

# Parks

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## COLLEGE

### 2003-2004 CATALOG

Parks 0703

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

*Branch Campus:  
14280 E. Jewell Avenue, Suite 100  
Aurora, CO 80012  
Phone (303) 745-6244*

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

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*The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.*

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## WELCOME TO PARKS COLLEGE

### MESSAGE FROM THE PRESIDENTS

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

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

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

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



Michael L. Basham, EdD  
President - Thornton Campus



Thomas W. Krause, EdD  
President - Aurora Campus

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## ABOUT PARKS COLLEGE

### MISSION STATEMENT

Located in the Denver Metropolitan Area, Parks College is a career-oriented institution offering a variety of occupational programs. The College engages in a partnership with students that provides practical academic and experiential educational opportunities. These opportunities prepare students for entry-level positions and continued career development. Our supportive and encouraging learning environment helps students develop self-sufficiency, leadership qualities and appreciation for life-long learning.

### OBJECTIVES

- To assist all students in achieving a general education background.
- To continually assess industry trends and develop compatible classroom academic practices and experiential learning opportunities.
- To develop curriculum programs that allow students to obtain the marketable skills needed for an entry-level position.
- To incorporate hands-on experiences as part of the program curriculum.
- To provide the necessary individualized instruction to enable students to progress to their highest potential.
- To provide faculty who are professionally prepared to teach in a career-oriented environment.
- To create an atmosphere of learning, partnership, trust and support among students, administrators and staff.
- To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities.
- To provide career-long placement assistance.

### HISTORY

#### *Parks College, Established in 1895*

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

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

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

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



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## **PROFESSIONAL RECOGNITIONS**

Parks College is approved by:

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

Parks College is authorized to grant associate degrees by:

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

Parks College is approved and regulated by:

- Colorado Department of Education, Private Occupational School Board

Parks College Medical Assisting program is accredited by:

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

Parks College Institutional Memberships:

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

### ***Accreditation***

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

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

## **FACILITIES & EQUIPMENT**

### ***Thornton Campus***

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

### ***Aurora Campus***

The Aurora branch campus is located at 14280 East Jewell (near the corner of Sable and Jewell) close to the I-70 exit from Interstate 225. The new, modern campus was built in 2001 and occupies approximately 24,000 square feet. It is complete with computer laboratories, classrooms, medical laboratories, library, student lounge, Career Services and Placement Office and administrative offices.

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***Handicapped Access***

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

***Student Disability Services/Accommodations***

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

***OFFICE HOURS***

***Thornton Campus***

The building is open Monday through Thursday from 8:00 a.m. to 9:50 p.m. and on Friday from 8:00 a.m. until 4:00 p.m. All office hours are designed to provide adequate services to day and evening students. The Student Finance and Admissions Departments are open from 8:00 a.m. until 8:00 p.m. Monday through Thursday and on Friday from 8:00 a.m. until 4:00 p.m. The Academic Department and Career Services and Placement Office hours vary to accommodate both day and evening students and are posted on the office doors each quarter. Other office hours are available by appointment.

Individuals are encouraged to stop by and visit, or call for an appointment at (303) 457-2757.

***Aurora Campus***

Administrative Offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m.

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

***STATEMENT OF NONDISCRIMINATION***

Parks College does not discriminate on the basis of sex, age disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

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## ADMINISTRATIVE POLICIES

### CODE OF CONDUCT

#### ***Background***

College maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the college and to prepare for what the student might later expect to find in a professional level work environment. The Colleges maintains the right to discipline students found in violation of college policies.

- Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

#### ***Student Conduct Code***

Students must show respect towards and be cooperative with college faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct which may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of college property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the college or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated college official.

#### ***Student Conduct Code Violations/Formal Disciplinary Procedure***

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the College may decide to conduct academic advising and issue a verbal reminder of the Student Conduct Code, or to provide the student with written notice, as the college deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of Student Conduct Code violations or as a form of corrective action short of dismissal from the college.

#### ***First Offense***

A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.

#### ***Second Offense***

Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

#### ***Threats to Health/Safety***

Immediate dismissal with dismissal letter.

#### ***Appeals***

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

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### ***Alcohol and Substance Abuse Statement***

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

### ***SEXUAL HARASSMENT***

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

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

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

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

### ***DRESS CODE***

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

#### ***Allied Health Programs***

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

#### ***Homeland Security Program***

Students enrolled in Homeland Security Program are required to wear the official college Homeland Security polo shirt. Uniforms are not included in the tuition price and should be purchased as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

### ***CHILDREN/GUESTS ON CAMPUS***

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

### ***POLICY AND PROGRAM CHANGES***

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

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

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

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## **ADMISSIONS**

Applicants should request an appointment for a personal interview with an Admissions Representative of the College by calling:

Thornton Campus (303) 457-2757

Aurora Campus (303) 745-6244

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

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

All students enrolling in the Network Administration program will be required to successfully complete an assessment examination without exception.

#### **FOREIGN STUDENTS**

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

#### **TRANSFER OF CREDIT UNITS**

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

### **ENTRANCE REQUIREMENTS - DIPLOMA PROGRAMS**

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

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

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

All students enrolling in the Network Administration program will, without exception, be required to successfully complete an assessment examination.

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## STUDENT SERVICES

### *CAREER SERVICES AND PLACEMENT OFFICE*

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

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

Near the end of their program, students will have a "Career Skills" course. This course is intended to help prepare and assist students in acquiring job search as well as career skills. Parks College prepares the graduate educationally for employment and assists in his/her job search, but like all institutions, Parks College cannot guarantee employment.

### *ADVISING SERVICES*

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

#### *Student Finance*

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

#### *Academic Advising*

Faculty and staff are available to assist students who need extra help or advising. Questions and concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chair. While the Department Chairs are available to guide students through their program of study, it is ultimately the student's responsibility to make certain that they meet the requirements for graduation. If a student needs further advising of an academic nature, the student should consult the Academic Dean.

#### *Academic Dean and Student Success Coordinator*

If a student has a question regarding changing programs, or class schedule conflicts, they should consult with the appropriate Academic Dean or Student Success Coordinator. The Academic Dean and Student Success Coordinator are also available to assist students with referrals to community resources to help with problems of a personal nature.

#### *Career Advising*

Career advising and guidance is provided by the Director of Career Services and Placement.

#### *College President*

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

#### *Drug Counseling*

Parks College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Academic Dean or Student Success Coordinator.

#### *Tutoring*

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

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### ***Quest for Quality Forms***

Parks College is committed to providing quality service to students through an "open door" policy that encourages students to see personnel for immediate assistance. However, Quest for Quality Forms are also available as an additional means of obtaining assistance. The Quest for Quality box is checked each day and responses are reviewed by the College President. If provided with a name and a means of contact, the President, or other appropriate staff member, will contact the student within 48 hours with a response.

### ***HOUSING***

Parks College does not provide housing, although assistance with housing may be obtained through the Admissions Department or the Student Services Office.

### ***HEALTH AND SAFETY***

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

### ***INFORMATION RESOURCES LIBRARY***

The Parks College Information Resource Library has books and periodicals of interest to students, faculty and staff. Textbooks are available on reserve for use in the library. A variety of media, including VCR and television are available for in-school use. Students also have Internet access in the library and access to online databases (i.e., EBSCOHOST, WESTLAW, Firstsearch). The Thornton campus has an agreement with the Thornton branch of the Adams County Library for students to take advantage of their services.

### ***PARKING LOT***

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

### ***STUDENT LOUNGE***

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



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**EMERGENCY PHONE NUMBERS**

***Mental Health Centers***

Community Reach Center .....	(303) 853-3500
Mental Health Corp. of Denver .....	(303) 377-4300
Arapahoe County .....	(303) 795-6187
Aurora .....	(303) 693-9500
Jefferson County .....	(303) 425-0300
Boulder County.....	(303) 447-1665

***Other 24 Hour Lines***

Comitis Crisis Center .....	(303) 343-9890
Denver Health Medical Center/Psychiatric ER/ Acute Crisis Service .....	(303) 436-6266
Suicide/Depression Hotline .....	(303) 860-1200
Rocky Mountain Poison/Drug Center .....	(303) 629-1123
Youth Support Line – All Ages.....	(303) 894-9000

***Specialized Services***

AIDS Information – Colorado Health Network/Colorado Aids Project .....	(303) 830-2437
Alcoholics Anonymous.....	(303) 322-4440
Alcoholism/Drug Abuse Information - The Council.....	(303) 825-8113
Child Care Help Line through United Way .....	(303) 433-8383
Child Care Referral Line.....	(303) 561-2244
Veterans Affairs Office – State .....	(303) 894-7474
Veterans Department of Affairs - Federal Agency .....	(800) 827-1000

***Other referral numbers are available through:***

<b><i>Thornton Campus</i></b>	<b><i>Aurora Campus</i></b>
Student Success Coordinator	Student Success Coordinator
(303) 457-2757	(303) 745-6244

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## ACADEMIC POLICIES

### ACADEMIC SESSION

#### *Quarter Programs*

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

#### *Modular Programs*

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length. Please consult the Academic Calendar for specific dates.

### CREDIT UNITS

One Credit Unit is equal to ten theory hours, twenty lab hours, or thirty externship hours.

### CLASS PERIOD

A standard class period for courses held in the Day Division is one hour and fifty minutes in length. A standard class period for courses held in the Evening Division is three hours and fifty minutes.

