on the lower level on the west side of the building. The lounge has a spectacular view of the Rocky Mountains. Outside of the lounge is a patio area with tables and benches, where students are invited to relax and socialize. The lounge is equipped with snack, sandwich, and drink machines, as well as a microwave and tables and chairs. The lounge is divided into two sections to accommodate smokers and non-smokers.







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# Academics

## **ACADEMIC SESSION**

The academic session for the degree and diploma programs at Parks Junior College is based upon a quarter system. The quarters are twelve weeks in length and begin four times per year. Six-week, mini-quarter sessions are also available for new students. Please consult the college calendar for specific dates.

## **ACCEPTANCE OF PRIOR CREDIT**

Parks Junior College may grant academic and partial financial credit to those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges qualified to award such credit. Written verification in the form of an official transcript sent from the other institution must be in the student's academic file before transfer of credit can be evaluated. Acceptance of credit is at the discretion of Parks Junior College. Parks Junior College does not guarantee early graduation due to acceptance of prior credit.

The student must take at least 50% of credit earned at Parks Junior College in order to be awarded a diploma or degree.

All credit awarded upon transfer to Parks Junior College will be determined by a thorough evaluation, by the Academic Department, of an official transcript from the original institution. All coursework evaluated for transfer must be from a regionally or nationally accredited institution. Only coursework with a 2.0 grade average or higher will be considered for evaluation. Coursework taken over ten years prior to admission will not be evaluated.

## **ADVANCED PLACEMENT**

Students may request to take challenge examinations in certain introductory courses and thereby qualify to take more advanced courses upon approval of the Academic Dean.

Courses which are successfully challenged will be credited to the student's tuition account, as outlined in the current tuition supplement. Parks Junior College does not guarantee early graduation due to advanced placement.

## **ATTENDANCE POLICY**

The faculty, staff, and administration of Parks Junior College believe that in order for education to be effective, the student must attend classes regularly and promptly. The attendance policy has been developed to reinforce this belief. Students must adhere to the attendance policy to remain in good standing as Parks Junior College students.

### **Day Division Attendance Policy—Mini-Quarter Classes**

Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

### **Day Division Attendance Policy—Full Quarter Classes**

Any student who is absent for seven CONSECUTIVE or twelve CUMULATIVE classes will be dropped from that class.

**Evening Division Attendance Policy—Mini-Quarter Classes**

Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

**Evening Division Attendance Policy—Full Quarter Classes**

Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

**Consecutive Absences for All Classes—Both Divisions**

Students withdrawn from all classes will be dropped from the college.

This attendance policy will be strictly enforced. There are no excused absences. If you have any particular problems or questions, please see the Associate Deans, Academic Dean, or Registrar.

Students who are dropped from a class, may have to repeat that class in order to successfully complete the program and meet the requirements for graduation.

**CHANGE OF PROGRAM**

After entrance into the college, a student may change his or her program of study upon approval of the Financial Aid Department and Academic Department. A change of program requires a new enrollment agreement. Parks Junior College cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. The charges assessed for a change of program can be found in the current tuition supplement.

**CLASS PERIOD**

A standard class period for courses held in the Day Division is 50 minutes in length. A standard class period for courses held in the Evening Division is three hours and forty minutes, with a ten-minute break.

**CLASS SCHEDULES**

Classes are scheduled Monday through Thursday from 7:15 a.m. to 3:05 p.m. in the day division, and from 6:00 p.m. to 9:40 p.m. in the evening division. Full-time students take a course load of 12-16 credit hours per quarter.

Faculty and staff are available to assist students who need extra help or advising. The college facilities are open on Friday so that students may have access to laboratories and equipment. Hours may be expanded and classes may be held on Fridays and Saturdays.

**CREDIT HOURS**

One credit hour is equal to 12 theory hours or 24 lab hours.

## STUDENT LOAD

Twelve or more credit hours during a regular quarter is a full-time course load. Six or more credit hours during a mini-quarter is a full-time course load.

Students who, under unusual circumstances, wish to carry more than sixteen credit hours during a regular quarter must receive approval from the Financial Aid and Academic departments.

## DEVELOPMENTAL EDUCATION

To ensure the success of its students, Parks Junior College offers a Developmental Education program for those students in need of intensified study in basic skills areas. Developmental Education courses are designed to provide the student with the basic skills necessary for readiness to perform in the educational program which the student has chosen.

All Parks Junior College students will be given an assessment upon entrance to the college.

## DIRECTED STUDY

A student who is in good standing academically and can demonstrate a reasonable need may petition the Academic Dean and Department Chairman for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study is limited to unusual circumstances.

## DRESS CODE

Students are expected to dress appropriately for classes. Shorts, tee shirts, halter or tube tops, tank tops, or other revealing articles of clothing are inappropriate. Some departments of the college may have specific dress codes to which students are expected to adhere. All students should begin preparing a business wardrobe while they are in college.



## ELECTIVES

The Academic Administration is responsible for the scheduling of elective requirements. The choice of electives is determined by availability within the schedule. Department Chairmen will recommend electives for students within each program.

## GRADE POINT AVERAGE COMPUTATION (GPA)

The grade point average is computed by multiplying the quality point equivalent for each letter grade times the credit hours assigned for each course, summing the products, and then dividing this sum by the number of credit hours attempted. Courses assigned WP, WF, TO, or TC are not computed into hours attempted.

Sample computation:

Course	Grade	Credits	Quality Points
College English	A	4x	4 = 16
Typewriting	B	3x	3 = 9
Communications	C	4x	2 = 8
Word Processing	B	3x	3 = 9
Totals		14	42

GPA = 42 quality points divided by 14 hours attempted  
Grade Point Average = 3.00

## GRADING STANDARDS

Students will be informed of their progress in their courses by grades earned on quizzes, papers, practical hands-on projects, and tests. Grades are assigned as follows:

Letter Grade	Quality Points
A Excellent	4.0
B Above Average	3.0
C Average	2.0
D Below Average	1.0
F Failure	0.0
WP Withdrawal Passing	0.0
WF Withdrawal Failing	0.0
TO Test Out	0.0
TC Transfer Credit	0.0

## PRE-REGISTRATION FOR CONTINUING STUDENTS

Students currently enrolled in school will register for the new quarter on a designated date two weeks prior to quarterly final exams. Financial obligations must be met prior to this date. Any student who misses pre-registration will register on a designated late registration date and will be assessed a late registration fee.

## RECORDS

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

In school students may request unofficial transcripts by completing a request form in the Financial Aid Department. These unofficial transcripts are available at no charge.

## RETAKES

Retake course charges will be charged according to the current cost per credit hour in the tuition supplement for the following grades: WP, WF, F. Any additional books required for retakes will also be charged to the student.

Upon successful completion of the course, the retake grade will be substituted for the previous "F" grade on the student's academic transcript. The student's financial aid file will be documented as explanation for the total hours attempted by the student.

## STANDARDS OF SATISFACTORY PROGRESS

A student who fails to maintain the satisfactory progress requirements listed below will be placed on academic probation for the following quarter. Failure to meet these standards by the end of the probationary quarter will result in the student's being suspended from the college.

Credit Hours Attempted	Cumulative Grade Point Average
0-12	1.50
13-24	1.60
25-36	1.75
37+	2.00

A 2.00 grade point average is required for graduation from any program.

Occasionally, unusual circumstances will arise that warrant the extension of a student's probation. The Academic Dean and the President have the authority, under these circumstances, to extend the student's probation period, provided it is fully documented in the student's academic file.

Satisfactory progress will be evaluated at the end of each grading period.

#### **RE-ENTRANCE**

Re-entrance into the college following dismissal or withdrawal for any reason will be at the discretion of the college. Any re-entering student is entitled to the same rights and privileges and is subject to the same rules and regulations as all other Parks Junior College students. A re-entrance fee of \$25 will be assessed for readmittance into the college. Students planning to re-enter must be counseled by the Academic and Financial Aid Departments one month prior to the planned date of re-entrance. Students who re-enter the college will be required to sign a new enrollment agreement and will be subject to tuition rates and catalog programs at the time of re-entrance.

A student suspended from Parks Junior College may be readmitted upon recommendation of the faculty and approval of the Academic Review Board. Application for readmittance must be made in writing to the Academic Dean, thirty days prior to requested date of readmission. The decision of the Academic Review Board is final.

If a student is readmitted to the college following suspension for lack of satisfactory progress, the student must meet the standards of satisfactory progress by the end of the first quarter following re-entrance. A student suspended from Parks Junior College for the second time will be considered terminated, but may petition for re-entrance following six months. The decision of the Academic Review Board in these cases will be final.

