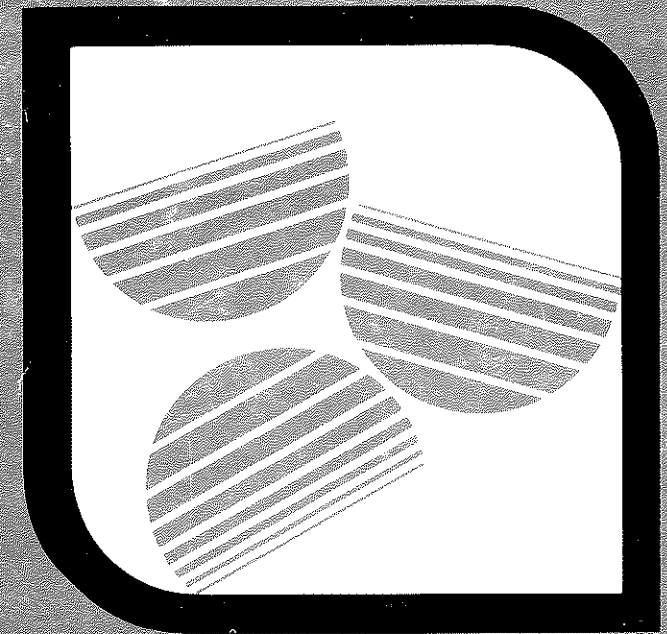


# PARKS



**Medical**  
**Travel**  
**Fashion**  
**Business**  
**Secretarial**  
**Computer Programming**

**Parks College, Inc.**  
**Denver, Colorado**  
**1978/1979**



Vol. VIII, No. 1 4/1/78

# **PARKS COLLEGE, INC.**

## **THE EDUCATIONAL PLAZA**

7350 North Broadway  
Denver, Colorado 80221  
Telephone 303—426-1808



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## PARKS . . . FOR PROFESSIONAL CAREERS

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

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

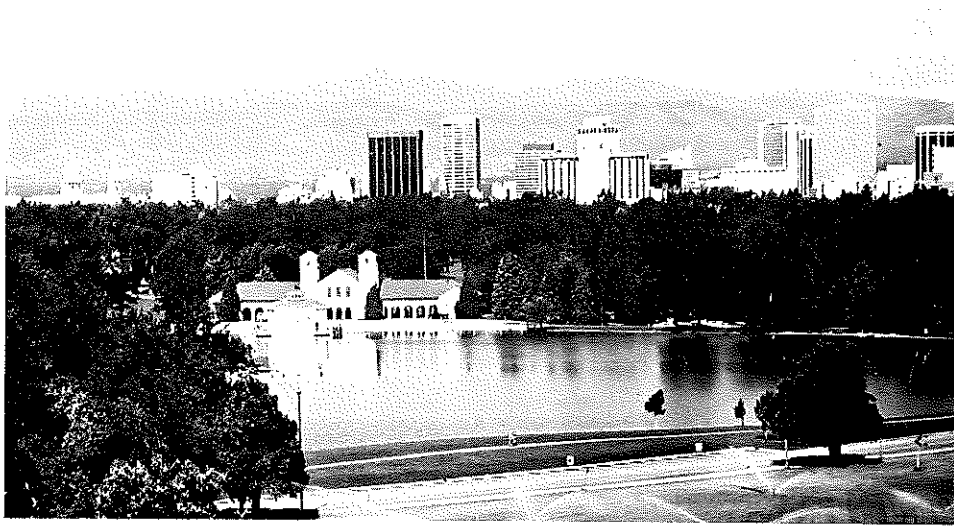
You will see how Parks can assist you in preparing for your first position. We invite you to read the following pages with your future in mind.



The illustration shows four women in professional attire, each representing a different career path. From left to right: a woman in a suit holding a folder with a palm tree in the background; a woman in a nurse's uniform with a caduceus symbol above her head; a woman in a business suit talking on a telephone; and a woman in a dark dress with a globe and an airplane above her head.

<b>TRAVEL</b>	<b>MEDICAL</b>	<b>BUSINESS</b>	<b>FASHION</b>
Far away places - Interesting people - Travel — Start an exciting career	One of the most satisfying and rewarding positions is that of a medical assistant	Best job opportunities locally and nationwide. Results from education in this field.	Travel - Glamour - Fashion shows - All are involved in the world of High Fashion.

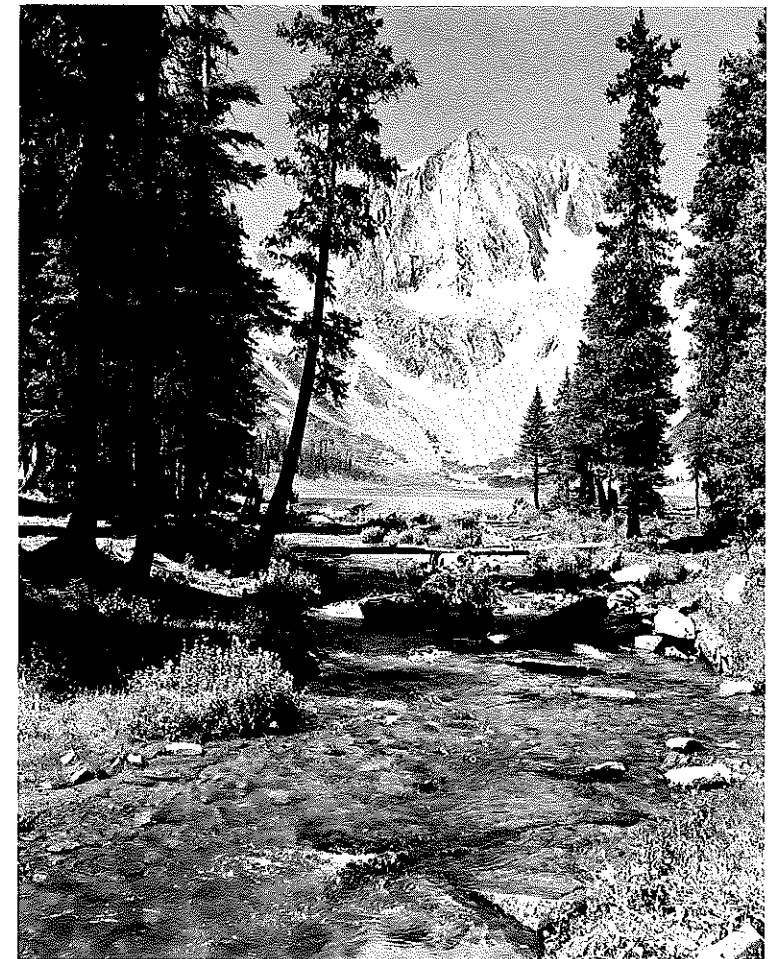
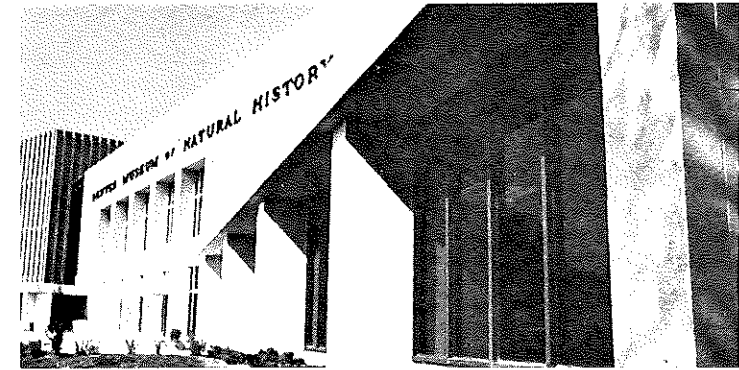
# *Denver . . . The*



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



# *Mile-High City*



## **BRIEF HISTORY**

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

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

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

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

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

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

In September 1976 Parks began offering Associate Degrees along with its other recognized programs. To better describe the many diversified programs offered, on January 1, 1977, the school's name was changed to Parks College, Inc. In June 1977, a new main campus was established at 7350 North Broadway, to better serve the large student body. In March 1978, two computer programming courses were re-established to meet a growing need.

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## **PHILOSOPHY**

Our objectives are: (1) to help the student, through quality education, become trained for an entry-level position, (2) to assure his subsequent advancement in that position either through job performance or additional education acquired on the job, and (3) to make him a responsible and productive citizen in our society. We do not deny admission on the basis of race, creed, color, sex or national origin.

### **CORPORATE OFFICERS AND OWNERS:**

Joe E. Lee, President  
R. W. Murphree, Vice President  
Charles L. Davis, Secretary/Treasurer

### **ADMINISTRATIVE STAFF:**

Charles L. Davis, Director of College  
Hildred Connell, Director of Education  
Judith G. Pearlman, Guidance Counselor  
Martin Martinez, Director of Student Relations  
Peggy Ries, Placement Director  
Audrey Cahill, Financial Aid Director

### **LEGAL CONTROL**

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



## *Career Programs . . .*

- **Fashion Merchandising**
- **Medical Assistant**
- **Travel and Transportation Business Career**
- **Secretarial**
  - **Advanced Secretarial**
  - **Legal Secretarial**
  - **Office Specialist**
  - **Datamation**
  - **General Accounting**
  - **Business Administration**
  - **Computer Programming**
  - **Receptionist**
  - **Travel Counselor**

The photos used herein are classroom and office scenes at Parks College, except where otherwise stated.