### CLASS SCHEDULES

#### *Thornton Campus*

Classes may be offered Monday through Saturday from 8:15 a.m. to 9:50 p.m.

#### *Aurora Campus*

Classes may be offered Monday through Friday from 8:00 a.m. to 10:30 p.m.

### CLASS SIZE

#### *Modular Programs Only*

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

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

### STUDENT LOAD

Twelve or more credit units during a regular quarter is a full-time course load. Eight credit units during a six-week mini quarter is a half-time course load. Students who complete less than twelve credit units a quarter may jeopardize their financial aid and graduation date. Full-time students are encouraged to take a minimum of fourteen credit units during a regular quarter. By taking these recommended hours, students can complete their program of study quickly. Students enrolled in modular programs are considered to be full-time students.

### STUDENT STATUS

#### *Full-Time Students*

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

#### *Single Class Students*

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

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## **AUDITING A COURSE**

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

## **REGISTRATION FOR CONTINUING STUDENTS**

Approximately six to eight weeks into a quarter, department chairs will submit schedules to students. During formal registration students are required to first clear with Financial Aid and then proceed to a meeting with their respective Department Chair or Academic Dean who will formally schedule them.

Students who are expecting a transfer of credit are responsible for verifying the transfer of credit with the Registrar prior to starting classes each quarter.

## **CHANGE IN PROGRAM**

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

Veterans receiving VA benefits may only change to programs that have been approved for training of veterans and eligible persons.

## **ACCEPTANCE OF PRIOR CREDIT**

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

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

Acceptance of such credit remains at the discretion of Parks College and the College does not guarantee early graduation due to acceptance of prior credit. Students are allowed to transfer in, or test out of, up to 50 percent of their program requirements at Parks College to be awarded a degree.

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

## **PROFICIENCY EXAMINATIONS**

### ***Proficiency Examination***

Students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

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Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are noted in the tuition and fees schedule. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of "C" will be posted to the academic transcript as a PE (see Tuition & Fee Schedule).

### ***INTER-CAMPUS TRANSFERS***

A complete transcript of all course work, with actual grades earned, at either the Thornton or Aurora campus is transferable to the other campus of Parks College, upon approval of the Academic Dean and Student Finance Department. Not all courses are offered at both campuses. Consult the Academic Dean for additional information.

### ***SECOND DEGREE***

A student wishing to pursue a second degree at Parks College must graduate from an associate degree program prior to enrollment for a second degree. Students must initiate a second degree request through the Admissions Department and receive approval from Student Finance and the Academic Dean.

### ***ONLINE LEARNING***

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize student success within the online courses students:

- Must have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Must have Internet access and an established email account.
- Students must have a 2.0 GPA to enroll in future online courses
- Students must commence online contact with the course site within the first three days of the term.
- Students must understand that student participation and class activities occur weekly throughout the course.
- If a student fails to participate in class activities during two consecutive weekly periods of a six week course or three consecutive periods of a twelve week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

### ***DIRECTED STUDY***

In extenuating circumstances, a student can demonstrate a reasonable need may petition the Academic Dean and Department Chair 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 will be considered for unusual circumstances and is generally reserved for students nearing completion of their program.

### ***ATTENDANCE POLICY***

#### ***Quarter-Based Programs***

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

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

Should a student's absences reach 25 percent of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean or Student Success Coordinator to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40 percent of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40 percent of the total scheduled hours for all courses, the student may be withdrawn from the institution.

### ***Modular Programs***

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

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped.

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

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

### ***Tardiness/Early Departure***

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

### ***Reentry Policy***

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

### ***Make-up Work***

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

### ***Military Drill Regulations***

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

## GRADING SYSTEM

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

*Applies to all courses except Modular Programs*

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WZ	Withdrawal for those students called to immediate active military duty.	Not Calculated
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated

### *Modular Programs Only*

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

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

### *Course Repeat Codes*

<i>(Applies to all courses)</i>	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

### *GPA and CGPA Calculations*

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

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

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

### ***Grade Appeals***

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

## ***STUDENT RECOGNITIONS***

### ***Quarter Programs***

- ***President's List:*** Students who complete at least twelve (12) credit units during the quarter and attain a 4.00 grade point average will be named to the President's list.
- ***Dean's List:*** Students who complete at least twelve (12) credit units during the quarter and attain a 3.50 to 3.99 grade point average will be named to the Dean's list.
- ***Perfect Attendance:*** Students who have attained perfect attendance while attempting 12 or more quarter hours will be awarded a Perfect Attendance Certificate.
- ***Summa Cum Laude Graduates:*** During graduation ceremonies, Parks College recognizes those graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.
- ***Magna Cum Laude Graduates:*** During graduation ceremonies, Parks College recognizes those graduates who achieve Magna Cum Laude honors by earning a 3.75 cumulative grade point average.

### ***Modular Programs***

- ***President's List:*** Students achieving a grade point average of at least 90.0 percent will be named to the President's List for that module.
- ***Dean's List:*** Students achieving a grade point average of 85.0 – 89.9 percent will be named to the Dean's List for that module.
- ***Perfect Attendance:*** Students who have attained perfect attendance during a module will be awarded a Perfect Attendance Certificate.

## ***MAKE-UP DAYS***

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

## ***RETAKES***

Upon successful completion of a "retake course," the previous grade will be appended with a "Course Repeat Code" of "2" on the student's transcript, and the new grade will replace the previous grade in calculating the student's GPA. This policy will provide Parks College students the opportunity to achieve a higher grade point average.

Students will continue to be charged according to the current cost per credit unit for withdrawing from a course after the conclusion of the ADD/DROP period, and will be charged to retake a course.

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## **RE-ENTRANCE**

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

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

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

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

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

## **VETERANS INFORMATION**

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

## **WITHDRAWAL FROM COLLEGE**

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

## **COURSE WITHDRAWAL**

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

## **GRADUATION**

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

A fee may be charged to cover costs of graduation for the student. Items that may be included in the graduation fee are cap and gown, invitations, and a reception. Please refer to the Schedule of Fees for specific charges.

### ***Required Courses for Graduation***

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

### ***Modular Programs***

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



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To be eligible for graduation, students in Modular Programs must:

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

### ***INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE***

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

### ***ACADEMIC TRANSCRIPTS AND DIPLOMAS***

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

#### ***Family Educational Rights and Privacy Act of 1974, as Amended***

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

Additional FERPA information is available from the Institution's Business Office.

### ***STUDENT GRIEVANCE POLICY***

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

Students may also file a complaint with the Colorado Department of Education, Private Occupational Schools Board, by writing to the Board within two (2) years of attending the school. The address is as follows:

Colorado Department of Education  
Private Occupational Schools Board  
1380 Lawrence Street, Suite 1200  
Denver, CO 80204

#### ***Due Process and Student Appeal***

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

All challenges to grades must be submitted in writing to the Academic Dean within 60 calendar days after completion of the course being challenged.

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If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, written statement of appeal must be submitted to the Academic Dean or College President within 60 calendar days of the issue in question.

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

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

### ***SATISFACTORY ACADEMIC PROGRESS FOR QUARTER-BASED PROGRAMS***

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

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

#### ***Cumulative Grade Point Average (CGPA) Requirements***

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables on page 22, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

#### ***Rate of Progress toward Completion Requirements***

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the Credit Units attempted to be considered to be making satisfactory academic progress. Credit Units attempted are defined as those Credit Units for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables on page 22, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

#### ***Maximum Time in Which to Complete***

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

#### ***Graduation***

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

#### ***Academic Probation***

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

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

#### ***Academic Suspension***

If the student's CGPA or rate of progress ever falls into the suspension ranges specified on page 22, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

#### ***Readmittance Following Suspension***

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

#### ***Academic Dismissal***

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

#### ***Appeals Procedures***

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

#### ***Application of Grades and Credit Units***

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

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

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

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

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### ***Continuation as a Non-Regular Student***

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

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

### ***Reinstatement as a Regular-Student from Non-Regular Status***

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

### ***Satisfactory Progress and Financial Aid***

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

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

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

### ***Satisfactory Progress Requirements***

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

**Satisfactory Progress Tables**

**100 Credit Units**

The total Credit Units that may be attempted (maximum program length) is 150 (150 percent of 100).

TOTAL CREDIT UNITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00 X	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

**97 Credit Units**

The total Credit Units that may be attempted (maximum program length) is 145 (150 percent of 97).

TOTAL CREDIT UNITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

**96 Credit Units**

The total Credit Units that may be attempted (maximum program length) is 144 (150 percent of 96).

TOTAL CREDIT UNITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00 X	66%	N/A
33 - 48	2.00	1.20 X	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

**72 Credit Units**

The total Credit Units that may be attempted (maximum program length) is 108 (150 percent of 72).

TOTAL CREDIT UNITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	NA
17 - 28	2.00	1.00	66%	NA
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 108	N/A	2.00	N/A	66%

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## **SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS**

### ***Requirements***

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in the modular programs must:

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

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

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

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

### ***Application of Grades and Credit Units- Modular Programs***

W, CR, TR count as credits attempted but do not get averaged into the GPA.

### ***Academic Probation***

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

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

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

### ***Reinstatement Policy***

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

### ***Incompletes***

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

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### ***Withdrawals***

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

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

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

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

### ***Exit Interviews***

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

### ***Repeat Policy***

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

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

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

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

### ***Maximum Program Completion Time***

#### ***Classroom Training***

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

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

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

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

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



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

***Externship Training***

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

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

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

***Additional Information on Satisfactory Academic Progress***

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

***Student Appeal Process***

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the College President. Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy.