#### **TEXTBOOKS AND COURSE MATERIALS**

Textbooks and course material needed for individual courses are issued to students in their classes and become the permanent property of the students. Some courses do not require textbooks or require only books or materials for reference usage. Students may not be issued textbooks for every course taken.

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

#### **VETERANS INFORMATION**

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

## **WITHDRAWAL**

A student who wishes to withdraw from Parks Junior College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must have an exit interview with both a Financial Aid Officer and an Associate Dean.

## **WITHDRAWALS**

When a student withdraws from a class, either due to violation of the attendance policy or for voluntary reasons, the student will receive one of the following grades.

### **WP-Withdrawal Passing**

If a student is passing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the mini-quarter (any six-weeks duration classes), the student will receive a WP. The WP does not affect the student's grade point average.

### **WF-Withdrawal Failing**

If a student is failing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the mini-quarter (any six-weeks duration classes), the student will receive a WF. The WF does not affect the student's grade point average.

### **F-Failing**

If a student withdraws during weeks eight through twelve of the regular quarter or weeks five through six of the mini-quarter (any six-weeks duration classes), the student will receive an F. The F does affect the student's grade point average.

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

## **GENERAL BUSINESS CERTIFICATE**

Students who are unable to complete their original educational objective but who complete 36 hours of core requirements may be eligible to receive a General Business Certificate. To be eligible, the student must attain a 2.0 average and must meet all graduation requirements.





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# Programs

## **PROGRAMS OF STUDY**

### **DEGREE PROGRAMS: ASSOCIATE OF APPLIED SCIENCE DEGREE**

Accounting/Minor Computer Applications  
Business Administration  
Business Administration/Minor Computer Applications  
Business Administration/Minor Travel and Tourism  
Computer Science  
Executive Office Administration  
Fashion Merchandising  
Medical Assisting

### **DIPLOMA PROGRAMS:**

Legal Secretarial  
Medical Secretarial/Transcription  
Travel and Tourism  
Word Processing

### **CERTIFICATE:**

General Business

**THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
ACCOUNTING/MINOR IN COMPUTER APPLICATIONS**

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

Total Credit Hours Required: 96 Total Hours: 1104

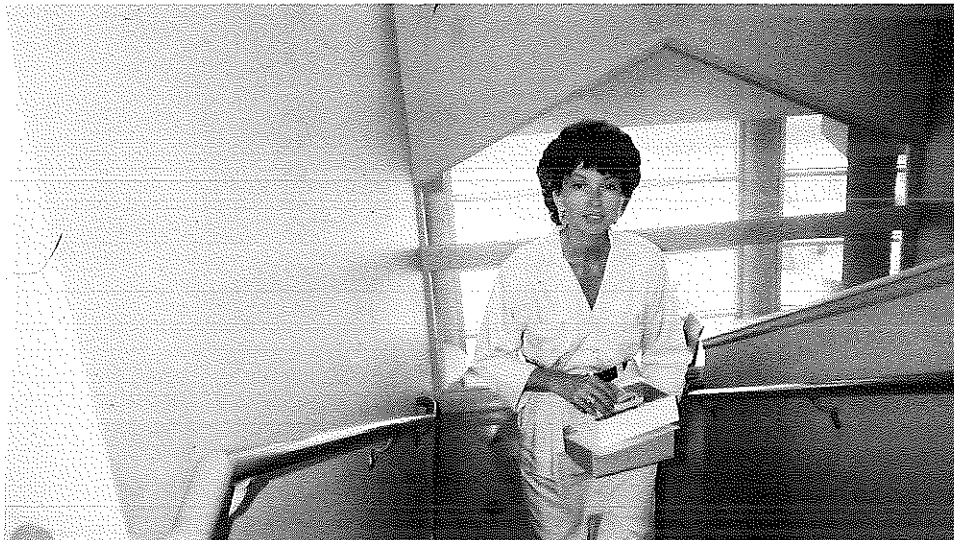
STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 110	Payroll Accounting	48		4
ACC 201	Intermediate Accounting I	48		4
ACC 202	Intermediate Accounting II	48		4
ACC 203	Income Tax	48		4
ACC 204	Financial Statement Analysis	48		4
ACC 205	Cost Accounting	48		4
BSA 110	Business Law I	48		4
BSA 111	Business Law II	48		4
ECO 100	Basic Economics	48		4
				<u>44</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
MTH 100	Basic Math	48		4
MTH 101	College Algebra I	48		4
				<u>24</u>
<b>MINOR COMPUTER APPLICATIONS</b>				
EDP 100	Introduction to Computer Concepts	48		4
EDP 102	Lotus 1,2,3	48		4
EDP 105	Program Theory and Design	48		4
EDP 115	Basic Programming	48		4
EDP 251	Data Base Concepts	48		4
				<u>20</u>

**ELECTIVES 8 HOURS**

ENG 102	Speech Communications	48	4
HUM 100	Humanities	48	4
INS 100	Insurance	48	4
MGT 204	Principles of Supervision	48	4
MGT 205	Small Business Management	48	4
MKT 201	Principles of Marketing	48	4
MKT 202	Salesmanship	48	4
MKT 204	Principles of Retailing	48	4
MKT 205	Advertising	48	4
MKT 206	Public Relations	48	4
SEC 104	Record Management/Ten-Key Fundamentals	48	4
PSY 101	Introduction to Psychology	48	4
SOC 101	Introduction to Sociology	48	4
			<u>4</u>
			8

\*NON CREDIT HOURS



**THE ASSOCIATE DEGREE OF APPLIED SCIENCE IN  
BUSINESS ADMINISTRATION**

Provides the student with a basic management background and the added skill of accounting. The student is prepared for business ownership and positions in government and industry.

Total Credit Hours Required: 96 Total Hours: 1104

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting I	48		4
ACC 110	Payroll Accounting	48		4
ACC 203	Income Tax	48		4
ACC 204	Financial Statement Analysis	48		4
BSA 110	Business Law I	48		4
BSA 111	Business Law II	48		4
MGT 205	Small Business Management	48		4
MKT 201	Principles of Marketing	48		4
MKT 202	Salesmanship	48		4
EDP 100	Introduction to Computer Concepts	48		4
EDP 102	Lotus 1,2,3	48		4
INS 101	Insurance	48		4
				<u>52</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ECO 100	Basic Economics	48		4
MGT 204	Principles of Supervision	48		4
MTH 100	Basic Math	48		4
MTH 101	College Algebra I	48		4
				<u>32</u>
<b>ELECTIVES 12 HOURS</b>				
ACC 205	Cost Accounting	48		4
ENG 102	Speech Communications	48		4
HUM 100	Humanities	48		4
MKT 204	Principles of Retailing	48		4
MKT 205	Advertising	48		4
MKT 206	Public Relations	48		4
SEC 104	Records Management/Ten-Key Fundamentals	48		4
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
				<u>12</u>

\*NON CREDIT HOURS

THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
 BUSINESS ADMINISTRATION /MINOR  
 IN COMPUTER APPLICATIONS

Provides the student with skills in basic management, accounting and  
 Computer Science Applications. The student will be prepared for business  
 ownership and positions in government and industry.

Total Credit Hours: 96      Total Hours: 1104

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 110	Payroll	48		4
ACC 203	Income Tax	48		4
ACC 204	Financial Statement Analysis	48		4
BSA 110	Business Law I	48		4
BSA 111	Business Law II	48		4
MGT 204	Principles of Supervision	48		4
MKT 201	Principles of Marketing	48		4
MKT 202	Salesmanship	48		4
MGT 205	Small Business Management	48		4
				<u>44</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
MTH 100	Basic Math	48		4
MTH 101	College Algebra I	48		4
				<u>24</u>
<b>MINOR IN COMPUTER APPLICATIONS</b>				
EDP 100	Introduction to Computer Concepts	48		4
EDP 102	Lotus 1,2,3	48		4
EDP 105	Program Theory and Design	48		4
EDP 115	Basic Programming	48		4
EDP 251	Data Base Concepts	48		4
				<u>20</u>

<b>ELECTIVES</b>		<b>8 HOURS</b>		
ACC 205	Cost Accounting	48		4
ENG 102	Speech Communications	48		4
HUM 100	Humanities	48		4
INS 100	Insurance	48		4
MKT 204	Principles of Retailing	48		4
MKT 205	Advertising	48		4
MKT 206	Public Relations	48		4
SEC 104	Records Management/Ten-Key Fundamentals	48		4
WPR 101	Word Processing Applications I	48		4
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
				<u>8</u>

\*NON CREDIT HOURS

THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS  
ADMINISTRATION/MINOR IN TRAVEL AND TOURISM

Prepares the student with the essential knowledge, skills and professionalism required for the travel industry. The program is designed to prepare the student for a wide variety of entry level positions.