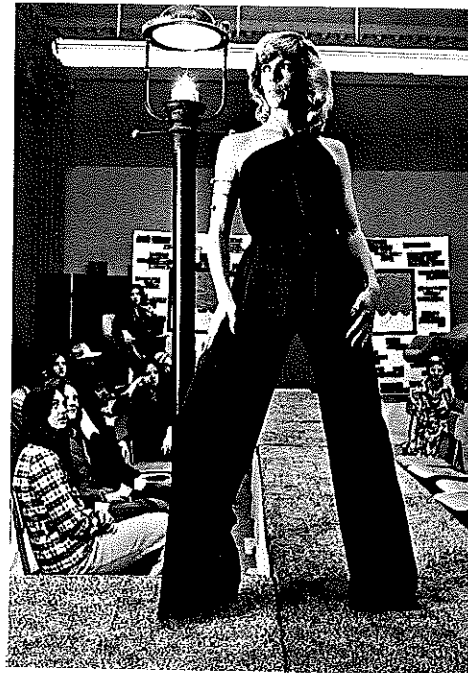
## Fashion Merchandising

1200 Hours/12 Months

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

### VOCATIONAL OBJECTIVE

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



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
E-103	Communications Skills	60	4
FM-50	History of Fashion Business	60	5
FM-51	Historic Costume	60	5
FM-61	Fashion Sales Promotion and Advertising	60	5
FM-63	Merchandising Mathematics	60	4
FM-70	Introduction to Fashion Buying	60	5
FM-71	Textiles	60	4
FM-72	Fashion Coordination	60	4
FM-73	Ready-to-Wear	60	5
FM-80	Principles of Fashion Design and Color	60	4
FM-81	Fashion Illustration	60	4
FM-82	Non-Textile Products	60	4
FM-84	Fabrics in Fashion	60	4
FM-90	Designing and Decorating Interiors	60	4
FM-91	Display Merchandising	60	4
MK-202	Salesmanship	60	5
MK-203	Retail Management	60	5
BA-100	Introduction to Business Enterprise	60	5
BA-205	Introduction to Psychology	60	5
T-11*	Beginning Typewriting II	30	1½
BA-160	Professional Development	30	2½
		1200	88%

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

Two desirable personal attributes are the willingness of the graduate to relocate to one of America's larger cities or to travel as part of employment requirements. Personal qualities should include imagination, good appearance, and creativity.

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

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



## Medical Assistant\*

1340 Hours/12 Months

D.O.T. 079.368

### VOCATIONAL OBJECTIVE

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



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
M-11	Orientation to Medical Assistant	15	1¼
M-105	Psychology for the Medical Office	45	3¾
M-12	Medical Terminology	60	5
M-13	Principles of Medications/Pharmacology	60	5
M-14	Anatomy and Physiology	60	5
M-20	Examining Room Techniques I	30	2
M-21	Examining Room Techniques II	30	2
M-16	Medical Office Procedures IA	30	2
M-17	Medical Office Procedures IB	30	2
M-101	Office Specialties	60	5
M-102	Clinical Procedures	60	5
M-107	X-Ray Procedures	20	1
M-108	Laboratory Procedures	120	5
M-202	Physical and Psychological Disorders	60	5
E-103	Communication Skills	60	4
A-71	Principles of Accounting—A	60	5
M-203	Advanced Externship	360	30
M-109	Medical Insurance	30	2
M-110	Medical Law and Economics	20	1½
M-111	Professional Adjustments	10	½
M-104	Medical Office Procedures II	60	4
T-10*	Beginning Typewriting I	30	1¼
T-11	Beginning Typewriting II	30	1¼
		1340	98½

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

With the expansion of medical help to all people — regardless of age, financial background, origin, or location there is a need for qualified workers who know the business field and possess technical medical skills.

Physicians' offices, clinics, hospitals, nursing homes, military installations, and other medical and health centers are expanding in number. Government aid and insurance programs have added to the demand for qualified workers.

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

**\* The Medical Assisting Program of Parks is accredited by the Council on Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants.**

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



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



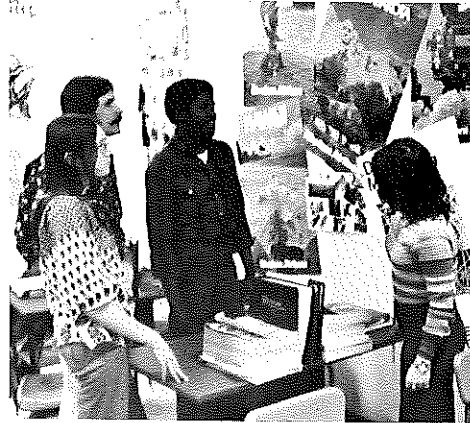
# Travel and Transportation Business Career

720 Hours/6 Months

D.O.T. 912.368

## VOCATIONAL OBJECTIVE

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



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
TT-1	Travel Industry Orientation	20	1
TT-2	Official Airline Guide	20	1
TT-3	Reservations Procedures	20	1
TT-4	Travel Agency Operations	20	1
TT-5	Steamships, Hotels, and Rental Cars	25	2
TT-6	Domestic Ticketing	100	6½
TT-7	The Geography of Travel	25	2
TT-8	International Ticketing	100	6½
TT-9	Group and Tour Travel	20	1
TT-10	Computer Operation	40	2½
BA-160	Professional Development	30	2½
OP-121	Office Procedures	60	4
S-112	Alphabetic Shorthand Theory	120	4
T-10*	Beginning Typewriting I	30	1¼
T-11	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
T-13	Intermediate Typewriting II	30	1¼
		720	40

### Options Instead of Shorthand:

A-71	Principles of Accounting I	60	5
A-72	Principles of Accounting II	60	5
E-103	Communication Skills	60	4
E-104	Vocabulary	60	4

If a student chooses not to take shorthand, he or she may take Accounting I plus either Accounting II, or Communication Skills or Vocabulary.

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

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

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

The field of travel and transportation is an example of the significant expansion which has taken place in the service industries in recent years. For the person who really enjoys dealing with the traveling public, there are satisfying career opportunities either in the airline industry or with a travel agency.

Graduates of this program are qualified to fill positions in the travel and transportation field and with the additional skills they acquire through specialized training they qualify for employment in areas of business requiring clerical capability.

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

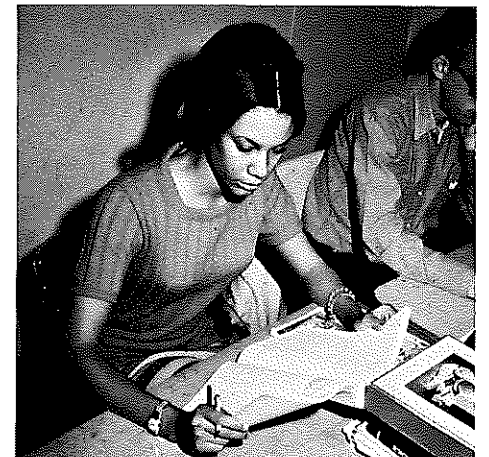
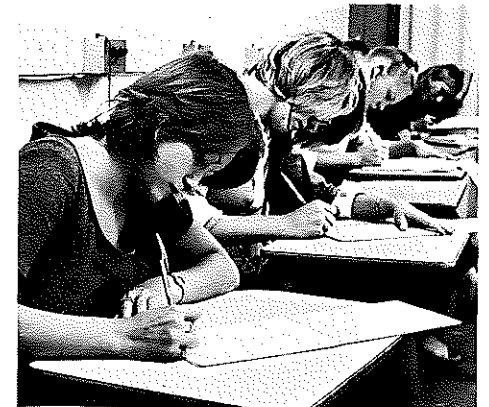
## Secretarial

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

### VOCATIONAL OBJECTIVE

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

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
BA-50	Mathematics of Business - Programmed	60	4
BA-160	Professional Development	30	2½
E-102	Principles of Modern English Usage	60	4
E-103	Communications Skills	60	4
E-104	Vocabulary and Word Mastery	60	4
OP-121	Office Procedures	60	4
OP-130	Machine Dictation and Transcription	30	1
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
OP-139	Filing	30	1
S-110	Century 21 Shorthand or		
S-112	Shorthand Theory: Alphabetic	120	4
S-113	Dictation and Transcription	120	4
T-11*	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
T-13	Intermediate Typewriting II	30	1¼
T-14	Advanced Typewriting I	30	1¼
T-15	Advanced Typewriting II	30	1¼
		<u>900</u>	<u>45¾</u>



For the person who wishes to learn secretarial skills but who does not want to work in a specialized field, the Secretarial program may be the best choice. Much emphasis is placed upon basic skills, with additional instruction given in office-style practice.

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

As with all other Secretarial programs, job opportunities are excellent both locally and nationwide.

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

## Advanced Secretarial

1260 Hours/12 Months

D.O.T. 201.368

### VOCATIONAL OBJECTIVE

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



Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
BA-50	Mathematics of Business— Programmed	60	4
BA-101	Business Law I	60	5
BA-160	Professional Development	30	2½
BA-205	Introduction to Psychology	60	5
DP-61	Data Processing Concepts	60	4
E-102	Principles of Modern English Usage	60	4
E-103	Communication Skills	60	4
E-104	Vocabulary and Word Mastery	60	4
MG-201	Business Organization and Management	60	5
MG-202	Personnel Management	60	5
OP-121	Office Procedures	60	4
OP-130	Machine Dictation and Transcription	30	1
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
OP-139	Filing	30	1
OP-250C	Executive Secretarial Office Practice	60	4
S-110	Century 21 Shorthand		
or			
S-112	Shorthand Theory: Alphabetic	120	4
S-113	Dictation and Transcription	120	4
T-11*	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
T-13	Intermediate Typewriting II	30	1¼
T-14	Advanced Typewriting I	30	1¼
T-15	Advanced Typewriting II	30	1¼
		1260	73¼

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

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

The Advanced-Executive Secretary is ordinarily the person who does much of the scheduling, makes certain policy decisions and commitments, screens visitors and telephone calls, and makes other important decisions. It is a position of responsibility and authority, and the position goes only to the most competent. Many men are now entering the field, as it provides valuable business experience for a lifelong career.