## STUDENT FINANCE

### TUITION AND FEES

#### DEGREE PROGRAMS

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

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

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

#### *Tuition per credit hour per term*

PROGRAM	TUITION PER CREDIT HOUR
All Programs except Network Administration	\$227.00
Network Administration <span style="float: right;">per credit</span>	\$277.00

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. Additional Fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

#### DIPLOMA PROGRAMS

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

PROGRAM	PROGRAM LENGTH	CREDIT UNITS	TUITION
Homeland Security Specialist	7 Modules	48.0	\$7,545
Medical Administrative Assistant	8 Modules	47.0	\$8,857
Medical Assistant	8 Modules	47.0	\$8,857
Medical Insurance Billing/Coding	5 Modules	29.0	\$6,870
Network Administration	15 Months	66.0	\$277 per credit

The cost of uniforms, books and supplies are not included in the tuition shown above. Other fees may apply. See the Fees section following.

#### FEES

ADDITIONAL FEES	AMOUNT
Registration Fee (each quarter)	\$25.00
Proficiency Examination Testing Fee <i>Non-refundable fee assessed for each proficiency examination</i> (Cannot be paid from Title IV financial aid funds.)	\$20.00 <span style="float: right;">Per credit hour</span>
Transcript Fee *	\$5.00
Lab Fee (for Medical Assisting Diploma program only)	\$175.00
Network Administration Technology Fee (each quarter)	\$25.00
Online Learning Fee (per course)	\$100.00
Graduation Fee	\$50.00
Technology Fee	\$25.00

\* Students are provided one official transcript free of charge upon completing graduation requirements.

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## **FINANCIAL ASSISTANCE INFORMATION**

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

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

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

### ***Consumer Information***

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

To be eligible for Financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis
- Have a high school diploma or the equivalent
- Be a U.S. citizen or national, or an eligible non-citizen; verification of eligible non-citizen status may be required.
- Have financial need as determined by a need analysis system approved by the Department of Education
- Maintain satisfactory academic progress
- Provide required documentation for the verification process and determination of dependency status
- Not owe a refund on a Federal Pell Grant, FSEOG, or state grant previously received from any college
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs
- Be registered for the Selective Service, if a male born after December 31, 1960
- Sign the Statement of Educational Purpose

### ***Application***

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

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

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

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

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

### ***Satisfactory Academic Progress***

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

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

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

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

### ***Student Rights and Responsibilities***

The borrower has a right to:

- Written information on loan obligations, including loan consolidation and refinancing and information on borrower rights and responsibilities
- A copy of the promissory note and return of the note when the loan is paid in full
- Before repayment, information on interest rates, fees, the balance owed on loans, and loan repayment schedule
- Notification, if the loan is sold or transferred to a loan servicer; this information is sent by the lender
- Federal interest benefits, if qualified
- A grace period, if applicable, and an explanation of what that means
- Prepayment of the loan without penalty
- Deferment, if the borrower qualifies
- Request a forbearance

The borrower has a responsibility to:

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

### ***Verification***

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

### ***Policies and Procedures for Verification:***

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If a student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will be dismissed from the College. The student may reenter the College only when he/she can provide the required documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.

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10. The College will assist the student in correcting erroneous information.
  11. Any suspected case of fraud will be reported the Regional Office of the Inspector General, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
  12. No interim disbursements of the Title IV aid will be made prior to the completion of verification.

#### ***Tuition Charges***

Arrangements for payment of tuition must be made in advance of the first day of class. The College charges the student's tuition account for tuition at the beginning of each quarter.

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

#### ***Entrance and Exit Interview/Loan Counseling***

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

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

## ***FINANCIAL AID PROGRAMS***

#### ***General***

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

#### ***Selection of Eligible Applicants***

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

#### ***Federal Pell Grant***

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

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

#### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

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

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

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

#### ***Federal Work-Study Program (FWS)***

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Application for the FWS program may be made through the Student Finance Office.

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Eligibility is based on financial need and the availability of funds. Work schedules will be arranged according to class schedules and needs of departments.

***Colorado Work Study Program (SWS)***

The Colorado Work Study Program provides part-time employment to students who need the earnings to defray the cost of their education. Application for the Work Study Program may be made through the Student Finance Office at the Aurora campus. Eligibility is based on financial need and the availability of funds. Work schedules will be arranged according to class schedules and the needs of departments. To be eligible a student must be a Colorado resident, be an undergraduate student, be enrolled at least half time in an eligible program, and maintain satisfactory academic progress.

***Colorado State Grant***

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

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

***Veterans Benefits***

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

***Subsidized Federal Stafford Loans***

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

The 1993 Technical Amendments to the Higher Education Act made several changes to §427A(i)(1)-(6) affecting the interest rates of the fixed 7,8,9 and 8-10 percent loans. These loans were converted to a variable interest rate not later than January 1, 1995. There is a 4 percent origination fee/ insurance premium deducted from each disbursement. This must be repaid.

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

An undergraduate may borrow up to \$2,625 for the first year of undergraduate study and \$3,500 for the second year of undergraduate study. For a student who has successfully completed the first and second year but has not successfully completed the remainder of a program of undergraduate education, the annual limit is \$5,500. The maximum loan amount at an undergraduate level is \$23,000 for a dependent student and \$46,000 for an independent student..

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

For additional deferment information contact the Student Finance Office.

***Unsubsidized Federal Stafford Loans***

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

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

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

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

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

#### ***Federal PLUS Loans***

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

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

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

For deferment information contact the Student Finance Office.

#### ***Sallie Mae Alternative Loan Program (SLM)***

SLM Financial and Corinthian Colleges (CCi) have developed a customized private student loan program that will offer students educational financing for their direct academic costs. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCi loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

#### ***Student Tuition Assistance Resource Loan (STAR Loan)***

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

## **SCHOLARSHIP PROGRAMS**

### ***High School Scholarships – Thornton Campus***

Ten (10) scholarships of \$1,000 each are available to be awarded to graduating seniors, age 17 or older. The Scholarship awards are as follows:

All applicants must take the CPAt administered by Parks College, which measures competency in reading, language and mathematics and submit a completed Parks College Scholarship Application by the designated deadline. Scholarship finalists will be those with the 25 highest scores on the test.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not accepted. Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.



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### ***Imagine America Scholarships***

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

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

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

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

### ***CANCELLATION AND REFUND POLICY***

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

#### ***Cancellations***

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

#### ***Refunds***

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.



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### ***Refund Policies***

Any monies due the applicant or student shall be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

### ***Refund Policies - Online Learning Courses***

Courses that are four quarter credit hours meet for 40 hours. Thirty hours or 75% of the course is comprised of the lecture component, the individual assignments and the general class participation in the threaded discussions and weekly quizzes. Ten hours or 25% of the course takes place within the team setting via collaborative learning, which is monitored by the Online instructor. The College calculates both the collaborative team efforts and the more formal lecture portion of the Online course as classroom lecture hours using the Colorado Refund Policy 12-59-114 C.R.S. Two quarter credit hour courses meet in the same percentage breakout for the 20 or 30 total contact hours contained in such courses.

### ***Federal Return of Title IV Funds Policy***

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the Institute during a payment period or a period of enrollment in which the recipient began attendance, the Institute must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the last date of attendance.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

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**Return of Unearned SFA Program Funds**

The Institute must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the Institute to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

**Remittance to the Federal Government**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

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

**Colorado Refund Policy (For All Students)**

The College will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule:

<b><i>A Student Who Withdraws or Is Terminated...</i></b>	<b><i>Is Entitled to a Refund of...</i></b>	<b><i>The Institution Is Eligible to Retain...</i></b>
Within the first 10% of the charging period	90% Tuition	10% Tuition
After completion of 10% of the charging period, but prior to the completion of 25%	75% Tuition	25% Tuition
After completion of 25% of the charging period, but prior to the completion of 50%	50% Tuition	50% Tuition
After completion of 50% the charging period, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the charging period	0	100% Tuition

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

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## ***ONLINE LEARNING COURSES***

Courses that are four quarter credit hours meet for 40 hours. Thirty hours or 75% of the course is comprised of the lecture component, the individual assignments and the general class participation in the threaded discussions and weekly quizzes. Ten hours or 25% of the course takes place within the team setting via collaborative learning, which is monitored by the Online instructor. The College calculates both the collaborative team efforts and the more formal lecture portion of the Online course as classroom lecture hours using the Colorado Refund Policy 12-59-114 C.R.S. Two quarter credit hour courses meet in the same percentage breakout for the 20 or 30 total contact hours contained in such courses.