Total Credit Hours Required: 96 Total Hours: 1104

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communication	48		*4
-ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 201	Intermediate Accounting I	48		4
ACC 203	Income Tax	48		4
-BSA 110	Business Law I	48		4
-EDP 100	Introduction to Computer Concepts	48		4
-MGT 204	Principles of Supervision	48		4
MGT 205	Small Business Management	48		4
MKT 201	Principles of Marketing	48		4
-MKT 202	Salesmanship	48		4
TVL 101	Introduction to Travel	48		4
TVL 102	Supplemental Industry Res.	48		4
TVL 111	Travel Geography I	48		4
TVL 112	Travel Geography II	48		4
TVL 201	Tariffs and Ticketing I	48		4
-TVL 202	Tariffs and Ticketing II	48		4
TVL 203	Tours	48		4
TVL 204	Computer Training	24	48	4
				<u>72</u>
<b>GENERAL EDUCATION</b>				
-COM 100	Communications	48		4
ENG 100	Basic English	48		4
-ENG 101	College English I	48		4
-ENG 201	College English II	48		4
-MTH 100	Basic Math	48		4
PSY 101	Psychology	48		4
				<u>24</u>

\*NON CREDIT HOURS



**THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
COMPUTER SCIENCE**

Program is designed to provide the student with the knowledge, skills, and abilities for an entrance level position in the Computer Science field. The program emphasizes both theoretical and practical applications in Computer Science.

Total Credit Hours Required: 96      Total Hours:1152

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
EDP 100	Introduction to Computer Concepts	48		4
EDP 105	Program Theory and Design	48		4
EDP 231	Structured COBAL	96		8
EDP 211	FORTRAN	48		4
EDP 115	Basic Programming	48		4
EDP 220	System Analysis and Design	48		4
EDP 246	Programming Workshop	48		4
EDP 251	Data Base Concepts	48		4
EDP 117	Operating Systems	48		4
ACC 101	Principles of Accounting I	48		4
ACC 204	Financial Statement Analysis	48		4
				<u>48</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 101	College English I	48		4
MTH 100	Basic Math	48		4
MTH 101	College Algebra II	48		4
MTH 201	College Algebra II	48		4
				<u>24</u>
<b>TECHNICAL ELECTIVES 12 HOURS</b>				
EDP 102	Lotus 1,2,3	48		4
EDP 122	RPG III Programming	48		4
EDP 216	PASCAL	48		4
EDP 241	C Programming Language	48		4
EDP 290	Computer Industry Research	48		4
				<u>12</u>
<b>GENERAL ELECTIVES 12 HOURS</b>				
ENG 102	Speech Communications	48		4
HUM 100	Humanities	48		4
MGT 204	Principles of Supervision	48		4
MGT 205	Small Business Management	48		4
MKT 206	Public Relations	48		4
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
				<u>12</u>

\*NON CREDIT HOURS

**THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
EXECUTIVE OFFICE ADMINISTRATION**

Designed to enable the student to reach the degree of proficiency required by prospective employers and to provide the background for top-level positions in the office administration and office management professions.

Total Credit Hours Required: 96    Total Hours:1104

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
ACC 101	Principles of Accounting I	48		4
EDP 100	Introduction to Computer Concepts	48		4
SEC 104	Records Management/Ten-Key Fundamentals	48		4
SEC 201	Electronic Office Procedures	48		4
SEC 210	Executive Office Procedures	48		4
SPD 101	Speedwriting Theory	96		8
SPD 201	Speedwriting Dictation and Transcription	96		8
TYP 101	Beginning Typewriting	24	24	3
TYP 102	Intermediate Typewriting	24	24	3
TYP 201	Advanced Typewriting	24	24	3
WPR 101	Word Processing Applications I	48		4
WPR 201	Word Processing Applications II	24	24	3
				<u>52</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 101	College English I	48		4
ENG 102	Speech Communications	48		4
ENG 201	College English II	48		4
MGT 204	Principles of Supervision	48		4
MTH 100	Basic Math	48		4
				<u>28</u>
<b>ELECTIVES 16 HOURS</b>				
ACC 102	Principles of Accounting II	48		4
ACC 110	Payroll Accounting	48		4
BSA 110	Business Law I	48		4
HUM 100	Humanities	48		4
MGT 205	Small Business Management	48		4
MKT 206	Public Relations	48		4
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
WPR 202	Word Processing Applications III	48		4
				<u>16</u>

\*NON CREDIT HOURS

**THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
FASHION MERCHANDISING**

Prepares the student for entry level positions in Fashion Merchandising and its many related fields. This program of basic and advanced training in merchandising is planned to give the student an in depth view of the many phases of the fashion industry.

Total Credit Hours Required: 96 Total Hours: 1152

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
EDP 100	Introduction to Computer Concepts	48		4
FMR 120	Introduction to the Fashion Industry	48		4
FMR 141	Buying	48		4
FMR 160	Fashion Color, Line and Design	48		4
FMR 171	Textiles	48		4
FMR 190	History of Fashion	48		4
FMR 263	Fashion Coordination	48		4
FMR 273	Nontextiles	48		4
MKT 102	Merchandising Mathematics	48		4
MKT 202	Salesmanship	48		4
MKT 203	Visual Merchandising	48		4
MKT 204	Principles of Retailing	48		4
MKT 205	Advertising	48		4
				<u>52</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 101	College English I	48		4
ENG 102	Speech Communications	48		4
MTH 100	Basic Math	48		4
PSY 101	Psychology	48		4
				<u>24</u>
<b>ELECTIVES 12 HOURS</b>				
FMR 232	The Fashion Industry in New York	48		4
FMR 240	Cooperative Work Study Program	48		4
HUM 100	Humanities	48		4
MGT 204	Principles of Supervision	48		4
SOC 101	Introduction to Sociology	48		4
				<u>12</u>
<b>OTHER ELECTIVES 8 HOURS</b>				
ACC 101	Principles of Accounting I	48		4
MGT 205	Small Business Management	48		4
MKT 201	Introduction to Marketing	48		4
MKT 206	Public Relations	48		4
				<u>8</u>

\*NON CREDIT HOURS

THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN  
MEDICAL ASSISTING

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

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

Total Credit Hours Required: 96 Total Hours: 1320

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communication	48		*4
-MED 101	Medical Terminology	48		4
-MED 102	Life Science I	48		4
-MED 104	Life Science II	48		4
-MED 107	Medical Assistant Skills I	24	24	3
-MED 108	Medical Laws & Ethics	24		2
-MED 130	Laboratory Techniques	48	48	6
-MED 141	Administrative Office Procedures I	48		4
-MED 142	Administrative Office Procedures II	48		4
-MED 205	Medical Assistant Skills II	24	24	3
-MED 206	Medical Assistant Skills III	24	24	3
-MED 220	Pharmacology	24	24	2
-MED 230	Laboratory Techniques II	12	24	2
-MED 240	Human Relations	24		2
<del>MED 251</del>	<del>Seminar</del>	<del>24</del>		<del>2</del>
MED 261	Medical Assistant Externship	24	144	8
-PSY 101	Introduction to Psychology	48		4
-TYP 101	Beginning Typewriting	24	24	3
<b>GENERAL EDUCATION</b>				<u>60</u>
-COM 100	Communications	48		4
-ENG 100	Basic English	48		4
-ENG 101	College English I	48		4
-ENG 102	Speech Communications	48		4
-ENG 201	College English II	48		4
-MTH 100	Basic Math	48		4
-MTH 101	College Algebra I	48		4
<b>ELECTIVES 8 HOURS</b>				<u>28</u>
ACC 101	Principles of Accounting I	48		4
BSA 110	Business Law I	48		4
-EDP 100	Introduction of Computer Concepts	48		4
-MGT 204	Principles of Supervision	48		4
SOC 101	Sociology	48		4
<b>*NON CREDIT HOURS</b>				<u>8</u>

*4/27/01  
See 104  
KVB-110*

## DIPLOMA PROGRAMS

### LEGAL SECRETARIAL

The Legal Secretarial Diploma program is designed to provide the graduate with basic typing, speedwriting, and word processing skills. Specialized education is provided in legal transcription, legal typing, and legal office methodology and terminology.