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



## Legal Secretarial

1260 Hours/12 Months  
D.O.T. 201.368

### VOCATIONAL OBJECTIVE

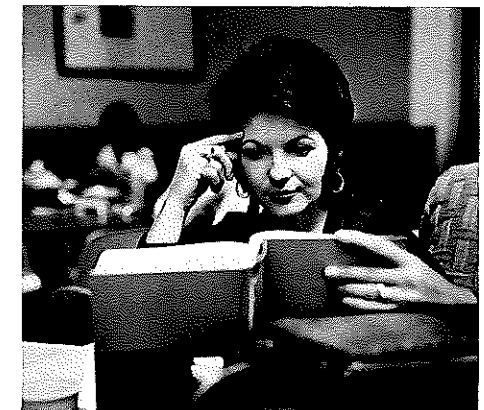
The Legal Secretarial course provides basic secretarial skills in typing, communications, machines, shorthand, and office procedures, plus specific training in legal dictation and legal office work to prepare the student for an entry-level position as secretary with legal office capabilities.

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

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

The requirements and standards of the Legal Secretary are high, but the rewards go with the excellence and dedication.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
BA-50	Mathematics of Business - Programmed	60	4
BA-101	Business Law I	60	5
BA-102	Business Law II	60	5
BA-160	Professional Development	30	2½
BA-205	Introduction to Psychology	60	5
DP-61	Data Processing Concepts	60	4
E-102	Principles of Modern English Usage	60	4
E-103	Communication Skills	60	4
E-104	Vocabulary and Word Mastery	60	4
OP-121	Office Procedures	60	4
OP-130	Machine Dictation and Transcription	30	1
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
OP-139	Filing	30	1
OP-250D	Legal Secretarial Office Practice	60	4
S-110	Century 21 Shorthand or		
S-112	Shorthand Theory: Alphabetic	120	4
S-113	Dictation and Transcription	120	4
S-200D	Legal Dictation Studies	60	4
T-11*	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
T-13	Intermediate Typewriting II	30	1¼
T-14	Advanced Typewriting I	30	1¼
T-15	Advanced Typewriting II	30	1¼
		1260	72¾



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

# Office Specialist

630 Hours/6 Months  
D.O.T. 219.388

## VOCATIONAL OBJECTIVE

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

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
BA-50	Mathematics of Business - Programmed	60	4
BA-160	Professional Development	30	2½
E-102	Principles of Modern English Usage	60	4
E-103	Communication Skills	60	4
E-104	Vocabulary and Word Mastery	60	4
OP-121	Office Procedures	60	4
OP-130	Machine Dictation and Transcription	30	1
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
OP-139	Filing	30	1
T-11*	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
T-13	Intermediate Typewriting II	30	1¼
T-14	Advanced Typewriting I	30	1¼
		<u>630</u>	<u>36½</u>

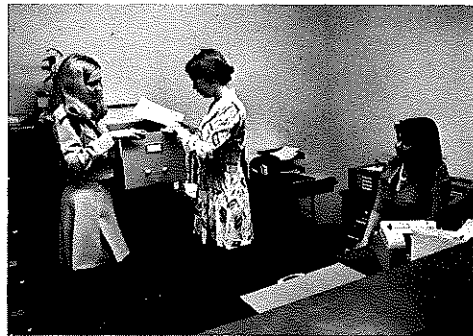


\*Students who do not meet qualifications for T-11 will also take T-10 Beginning Typewriting I. The student must take 120 hours of typing, starting with the section where he is placed.

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

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

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



## Datamation

630 Hours/6 Months

D.O.T. 215.388

### VOCATIONAL OBJECTIVE

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

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
A-72	Principles of Accounting—B	60	5
BA-50	Mathematics of Business - Programmed	60	4
DP-30	Full-keyboard Machine Operations	30	1
DP-31-32	Burroughs 200 Posting Machines	60	2½
DP-33	Burroughs Series L-6400 Posting Machine	120	5
DP-61	Data Processing Concepts	60	4
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
OP-139	Filing	30	1
T-11*	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
T-13	Intermediate Typewriting II	30	1¼
		<u>630</u>	<u>33¼</u>

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



Clerical positions with emphasis on figures and specialized equipment can be the goal of accounting-oriented students. If you like to work with your head and hands, Datamation may be for you. Former keypunch operators would find this new and modern approach a valuable job asset.

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

Datamation majors need to have a high degree of accuracy in machine and manipulative skills. Full-time positions are available in both large and small cities and in business firms of all sizes, as the course provides skills from typewriting to a sophisticated mini-computer.

# General Accounting

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

## VOCATIONAL OBJECTIVE

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

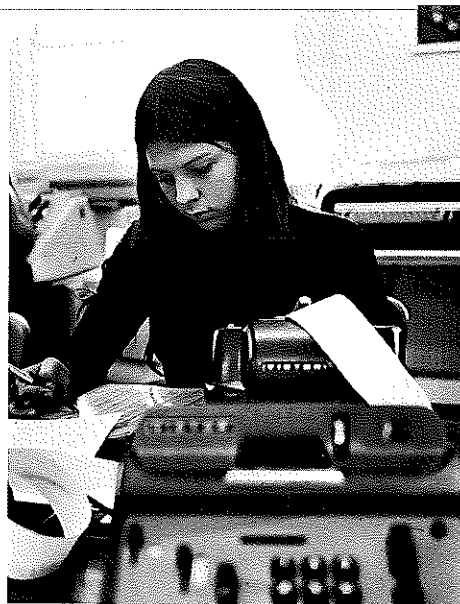


Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
A-72	Principles of Accounting—B	60	5
A-73	Intermediate Accounting—A	60	5
A-135	Income Tax Procedures	60	5
BA-50	Mathematics of Business - Programmed	60	4
BA-101	Business Law I	60	5
BA-160	Professional Development	30	2½
BA-200	Principles of Economics	60	5
BA-100	Introduction to Business Enterprise	60	5
DP-31	Burroughs 200 Posting Machine	60	2½
DP-61	Data Processing Concepts	60	4
E-103	Communication Skills	60	4
E-104	Vocabulary and Word Mastery	60	4
MG-201	Business Organization and Management	60	5
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
OP-139	Filing	30	1
T-11*	Beginning Typewriting II	30	1¼
T-12	Intermediate Typewriting I	30	1¼
		960	66½

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

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

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



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

## Business Administration

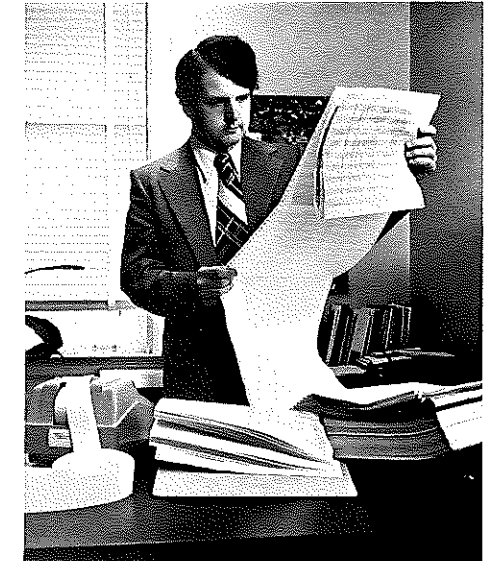
1260 Hours/12 Months  
D.O.T. 160.; 162.; 163.

### VOCATIONAL OBJECTIVE

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

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting—A	60	5
A-72	Principles of Accounting—B	60	5
A-73	Intermediate Accounting—A	60	5
A-74**	Intermediate Accounting—B	60	5
A-135	Income Tax Procedures	60	5
BA-50	Mathematics of Business - Programmed	60	4
BA-101	Business Law I	60	5
BA-102	Business Law II	60	5
BA-160	Professional Development	30	2½
BA-100	Introduction to Business Enterprise	60	5
BA-200	Principles of Economics	60	5
BA-205	Introduction to Psychology	60	5
DP-61	Data Processing Concepts	60	4
E-103	Communication Skills	60	4
E-104	Vocabulary and Word Mastery	60	4
MG-201	Business Organization and Management	60	5
MG-202	Personnel Management	60	5
MK-201	Principles of Marketing	60	5
MK-202	Salesmanship	60	5
OP-132	Adding Machine Operations	30	1
OP-133	Calculators	30	1
T-11*	Beginning Typewriting II	30	1¼
OP-139	Filing	30	1
		1260	92¼

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



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

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

# Data Processing and Computer Programming

1800 Hours/18 Months

D.O.T. 020.188

## VOCATIONAL OBJECTIVE

This program is designed to produce programmers to fit the need of large businesses. High concentration is placed on the major programming languages, with emphasis on application.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting A	60	5
A-72	Principles of Accounting B	60	5
A-73	Intermediate Accounting A	60	5
BA-150	Human Relations in Management	60	5
EDP-100	Introduction to Data Processing	120	8
EDP-105	Flow Charting and Program Logic	60	4
EDP-120	Report Program Generator (RPG) II	120	8
EDP-125	BASIC	120	8
EDP-130	RPG II Case Study	120	5
EDP-135	Systems Analysis	120	8
EDP-200	Basic Assembler Language I	120	8
EDP-205	COBOL I	120	8
EDP-210	Technical Report Writing	60	4
EDP-220	COBOL II	120	8
EDP-225	OS Concepts and Facilities	120	8
EDP-230	Case Study	60	4
EDP-240	Basic Assembler Language II	120	8
EDP-245	Field Project	120	5
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
		1800	116½

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

This program provides the student with an in-depth study of Business Data Processing. Included are the major programming languages to acquaint the student with the latest techniques in problem solving.