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## MODULAR PROGRAMS

### *HOMELAND SECURITY SPECIALIST*

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) Diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS Diploma program helps prepare graduates for careers in the Security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

*Offered at the Thornton and Aurora Campuses*

#### **PROGRAM OUTLINE**

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credit Hours</i>
HS01	Civil and Criminal Justice	60	20	7
HS02	Emergency Planning and Security Measures	60	20	7
HS03	Security: Principles, Planning, and Procedures	60	20	7
HS04	Tactical Communications	60	20	7
HS05	Domestic and International Terrorism	60	20	7
HS06	Emergency Medical Services and Fire Operations	40	40	6
HS07	Business and Ethics for Security Specialists	60	20	7
	<i>Program Total</i>	<i>400</i>	<i>160</i>	<i>48</i>

#### **MODULE DESCRIPTIONS**

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

##### ***HS01 Civil and Criminal Justice***

***60/20/7.0***

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

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***HS02 Emergency Planning and Security Measures*****60/20/7.0**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

***HS03 Security: Principles, Planning and Procedures*****60/20/7.0**

This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

***HS04 Tactical Communications*****60/20/7.0**

This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

***HS05 Domestic and International Terrorism*****60/20/7.0**

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

***HS06 Emergency Medical Services and Fire Operations*****40/40/6.0**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

***HS07 Business and Ethics for Security Specialists*****60/20/7.0**

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

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## **MEDICAL ADMINISTRATIVE ASSISTANT DIPLOMA**

### ***Diploma Program***

8 Months (Day) / 10 Months (Evening)

Total Credit Units Required: 47

Total Hours: 720

DOT: Medical Receptionist 237.367 038  
Medical Clerk 205.362 018

### ***Offered at the Thornton and Aurora Campuses***

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills that enable them to become familiar with the computerized technology that is becoming more visible in the 21<sup>st</sup> century medical office environment.

### ***Program Outline***

<b>MODULE NUMBER</b>	<b>MODULE TITLE</b>	<b>CLOCK HOURS</b>	<b>CREDIT UNITS</b>
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	<b><i>Program Total</i></b>	<b>720</b>	<b>47</b>

### ***Major Equipment***

Autoclave	Calculators
Electronic Typewriters	Patient Examination Table
Personal Computers	Sphygmomanometer
Stethoscopes	Teletrainer
Transcription Machine	

### ***Module Descriptions***

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

#### ***Module A - Office Finance***

**40/40/6.0**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

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**Module B - Patient Processing and Assisting****40/40/6.0**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is also taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

**Module C - Medical Insurance****40/40/6.0**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

**Module D - Insurance Plans and Collections****40/40/6.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

**Module E - Office Procedures****40/40/6.0**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

**Module F - Patient Care and Computerized Practice Management****40/40/6.0**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology.

**Module G - Dental Administrative Procedures****40/40/6.0**

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology.

**Module X - Externship****0/160/5.0**

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

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## **MEDICAL ASSISTING DIPLOMA**

### ***Diploma Program***

8 Months

Total Credit Units Required: 47

Total Hours: 720

DOT: Medical Assistant 079.367-010

### ***Offered at the Aurora Campus Only***

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

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

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

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

### ***Program Outline***

<b><i>MODULE NUMBER</i></b>	<b><i>MODULE TITLE</i></b>	<b><i>CLOCK HOURS</i></b>	<b><i>CREDIT UNITS</i></b>
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting and Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Therapeutic Care	80	6
Module X	Externship	160	5
	<b><i>Program Total</i></b>	<b>720</b>	<b>47</b>

### ***Major Equipment***

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



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### **Module Descriptions**

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

#### **Module A - Patient Care and Communication**

40/40/6.0

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

#### **Module B - Clinical Assisting and Pharmacology**

40/40/6.0

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

#### **Module C - Medical Insurance, Bookkeeping and Health Sciences**

40/40/6.0

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

#### **Module D - Cardiopulmonary and Electrocardiography**

40/40/6.0

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

#### **Module E - Laboratory Procedures**

40/40/6.0

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

#### **Module F - Endocrinology and Reproduction**

40/40/6.0

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

#### **Module G - Therapeutic care**

40/40/6.0

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

#### **Module X - Externship**

0/160/5.0

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

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## **MEDICAL INSURANCE BILLING/CODING DIPLOMA**

### ***Diploma Program***

6 Months (Day)

Total Credit Units Required: 35

Total Hours: 560

DOT: Health Claims Examiner/Medical Billing 214.362-022

### ***Offered at the Thornton and Aurora Campuses***

The Medical Insurance Billing & Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If a student does not complete one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a diploma.

### ***Program Outline***

<b>MODULE NUMBER</b>	<b>MODULE TITLE</b>	<b>CLOCK HOURS</b>	<b>CREDIT UNITS</b>
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
	<b><i>Program Total</i></b>	<b>560</b>	<b>35</b>

*\*Either a Practicum or an Externship, but not both*

### ***Major***

Calculators

Personal Computers

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### **Module Descriptions**

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

#### **Module A – Introduction to Medical Insurance and Managed Care**

40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

**Prerequisite:** None

#### **Module B – Government Programs**

40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

**Prerequisite:** None

#### **Module C – Electronic Data Interchange and Modifiers**

40/40/6.0

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

**Prerequisite:** None

#### **Module D – Medical Documentation, Evaluation, and Management**

40/40/6.0

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

**Prerequisite:** None

#### **Module E - Health Insurance Claim Forms**

40/40/6.0

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

**Prerequisite:** None

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*Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.*

**Module F – Practicum**

0/160/5.0

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by an instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

**Prerequisite:** *Successful completion of Modules A - E*

**Module X – Externship**

0/160/5.0

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

**Prerequisite:** *Successful completion of Modules A - E*

## QUARTER PROGRAMS

### ACCOUNTING/MINOR IN COMPUTER APPLICATIONS (BAA)

*Associate of Applied Science Degree*

Total Credit Units Required: 96

Total Hours: 1020

*Offered at the Thornton and Aurora Campuses*

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

**STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:**

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
<b>REQUIRED COURSES</b>				
APA 2111	Principles of Accounting I	40		4
APA 2121	Principles of Accounting II	40		4
ACC 110	Payroll Accounting	40		4
ACC 201	Intermediate Accounting I	40		4
ACC 203	Income Taxes	40		4
APA 2161	Introductory Cost/Managerial Accounting	40		4
ACC 209	Accounting with Computers	30	20	4
BUL 2100	Applied Business Law	40		4
SLS 1130	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	4
CSC 102	Spreadsheet Basics	30	20	4
CSC 117	Operating Systems	30	20	4
CSC 202	Using Spreadsheets in Business Applications	30	20	4
ECO 100	Basic Economics	40		4
MAN 1030	Introduction to Business Enterprise	40		4
MGT 204	Principles of Supervision	40		4
OFT 1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
<b>GENERAL EDUCATION COURSES</b>				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
<b>PROGRAM TOTAL</b>		<b>890</b>	<b>140</b>	<b>96</b>

## **BUSINESS ADMINISTRATION (BBA)**

### *Associate of Applied Science Degree*

Total Credit Units Required: 96

Total Hours: 1010

### *Offered at the Thornton and Aurora Campuses*

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

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
<b>COLLEGE CORE REQUIREMENTS</b>				
APA 2111	Principles of Accounting I	40		4
APA 2121	Principles of Accounting II	40		4
APA 2161	Introductory Cost/Managerial Accounting	40		
	OR			
ACG 2021	Introduction to Corporate Accounting	40		4
BUL 2100	Applied Business Law	40		4
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
ECO 100	Basic Economics	40		4
<b>MAJOR CORE REQUIREMENTS</b>				
MAN 1030	Introduction to Business Enterprise	40		4
MAR 1011	Introduction to Marketing	40		4
MAN 2021	Principles of Management	40		4
FIN 1103	Introduction to Finance	40		4
MAR 2305	Customer Relations and Servicing	40		4
MAN 2300	Introduction to Human Resources	40		4
MAN 2500	International Business Management	40		4
MAN 2800	Small Business Management	40		4
CSC 102	Spreadsheet Basics	30	20	4
CSC 117	Operating Systems	30	20	4
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
SPC 2602	Oral Communication	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
SCI 101	Environmental Issues	40		4
	<b>PROGRAM TOTAL</b>	<b>910</b>	<b>100</b>	<b>96</b>

## COMPUTER TECHNOLOGY (ICA)

### *Associate of Applied Science Degree*

Total Credit Units Required: 96

Total Hours – Thornton Campus: 1080 or 1150/ Aurora Campus: 1090 or 1160

### *Offered at the Thornton and Aurora Campuses*

This program introduces the basics of the major areas of computer knowledge for the workplace. It covers introduction to computers, computer networking fundamentals, programming basics, and introduction to computer application software. Upon completion of the program, students will be prepared for entry-level computer positions such as PC Specialist Assistant, Computer Technician Assistant, Help Desk Assistant, Computer Programming Assistant, and PC Applications Assistant. In addition, students will improve skills in general education areas such as mathematics and communications.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
<b>REQUIRED COURSES</b>				
APA 2111	Principles of Accounting I	40		4
SLS 1130	Strategies for Success	40		4
COM 105	Business Ethics in Professional Development	40		4
CGS 2110	Computer Applications	30	20	4
CSC 110	Introduction to Computer Programming (Thornton Campus)	40	0	4
CSC 110A	Introduction to Computer Programming (Aurora Campus)	30	20	4
CSC 117	Operating Systems	30	20	4
CSC 127	Introduction to Computer Networks	40		4
CSC 135	PC Maintenance and Troubleshooting	30	20	4
CSC 216	Pascal	30	20	4
CSC 220	Systems Analysis and Design	40		4
CSC 225	Administrating a Network	30	20	4
CSC 238	UNIX and System Administration	30	20	4
CSC 243	C++ Programming Language	60	40	8
CSC 246	Computer Workshop	30	20	4
CSC 290**	Computer Industry Research OR	30	20	4
ETN 290**	Professional Experience		120*	4
MAN 1030	Introduction to Business Enterprise	40		4
OFT 1141	Keyboarding		40	2
SLS 1320	Career Skills	20		2
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
<b>PROGRAM TOTAL – Thornton Campus</b>		<b>840</b>	<b>240</b>	<b>96</b>
		<b>OR</b>		
<b>PROGRAM TOTAL – Aurora Campus</b>		<b>810</b>	<b>340</b>	<b>96</b>
		<b>OR</b>		
<b>PROGRAM TOTAL – Aurora Campus</b>		<b>830</b>	<b>260</b>	<b>96</b>
		<b>OR</b>		
<b>PROGRAM TOTAL – Aurora Campus</b>		<b>800</b>	<b>360</b>	<b>96</b>

\*Externship Hours.