Total Credit Hours: 48      Total Hours: 720

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental English	48		*4
BSA 110	Business Law I	48		4
COM 100	Communications	48		4
ENG 100	Basic English	48		4
LGL 101	Legal Office Procedures	48		4
SPD 101	Speedwriting Theory	96		8
TYP 101	Beginning Typewriting	24	24	3
TYP 102	Intermediate Typewriting	24	24	3
TYP 201	Advanced Typewriting	24	24	3
WPR 101	Word Processing Applications I	48		4
WPR 201	Work Processing Applications II	24	24	3
				<u>40</u>
<b>ELECTIVES 8 HOURS</b>				
ACC 110	Payroll Accounting	48		4
BSA 111	Business Law II	48		4
ENG 102	Speech Communications	48		4
ENG 201	College English II	48		4
MGT 204	Principles of Supervision	48		4
SEC 104	Records Management/Ten-Key Fundamentals	48		4
SPD 201	Speedwriting Dictation and Transcription	96		8
				<u>8</u>

\*NON CREDIT HOURS

## MEDICAL SECRETARIAL/TRANSCRIPTION

The Medical Secretarial/Transcription Diploma program is designed to provide the student with basic typing, speedwriting, and word processing skills. Also, sound foundation in Medical transcription skills and training in medical office procedures will be provided.

Total Credit Hours Required: 48    Total Hours: 720

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
→ MTH 001	Developmental Math	48		*4
→ ENG 002	Developmental English	48		*4
→ COM 003	Developmental Communications	48		*4
COM 100	Communications	48		4
ENG 100	Basic English	48		4
→ MED 101	Medical Terminology	48		4
→ MED 141	Administrative Office Procedures I	48		4
SPD 101	Speedwriting Theory	96		8
→ TYP 101	Beginning Typewriting	24	24	3
→ TYP 102	Intermediate Typewriting	24	24	3
TYP 201	Advanced Typewriting	24	24	3
→ WPR 101	Word Processing Applications I	48		4
WPR 201	Word Processing Applications II	24	24	3
				<u>40</u>
<b>ELECTIVES 8 HOURS</b>				
ACC 110	Payroll Accounting	48		4
ENG 102	Speech Communications	48		4
ENG 201	College English II (ENG 101)	48		4
→ MGT 204	Principles of Supervision	48		4
→ SEC 104	Records Management/Ten-Key			
	Fundamentals	48		4
SPD 201	Speedwriting Dictation and Transcription	96		8
				<u>8</u>

\*NON CREDIT HOURS

## TRAVEL AND TOURISM

The Travel and Tourism Diploma program provides the student with an in depth study of the travel industry and prepares the student for a wide variety of entry level positions.

Total Credit Hours Required: 48      Total Hours: 584

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
COM 100	Communications	48		4
ENG 100	Basic English	48		4
MGT 204	Principles of Supervision	48		4
MTH 100	Basic Math	48		4
TVL 101	Introduction to Travel	48		4
TVL 110	Travel Geography I	48		4
TVL 201	Ticketing and Tariff I	48		4
TVL 202	Ticketing and Tariff II	48		4
TVL 204	Computer Training I	24	48	4
				<u>36</u>
<b>ELECTIVES 12 HOURS</b>				
ENG 102	Speech Communications	48		4
TVL 111	Travel Geography II	48		4
TVL 112	Travel Geography III	48		4
TVL 203	Fundamentals of Tour Planning	48		4
TVL 207	Fundamentals of Corporate Planning	48		4
TVL 215	Travel Agency Procedures	48		4
TYP 101	Beginning Typewriting	24	24	3
				<u>12</u>

\*NON CREDIT HOURS

## WORD PROCESSING

This diploma program provides the skills required to secure a position in the field of word processing. It is designed to provide a working knowledge of word processing systems and prepare students for an entry-level position in business and industry.

Total Credit Hours: 48      Total Hours: 624

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
EDP 100	Introduction to Computer Concepts	48		4
ENG 201	College English II	48		4
SEC 104	Records Management/Ten-Key Fundamentals	48		4
TYP 101	Beginning Typewriting	24	24	3
TYP 102	Intermediate Typewriting	24	24	3
WPR 101	Word Processing Applications I	48		4
WPR 201	Word Processing Applications II	48		3
WPR 202	Word Processing Applications III	48		3
				<u>28</u>
<b>GENERAL EDUCATION</b>				
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 102	Speech Communications	48		4
MGT 204	Principles of Supervision	48		4
MTH 100	Basic Math	48		4
				<u>20</u>

\*NON CREDIT HOURS



## CERTIFICATE

### GENERAL BUSINESS

This certificate program is designed to provide entrance level business skills for the student who has limited time and resources and wishes to design a program for his/her own specific needs.

Total Credit Hours: 36      Total Hours: 432

STUDENTS ARE REQUIRED TO TAKE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 001	Developmental Math	48		*4
ENG 002	Developmental English	48		*4
COM 003	Developmental Communications	48		*4
COM 100	Communications	48		4
ENG 100	Basic English	48		4
ENG 102	Speech Communications	48		4
MTH 100	Basic Math	48		<u>4</u>
				20
<b>ELECTIVES 16 HOURS</b>				
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
BSA 101	Introduction to Business	48		4
BSA 110	Business Law I	48		4
ECO 101	Basic Economics	48		4
MGT 204	Principles of Supervision	48		4
MGT 205	Small Business Management	48		4
MKT 201	Principles of Marketing	48		4
MKT 202	Salesmanship	48		4
TYP 101	Beginning Typewriting	24	24	3
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		<u>4</u>
				16

#### \*NON CREDIT HOURS

Other courses as recommended by The Academic Department

## COURSE DESCRIPTIONS

ACC	Accounting
BSA	Business
COM	Communications
ECO	Economics
EDP	Computer
ENG	English
FMR	Fashion
HUM	Humanities
INS	Insurance
LGL	Legal
MED	Medical
MGT	Management
MKT	Marketing
MTH	Mathematics
PSY	Psychology
SEC	Secretarial
SPA	Spanish
SPD	Speedwriting
SOC	Sociology
TVL	Travel
TYP	Typewriting
WPR	Word Processing



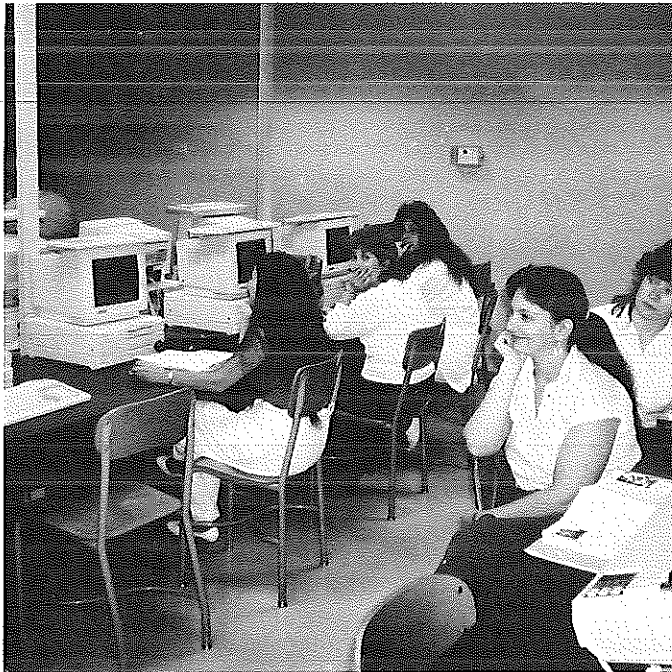


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# Course Descriptions

## COURSE CODES

ACC	Accounting
BSA	Business
COM	Communications
ECO	Economics
EDP	Computers
ENG	English
FMR	Fashion Merchandising
HUM	Humanities
INS	Insurance
LEG	Legal
MED	Medical
MGT	Management
MKT	Marketing
MTH	Math
PSY	Psychology
SEC	Secretarial
SOC	Sociology
SPA	Spanish
SPD	Speedwriting
TVL	Travel & Tourism
TYP	Typing
WPR	Word Processing