The student gains a wide range of experience in solving business problems with this application-oriented training program.

Students must have above average ability in reasoning power as well as a capacity for detail and organization.



Photo taken at SPERRY/UNIVAC Headquarters, Blue Bell, Pennsylvania.

## Data Processing and Mini Computer Programming

900 Hours/9 Months  
D.O.T. 020.188

### VOCATIONAL OBJECTIVE

This program is designed to produce programmers for the mini-computer market. It concentrates on the small computer languages: Report Program Generator (RPG) II and BASIC. Emphasis is placed on business applications.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
A-71	Principles of Accounting A	60	5
A-72	Principles of Accounting B	60	5
A-73	Intermediate Accounting A	60	5
EDP-100	Introduction to Data Processing	120	8
EDP-105	Flow Charting and Program Logic	60	4
EDP-120	Report Program Generator (RPG) II	120	8
EDP-125	BASIC	120	8
EDP-130	RPG II Case Study	120	5
EDP-135	System Analysis	120	8
T-11*	Beginning Typewriting II	30	1½
T-12	Intermediate Typewriting I	30	1½
		900	58½

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

The mini-computer programming course is designed to fill the ever growing demand for programmers in small businesses. This program gives a broad theoretical and practical training in planning, programming, and analyzing Data Processing problems.

Programming in BASIC and RPG II will equip the student with the tools necessary to solve an abundance of accounting and business problems. Candidates must have above average ability in reasoning power and be capable of performing detailed work in an organized manner.

As a result of technological advancement combined with substantially reduced cost, the minicomputer now stands on the threshold of a growth explosion that may rival or surpass that of the third generation mainframes in the sixties. Although the more traditional applications for these systems remain, the main thrust of this growth lies in two areas: distributed processing and small business or commercial applications.

## Travel Counselor

102 Hours  
D.O.T. 912.368

(This course is offered only once or twice a year at night)

### VOCATIONAL OBJECTIVE

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

	Clock Hours of Credit
1. Introduction to the role of the travel agent	4
2. The geography of travel	4
3. Forms and documents in a travel agency	4
4. Domestic air travel	27
5. International air travel	24
6. Steamship	8
7. Hotels	4
8. Car Rental	4
9. Tours	18
10. Groups and incentive selling	5
11. Review	3
<b>Total</b>	<b>102</b>

## Receptionist

240 Hours/3 Months  
D.O.T. 237.368

### VOCATIONAL OBJECTIVE

The Receptionist course provides the student with a general knowledge of the duties to be performed in an office. The students receive training preparatory to an entry-level job in the business world as a receptionist. The receptionist's job is to act as her employer's public representative. Students must type 40 WAM before entering this course.

Course Number	Course Title	Clock Hours of Credit	Quarter Hours of Credit
T-12	Typing	30	1½
T-13	Typing	30	1½
OP-139	Filing	30	1
OP-132	Adding Machines	30	1
OP-133	Calculators	30	1
BA-160	Professional Development	30	2½
OP-121	Office Procedures	60	4
		240	12

## General Information

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

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

### ENROLLMENT PROCEDURE

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

### ADMISSION REQUIREMENTS

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

Those who have not graduated from high school but who have satisfied graduation re-

quirements through the General Educational Development Test or an accredited home study course will be considered on an individual basis.

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

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

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

### QUARTER HOURS CREDIT

Course credit is based on units designated "quarter hours." One quarter hour represents one class period of sixty minutes per week and normally about two hours per week of preparation outside of class by the student. Laboratory courses give one quarter hour of credit for each two or three hours of scheduled work in the laboratory during a week. A combination lecture and laboratory course is allowed four credits for sixty clock hours.

### LENGTH OF CLASSES PER DAY

Regular classes are held from 8 a.m. through 3 p.m. Monday through Friday. Classes are 55 minutes in length. Normal class load is five to six periods a day for a full-time student. Fewer hours may be taken at the student's request, but the length of the course will be extended.

### TRANSCRIPTS

A complete set of the student's records, including a transcript of his grades, is kept in a permanent file. One copy of the transcript is provided free of charge; additional copies may be ordered from the Business Office at a cost of \$2 each.



## General Information

### PROGRESS REPORTS AND GRADING SYSTEM

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

Grades are evaluated as follows:

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

### HONOR ROLL

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

### ATTENDANCE

Regular attendance is an essential ingredient for academic success. In many cases good attendance may offset an otherwise average academic record. Poor attendance is often a factor that can cause a person to have difficulty in obtaining employment.

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

A student will be allowed absences totaling no more than ten percent for each course. Each additional absence in excess of ten percent will result in a reduction of one point per absence per day from the final average numeric grade of that course. In the event grade reduction for excessive absences results in a failing grade, the student will be required to repeat the class and pay a Repeat of Training Fee, stated under Repeating Classes in this catalog. Six tardies are counted as one absence.

Excessive absences may also cause a student's overall grade average to fall below

minimum requirements for graduation with a diploma. Under these circumstances, the student will be placed on probation, and possible suspension from school may result.

A student whose training has been suspended because of attendance may, at the discretion of the college, be reinstated. In the event that a student's training is suspended twice in a single term, he will be terminated for the balance of that term. If the student is readmitted for a new quarter, he will be on probation. If the student is dropped again, he will be terminated permanently.

Request for exception to the attendance policy must be submitted in writing to the chairperson along with documentation regarding the exceptional circumstances. If the college feels that it is an exception, the student will be admitted to class.

### LEAVE OF ABSENCE

A leave of absence may be granted upon request for illness or other legitimate purpose. The student may reenter at the beginning of the next quarter. Students should be aware, however, that not all subjects are offered each quarter. A leave of absence may act to prolong the time in school. A student who leaves school without formally notifying the school will be charged a \$25 fee upon reentry.

A student's progress is measured through class participation and by means of written examinations. A grade of C or above is considered to be satisfactory progress. A student who fails to attend a class for five consecutive days without notifying the instructor will be dropped from that class.

### PROGRESS

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

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

### REPEATING CLASSES

We will work closely with students to avoid repetition of classes. However, students who complete a class with a failing grade, students who are dropped from class because of ex-

## General Information

cessive absences and failure to maintain a "C" average, or students who drop out of school during a regular quarter may find it necessary to repeat subjects. Students will be charged one half the tuition cost for the first repeat of a subject and full tuition cost for each additional repeat. Hours for classes from which a student is exempted or for which transfer credit has been accepted may be applied to repeating classes.

### CLASS SIZES

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

Other classes consist primarily of drill and practice periods. In general, individualized classes will range up to 15 students, and lecture approximately 32 students.

### TRANSFERS INTO THE COLLEGE

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

Transfer requests should be submitted as far in advance as possible, usually no later than one month prior to the date of proposed entry. Only those students who have received an honorable release from the school previously attended will be considered, and only courses with grades of at least a "C" will be considered for transfer credit. For graduation a student must complete 60% of his/her training at Parks.

### WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from either a class or from all work during a term must notify the college.

Failure to withdraw properly may result in the assignment of failing grades which become part of the student's permanent record. A student whose progress is satisfactory at the time of withdrawal from the school will receive a "WP" (Withdrawal while Passing). A student will receive the rating "WF" (Withdrawal while Failing), if progress is unsatisfactory at the time of withdrawal.

A student who wishes to withdraw from a class must do so through the Education Department (Room 338A) and he must com-

plete an exit interview starting with the school counselor (Room 102). All students must clear their account with the accounting office. If he has a Federally Insured Student Loan, he must also clear with the Financial Aid Office.

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

Reentry is contingent upon class openings and whether the course in which the student was enrolled at the time of withdrawal is still in the college's curriculum. If a refund was made to the student at the time of withdrawal, the student will be required to pay the current tuition charges in effect at the time of reentry in the college.

### BOOKS AND SUPPLIES

The cost of books and supplies range from \$10/\$60 per academic quarter. There is a \$50 charge to medical students for clinical and laboratory supplies. The travel students are charged \$50 for the use of tariff workbooks. These charges are subject to change without notice.

### PARKING

A non-refundable parking fee of \$15 a quarter is charged by the building owner to those students who wish to use the parking lot. It can be paid at the start of each quarter. Make the payment at the bookstore, and you will be given a sticker for your car.

### TRANSFER OF CREDIT TO OTHER SCHOOLS

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

A current listing is maintained of specific transfer programs and college names that Parks participates with in this program.

Entrance requirements vary widely, but students who wish to consider such a transfer are urged to contact the Director of Education

## General Information

for specific information. All such requests will be handled on an individual basis between the two schools.

### COUNSELING SERVICE

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

There is also a Director of Student Relations to handle general requests and to assist student needs.

### PLACEMENT

While the school does not guarantee placement following graduation, reasonable effort will be made to assist the student in securing suitable employment. Actual statistics on Parks' graduates and their starting salary ranges will be provided at the first interview with the school.

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

Our Placement Director works in the Professional Development classes just prior to graduation. These classes provide the essential information relating to interviews and appointments with emphasis on dress, appearance, and applications.