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

## CRIMINAL JUSTICE

### *Associate of Applied Science Degree*

Total Credit Hours Required: 96

Total Hours: 990 or 1070

### *Offered at the Thornton and Aurora Campuses*

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
MAN 1030	Introduction to Business Enterprise	40		4
MAN 2021	Principles of Management	40		4
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
<b>MAJOR CORE REQUIREMENTS</b>				
BUL 2100	Applied Business Law	40		4
PLA 1700	Legal Ethics and Social Responsibility	40		4
CCJ 1024	Introduction to Criminal Justice	40		4
CCJ 2238	Criminal Investigation and Police Procedure	40		4
CCJ 2250	Constitutional Law for the Criminal Justice Professional	40		4
CCJ 2233	Criminal Evidence	40		4
CCJ 2234	Criminal Procedure	40		4
CCJ 1011	Criminology	40		4
CCJ 2306	Introduction to Corrections	40		4
CCJ 2501	Juvenile Delinquency	40		4
The student is required to take any THREE of the following courses:				
CCJ 2110	Policing in America	40		4
CCJ 2943	Current Issues in Criminal Justice	40		4
CCJ 2358	Criminal Justice Report Writing	40		4
CCJ 2940	Criminal Justice Externship		120*	4
<b>GENERAL EDUCATION REQUIREMENTS</b>				
PSY 2015	General Psychology	40		4
MAC 2104	College Algebra	40		4
ENC 1108	English Composition I	40		4
ENC 1109	English Composition II	40		4
SPC 2016	Oral Communications	40		4
SCI 101	Environmental Issues	40		4
<b>PROGRAM TOTAL</b>		<b>890</b>	<b>180</b>	<b>96</b>
		<b>OR</b>	<b>60</b>	<b>96</b>

\*Externship hours



## MEDICAL ASSISTING (MA) DEGREE

*Associate of Applied Science Degree*

Total Credit Units Required: 97

Total Hours: 1210 to 1220

*Offered at the Thornton Campus Only*

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

**STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
<b>COLLEGE CORE REQUIREMENTS</b>				
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding		40	2
SLS 1130	Strategies for Success	40		4
SLS 1320	Career Skills	20		2
<b>MAJOR CORE REQUIREMENTS</b>				
APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	40		4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	40		4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	40		4
MEA 1239	Medical Terminology	40		4
MEA 1385	Medical Law and Ethics	20		2
MEA 1210	Basic Clinical Procedures	40		4
MLS 2328	Basic Clinical Procedures Lab		40	2
MEA 1500	Exams and Specialty Procedures	40		4
MLS 2329	Exams and Specialty Procedures Lab		40	2
MEA 2712	Diagnostic Procedures	40		4
MLS 2750	Diagnostic Procedures Lab		40	2
MEA 2244	Pharmacology	40		4
MLS 2700	Pharmacology Lab		40	2
MEA 2350	Medical Office Procedures	30	20	4
MEA 2602	Medical Finance and Insurance	30	20	4
MEA 2801	Professional Procedures	20		2
MEA 2802	Medical Assistant Externship		160 *	5
<i>Select 4.0 quarter credits from the following courses:</i>				
MEA 2257	X Ray Fundamentals	40		4
MEA 2285	EKG Interpretation	20		2
MEA 1695	Therapeutic Communications	20		2
MEA 2325	Medical Computer Applications	20		2
MEA 2245	Phlebotomy	20		2
MEA 1105	Domestic Violence	10	20	2
<b>GENERAL EDUCATION REQUIREMENTS</b>				
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
MAC 2104	College Algebra	40		4
PSY 2015	General Psychology	40		4
SCI 101	Environmental Issues	40		4
SPC 2602	Oral Communications	40		4
<b>PROGRAM TOTAL</b>		<b>780 to 790</b>	<b>420 to 440 **</b>	<b>97</b>

\*Externship Hours.

\*\* Externship and Lab Hours.

## NETWORK ADMINISTRATION (NA) DEGREE

### *Associate of Applied Science Degree*

Total Credit Hours Required: 100

Total Hours: 1190

### *Offered at the Thornton Campus*

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator. Upon successful completion of all areas of the 24-month program, students will be awarded an Associate of Applied Science Degree.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
<b>MAJOR CORE REQUIREMENTS</b>				
SLS 1130	Strategies for Success	40		4
CGS 1270	Introduction to Desktop Computing	30	20	4
CGS 1275	Computer Operating Systems	30	20	4
CGS 1280	Computer Hardware Concepts	30	20	4
CEN 1800	Diagnostics and Troubleshooting	10	20	2
CGS 1300	Computer Networking Fundamentals	10	20	2
CEN 1335	UNIX Operating System	30	20	4
CEN 2100	Linux Operating System	30	20	4
CEN 1505	Novell Administration I	30	20	4
CEN 2505	Novell Administration II	30	20	4
CET 1600C	Cisco Routers I	30	20	4
CET 2610	Cisco Routers II	30	20	4
CGS 2210	Windows 2000 Professional	30	20	4
CEN 2306	Windows 2000 Server	30	20	4
CEN 2320	Windows 2000 Network Infrastructure	30	20	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	10	20	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	30	20	4
CEN 2700	Windows 2000 Directory Services Design	30	20	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	30	20	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	30	20	4
SLS 1320	Career Skills	20		2
<b>GENERAL EDUCATION REQUIREMENTS</b>				
PSY 2015	General Psychology	40		4
MAC 2104	College Algebra	40		4
ENC 1108	Composition I	40		4
ENC 1109	Composition II	40		4
SPC 2602	Oral Communications	40		4
SCI 101	Environmental Issues	40		4
<b>PROGRAM TOTAL</b>		<b>810</b>	<b>380</b>	<b>100</b>

## NETWORK ADMINISTRATION DIPLOMA

### *Diploma Program*

Total Credit Hours Required: 72

Total Hours: 910

### *Offered at the Thornton Campus*

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and computer operating systems will be covered for all computer platforms. Extensive training in both Microsoft® and Novell® networking software will enable students to qualify for job opportunities such as an entry-level systems engineer or an entry-level network administrator.

Upon successful completion of all areas of the 15 month program, students will be awarded a diploma.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>LECTURE HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
CGS 1270	Introduction to Desktop Computing	30	20	4
CGS 1275	Computer Operating Systems	30	20	4
CGS 1280	Computer Hardware Concepts	30	20	4
CEN 1800	Diagnostics and Troubleshooting	10	20	2
CGS 1300	Computer Networking Fundamentals	10	20	2
CEN 1335	UNIX Operating System	30	20	4
CEN 2100	Linux Operating System	30	20	4
CEN 1505	Novell Administration I	30	20	4
CEN 2505	Novell Administration II	30	20	4
CET 1600C	Cisco Routers I	30	20	4
CET 2610	Cisco Routers II	30	20	4
CGS 2210	Windows 2000 Professional	30	20	4
CEN 2306	Windows 2000 Server	30	20	4
CEN 2320	Windows 2000 Network Infrastructure	30	20	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	10	20	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	30	20	4
CEN 2700	Windows 2000 Directory Services Design	30	20	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	30	20	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	30	20	4
SLS 1320	Career Skills	20		2
<b>PROGRAM TOTAL</b>		<b>530</b>	<b>380</b>	<b>72</b>

**PARALEGAL/LEGAL ASSISTANT (LPA)**

*Associate of Applied Science Degree*

Total Credit Units Required: 96

Total Hours: 1000

*Offered at the Thornton and Aurora Campuses*

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

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>THEORY HOURS</b>	<b>LAB HOURS</b>	<b>CREDIT HOURS</b>
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS 1130	✓ Strategies for Success	40		4
SLS 1320	✓ Career Skills	20		2
CGS 2110	✓ Computer Applications	30	20	4
OFT 1141	✓ Keyboarding		40	2
APA 1114	✓ Office Accounting <i>APA 2111</i>	40		4
PLA 1003	✓ Introduction to Legal Assisting	40		4
PLA 1700	✓ Legal Ethics and Social Responsibility	40		4
PLA 2433	✓ Business Organizations <i>BOL 2131</i>	40		4
LGL 110	✓ Computer Legal Applications	30	20	4
<b>MAJOR CORE REQUIREMENTS</b>				
PLA 2203	✓ Civil Procedure (previously PLA 2250)	40		4
PLA 2800	✓ Family Law	40		4
PLA 2423	✓ Contract Law	40		4
PLA 2273	✓ Torts	40		4
PLA 1106	✓ Legal Research and Writing I	50		4
PLA 2116	✓ Legal Research and Writing II	50		4
PLA 2600	✓ Wills, Trusts and Probate (previously PLA 2607)	40		4
PLA 2460	✓ Bankruptcy <i>PLA 2483</i>	40		4
PLA 2308	✓ Criminal Procedure (previously PLA 2303)	40		4
PLA 2505	✓ Real Estate Law	40		4
<b>GENERAL EDUCATION REQUIREMENTS</b>				
PSY 2015	✓ General Psychology	40		4
MAC 2104	✓ College Algebra	40		4
ENC 1108	✓ Composition I	40		4
ENC 1109	✓ Composition II	40		4
SPC 2602	✓ Oral Communications <i>Sub. AMULT APL 2010</i>	40		4
SCI 101	✓ Environmental Issues	40		4
<b>PROGRAM TOTAL</b>		<b>920</b>	<b>80</b>	<b>96</b>

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

Students enrolled in Associate Degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

The following course descriptions are for all courses offered by the College. Each course is periodically reviewed to assure relevance and inclusion of current business practices. All courses are offered at least once per academic year ensuring their availability for students so that they may complete their programs and achieve their planned graduation date. Students who fail or withdraw from classes will have to complete required courses when next offered.