## ACCOUNTING

- ACC 101 PRINCIPLES OF ACCOUNTING I 4 CREDITS**  
Prerequisite: None. This course provides the student with an understanding of basic accounting principles. Emphasis will be placed on accounting terminology and the double entry system. This course will provide a foundation for a more advanced study of the accounting cycle, specialized journals and subsidiary ledger.
- ACC 102 PRINCIPLES OF ACCOUNTING II 4 CREDITS**  
Prerequisite: ACC 101. This course contains a more detailed study of the accrual books of accounting as applied to a mercantile enterprise with emphasis on partnership transactions and with an introduction to corporation accounting.
- ACC 110 PAYROLL ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101. The course will provide the student the opportunity to learn and become proficient in concepts and practices in payroll accounting.
- ACC 201 INTERMEDIATE ACCOUNTING I 4 CREDITS**  
Prerequisite: ACC 101, 102. This first course in Intermediate Accounting explores the concepts and foundations of accounting with emphasis on Income Statements, Balance Sheets, Statements of Retained Earnings, concepts of present and future value, current assets and liabilities, property, plant and equipment and intangible assets.
- ACC 202 INTERMEDIATE ACCOUNTING II 4 CREDITS**  
Prerequisite: ACC 101, 102, and 201. This second course in Intermediate Accounting includes accounting for corporations, long term debt, pensions and leases, accounting changes and errors, earnings per share, and the Funds Statement. This course also includes accounting for inflation.
- ACC 203 INCOME TAX 4 CREDITS**  
Prerequisite: ACC 101. The course will be conducted as if the student will be completing tax returns for clients, individuals or businesses. This is a "hands-on" program with the student being required to complete numerous IRS forms.
- ACC 204 FINANCIAL STATEMENT ANALYSIS 4 CREDITS**  
Prerequisite: ACC 102. The course provides students with skills in solving accounting problems using a personal computer and the ability to analyze financial statements. Also the student will gain a basic understanding of financial management including budgeting, financial statement analysis, financial forecasting, capital budgeting, risk, long-term financing, mergers and acquisitions.

**ACC 205 PRINCIPLES OF COST ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 102. The course provides an understanding of the accounting concepts vital to manufacturing firms, namely the isolation and identification of cost. The course deals with the accounting for materials, labor, and factory overhead.

## **BUSINESS**

**BSA 110 BUSINESS LAW I 4 CREDITS**  
Prerequisite: None. The course provides an overview of criminal and civil law, the court system and law enforcement. The requirements for a valid and binding contract are covered in detail.

**BSA 111 BUSINESS LAW II 4 CREDITS**  
Prerequisite: None. Provides the student an understanding of commercial paper, partnerships, corporations, bankruptcy and real property. The course familiarizes the student with legal aspects of commercial paper, partnerships, corporations, bankruptcy, and real property.

## **COMMUNICATIONS**

**COM 003 DEVELOPMENTAL COMMUNICATION 4 HOURS**  
NON CREDIT  
This course focuses on efficient reading and word skills, designed to prepare the student for further study at a college level.

**COM 100 COMMUNICATIONS 4 CREDITS**  
Prerequisite: None. The course is designed to enhance interpersonal relations, communications, and academic skills which are required to successfully attain academic and life goals. Topics include skill and development in the following areas: group dynamics, interpersonal communications, goal setting, attitude and commitment, study, learning and memory, outlining and note-taking, time management, reading, test-taking, and stress/anxiety control.

## **ECONOMICS**

**ECO 100 BASIC ECONOMICS 4 CREDITS**  
Prerequisite: None. The course provides an abbreviated view of micro and macro economics. The course will require the student to understand the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy and the market mechanism will be covered.

## COMPUTER SCIENCE/DATA PROCESSING

- EDP 100 INTRODUCTION TO COMPUTER CONCEPTS 4 CREDITS**  
Prerequisite: None. An introduction to computers and data processing in business. This course presents an overview of the computer industry, hardware and software concepts, and computer manufacturers. The course introduces the student to the following software packages: LOTUS 1-2-3, dBase III, and Wordperfect.
- EDP 102 LOTUS 1-2-3 4 CREDITS**  
Prerequisite: EDP 100. Students will be introduced to LOTUS 1-2-3, developing spreadsheets and basic skills. Emphasis will be placed on functions, formulas, pointing, and macros.
- EDP 105 PROGRAM THEORY AND DESIGN 4 CREDITS**  
Prerequisite: None. The students will develop the basic skills needed for problem analysis and problem solving, flowcharting and principles of program construction. Emphasis is placed on problem definition, main storage concepts, input and output operations, company and subroutines.
- EDP 115 BASIC PROGRAMMING 4 CREDITS**  
Prerequisite: EDP 105. The fundamentals of programming and structure of the BASIC language are presented. Statements and their elements, systems, commands, conditional clauses, standard computer functions, strings, and loops as well as other language features are covered.
- EDP 117 OPERATING SYSTEMS 4 CREDITS**  
Prerequisite: EDP 100, EDP 105. MS/DOS and facilities provides an overview of the computer system's software services. Operative system components including the system control programs, language processors and utility service programs considerations are covered. Emphasis is placed on Microsoft Disk operating system and introduction to the UNIX operating system.
- EDP 122 RPG II/III PROGRAMMING 4 CREDITS**  
Prerequisite: EDP 105. The student will receive a foundation in the concepts of programming RPG II and III. He/She will be able to design, write, and solve business problems. Specification forms, control breaks, look ahead, array processing, and table look-up, as well as other language features are covered in the course. Emphasis is placed on the RPG fixed program logic cycle and program debugging. Multiple input files are studied as well as file updating and indexed files.
- EDP 211 FORTRAN 4 CREDITS**  
Prerequisite: EDP 105. The course includes the concepts involved in writing programs in FORTRAN. Special emphasis will be placed on coding rules, data representation, and basic input/output operations. Students will flowchart, code, and debug programs using FORTRAN.

- EDP 216 PASCAL 4 CREDITS**  
Prerequisite: EDP 105. The principle strength of the PASCAL Language rests with its structure. Emphasis will be placed on the control, loop and block structuring, coding and formatting.
- EDP 220 SYSTEMS ANALYSIS AND DESIGN 4 CREDITS**  
Prerequisite: EDP 105. This course provides students with an overview of the duties of the systems analyst with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation through implementation.
- EDP 231 STRUCTURED COBOL PROGRAMMING 8 CREDITS**  
Prerequisite: EDP 105. The course covers the format and functions of COBOL. Complete treatment of program divisions, sections, clauses, and statements are provided.
- EDP 241 C PROGRAMMING LANGUAGE 4 CREDITS**  
Prerequisite: EDP 105. The course includes the concepts involved in writing programs in C. Special emphasis will be placed on coding rules, data representation and basic input/output operations.
- EDP 246 PROGRAMMING WORKSHOP 4 CREDITS**  
Prerequisite: EDP 220, EDP 231, EDP 251 . In this course, practical application of COBOL programming language is emphasized. Through workshop exercises, students will develop a series of programs for business application from design specifications. This course will improve the student's ability to write, test and debug an entry-level commercial application.
- EDP 251 DATA BASE CONCEPTS 4 CREDITS**  
Prerequisite: EDP 100, EDP 105. The course covers the development of a data base from existing files and the creation of a new data base. Students design and implement a data base.
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- EDP 290 COMPUTER INDUSTRY RESEARCH 4 CREDITS**  
Prerequisite: ENG 100, ENG 101. The course involves library research and gathering information on an approved current computer topic. The student will prepare and write a well organized professional report to be taken in conjunction with ENG 210 Technical Report Writing.

## ENGLISH

- ENG 002 DEVELOPMENTAL ENGLISH 4 HOURS**  
NON CREDIT  
This course prepares the student for the English 100 course with an emphasis on writing, speaking, and listening skills.
- ENG 100 BASIC ENGLISH 4 CREDITS**  
Prerequisite: None. The course provides a review of basic sentence structure. Emphasis is placed on proper grammar usage and punctuation.



**ENG 101 COLLEGE ENGLISH I 4 CREDITS**  
Prerequisite: ENG 100. The course provides the student with the tools needed to write well constructed sentences which result in logically developed paragraphs and/or essays.

**ENG 102 SPEECH COMMUNICATIONS 4 CREDITS**  
Prerequisite: None. This is an intensive course in speech communication skills. The course is designed to improve skills in group discussion and extemporaneous speaking for practical application in social and business situations. Communication theory will be applied to various communication settings such as one-to-one dialogue, group discussions, and speeches. Techniques of audience analysis, listening, behavior, feedback, perception, and group problem solving techniques will be studied.

**ENG 201 COLLEGE ENGLISH II 4 CREDITS**  
Prerequisite: ENG 100, ENG 101. The course concentrates on planning and writing effective business letters, memorandum, reports and questionnaires. The course provides students with the theoretical aspects of business communications and focuses on the impact that good communication skills have on the credibility, success and reputation of an organization.