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

- A. Assistance with application and employment forms.
- B. Preparation of transcripts and letters of recommendations.
- C. Efforts to provide interviews with prospective employers.
- D. Contacts with employers to identify job openings.
- E. Contact with prospective employers after interviews.
- F. Information concerning employment opportunities with local, state, and Federal agencies.

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

### STUDENT CONDUCT

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

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

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

### EXCEPTIONAL STUDENTS

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

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

### CHANGES IN PROGRAMS, TUITION CHARGES, FACULTY

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

## General Information

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

### HOUSING

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

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

### GRADUATION

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

### DIPLOMAS, CERTIFICATES

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

### STUDENT AID

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

Parks participates in the following financial aid assistance:

1. Guaranteed Student Loan.
2. Basic Educational Opportunity Grant.
3. National Direct Student Loan.
4. Supplemental Educational Opportunity Grant.
5. College Work/Study.

Detailed information will be furnished upon request for the above programs.

### SCHOLARSHIP

One scholarship per year is awarded for \$1,715.00 through the CPSA Foundation. Selection of the recipient is based on need. Application forms and further details may be secured through Colorado high school counselors.

### PART-TIME JOBS

The Placement Office has an ongoing program of full- and part-time job placement assistance. Students who **must** work to help defray expenses are usually able to secure suitable employment. Each student must determine the amount of outside preparation time necessary for the individual to maintain acceptable grades.

Students who must work may carry less than a full class load. This will extend the total time in school but will in no way increase tuition costs. Medical students cannot work, unless it is after 3 p.m.

### ADVANCED STANDING

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

### ACTIVITIES

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

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

## General Information

### ZETA PSI SORORITY

Zeta Psi is an active honorary sorority which was established years ago at Parks and reactivated in 1976. The chapter is nationally affiliated with Alpha Iota Honorary Business Sorority. The girls of Alpha Iota-Zeta Psi have engaged themselves in numerous activities and have developed strong and meaningful friendships. The motto of Alpha Iota-Zeta Psi is "study to show thyself approved".

### FUTURE SECRETARIES ASSOCIATION

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

### THE PLAZA POST

The Plaza Post is an active account of the current "happenings" at Parks. The articles for the paper are written by faculty and student alike and can be submitted by anyone interested in conveying his or her thoughts. The paper is printed quarterly and each issue also covers past graduates and keeps students up to date as to where their old friends have begun their new careers.

### Refund Schedule TECHNICAL DIVISION:

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

- A. All monies paid by the applicant student will be refunded if requested in writing within three days after signing an Enrollment Agreement. A full refund will also be given if the applicant student is not accepted by the school or in the event that the school discontinues a course during a period of time within

which a student could have reasonably completed it.

- B. An applicant requesting cancellation in writing after the three-day period but before the scheduled starting date shall receive a refund of all monies paid, less the registration fee of \$95.
- C. If a student requests cancellation, or is expelled (in which event the date of termination shall be the date of expulsion), after entering school and starting training, the student shall be entitled to tuition refund in accordance with the following schedule.
  1. For a student terminating training within the first week or first 10 percent of program, whichever is more favorable to the student, the student shall be entitled to 90 percent of the contract price less the \$95 registration fee. In no event will the school be entitled to more than \$300.
  2. For a student terminating training after 10 percent but within the first 20 percent of the program, the student shall be entitled to 80 percent of the contract price less the \$95 registration fee.
  3. For a student terminating training after completing 20 percent but within the first 25 percent of the program, the student shall be entitled to 75 percent of the contract price less \$95.
  4. For a student terminating after completing 25 percent but within the first 40 percent of the program, the student shall be entitled to 60 percent of the contract price less \$95.
  5. For a student terminating after completing 40 percent but within the first 50 percent of the program, the student shall be entitled to 50 percent of the contract price less \$95.
  6. For a student terminating after completing 50 percent but within 60 percent of the program, the student shall be entitled to 40 percent of the contract price less \$95.
  7. For a student terminating after completing 60 percent but within 80 percent of the program, the student shall be entitled to 20 percent of the contract price less \$95.

## General Information

8. A student who has completed 80 percent or more is not entitled to any refund and shall be obligated for the full contract price.

Percentage of the program completed is based on the number of clock hours completed, stated as a percentage of the total hours indicated for the program (as listed in the school catalog). Refunds are calculated from the last date of recorded attendance which is considered as the date of withdrawal or termination. A refund will be made within 30 days after termination. If the student is less than 18 years of age, such notice may be given only by the purchaser.

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

### BUSINESS DIVISION:

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

- A. All monies paid by the applicant student will be refunded if requested in writing within three days after signing an Enrollment Agreement. A full refund will also be given if the applicant student is not accepted by the school or in the event that the school discontinues a course during a period of time within which a student could have reasonably completed it.
- B. An applicant requesting cancellation in writing after the three-day period but before the scheduled starting date shall receive a refund of all monies paid, less the registration fee of \$95.
- C. If a student requests cancellation or is expelled (in which event the date of termination shall be the date of expulsion), after entering school and starting training, the student shall be entitled to tuition refund in accordance with the following schedule.
  1. For a student terminating training within the first week or first 10 percent of program, whichever is more favorable to the student, the student shall be entitled to a refund of 90 percent of the tuition cost. In no event will the school be entitled to more than \$500.

2. For a student terminating training after 10 percent but within the first four weeks or within the first 20 percent of the program, the student shall be entitled to 80 percent of the tuition cost.
3. For a student terminating training after completing 20 percent but within the first 40 percent of the program, the student shall be entitled to 60 percent of the tuition cost.
4. For a student terminating after completing 40 percent but within the first 60 percent of the program, the student shall be entitled to 40 percent of the tuition cost.
5. For a student terminating after completing 60 percent but within 80 percent of the program, the student shall be entitled to 20 percent of the tuition cost.
6. A student who has completed 80 percent or more is not entitled to any refund and shall be obligated for the full tuition cost.

Percentage of the program completed is based on the number of clock hours completed, stated as a percentage of the total hours indicated for the program (as listed in the school catalog). Refunds are calculated from the last date of recorded attendance which is considered as the date of withdrawal or termination. Refunds will be made within 15 days of the beginning date of the quarter or 30 days after receipt of notice that the student will not enter, whichever is the earliest. If the student is less than 18 years of age, such notice may be given only by the purchaser.

For programs longer than one year (12 calendar months) in length, 100 per cent of stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

### INFORMATION FOR VETERANS

Most courses offered by Parks School are approved for veterans' training. Please ask about specific courses. The Veterans Administration will be advised if veteran students do not maintain satisfactory grades.

Credit will be granted for previous education if applicable to the student's course of study. Credit granted, if any, will be based upon

## General Information

adequate results on achievement tests, college transcripts, or other information presented to the school director. Any credit granted will be at the discretion of the Director of Education.

### CLASS SCHEDULE FOR VETERANS

Days: 8 a.m. to 3 p.m. Monday through Friday.

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

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

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

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

### FOREIGN STUDENTS

This school is authorized under Federal law to enroll nonimmigrant alien students. (No. Den 214.109 - 6-7-1960)

### MAKE-UP WORK

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

### SMOKING, FOOD, AND BEVERAGES

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

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

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

### ACCREDITATION AND APPROVALS

The Business division is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, an organization recognized by the United States Office of Education as the nationally recog-

nized accrediting agency for independent colleges and schools of business.

The Technical division, consisting of the Travel and Transportation Business and Medical assistant programs, is accredited by the Accrediting Commission of the National Association of Trade and Technical Schools.

The Medical Assistant course is accredited by the Council on Medical Education of the American Association in cooperation with the Curriculum Review Board of the American Association of Medical Assistants.

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

### DESCRIPTION OF FACILITY

Parks campus occupies part of a two-story building located at 7350 North Broadway in Denver, Colorado. Approximately 41,000 square feet of floor space is used for Parks. This space is divided into 24 classrooms. In addition, the school has 14 administrative offices, a library, placement office, financial aid office, and accounting office. A full service cafeteria is also in the building.

Of the 24 classrooms, three are typing classrooms equipped with electric typewriters, and two are designed as office procedures classrooms, equipped with electric typewriters, Norelco transcribing units, and adding machines.

Two rooms are designed for shorthand instruction and dictation and transcription practice. One room is equipped with a five-channel tape recording system which furnishes 30 listening stations.

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

A well-equipped medical laboratory is provided to support the training of Medical Assistants. The Clinical Procedures classroom contains specialized medical equipment such as sterilizers, examining table, electrocardiograph unit, anatomical models and charts, and a medical mannequin.

The computer room is equipped with a Univac 90/25 in the time-sharing environment. Adjacent to the computer room is a data entry area with a series of U400 on-line terminals.