### COURSE DESCRIPTIONS

**ACC 110 Payroll Accounting** **4.0 Credit Hours**  
This course provides the student with an opportunity to learn and become proficient in concepts and practices of payroll accounting. Prerequisite: APA 2111.

**ACC 201 Intermediate Accounting I** **4.0 Credit Hours**  
This course explores concepts of accounting with emphasis on Income Statements, Balance Sheets, Statements of Retained Earnings, current assets and liabilities, property, physical plant and equipment, intangible assets, and the Statement of Cash Flows. Prerequisites: APA 2111 and APA 2121.

**ACC 203 Income Taxes** **4.0 Credit Hours**  
This course is conducted as if the student will be completing tax returns for individuals or businesses. This is a hands-on course with the student being required to complete numerous IRS forms.

**ACC 209 Accounting with Computers** **4.0 Credit Hours**  
This course provides the student with skills needed to utilize a personal computer in the major areas of accounting systems, which includes general ledger, accounts payable, invoicing, accounts receivable, inventory, payroll and fixed assets. Prerequisites: APA 2111 and CGS 2110.

**ACG 2021 Introduction to Corporate Accounting** **4.0 Credit Hours**  
This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121

**APA 1114 Office Accounting** **4.0 Credit Hours**  
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.

**APA 2111 Principles of Accounting I** **4.0 Credit Hours**  
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted.

**APA 2121 Principles of Accounting II** **4.0 Credit Hours**  
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111.

**APA 2161 Introductory Cost/Managerial Accounting** **4.0 Credit Hours**  
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121.

**APB 1100 Anatomy & Physiology I** **4.0 Credit Hours**  
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory and endocrine systems.

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<b>APB 1110 Anatomy &amp; Physiology II</b>	<b>4.0 Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary and reproductive systems.	
<b>APB 1120 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition</b>	<b>4.0 Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism.	
<b>APB 1130 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems</b>	<b>4.0 Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts, including relationships, functions and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems.	
<b>APB 1150 Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems</b>	<b>4.0 Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems.	
<b>BUL 2100 Applied Business Law</b>	<b>4.0 Credit Hours</b>
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed.	
<b>CCJ 1011 Criminology</b>	<b>4.0 Credit Hours</b>
A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024.	
<b>CCJ 1024 Introduction to Criminal Justice</b>	<b>4.0 Credit Hours</b>
This is an introductory course dealing with the Criminal Justice System in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies.	
<b>CCJ 2110 Policing in America</b>	<b>4.0 Credit Hours</b>
This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: CCJ 1024.	
<b>CCJ 2233 Criminal Evidence</b>	<b>4.0 Credit Hours</b>
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024.	
<b>CCJ 2234 Criminal Procedure</b>	<b>4.0 Credit Hours</b>
This course focuses on the constitutional provisions affecting the criminal process and the Colorado Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024.	
<b>CCJ 2238 Criminal Investigation and Police Procedures</b>	<b>4.0 Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.	
<b>CCJ 2250 Constitutional Law for the Criminal Justice Professional</b>	<b>4.0 Credit Hours</b>
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024.	
<b>CCJ 2306 Introduction to Corrections</b>	<b>4.0 Credit Hours</b>
This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024.	
<b>CCJ 2358 Criminal Justice Report Writing</b>	<b>4.0 Credit Hours</b>
This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content and presentation. Prerequisite: CCJ 1024	
<b>CCJ 2501 Juvenile Delinquency</b>	<b>4.0 Credit Hours</b>
Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.	

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- CCJ 2940 Criminal Justice Externship** **4.0 Credit Hours**  
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress, be in the last 24 credits of their program and have approval of the Department Chair.
- CCJ 2943 Current Issues in Criminal Justice** **4.0 Credit Hours**  
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024.
- CEN 1335 UNIX Operating System** **4.0 Credit Hours**  
This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None.
- CEN 1505 Novell Administration I** **4.0 Credit Hours**  
This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300.
- CEN 1800 Diagnostics and Troubleshooting** **2.0 Credit Hours**  
This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1275 and CGS 1280.
- CEN 2100 Linux Operating System** **4.0 Credit Hours**  
This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None.
- CEN 2306 Windows 2000 Server** **4.0 Credit Hours**  
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300.
- CEN 2320 Windows 2000 Network Infrastructure** **4.0 Credit Hours**  
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN 2306 and CGS 2210.
- CEN 2505 Novell Administration II** **4.0 Credit Hours**  
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505.
- CEN 2600 Windows 2000 Directory Services Infrastructure I** **2.0 Credit Hours**  
Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320.
- CEN 2650 Windows 2000 Directory Services Infrastructure II** **4.0 Credit Hours**  
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600.
- CEN 2700 Windows 2000 Directory Services Design** **4.0 Credit Hours**  
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650.
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**CEN 2711 Implementing and Supporting Microsoft Proxy Server**

**4.0 Credit Hours**

This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320.

**CEN 2720 Implementing and Supporting Microsoft Exchange Server**

**4.0 Credit Hours**

This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320.

**CET 1600C Cisco Routers I**

**4.0 Credit Hours**

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300.

**CET 2610 Cisco Routers II**

**4.0 Credit Hours**

This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1600C.

**CGS 1270 Introduction to Desktop Computing**

**4.0 Credit Hours**

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Prerequisite: None.

**CGS 1275 Computer Operating Systems**

**4.0 Credit Hours**

This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270.

**CGS 1280 Computer Hardware Concepts**

**4.0 Credit Hours**

This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS 1270.

**CGS 1300 Computer Networking Fundamentals**

**2.0 Credit Hours**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None.

**CGS 1326 Project Development**

**2.0 Credit Hours**

This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None.

**CGS 1501 Computer Fundamentals**

**4.0 Credit Hours**

This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include such subjects as computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming. Prerequisite: None.

**CGS 1520 Introduction to Database**

**2.0 Credit Hours**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: CGS 1501.



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**CGS 1522 Introduction to Spreadsheets**

**2.0 Credit Hours**

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGS 1501.

**CGS 1550 Introduction to Presentations**

**2.0 Credit Hours**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Corequisite: CGS 1501.

**CGS 2110 Computer Applications**

**4.0 Credit Hours**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None.

**CGS 2210 Windows 2000 Professional**

**4.0 Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300.

**CIS 1561 Hardware Concepts**

**2.0 Credit Hours**

This course prepares the student to install, configure, and troubleshoot PC hardware including system boards, bus structures, PC memory, and power supplies. Topics such as system optimization and performance using MS-DOS, Windows 3.1, Windows 95, Windows NT, and Windows 98 will be discussed. Peripherals such as printers, their diagnostics, and troubleshooting will be covered. Networking basics will also be discussed. Prerequisite: CGS 1501.

**CIS 1575 Networking Fundamentals**

**4.0 Credit Hours**

This course provides an introduction to and an overview of the fields of local area networking and internetworking. There is an emphasis on terminology, hardware, and software features associated with various components of a network. Students perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS 1501.

**CIS 1800 Core Technologies**

**4.0 Credit Hours**

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CIS 1575.

**CIS 1850 Windows Technical Support**

**4.0 Credit Hours**

This course provides students with the knowledge and skills of Microsoft Windows Technical Support. Students will learn to install and configure Microsoft Windows and work with the user interface. Emphasis will be placed on operating system architecture, memory optimization, file input and output, networking considerations, protocols, communications, and printing. Prerequisite: CIS 1575.

**CIS 1875 Novell Administration**

**4.0 Credit Hours**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGS 1501.

**CIS 2222 Transmission Control Protocol/Internet Protocol (TCP/IP)**

**4.0 Credit Hours**

This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will trouble shoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisite: CIS 1875. Corequisite: CIS 1800.

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**CIS 2320 Windows NT Enterprise**

**4.0 Credit Hours**

This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CIS 1800.

**CIS 2422 Internet Information Server**

**2.0 Credit Hours**

This course prepares the student to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CIS 1800.

**CIS 2875 Novell Advanced Administration**

**4.0 Credit Hours**

This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures, system bottlenecks and database measurement. Prerequisite: CIS 1875.

**CIS 2890 Installation and Configuration for Networks**

**4.0 Credit Hours**

This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite: CIS 1875.

**CIS 2911 Multiplatform Networking**

**4.0 Credit Hours**

This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CIS 2875 and CIS 2320.

**CIS 2950 Externship I**

**2.0 Credit Hours**

This course provides the student with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications.

**CIS 2952 Externship II**

**2.0 Credit Hours**

This course provides advanced on-the-job experience in a business organization. Students will be placed in a business organization working under the direction of an experienced network engineer to practice advanced networking tasks such as implementing and monitoring network security, working with multiple networks, and wide area networks. As students configure and troubleshoot networks, they will focus on building appropriate business relationships and communicating with peers and supervisors.