**ENG 210 TECHNICAL REPORT WRITING 4 CREDITS**  
Prerequisite: ENG 101. The course covers library research, gathering information and achieving a clear style of writing. In addition, the student will prepare and write a well-organized professional report, including graphics, tables abstracts, introduction, conclusion and recommendations.

## **FASHION**

**FMR 120 INTRODUCTION TO THE FASHION INDUSTRY 4 CREDITS**  
Prerequisite: None. The course provides an overview of the fashion industry, and the variety of careers available within the industry. The student will perform a career exploration as partial fulfillment of the requirements of this course. The student will learn the structure of the fashion industry, and how fashion apparel is merchandised. Twentieth century designers and manufacturers will also be discussed.

**FMR 141 BUYING 4 CREDITS**  
Prerequisite: None. The buyer's role in retail merchandising is studied. Also covered are buying techniques, merchandise control, vendor relations, financial planning and the buyer's managerial responsibilities.

- FMR 160 FASHION, COLOR, LINE AND DESIGN 4 CREDITS**  
Prerequisite: None. An in depth study of the garment industry today and the designers' role within this industry. The student will learn design principles and the use of color and line as they relate to design. Various silhouettes and style characteristics will be explored.
- FMR 172 TEXTILES 4 CREDITS**  
Prerequisite: None. A study of characteristics of natural and manmade fibers, how to identify them and the selling points of each. The student learns to identify various yarns and fabric construction, dyeing, printing and finishing methods. The course provides the student with the basic knowledge needed to select and merchandise fabrics to specific customer groups.
- FMR 190 HISTORY OF FASHION 4 CREDITS**  
Prerequisite: None. This course is a study of the evolution of fashion trends today. The course explores why humans wear clothing, and how we express ourselves through our clothing. The relationship between fashion evolution and historic human development will be discussed.
- FMR 232 THE FASHION INDUSTRY IN NEW YORK 8 CREDITS**  
Prerequisite: None. An optional course for students who participate in The New York Fashion Tour. This tour is a study of the fashion industry and related services in New York City. To earn credit, the student must complete a written report of the fashion industry as experienced in New York City. The cost is in addition to regular tuition charges.
- FMR 240 COOPERATIVE WORK STUDY 4 CREDITS**  
Prerequisite: None. The student is employed in a supervised work experience related to their occupational education program. A minimum of 10 hours per week is expected of each student. Student attends 12 hours of classroom training and completes a retail training manual.
- FMR 263 FASHION COORDINATION 4 CREDITS**  
Prerequisite: None. The student learns the duties and responsibilities of the fashion director. Includes how to determine trends and plan a merchandise seminar and fashion show productions. Students plan and present a fashion show as a final project.
- FMR 273 NON TEXTILES 4 CREDITS**  
Prerequisite: None. The student will learn about fashion materials other than fabrics. The course covers product knowledge, selling points and the care of accessories, furs and other non-textile products.

## HUMANITIES

- HUM 100 HUMANITIES 4 CREDITS**  
Prerequisite: None. This course will review art, architecture, sculpture, music, dance, drama, literature, philosophy, and major historical events from prehistorical through modern time. The multi-media approach will show how the thoughts and major events of each historical era affected the arts of the times. The student will take a field trip and complete personal interest projects.

## INSURANCE

- INS 101 INSURANCE 4 CREDITS**  
Prerequisite: None. The course provides the student with a basic understanding of personal and business insurance including: risk management, insurance contracts, liability, group life and health, business liability, worker's compensation, crime insurance, bonding and government regulations.

## LEGAL

- LGL 101 LEGAL OFFICE PROCEDURES 4 CREDITS**  
Prerequisites: TYP 102, ENG 100, SPD 101. This course will train the student to become a resourceful legal secretary. The class creates an atmosphere of realism, especially evident in the simulations of legal office activities.

## MEDICAL

- MED 101 MEDICAL TERMINOLOGY 4 CREDITS**  
Prerequisite: None. The course is a study of the structure (prefixes, suffixes, roots, forms and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. This course places emphasis on spelling, pronunciation and definition of medical terms.
- MED 102 LIFE SCIENCES I 4 CREDITS**  
Prerequisite: None. This course is a study of the structures, physiological functions and pharmacology of the Integumentary, Sensory, Musculoskeletal, Nervous and Endocrine systems. The student will gain conceptual understanding of the human body as a functioning unit. The student will become knowledgeable in the areas of legislation, terminology, drug sources, drug identification and the use of the PDR.
- MED 104 LIFE SCIENCES II 4 CREDITS**  
Prerequisite: MED 102. Upon completion of this course the student will be able to identify the structures, physiological functions and pharmacology of the Digestive, Respiratory, Circulatory, Urinary, Lymphatic, and male and female Reproductive systems. The student will also have an understanding of how the total body functions together as one unit.

- MED 107 MEDICAL ASSISTANT SKILLS I 3 CREDITS**  
 Prerequisite: None. An introduction to basic medical assisting skills. Areas of emphasis include: assisting with examinations, tray set ups for physical exams, instrument identification for physical exams, vital signs, and the role of the medical assistant as a member of the health care team.
- MED 108 MEDICAL LAW AND ETHICS 2 CREDITS**  
 Prerequisite: None. The study of medicolegal and bioethical issues is of importance to the medical assistant. Topics which are explored in this course includes physician professional liability, consent, medical practice acts and professional responsibilities. The medical assistant's responsibilities and liabilities are emphasized.
- MED 130 LABORATORY TECHNIQUES I 6 CREDITS**  
 Prerequisite: Approval of Department Chairperson. This is a theoretical and practical training course in several areas of the clinical lab which involves a hands-on approach to the microscope, lab safety, blood collection, urinalysis, hematology, serology and blood coagulation.
- MED 141 ADMINISTRATION OFFICE PROCEDURES I 4 CREDITS**  
 Prerequisite: TYP 101. The course is designed to familiarize the student with the administrative responsibilities of a medical assistant. Major areas of emphasis are banking, credit and collection, mailing procedures, accounting, pegboard and payroll transactions, transcription, and office equipment.
- MED 142 ADMINISTRATION OFFICE PROCEDURES II 4 CREDITS**  
 Prerequisite: MED 141. This course continues the study of office procedures in the medical field, upon completion, the student will be acquainted with the many areas of medical office administration including transcription and ten key.
- MED 205 MEDICAL ASSISTANT SKILLS II 3 CREDITS**  
 Prerequisite: MED 107. The course is designed to give the student a working knowledge of aseptic principles such as sterilization, surgical assisting, medical aseptic techniques, sterile tray set-up and preparing doctor, patient and self for minor surgery. Also covered are: inventory control, ordering supplies, care of equipment, proper use of oxygen, applying simple casts, using crutches, and first-aid techniques. The student will become certified in CPR, as an option.
- MED 206 MEDICAL ASSISTANT SKILLS III 3 CREDITS**  
 Prerequisite: Med 107. The course is designed to prepare the student to perform routine electrocardiograms, x-rays, eye and ear examinations, spirometry testing and physical therapy modalities. The student will learn indications, contraindications and adverse effects for all of these procedures. The student will apply previously learned skills.

- MED 220 PHARMACOLOGY 2 CREDITS**  
Prerequisite: Approval of Department Chairperson. The course includes a review of various measurement systems, abbreviations and basic math. Drug interaction, patient noncompliance and a thorough knowledge and mastery of administering injections and dosage calculations are covered.
- MED 230 LABORATORY TECHNIQUES II 2 CREDITS**  
Prerequisite: Med 130 or approval of Department Chairperson. The course provides an introduction to clinical microbiology and clinical chemistry, both in theory and practical application. Emphasis is placed on developing fundamental skills.
- MED 240 HUMAN RELATIONS 2 CREDITS**  
Prerequisite: None. The course is designed to promote awareness of the interactions between the health care team and patients. Emphasis is placed on helping the student become more aware of self in a health care career.
- MED 251 SEMINAR 2 CREDITS**  
Prerequisite: Completion of all medical classes. The course is designed to give the student an opportunity to review all skills in preparation for externship and employment.
- MED 261 EXTERNSHIP 6 CREDITS**  
Prerequisite: Approval of Department Chairperson. The student will gain practical experience in a medical facility under the supervision of qualified medical personnel. (Off campus course)

## MANAGEMENT

- MGT 204 PRINCIPLES OF SUPERVISION 4 CREDITS**  
Prerequisite: None. The course is an introduction to the *basics of supervisory management*. The focus of the course is on the managerial functions of supervision including: planning, organizing, staffing, directing, and controlling. Factor of human relations, employee training and development, employee discipline, leadership, communications, legal and safety concerns of supervision are studied.
- MGT 205 SMALL BUSINESS MANAGEMENT 4 CREDITS**  
Prerequisite: None. The course acquaints the student with principles of small business management. It introduces tools needed for effective planning, organizing, directing and controlling of a small business. The student develop skills in analyzing the special problems of small business ownership. The course will prepare the student for eventual management and/or ownership of the small business.