# PARKS COLLEGE CALENDAR

1978 - 79

Winter Quarter Ends .....	March 23, 1978
Registration for Spring Quarter (Continuing) .....	March 13,17, 1978
Registration for new students Spring Quarter .....	March 21,22,23, 1978
Spring Quarter Begins .....	March 28, 1978
Easter .....	March 24,27, 1978
Memorial Day .....	May 29, 1978
Registration for Summer Quarter . . . (Continuing) .....	June 5-9, 1978
Registration for New Students for Summer Quarter .....	June 27,28,29, 1978
Spring Quarter Ends .....	June 16, 1978
Summer Vacation .....	June 19-30, 1978
Summer Quarter Begins .....	July 5, 1978
Interim Start Date* .....	August 14, 1978
Labor Day .....	September 4, 1978
Registration for Fall Quarter . . . (Continuing) .....	September 11-15, 1978
Registration for New Students for Fall Quarter .....	September 19,20,21, 1978
Summer Quarter Ends .....	September 22, 1978
Fall Quarter Begins .....	September 25, 1978
Interim Start Date* .....	November 6, 1978
Thanksgiving Vacation .....	November 23,24, 1978
Registration for Winter Quarter . . . (Continuing) .....	December 5,6,7, 1978
Registration for New Students for Winter Quarter .....	December 27,28,29, 1978
Fall Quarter Ends .....	December 15, 1978
Christmas Vacation .....	December 18-January 2, 1979
Winter Quarter Begins .....	January 2, 1979
Interim Start Date .....	February 12, 1979
Registration for Winter Quarter . . . (Continuing) .....	March 13,14,15, 1979
Registration for New Students for Winter Quarter .....	March 20,21,22, 1979
Winter Quarter Ends .....	March 23, 1979
Spring Quarter Begins .....	March 26, 1979
Easter .....	April 13-16, 1979
Memorial Day .....	May 28, 1979
Registration for Summer Quarter .....	June 4-8, 1979
Spring Quarter Ends .....	June 15, 1979
Summer Vacation .....	June 18-29, 1979
Summer Quarter Begins .....	July 2, 1979
Independence Day .....	July 4, 1979
Interim Start Date .....	August 13, 1979
Labor Day .....	September 3, 1979
Registration for Fall Quarter .....	September 10-13, 1979
Summer Quarter Ends .....	September 21, 1979
Fall Quarter Begins .....	September 24, 1979
Interim Start Date .....	November 5, 1979
Thanksgiving Vacation .....	November 21-23, 1979
Fall Quarter Ends .....	December 14, 1979

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



## COURSE DESCRIPTIONS

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

### **A-71 Principles of Accounting — A**

Acquaints the student with accounting terminology and the double-entry system of accounting. Basic accounting procedures for cash and accrual basis accounting, multi-column journals, special journals, posting, proving and balancing accounts, basic payroll and banking procedures, and accrual financial statements for sole proprietorship businesses are covered. Sole proprietorship practice set is used for practical application. 60 hours; 5 credits.

### **A-72 Principles of Accounting — B**

Covers purchasing procedures, sales, and sale terms; recording purchases and sales; installment sales; physical inventory procedures and inventory valuation; accounting for prepayments; accounting for long-term assets; types and nature of capital accounts; introduction to corporate financial structure; accrual accounting and end-of-year procedures, also interim financial statements. A partnership practice set is used for practical application. 60 hours; 5 credits (Prerequisite: A-71, or equivalent)

### **A-73 Principles of Accounting — C**

Covers the preparation of interim financial statements; corporate records; accounting for capital stock, retained earnings, corporate bonds, and corporate investments; branch store accounting; and the voucher system of accounting. The student is also given an introduction to basic cost accounting. A corporation practice set is used for practical application. 60 hours; 5 credits. (Prerequisite: A-72, or equivalent)

### **A-74 Intermediate Accounting — A**

Reviews balance sheet and income statement accounts and delves into the theoretical structure of accounting. The accounting process is reviewed and expanded work given in accounting for retained earnings, end-of-period procedures, inventory valuation and control, and financial statements. Working capital, imprest cash funds, security valuation, accounting for temporary investments and accounting procedures for tax liability are introduced. 60 hours; 5 credits. (Prerequisite: A-73, or equivalent)

### **A-75 Intermediate Accounting — B**

Covers the accounting treatment for investments in stocks, bonds, real estate, plant and equipment. Depreciation determination

and tax considerations; revaluing assets; intangible assets; long-term liabilities; capital stock; treasury stock and retained earnings. 60 hours; 5 credits (Prerequisite: A-74)

### **A-130 Cost Accounting**

A study of cost accounting by its elements: material, labor, and overhead. Job cost, process cost, and standard cost systems and managerial cost applications. 60 hours; 5 credits (Prerequisite: A-73 Principles of Accounting)

### **A-135A Income Tax Procedures — A**

Provides training in payroll record keeping and computation of payroll and payable taxes, including preparation of 941 and W-2's. Preparation of individual tax returns with supplementary schedules, including Schedule C, and special tax problems. 60 hours; 5 credits. (Prerequisite: A-71 or basic knowledge of journalizing process)

### **A-135B Income Tax Procedures — B**

A study of Special Tax Situations, Partnerships, Corporations, Subcorporations, Estate and Gift Taxes. 60 hours; 5 credits. (Prerequisite: A-135a Income Tax Procedures - A and A-73 Principles of Accounting - C)

### **BA-50 Mathematics of Business - Programmed**

Part 1 provides intensive review of basic mathematics: addition, subtraction, multiplication, and division. The student also learns to estimate answers to improve accuracy and is introduced to the binary number system. Problem solving using algebraic procedures is applied to percentage and ratio formulas. Part 2 introduces interest formulas and computations; negotiable instruments; compound interest; payroll mathematics and depreciation computations. 60 hours; 4 credits.

### **BA-100 Introduction to Business Enterprise**

Provides an overview of the development and present status of business in the United States, business ethics, types of businesses, organizational structure, management functions, marketing and purchasing functions, and employee relations. 60 hours; 5 credits.

## Course Descriptions

### **BA-101 Business Law I**

Provides an overview of criminal and civil law, courts, and law enforcement. The nature of and requirements for contracts and negotiable instruments is stressed. 60 hours; 5 credits.

### **BA-102 Business Law II**

Covers the rights, duties, and liabilities arising from ownership and possession of property, warranties and product liability, consumer protection, types of insurance, and the legal aspects of types of business operations. 60 hours; 5 credits. (Prerequisite: BA-101 preferred, but not required)

### **BA-150 Human Relations and Business Behavior**

The subject matter in this course is aimed directly at the student who plans a career in management (either product or service-oriented), the small business entrepreneur, and anyone else who must deal with the patterned interaction of people in business, community, or political organizations. 60 hours; 5 credits. (Prerequisite: none)

### **BA-160 Professional Development**

Is designed to help the student develop job-seeking skills; identify the type of dress and personal grooming habits appropriate for the business world; know how to communicate; and know how personal needs and personality patterns affect job performance. 30 hours; 2½ credits.

### **BA-200 Principles of Economics**

Covers the role of capitalism in the U.S. economy, the function and control of money, the Federal Reserve System and its effects on the economy, business cycles and economic activity, and gross national product along with a review of the "new" economics. 60 hours; 5 credits.

### **BA-205 Introduction to Psychology**

Deals with the relationship of the individual with his environment. Emphasis is placed on working with others; reasons for behavior; influences affecting behavior; personal factors affecting job efficiency and performance. 60 hours; 5 credits.

### **DP-30 Full-keyboard Machine Operations**

Covers the operation of a full-keyboard machine. Correct fingering and speed building are stressed. This course is preparatory to the operation of the Burroughs posting machines and is available to Datamation students only. *Not offered separately.* 30 hours; 1 credit.

### **DP-31 Burroughs 200 Posting Machine**

Introduces the student to posting machine operations. The student masters machine functions and learns the importance of, and procedures for, correcting errors, posting invoices and payments, posting to subsidiary ledgers, posting to the general ledger, and taking a trial balance. 60 hours; 2½ credits. (Prerequisite: A-71 preferred, but not required; DP-30 preferred, but not required.)

### **DP-33 Burroughs Series L-6400 Posting Machine**

L-6400's are important additions to other Burroughs posting machines. They are easy-to-use, cost-effective systems for processing business data. The machine permits input and output subsystems to further automate and enhance accounting and report writing power. 120 hours; 5 credits. (Prerequisite DP-31 and T-11 or equivalent)

### **DP-61 Data Processing Concepts**

Introduces the student to manual, mechanical, and electronic forms of data processing so that graduates may be familiar with the terminology, hardware and software used in processing business data. The human responsibility for correct data is emphasized. 60 hours; 4 credits.

## Course Descriptions

### **E-102 Principles of Modern English Usage**

Presents a review of the structure of English through use of sentence analysis. Concentration is on proper business sentence structure, agreement, and punctuation. A passing grade of at least 85 percent is required for secretarial students. 60 hours; 4 credits.

### **E-103 Communication Skills**

Concentrates on business correspondence types, practice writing, and correction of written work. Listening principles and practices are developed and applied throughout the course. The student also receives instruction in business speech situations, and listening principles are applied to business speech situations. 60 hours; 4 credits. (Prerequisite: E-102 is preferred for secretarial students prior to or concurrent with, E-103.)

### **E-104 Vocabulary and Word Mastery**

Emphasizes the spelling and meaning of common terms and business terms; provides guidelines for word division; provides guides for selection of alternate words; and emphasizes correct word usage in business communications. Special attention is given to commonly misspelled words. A passing grade of at least 90% is required for Secretarial students. 60 hours; 4 credits.

### **ET-105 Energy Terminology**

Introduces the student to geological and well-drilling terminology and map symbols. Student learns about oil and gas producing wells and how to locate land leases by longitude, latitude, section, state laws and registration of leases in county courthouses. 60 hours; 5 credits.