**COM 105 Business Ethics in Professional Development**

**4.0 Credit Hours**

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

**CSC 102 Spreadsheet Basics**

**4.0 Credit Hours**

Using a spreadsheet such as Excel, the student learns how to develop, modify, format, and print spreadsheets and graphs, and how to save and retrieve spreadsheet files. Use of built-in functions is introduced with primary emphasis on mathematical and date functions. Prerequisite: CGS 2110.

**CSC 110 Introduction to Computer Programming**

**4.0 Credit Hours**

The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection. Prerequisite: None.

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**CSC 110A Introduction to Computer Programming**

**4.0 Credit Hours**

The student develops skills needed to analyze problems, prepare the logic needed to solve problems, prepare the logic needed to solve problems (using such tools as pseudocode and flow charts), and to implement the logic in a particular programming language (such as QuickBASIC). Emphasis is placed on structured programming, top-down design, and the control structures of sequence, repetition, and selection. Prerequisite: None.

**CSC 117 Operating Systems**

**4.0 Credit Hours**

The student learns the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on single-user operating systems. Prerequisite: None.

**CSC 127 Introduction to Computer Networks**

**4.0 Credit Hours**

The student learns the basic concepts in networking computers, including communication and connectivity. Attention is given to a specific network, such as a Novell Netware, so the student can gain hands-on experience in performing such tasks as managing files, setting up systems security, and using selected network utilities. Prerequisites: CGS 2110 and CSC 117.

**CSC 135 PC Maintenance and Troubleshooting**

**4.0 Credit Hours**

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

**CSC 202 Using Spreadsheets in Business Applications**

**4.0 Credit Hours**

The student learns how to solve business problems and make informed business decisions through the integration of business problem solving skills with spreadsheet utilization skills. The focus of this course is on analyzing business problems and designing the appropriate worksheets to solve these problems. Spreadsheet skills are expanded to include macros and database functions. Prerequisites: CGS 2110 and CSC 102.

**CSC 216 Pascal**

**4.0 Credit Hours**

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

**CSC 220 Systems Analysis and Design**

**4.0 Credit Hours**

This course provides the student with an overview of the duties of the systems analyst with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation through implementation. Prerequisites: CGS 2110, CSC 110, CSC 117 and CSC 216.

**CSC 225 Administering a Network**

**4.0 Credit Hours**

This course teaches the student how to administer a network of computers. Network administrative issues such as planning a network, configuring a network, supporting network users, using selected network utilities, and backing up and recovering files are explored in both lecture and laboratory settings. Prerequisites: CGS 2110, CSC 117 and CSC 127.

**CSC 238 UNIX and System Administration**

**4.0 Credit Hours**

This course introduces the student to the UNIX operating system, including selected commands and their syntax, the UNIX Shell, using E-mail in UNIX, and how to manage files. Additional attention is given to system management and network administration procedures used within UNIX. Prerequisites: CGS 2110, CSC 117 and CSC 127.

**CSC 243 C++ Programming Language**

**8.0 Credit Hours**

This course introduces students to the basic concepts, style, conventions and syntax of the C++ programming language, utilizing a problem solving approach. Basic concepts covered include data types, declarations, assignments, and input and output. The use of algorithm structures is examined. More advanced topics include functions, arrays, pointers, file structures and file processing. Prerequisite: CSC 110.

**CSC 246 Computer Workshop**

**4.0 Credit Hours**

In this course, through workshop exercises, students gain in-depth experience with selected application programs, such as spreadsheets, databases, and/or desktop publishing and/or with selected programming languages, such as C, COBOL, or Pascal. This course provides an opportunity to use selected advanced features of application programs or programming languages in the context of solving various representative business problems. Prerequisites: CGS 2110, CSC 110, CSC 216 and CSC 242.

**CSC 290 Computer Industry Research**

**4.0 Credit Hours**

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

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**ECO 100 Basic Economics**

**4.0 Credit Hours**

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

**ENC 1108 Composition I**

**4.0 Credit Hours**

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

**ENC 1109 Composition II**

**4.0 Credit Hours**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1108

**ETN 290 Professional Experience**

**4.0 Credit Hours**

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

**FIN 1103 Introduction to Finance**

This course provides instruction and practice in the basic area of finance. It develops the students' skills in the basic areas of finance, both business and personal. Prerequisite: None.

**HC 2941 Externship**

**5.0 Credit Hours**

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

**HSC 1444 Diseases of the Human Body**

**4.0 Credit Hours**

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

**HSC 1531 Medical Terminology**

**4.0 Credit Hours**

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

**HSC 1561 Medical Law & Ethics**

**2.0 Credit Hours**

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

**LGL 110 Computer Legal Applications**

**4.0 Credit Hours**

This course will enable the student to develop a database for research, draft and revise documents, organize files, set up tickler files, and other law office computer uses. Prerequisite: CGS 2110.

**MAC 2104 College Algebra**

**4.0 Credit Hours**

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

**MAN 1030 Introduction to Business Enterprise**

**4.0 Credit Hours**

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

**MAN 2021 Principles of Management**

**4.0 Credit Hours**

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

**MAN 2300 Introduction to Human Resources**

**4.0 Credit Hours**

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

**MAN 2500 International Business Management**

**4.0 Credit Hours**

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

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- MAN 2800 Small Business Management** **4.0 Credit Hours**  
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.
- MAR 1011 Introduction to Marketing** **4.0 Credit Hours**  
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods, and techniques, price policies, and the cost of marketing.
- MAR 2305 Customer Relations and Servicing** **4.0 Credit Hours**  
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.
- MEA 1105 Domestic Violence** **2.0 Credit Hours**  
Covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community.
- MEA 1210 Basic Clinical Procedures** **4.0 Credit Hours**  
Focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures.
- MEA 1239 Medical Terminology for Medical Assistants** **4.0 Credit Hours**  
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed.
- MEA 1385 Medical Law and Ethics** **2.0 Credit Hours**  
Designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.
- MEA 1500 Exams and Speciality Procedures** **4.0 Credit Hours**  
Presents theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures.
- MEA 1695 Therapeutic Communications** **2.0 Credit Hours**  
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. Teaches students to develop appropriate techniques in dealing with change within the medical environment.
- MEA 2244 Pharmacology** **4.0 Credit Hours**  
Various aspects of clinical pharmacology are discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: APB 1120, APB 1130, and APB 1150.
- MEA 2245 Phlebotomy** **2.0 Credit Hours**  
Reviews of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.
- MEA 2257 X-Ray Fundamentals** **4.0 Credit Hours**  
Assists students in preparing for certification for basic x-ray machine operator. Radiation protection, equipment operation and maintenance, radiological procedures and patient positioning are also covered.
- MEA 2285 EKG Interpretation** **2.0 Credit Hours**  
Enables students to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skill learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmia and EKG changes.
- MEA 2305 Medical Office Practice** **4.0 Credit Hours**  
Introduces the student to the administrative functions of the medical office or clinic. Emphasizes communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping are also covered.
- MEA 2325 Medical Computer Applications** **2.0 Credit Hours**  
Designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced.
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**MEA 2350 Medical Office Procedures**

**4.0 Credit Hours**

Introduces students to the administrative functions of the medical office or clinic. Emphasizes written and oral communication, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered.

**MEA 2602 Medical Finance and Insurance**

**4.0 Credit Hours**

This course will train the student in the major medical insurance and claims forms processing, including information on national and other common insurance plans, as well as, claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and bank-keeping procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239.

**MEA 2712 Diagnostic Procedures**

**4.0 Credit Hours**

Presents theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered.

**MEA 2801 Professional Procedures**

**2.0 Credit Hours**

Designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials.

**MEA 2802 Medical Externship**

**5.0 Credit Hours**

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

**MGT 204 Principles of Supervision**

**4.0 Credit Hours**

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

**MLS 2328 Basic Clinical Procedures Lab**

**2.0 Credit Hours**

Designed for students to practice and acquire the skills learned in the MEA 1210, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.

**MLS 2329 Exams and Specialty Procedures Lab**

**2.0 Credit Hours**

Designed for students to practice and acquire the skills learned in MEA 1500, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.

**MLS 2700 Pharmacology Lab**

**2.0 Credit Hours**

Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced.

**MLS 2750 Diagnostic Procedures Lab**

**2.0 Credit Hours**

This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered.

**OFT 1141 Keyboarding**

**2.0 Credit Hours**

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

**OST 2301 Medical Office Practice**

**4.0 Credit Hours**

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

**OST 2614 Medical Transcription**

**2.0 Credit Hours**

This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC 1531, OFT 1141 and CGS 2110 or the approval of the Program Director or Academic Dean.

**OST 2705 Introduction to Word Processing**

**2.0 Credit Hours**

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGS 1501.



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**PHA 2245 Pharmacology & Medical Math**

**4.0 Credit Hours**

This course will include a study of the various medications prescribed for the treatment of illness and diseases; including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: MAC 2104, APB 1100 and APB 1110 or the approval of the Program Director or Academic Dean.

**PLA 1003 Introduction to Legal Assisting**

**4.0 Credit Hours**

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology and the American Legal System are also presented.