## MARKETING

- MKT 102 MERCHANDISING MATH 4 CREDITS**  
Prerequisite: MTH 100. A study of math skills needed in Fashion Merchandising. The student solve problems in the areas of markup, stock control and planning and operating statements. The student will also prepare a six month merchandising plan.
- MKT 201 PRINCIPLES OF MARKETING 4 CREDITS**  
Prerequisite: None. The student will examine the contemporary marketing environment to develop skills in market planning, forecasting, decisions, and distribution. Promotional pricing strategies will be utilized to develop marketing skills.
- MKT 202 SALESMANSHIP 4 CREDITS**  
Prerequisite: None. The student will study consumer buying behavior, consumer motivation, and types of personal selling. The student will learn to gather product knowledge, locate customers, prepares and practice sales presentations.
- MKT 203 VISUAL MERCHANDISING 4 CREDITS**  
Prerequisite: None. The course provides instruction in the visual promotion of merchandise and explores how visual merchandising is a dominate factor in the selling process. Students work with display equipment to develop proper techniques of window and interior display. The student will learn the purpose of various types of displays and will have the opportunity to execute displays in local retail establishments.
- MKT 204 PRINCIPLES OF RETAILING 4 CREDITS**  
Prerequisite: None. The course is a study of the organizational structure and the principles and practices in a retail operation. The student will learn about many specialized activities of retailing, including store location and layout, handling of merchandise, and services.
- MKT 205 ADVERTISING 4 CREDITS**  
Prerequisite: None. The student studies the field of sales promotion and develops an understanding of why it is necessary in merchandising. Principles and techniques of advertising are emphasized. The student gains experience in preparing promotional materials in the areas of print, radio, and television.
- MKT 206 PUBLIC RELATIONS 4 CREDITS**  
Prerequisite: None. The student studies public relations concepts and procedures. Business ethics, consumer interests, and organizational goals are balanced as students develop a program of action and communication to earn public understanding and acceptance.

## **MATHEMATICS**

- MTH 001 DEVELOPMENTAL MATH 4 HOURS**  
NON CREDIT  
This course offers a review of the mathematical operations of whole numbers, fractions, decimals, and percentages and their applications.
- MTH 100 BASIC MATH 4 CREDITS**  
Prerequisite: None. The course provides intensive review of basic mathematics: addition, subtraction, multiplication and division of whole numbers, fractions, decimal and percents. Word problems, powers, proportion and ratio, order of operations, formula evaluation and signed numbers are also presented.
- MTH 101 COLLEGE ALGEBRA I 4 CREDITS**  
Prerequisite: MTH 100. This course is a basic study of algebra. Topics include: real numbers and their properties, exponents and radicals, algebraic operations, linear equations, factoring, and quadratic equations. Using algebra to solve work problems will also be presented.
- MTH 201 COLLEGE ALGEBRA II 4 CREDITS**  
Prerequisite: MTH 101. This course continues the basic study of algebra started in College Algebra I. Topics include quadratic equations, algebraic fractions, rectangular coordinate systems, equations of straight lines, systems of equations, and functions.

## **PSYCHOLOGY**

- PSY 101 INTRODUCTION TO PSYCHOLOGY 4 CREDITS**  
Prerequisite: None. The course provides the student background information in the field of general psychology. The student will analyze current articles and gain effective and useful perspectives on important issues in psychology and an understanding of human behavior.

## **SECRETARIAL**

- SEC 104 RECORDS MANAGEMENT/  
TEN-KEY FUNDAMENTALS 4 CREDITS**  
Prerequisite: None. This course prepares the student to accurately index, code and file documents by four methods: alphabetic, subject, numeric, and geographic. Also, the course prepares the student to apply records control procedures on the job. The second six weeks is an introduction in the basic operating procedures of the ten-key electronic calculator with emphasis on proficiency of the touch command.

**SEC 201 ELECTRONIC OFFICE PROCEDURES 4 CREDITS**

Prerequisite: TYP 102, ENG 101, SPD 101. This course covers normal office functions such as transcribing information from machine dictation, copying procedures, handling travel arrangements, using banking services, processing mail, and arranging meetings. Human relations in the office is also covered.

**SEC 210 EXECUTIVE OFFICE PROCEDURES 4 CREDITS**

Prerequisite: SEC 201. With the skills gained from taking Secretarial Office Procedures, the student will be able to apply these skills in a number of situations found in the actual office environment. This is achieved through simulation projects including such topics as organizing and prioritizing of office work and editing and composing business correspondence. The student will also be exposed to the typing of tables, graphs and outlines. Financial records are also covered. In addition, much emphasis is placed on the transcription of office correspondence in mailable form.

**SOC 101 INTRODUCTION TO SOCIOLOGY 4 CREDITS**

Prerequisite: None. This course gives special attention to the problems of contemporary society. It addresses issues such as racial discrimination, social mobility, sex bias, poverty, and economic inequities.

## **SPANISH**

**SPA 100 CONVERSATIONAL SPANISH 4 CREDITS**

Prerequisite: None. A beginning level course for students desiring a proficiency in a second language. Grammar is studied in the course, but the goal is to obtain a practical and usable conversational skill.

## **SPEEDWRITING**

**SPD 101 SPEEDWRITING THEORY 8 CREDITS**

Prerequisite: ENG 100, TYP 101. The course will present the theory of Speedwriting along with reinforcement of basic English, spelling, punctuation, proofreading, and other necessary transcription skills. The student will develop the ability to take readable notes with sufficient speed to be used on the job and/or for personal use.

**SPD 201 SPEEDWRITING DICTATION AND TRANSCRIPTION 8 CREDITS**

Prerequisite: SPD 101. This course is for all shorthand students. Emphasis is on building speed and accuracy through live and taped dictation drills.



## **TRAVEL**

- TVL 101 INTRODUCTION TO TRAVEL 4 CREDITS**  
Prerequisite: None. The course familiarizes the student with the overall concept of the travel industry. The course enables the student to proficiently compute time zone differences and gain a working knowledge of world time. This course also prepares the student to skillfully and effectively utilize the vital information contained in the official airline guide. Necessary training to construct flight itineraries which comply closely with the desires of the passenger will be provided.
- TVL 102 SUPPLEMENTAL INDUSTRY RESOURCES 4 CREDITS**  
Prerequisite: TVL 101. This course provides the student with basic sales fundamentals dealing with customer requirements for travel accommodations. It trains the student to properly construct messages related to passenger reservations using correct codes designating actions required, and emphasizes the skills necessary to competently select and book appropriate accommodations for a client through steamship lines, hotels, and rental car agencies.
- TVL 110 TRAVEL GEOGRAPHY I 4 CREDITS**  
Prerequisite: None. The course provides the student with a working knowledge of the major geographical areas in the Continental United States, Alaska, Hawaii, Canada, and Mexico, as related to domestic and international tourism in support of travel planning.
- TVL 111 TRAVEL GEOGRAPHY II 4 CREDITS**  
Prerequisite: None. The course provides the student with a working knowledge of the major geographic areas in the Caribbean, South America, Europe, and Eastern Europe, as related to international tourism in support of travel planning.
- TVL 112 TRAVEL GEOGRAPHY III 4 CREDITS**  
Prerequisite: None. This course provides the student with a working knowledge of the major geographic areas in Africa, the Middle East, the Orient, Australia, New Zealand, and the South Pacific as related to international tourism in support of travel planning.
- TVL 201 TICKETING AND TARIFFS I 4 CREDITS**  
Prerequisite: TVL 101 and TVL 102. This course enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute fares in accordance with accepted industry standards.
- TVL 202 TICKETING AND TARIFFS II 4 CREDITS**  
Prerequisite: TVL 101, TVL 102, and TVL 201. This course enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute advanced fares in accordance with accepted industry standards.