### **EPD-100 Introduction to Data Processing**

An introduction to Data Processing in business, this course will present an overview of Data Processing vendors and applications. Students will learn the difference between hardware and software, the various systems and concepts used in Data Processing, and file design. 120 hours; 8 credits. (Prerequisite: Completion of IBM Aptitude exam)

### **EDP-105 Flow Charting and Program Logic**

The student will become familiar with program documentation and the steps involved in problem solving. After learning Flow Charting symbols, Logic and Instruction, the student will design the Logic for complex problems. In addition, he/she will learn matching, modular programming, updating and decision tables. 60 hours; 4 credits. (Prerequisite: Completion of IBM Aptitude Exam)

### **EDP-120 Report Program Generator (RPG) II**

The student will learn the RPG language so that he/she will be able to write, program, and solve business problems in RPG II. Additional capability of the system are presented. Also, multiple input files will be studied, as well as updating and indexing files. 120 hours; 8 credits. (Prerequisite: EDP-100 and EDP-105 or equivalent)

### **EDP-125 Programming in BASIC**

The student will obtain a high degree of proficiency in the BASIC language. Construction of files and programming the mini-computer are emphasized. 120 hours; 8 credits. (Prerequisite: EDP-100 and EDP-105 or equivalent)

### **EDP-130 RPG II Case Study**

Having previously learned the RPG II language, the student will now be exposed to systems design and program development on a small business computer. He/she will complete a system for a common business application. 120 hours; 5 credits. (Prerequisite: EDP-120)

### **EDP-135 Systems Analysis**

This course will provide students with an understanding of the duties of the Systems Analyst, together with an understanding of the specific methods and techniques for conducting a systems project — from the preliminary investigation of the project through the system implementation and evaluation. 120 hours; 8 credits. (Prerequisite: EDP-120)

### **EDP-200 Basic Assembler Language (BAL) I**

After learning the Basic Assembler Language, the student will be able to code and debug BAL programs, using card and printer applications. A fundamental understanding of

## Course Descriptions

the instruction set is presented. 120 hours; 8 credits. (Prerequisite: EDP-130)

### **EDP-205 Structured COBOL I**

A basic understanding of the ANSI COBOL Language will be followed by students learning to write and debug COBOL programs using card and printer applications. 120 hours; 8 credits. (Prerequisite: EDP-130)

### **EDP-210 Technical Report Writing**

In addition to learning the various computer languages, students must be able to present the information gained from the computer in a report that others can read. This course will acquaint the student with the tools and techniques used in preparing and writing technical reports. 60 hours; 4 credits. (Prerequisite: EDP-130)

### **EDP-220 COBOL II**

The student will have a firm foundation in the use of magnetic and direct-access devices when programming using COBOL. He/she should be able to make decisions concerning file usage and file organization for magnetic tape and direct-access devices. In addition, he/she should have an understanding of the methods used by COBOL and the most efficient manner in which to code a COBOL program. 120 hours; 8 credits. (Prerequisite: EDP-205)

### **EDP-225 OS Concepts and Facilities**

After learning the various computer languages, the student must be able to program these into the computer. Here he/she will be able to write the Job Control Statements, which are required in the majority of OS installations, and be able to use and understand the many IBM System Reference Manuals. 120 hours; 8 credits. (Prerequisite: EDP-205)

### **EDP-230 Case Study**

Having gained knowledge of the many languages and how to program these, the student will put this into practical application by developing a series of programs for a typical business application. Computer time will be required. 60 hours; 4 credits. (Prerequisite: EDP-220)

### **EDP-240 Basic Assembler Language II**

Having an understanding of the basics of BAL, the student will learn to use and understand advanced BAL programming techniques. Emphasis will be placed on Direct Access and Magnetic Tape Applications. 120 hours; 8 credits. (Prerequisite: EDP-200)

### **EDP-245 Field Project**

The student will complete a design on a live system from feasibility to final report. Mandatory use of the computer is essential to this project. 120 hours; 5 credits. (Prerequisite: EDP-230)

### **FM-50 History of Fashion Business**

Introduces the student to the size, scope, operation, and history of the fashion industry so the student may understand the social and economic influences on fashion history and development, the levels of markets involved in production and distribution of fashion goods, consumer purchasing power and characteristics and their effect on the fashion business. FM-50 also introduces the student to career opportunities in the fashion world. 60 hours; 5 credits.

### **FM-51 Historic Costume**

Covers the history of costume and clothing from its beginnings. The student develops an understanding of basic fashion trends, how they originate, and how they relate to the overall historic patterns. The student learns to recognize historic influences on modern fashion and compare current trends with geographic and political climates of the past. 60 hours; 5 credits.

### **FM-61 Fashion Sales Promotion and Advertising**

The student studies the field of sales promotion to aid him in understanding why and how sales promotion is necessary to fashion merchandising. Principles and techniques of advertising are covered. The student learns how publicity and special events can be utilized effectively for promoting fashion. Experience is provided in advertising copy and promotional materials. 60 hours; 5 credits.

## Course Descriptions

### **FM-63 Merchandising Mathematics**

Reviews basic math computations concentrating on whole numbers, fractions, decimals and percentages, then concentrates on computations commonly faced by the retailer, buyer, manager, and business owner — sales transactions (retail), trade and cash discounts, transportation charges, markups and markdowns, cost and retail basis for pricing goods, inventory calculations, use of charts and graphs, and departmental income and expenses. 60 hours; 4 credits.

### **FM-70 Introduction to Fashion Buying**

Covers the buyer's role in merchandising, organization of purchasing departments, techniques of buying, control and handling merchandise after it has been purchased, ethics and responsibilities to the consumer, branch store operations and organization, inventory turnover, and the buyer's managerial responsibilities. 60 hours; 5 credits.

### **FM-71 Textiles**

Offers a study of the characteristics and uses of natural and manmade fibers, how to identify them through standard tests, and how to explain the advantages of each. Provides the student with the basic knowledge needed to select fabric content for general and special purposes. 60 hours; 4 credits.

### **FM-72 Fashion Coordination**

Covers the duties of the fashion coordinator on both retail and wholesale levels; how to plan for and present fashion shows, merchandising seminars, and other special events. The roles of the fashion coordinator include fashion promotions, association with fashion buyers, and planning for a new season. Duties of a fashion coordinator working for a manufacturer or with a textile converter are also covered. Students prepare and present a fashion show as a final project. 60 hours; 4 credits.

### **FM-73 Ready-To-Wear**

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

movements on ready-to-wear at the present and in the future. 60 hours; 5 credits.

### **FM-80A Principles of Fashion Design and Color**

Covers the elements and principles of design and their effect on designing. This course aims to develop the ability to use and understand design terms, and to use basic silhouettes to create a design. Experience is provided in designing apparel. 60 hours; 4 credits.

### **FM-80B Principles of Fashion Design and Color**

Application of the elements and principles of design studied in FM-80A in developing design ideas for various categories and price ranges of apparel. Study of contemporary sources and influences inspiring current seasonal trends. Evaluation of quality and value of merchandise in fabrics, construction and styles. Emphasis is placed on illustrating individuals thoughts and ideas. 60 hours; 4 credits (Prerequisite: FM-80A.)

### **FM-81 Fashion Illustration**

Covers basic drawing of fashion figures using various media and techniques. Students work in pencil, pen, and color as they learn to draw fashion sketches that accurately represent design details. 60 hours; 4 credits.

### **FM-82 Non-Textile Products**

Familiarizes the student with fashion materials other than fabrics. The course gives basic product knowledge plus selling points and care of fashion nontextiles and accessories. 60 hours; 4 credits.

### **FM-84 Fabrics in Fashion**

Covers fabric construction, yarn construction, eying, printing and finishes applied to fabric. The student learns various methods used and the appropriateness for use in garments at various price levels. 60 hours; 4 credits.

## Course Descriptions

### **FM-90A Designing and Decorating Interiors**

The study of historical and contemporary furniture styles and periods. Selection of furniture on the basis of construction, materials and styles. Covers past styles and current trends on architectural design. Students learn to read blue prints and analyze floor plans. 60 hours; 4 credits (Prerequisite: none)

### **FM-90B Designing and Decorating Interiors**

Covers the elements of interior design to provide a basic background to enable the student to think of rooms in terms of design, to provide the student with experience in using color, selecting furniture, identifying styles and trends, and visualizing and planning the room as a whole. 60 hours; 4 credits.

### **FM-91 Display Merchandising**

Provides instruction in the visual promotion of merchandise. Students work with display equipment to develop the proper techniques of window and interior display and to develop an understanding of the purposes and goals of various types of display. 60 hours; 4 credits.

### **M-11 Orientation to Medical Assistant**

An introductory course designed to acquaint the student with his/her role and function within the structure of the medical and paramedical fields. The student will also become acquainted with the evolution of medicine. Not offered for individual sale. 15 hours; 1¼ credits.

### **M-12 Medical Terminology**

This course is a study of the structure (prefixes, suffixes, roots and forms and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. The course places emphasis on spelling, pronunciation and definition of medical terms. 60 hours; 5 credits. (Prerequisite: High School diploma or equivalent)

### **M-13 Principles of Medications/ Pharmacology**

This course is specifically designed to teach the student computation of dosages in administering medications and to familiarize

the student with common drugs, their classification, usual dosages, therapeutic effects, contraindications, and side effects. 60 hours; 5 credits. (Prerequisite: M-12 or equivalent)

### **M-14 Anatomy and Physiology**

The study of the structure of the human body to enable the student to identify the functions of the body systems and reinforce the understanding of medical terminology as it applies to the body and its systems. 60 hours; 5 credits.

### **M-16 Medical Office Procedures 1a**

This course provides basic instruction in the use of ten-key adding machine with emphasis on adding, subtracting, multiplying and dividing functions, skill and accuracy. It also covers filing in the medical office according to alphabetic, numeric, subject, geographic and soundex systems. 30 hours; 2 credits.