**PLA 1106 Legal Research and Writing I**

**4.0 Credit Hours**

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

**PLA 1700 Legal Ethics and Social Responsibility**

**4.0 Credit Hours**

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

**PLA 2116 Legal Research and Writing II**

**4.0 Credit Hours**

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

**PLA 2203 Civil Procedure**

**4.0 Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003.

**PLA 2273 Torts**

**4.0 Credit Hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003.

**PLA 2308 Criminal Procedure**

**4.0 Credit Hours**

This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003.

**PLA 2423 Contract Law**

**4.0 Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003.

**PLA 2433 Business Organizations**

**4.0 Credit Hours**

This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003.

**PLA 2460 Bankruptcy**

**4.0 Credit Hours**

This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003.

**PLA 2505 Real Estate Law**

**4.0 Credit Hours**

In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLA 1003.

**PLA 2600 Wills, Trusts and Probate**

**4.0 Credit Hours**

This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003.

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**PLA 2800 Family Law**

**4.0 Credit Hours**

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003.

**PSY 2015 General Psychology**

**4.0 Credit Hours**

This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology.

**SCI 101 Environmental Issues**

**4.0 Credit Hours**

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

**SLS 1130 Strategies for Success**

**4.0 Credit Hours**

This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None

**SLS 1320 Career Skills**

**2.0 Credit Hours**

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

**SLS 1392 Workplace Relationships**

**2.0 Credit Hours**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None.

**SPC 2602 Oral Communications**

**4.0 Credit Hours**

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



## COLLEGE ADMINISTRATION

### *Thornton Campus*

Michael Basham	President
Gary Thomas <sup>^</sup>	Academic Dean
Vanessa Samuels	Associate Dean
JoAnn Navarro	Director of Admissions
Randy Hanson	Director of Finance
Michael Pogliano	Director of Career Planning & Placement
Dornetta Lynch	Registrar
Mary Bostic	Student Success Coordinator
Jane Watson	Librarian

### *Aurora Campus*

Thomas W. Krause, Ed. D.	President
Vanessa Conlan, M.S.	Academic Dean
Open	Director of Admissions
Kim Martinez	Director of Student Finance
Open	Director of Career Planning & Placement
Eula Whitney	Registrar
Anna Andrews	Librarian
Kayla Johnson	Student Success Coordinator

## THORNTON CAMPUS FACULTY

### *Department Chairs*

Sherri Cooper	Medical	BS, Metropolitan State College AAMA Certification Medical Assistant
J. Anand Prabhakar	Computer Technology and Network Administration	ME, Colorado School of Mines BA, Osmania University
Michelle Rea-Meredith	Legal Studies	BS, Metropolitan State College
Richard Adamich	Business and Accounting	MBA, University of Notre Dame BS, University of Southern Colorado

### *Faculty*

Heather Boyken	Medical	Certificate, Heritage College
Vicky Fishman	Medical Insurance Billing/Coding	Certified Electronic Billing Systems
Heather Lundy	Medical	Diploma, Heritage College
Clara Hoffman	Business	BS, Fort Hays State University
Teresa Raamont	Business, Accounting	BS, Rider University BS, Regis University CPA
Charles McNeil	Legal Studies	BA, San Francisco State University JD, New College of California
Richard Keiholtz	Legal Studies	BA, Iowa State University JD, Southern Illinois University
Joann Spillman	Legal Studies and Online Learning Coordinator	BA, Ft. Lewis College Certificate, Denver Paralegal Institute

## AURORA CAMPUS FACULTY

### **Department Chairs**

Michael Sandham	Accounting, Business Administration, and Computer Technology	B.A., Western State College M.A., Western State College
TBA Sheldon Silver	Medical Paralegal and Criminal Justice	B.S., Mercy College of Detroit J.D., Washington University

### **Faculty**

Constance Blackburn	Medical	AND, AGS, Pima Community College Certificate, PIMA Medical Institute
James Comeau	Medical	A.S., Nassau Community College
Miriam Dannible	Medical	A.A.S., Parks College
Teri Drury	Medical	J.D., University of Colorado
Kallman Elinoff	Homeland Security	B.A., University of Colorado Certificate, Boise State University
Judy Hanson	Medical Insurance Billing/Coding and Medical Administrative Assistant	M.A., University of Northern Colorado B.A., University of Colorado
Eric Johnson	General Education	Certificate, Front Range Community College
Sherry Parrish	Medical Insurance Billing/Coding	B.S., Michigan State University CMA, MT ASCP
Patty Sherry	Medical	A.S., Middlesex Community College Certificate, Heritage College
Deborah Skaggs	Medical	Certificate, Concorde Career Institute
Chet Williams	Medical	
Mandy Broussard	Medical	
TBA	Legal/Online Learning Coordinator	

**ACADEMIC CALENDARS**  
**MODULAR PROGRAMS**

2003				2004			
<i>Start Dates</i>		<i>End Dates</i>		<i>Start Dates</i>		<i>End Dates</i>	
Jan 13	Mon	Feb 10	Mon	Jan 20	Tues	Feb 17	Tues
Feb 12	Wed	Mar 12	Wed	Feb 19	Thurs	Mar 17	Wed
Mar 13	Mon	Apr 9	Wed	Mar 22	Mon	Apr 19	Mon
Apr 10	Thurs	May 8	Thurs	Apr 21	Wed	May 18	Tues
May 12	Mon	Jun 9	Mon	May 20	Thurs	June 17	Thurs
Jun 11	Wed	Jul 10	Thurs	June 21	Mon	July 16	Fri
Jul 14	Mon	Aug 8	Fri	July 19	Mon	Aug 13	Fri
Aug 11	Mon	Sep 8	Mon	Aug 16	Mon	Sept 13	Mon
Sep 10	Wed	Oct 7	Tues	Sept 15	Tues	Oct 12	Tues
Oct 8	Wed	Nov 4	Tues	Oct 14	Thurs	Nov 10	Wed
Nov 6	Thurs	Dec 5	Fri	Nov 15	Mon	Dec 14	Tues
Dec 8	Mon	Jan 16 '04	Fri	Dec 15	Wed	Jan 26	Mon

*Student Holidays*

	2003	2004
Martin Luther King, Jr. Day	Jan 20	Jan 19
President's Day	Feb 17	Feb 16
Good Friday	Apr 18	Apr 9
Memorial Day	May 26	May 31
Independence Day	Jul 3-4	July 4
Labor Day	Sep 1	Sept 6
Thanksgiving	Nov 27-28	Nov 25-Nov 26
Christmas Break	Dec 22-Jan 4, 04	Dec 20-Dec 31

## QUARTER PROGRAMS

<b>2003 CALENDAR</b>				
<i>EVENT</i>				
Christmas Holidays	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003
<i>Winter Term Starts</i>		1	13	<b>2003</b>
M.L. King Jr. Birthday Holiday		1	20	2003
Presidents' Day		2	17	2003
<i>Mini-Term Starts</i>		2	24	<b>2003</b>
Winter Term Ends		4	5	2003
Spring Vacation*	From:	4	7	2003
	To:	4	12	2003
<i>Spring Term Starts</i>		4	14	<b>2003</b>
Good Friday Holiday		4	18	2003
Memorial Day Holiday		5	26	2003
<i>Mini-Term Starts</i>		5	27	<b>2003</b>
Independence Day Holiday		7	4	2003
Spring Term Ends		7	5	2003
Summer Vacation	From:	7	7	2003
	To:	7	12	2003
<i>Summer Term Starts</i>		7	14	<b>2003</b>
<i>Mini-Term Starts</i>		8	25	<b>2003</b>
Labor Day Holiday		9	1	2003
Summer Term Ends		10	4	2003
Fall Break	From:	10	6	2003
	To:	10	11	2003
<i>Fall Term Start</i>		10	13	<b>2003</b>
<i>Mini-Term Starts</i>		11	17	<b>2003</b>
Thanksgiving Day Holiday	From:	11	27	2003
	To:	11	29	2003
Christmas Holiday	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004

## QUARTER PROGRAMS

2004 CALENDAR				
<i>EVENT</i>				
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004
<i>Winter Term Starts</i>		<b>1</b>	<b>12</b>	<b>2004</b>
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
<i>Mini-Term Starts</i>		<b>2</b>	<b>23</b>	<b>2004</b>
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
<i>Spring Term Starts</i>		<b>4</b>	<b>12</b>	<b>2004</b>
Memorial Day Holiday		5	31	2004
<i>Mini-Term Starts</i>		<b>6</b>	<b>1</b>	<b>2004</b>
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
<i>Summer Term Starts</i>		<b>7</b>	<b>12</b>	<b>2004</b>
<i>Mini-Term Starts</i>		<b>8</b>	<b>23</b>	<b>2004</b>
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
<i>Fall Term Start</i>		<b>10</b>	<b>11</b>	<b>2004</b>
<i>Mini-Term Starts</i>		<b>11</b>	<b>15</b>	<b>2004</b>
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	8	2005

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## **RHODES COLLEGES**

*Rhodes Colleges, Inc. includes the following institutions:*

### **COLLEGE**

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

### **LOCATION**

Colorado Springs, CO  
Pittsburgh, PA  
Arlington, TX  
Phoenix, AZ  
Rancho Cucamonga, CA  
Las Vegas, NV  
Salt Lake City, UT  
Arlington, VA  
Aurora, CO  
Thornton, CO  
Rochester, NY  
Springfield, MO  
Portland, OR  
Vancouver, WA  
Dallas, TX  
Tampa, FL  
Fort Lauderdale, FL  
Jacksonville, FL  
Lakeland, FL  
Melbourne, FL  
Orlando, FL  
Clearwater, FL  
Orlando, FL  
Tampa, FL

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