- TVL 203 FUNDAMENTAL OF TOURS, CRUISES,  
& GROUP PLANNING 4 CREDITS**  
Prerequisite: TVL 201. This course provides an understanding of the nature of group and tour travel and enables the student to proficiently interpret tour literature regarding accommodations, facilities, and fares.
- TVL 204 COMPUTER TRAINING I 4 CREDITS**  
Prerequisite: TVL 101, TVL 102, TVL 111, TVL 112, TVL 202, and TVL 203. The student learns to use the APOLLO computer to make scheduled air travel, specify flight service features, arrange ground transportation, calculate fares and validate and print airline tickets on demand. (Off campus course)
- TVL 205 COMPUTER TRAINING II 4 CREDITS**  
Prerequisite: TVL 111, TVL 112, TVL 202, and TVL 203. The student learns to use the Sabre computer to make scheduled air travel, specify flight service features, arrange ground transportation, calculate fares, and validate and print airline tickets on demand.
- TVL 207 FUNDAMENTALS OF CORPORATE TRAVEL  
PLANNING 4 CREDITS**  
Prerequisite: TVL 101, TVL 201, and TVL 202. The study of the various responsibilities of a corporate agent related to price comparisons, itinerary planning, car rentals and accommodations for the corporate client. Also corporate discounts, frequent flyer program and salesmanship for the corporate client are covered.
- TVL 210 EXTERNSHIP IN TRAVEL AND TOURISM 4 CREDITS**  
Prerequisite: Advanced Standing in Program. Externship in a travel-related position in the final quarter before graduation. While improving skills, students learn from experience those valuable intangibles found only outside the classroom.

## **TYPING**

- TYP 101 BEGINNING TYPEWRITING 3 CREDITS**  
Prerequisite: None. Students will learn the keyboard, parts of the machine, setting of margins; formatting simple business letters, tables and reports. Speed and accuracy will be emphasized.
- TYP 102 INTERMEDIATE TYPEWRITING 3 CREDITS**  
Prerequisite: TYP 101. The student will be able to place business letters properly in various styles; to address large, small and Monarch envelopes; type inter-office memorandums; divide words properly; proofread and correct all errors; produce acceptable and typewritten material in a limited period of time; and be able to bring speed and accuracy on timed writings to a level for better employment.

**TYP 201      ADVANCED TYPEWRITING      4 CREDITS**  
The student will be able to produce final copy from rough draft copy; type accounting statements, tables, legal forms and agenda; produce government letters, medical reports, and technical reports; and proofread and correct errors on production copy. Emphasis is placed on speed and accuracy.

**WORD PROCESSING**

**WPR 101      WORD PROCESSING APPLICATIONS I      4 CREDITS**  
Prerequisite: TYP 101, ENG 100. Students will become acquainted with the use of the equipment and word processing software. Functions studied will include saving, formatting, editing, proofreading, and printing of documents.

**WPR 201      WORD PROCESSING APPLICATIONS II      3 CREDITS**  
Prerequisite: WPR 101. The course consists of a simulated approach to word processing. The simulation reinforces basic secretarial skills and incorporates modern office procedures and daily tasks that one would perform as a correspondence secretary in a word processing center.

**WPR 202      WORD PROCESSING APPLICATIONS III      3 CREDITS**  
Prerequisite: WPR 201. This course is a continuation of a simulated approach to word processing. This section of the simulation incorporates more complex procedures that one would perform as a correspondence secretary in a word processing center.



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# Faculty

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## FULL-TIME FACULTY

Kendall Brown	MTH
B.S., Colorado State University	
Judith Coover	MED
B.S., University of Nebraska	
Rebecca Dahl	COM/MTH/RDG
M.S., Montana State College	
Becky A. Emerson	TVL
B.A., Metropolitan State College	
Steve Evans	SOC/MGT/COM
Ph.D., East Texas State University	
Clara Hoffman	WPR
B.S., Fort Hays State University	
Michele Kreachbaum	EDP
B.S., Mesa College	
Joyce N. Larsen	ENG/SEC
M.A., George Washington University	
Rogene Lowe	MED
M.T., American Society of Clinical Pathologists	
Jeanne Nelson	ACC/BSA/ENG
B.S., Metropolitan State College	
Cynthia Nowik	SEC/WPR
B.S., University of Illinois	
Michael F. Roszelle	EDP
B.S., Regis College	
Judith Starr	TVL
B.S., California State University	
Helen I. Williams	ACC/ENG/TYP
B.A., University of Northern Colo.	
Barbara E. Wood	FMR/MKT
B.S., Colorado State University	

## ADJUNCT FACULTY

Joan Bixenman	MED
M.T., American Society of Clinical Pathologists	
Ronald Brumett	MGT/MKT
M.B.A., University of Colorado	
Warren Conners	EDP
B.A., U.S. Air Force Academy	
Claire Davidson	COM
M.ED., University of Wyoming	
Nancy Harris	ENG/COM
M.H., University of Colorado	
Elaine Hatcher	ENG/COM
B.S., University of Northern Colo.	
Diane Hirsch	TYP
M.ED., University of Pittsburgh	
James A. Keefe	MTH
B.S., Edinboro University of PA	
Lavetta Kordonowy	ENG
B.S., Mary College	
Deanna Rose Leino	WPR
M.S., University of Denver	

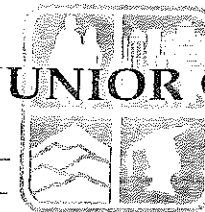
Joyce L. Leonhardt.....	SEC
B.S., Union College	
Audrey McCutcheon.....	COM
M.A., University of Phoenix	
Chester B. Mason.....	MTH
M.A., Washington University	
Pamela Mausner.....	MED
M.D., University of California	
Roberta Montes.....	ACC
B.S., Chicago State University	
Norma Mooneyham.....	ACC
M.A., University of N. Alabama	
Hope Morales.....	SEC
M.S., University of Denver	
Neva Nickels.....	COM
M.A., University of Colorado	
Tony Noordmans.....	COM/ENG/MTH
M.A., Michigan State University	
Jacci Reed.....	ACC
B.S., Colorado State University	
Robert Reinert.....	SOC
B.A., Portland State University	
William T. Reynolds.....	BSA/MGT
J.D., University of Colorado	
John M. Riley.....	EDP/MTH
M.S., Emporia State University	
Barbara Salem.....	SEC/TYP
B.A., California State University	
Donald Shade.....	EDP
M.B.A., University of Colorado	
Lisa Shade.....	EDP
M.B.A., University of Santa Clara	
Pauline F. Smith.....	ACC
M.B.A., Regis College	
William M. Talboys.....	MGT
M.A., University of Phoenix	
Jane Thomas.....	ENG
M.A., Adams State College	
Nancy VanWechel.....	EDP/WPR
M.B.A., Regis College	
Susan Winchester.....	ACC
Ph.D., University of Colorado	







PARKS JUNIOR COLLEGE



Established 1895

Tuition Supplement  
Full-Quarter Supplement

Effective October 16, 1990  
Addendum to General Catalog 1988-1989  
Volume 15, Number 1

This addendum contains significant changes or clarifications of college policies and procedures, certified as true and correct in content and policy.

Linda S. Bowman      10/16/90  
Linda S. Bowman, President      Date



**DIPLOMA PROGRAMS**

PROGRAM	CREDIT HOURS	LENGTH DAY/EVENING		TUITION \$
*LEGAL SEC.	48	9	12	5040
*MED. SECR./ TRANSCRIPTION	48	9	12	5040
*TRAVEL & TOURISM	48	9	12	5040
*WORD PROCESSING	48	9	12	5040

**CERTIFICATE PROGRAMS**

PROGRAM	CREDIT HOURS	LENGTH DAY/EVENING		TUITION \$
*GENERAL BUSINESS	36	9	9	5040

\*Does not include developmental education.

**ADDITIONAL FEES**

Additional or Repeated Courses	\$105.00 per credit or non-credit hours, plus textbook if needed.
Change of Program Fee	\$50.00
Withdrawal Processing Fee	\$150.00
Reentrance Fee	\$25.00
Transcript Fee (First Copy Free)	\$2.00
Late Registration Fee	\$10.00

Textbooks are lent to students under the textbook loaner program. Any lost, stolen, or damaged textbooks will be charged at new retail price.



ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

FULL QUARTER SUPPLEMENT

PROGRAM	CREDIT HOURS	LENGTH DAY/EVENING		TUITION \$
*BUSINESS ADMIN.	96	18	24	10080
*BUSINESS ADMIN/CS	96	18	24	10080
*FASHION MERCH.	96	18		10080
*MEDICAL ASSIST.	96	18		10080
*ACCOUNTING/CS	96	18	24	10080
*EXEC. OFFICE ADMIN.	96	18	24	10080
*TRAVEL & TOURISM	96	18	24	10080
*COMPUTER SCIENCE	96	18	24	10080
*HOTEL/REST. & INST. MGMT.	96	18	24	10080

\*Does not include developmental education.