### **M-17 Medical Office Procedures 1b**

Introduces the student to the peg-board system of accounting for a medical office, banking procedures and billing procedures. Emphasizes telephone techniques, scheduling appointments and reception duties of the medical assistant. 30 hours; 2 credits.

### **M-20 Examining Room Techniques I**

This course familiarizes the student with methods used by physicians for diagnosis; an introduction to medical office equipment and supplies; office housekeeping and basic office organization; weighing and measuring patients; cardinal symptoms; sterilization procedures; and maintenance of supplies and equipment. It further prepares the student to prepare the patient for examination and to assist the physician with clinical procedures and to have a knowledge of basic nutrition. 60 hours; 4 credits.

### **M-21 Examining Room Techniques II**

This course, a continuation of Examining Room Techniques I, further trains the student to prepare the patient for examination and to assist the physician with clinical procedures. 30 hours; 2 credits. (Prerequisite: M-20 or equivalent)

## Course Descriptions

### **M-101 Office Specialties**

The course introduces the Medical Assistant to medical disorders treated by various specialties. It familiarizes the student with the terminology and procedures peculiar to the medical specialties and teaches the student how to assist the specialist. 50 hours; 5 credits. (Prerequisites: M-12 and M-14 or equivalents)

### **M-102 Clinical Procedures**

This course is designed to prepare the student to be able to administer medications in the physician's office; to be familiar with the types of emergencies that may be encountered and the Medical Assistant's role in meeting these emergencies; and to be able to perform an electrocardiogram. 60 hours; 5 credits. (Prerequisite: M-12 and M-14 may be taken concurrently)

### **M-104 Medical Office Procedures II**

The student learns the various types of medical forms used in the medical office and receives practice preparing and typing these forms. He/she also gains practice in transcribing machines in the transcription of medical records and medical communication. Further practice is gained in the use of the appointment books. Letter writing and credit and collection practices are reviewed. He/she also learns how to type masters and stencils and how to operate the mimeograph and the liquid duplicator. Also he/she learns how to organize minutes of a meeting and agendas, along with preparing itineraries. 60 hours; 4 credits. (Prerequisite: T-11 and M-17 or equivalent)

### **M-105 Psychology for the Medical Office**

This course is an introductory course designed to acquaint the student with terminology, basic behavioral patterns, the development of the child, abnormalities, and handling of problems that the student may encounter as an individual. It is designed to help the student understand himself so that he may deal with others more effectively. Not offered for separate sale. 60 hours; 5 credits.

### **M-107 X-Ray Procedures**

The student is taught basic instructions in X-Ray techniques. The instructions include X-ray generation, radiation protection, radiographic accessories, darkroom techniques, and radiographic positioning. 20 hours; 1 credit.

### **M-108 Laboratory Procedures**

The Medical laboratory course of instruction for the Medical Assistant encompasses the basic, routine laboratory procedures that the graduate Medical Assistant may expect to encounter in the physician's office. This includes a complete, routine urinalysis with microscope; a routine complete blood count with differential and erythrocyte sedimentation rate, the collection and processing of laboratory specimens including basic, selected bacteriological procedures such as throat cultures and sensitivities. Basic clinical chemistries, specifically blood glucose, cholesterol, uric acid and blood urea nitrogen are also included in the medical laboratory curriculum. 120 hours; 5 credits. (Prerequisite: M-12 or equivalent)

### **M-109 Medical Insurance**

This course prepares the student to effectively handle all medical insurance procedures in the medical office setting. 30 hours; 2 credits.

### **M-110 Medical Law and Economics**

This course provides the student with a solid foundation in Medical Law. It emphasizes not only the legal, but also the ethical and economical considerations of medical practices. 20 hours; 1½ credits.

### **M-111 Professional Adjustments**

This course prepares the student for a successful externship experience by emphasizing established guidelines and policies governing on-the-job medical office training. 10 hours; ½ credit. (Prerequisite: Successful completion of all academic work in the Medical Assistant Program)

### **M-202 Physical and Psychological Disorders**

This course introduces the student to the normal states of health from prenatal development through death and the physical and psychological disorders that accompanies these stages through death. 60 hours; 5 credits. (Prerequisites: M-11, M-12, M-13, M-14, M-101, M-102, M-103, M-105)

### **M-203 Advanced Externship**

During Advanced Externship, the student will have rotation sequence of practical experience in offices of qualified physicians where he/she will be able to perform various clinical

## Course Descriptions

and administrative procedures under supervision. There is an equal balance of administrative and clinical experiences which are related to the didactic portion of the program. There is an ongoing evaluation of the students' performance during this time. 360 hours; 30 credits. (Prerequisite: Successful completion of the academic portion of the Medical Assistant course, including M-111)

### **MG-201 Business Organization and Management**

An introductory course in business management with practical application through the use of case studies. Business organization and objectives, the management function, decision making, and leadership styles are studied. 60 hours; 5 credits.

### **MG-202 Personnel Management**

An introduction to management of personnel. Covers basic principles of total system concept of management; work groups, structure, function and use; physical environment requirements; organizational change and provision for change. Topics covered are the manager's function in organizing, staffing, compensating, and motivating personnel; major management theories; and developing employee potential. 60 hours; 5 credits.

### **MK-201 Principles of Marketing**

An introduction to the function of distribution of goods and services within the total economy. Integration of marketing concepts with economic concepts and consumer needs is stressed. 60 hours; 5 credits.

### **MK-202 Salesmanship**

The salesmanship student studies consumer buying behavior, consumer motivation, types of personal selling, advertising and sales promotion, learns to gather product knowledge and locate customers, and prepares and practices sales presentations. Building and managing a sales force is covered briefly. 60 hours; 5 credits.

### **MK-203 Retail Management**

A study of retailing structure, store location and layout, organization of the store interior, management of retail personnel, credit and collection policies, and fundamental account-

ing control for both small and large retail operations. 60 hours; 5 credits.

### **OP-121 Office Procedures**

Covers normal office functions, including copying procedures, handling mail, telephoning techniques, handling travel arrangements, compiling statistical information, banking services, and arranging meetings. Job selection and human relations in the office are also covered. 60 hours; 4 credits. (Prerequisites: T-12; OP-132; OP-139, or equivalent.)

### **OP-130 Machine Transcription**

A practical course where intensive training is given in transcription machines. Training is given in specialized areas so the stenographer or secretary will have some familiarity with technical vocabulary and methods. 30 hours; 1 credit. (Prerequisite: T-12)

### **OP-132 Adding Machine Operations**

Basic operations and speed building on ten-key adding machines. Study includes addition, subtraction, multiplication, error correction and use of decimals, fractions, percentages, and credit balances. Emphasis is placed on correct fingering, speed, and accuracy. 30 hours; 1 credit. (Prerequisite: BA-50 is preferred but not required.)

### **OP-133 Calculators**

Covers the operation of printing and electronic calculators with emphasis on the special features of each, accuracy, and correct placement of decimals. Business problems are used to reinforce business math and accounting skills. 30 hours; 1 credit. (Prerequisite: OP-132, or equivalent. BA-50 is preferred but not required.)

### **OP-139 Filing**

An introductory course in filing methods, stressing alphabetic filing. Other systems including geographic, alpha-numeric, and subject filing are discussed briefly. 30 hours; 1 credit.

### **OP-250C Executive Secretarial Office Practice**

Through use of projects, the secretarial student applies the knowledge she has gained



## Course Descriptions

throughout the first part of her training. Each project makes use of a number of skills and requires judgment and decision making on the part of the student. The student must arrange and organize each project as closely as possible to the way she would do it in an actual office situation. 60 hours; 4 credits. (Prerequisites: OP-121 Office Procedures)

### **OP-250D Legal Secretarial Office Practice**

The student studies the professional ethics of a legal secretary, law office procedures, legal terminology, and legal typing. A variety of legal documents and their uses familiarizes her with operations that are unique to a law office. Legal Secretarial Office Practice is coordinated with Legal Secretarial Dictation Studies. 60 hours; 4 credits.

### **S-110 Century 21 Shorthand**

Covers the basic theory of Century 21 and introduces transcription. Tapes and live dictation aid in building writing skills. Much emphasis is placed on speed forms and the correct writing of outlines in order to make transcription easier. 120 hours; 4 credits. (Prerequisites: for full-course students, T-12 or equivalent; E-102 with a grade of 85 or better; E-104 with a grade of 90 or better. For special students a minimum of 40 wam typing speed is required.)

### **S-112 Shorthand Theory: Alphabetic**

Covers the basics of the alphabetic form of shorthand and introduces the student to transcription. The student learns the principles and rules involved, builds skill through taped and live dictation, and builds transcription speed. 120 hours; 4 credits. (Prerequisites — for full-course students — T-12 or equivalent; E-102 with a grade of 85 or better; E-104 with a grade of 90 or better. For special students a minimum of 40 wam typing speed is required.)

### **S-113 Dictation and Transcription**

For all shorthand students. Emphasis is on building speed and accuracy through live and taped dictation drill. To receive a diploma, students must achieve a minimum of 100 wam on three-minute tests and short tests dictated from new material. The letters will be graded by mailability standards. The student is urged, but not required, to attain 120 wam. If two 3-minute tests are passed at 120 wam, a pin will be awarded at graduation. 120 hours; 4 credits.

(Prerequisites: Successful completion of S-110 or S-111 or S-112 or equivalent; T-13—may be taken concurrently.)

### **S-200D Legal Dictation Studies**

Live and taped dictation is used to familiarize the student with shorthand forms for legal terms. Both speed and accuracy are stressed, along with legal vocabulary. Successful completion requires 100 wam on legal dictation. 60 hours; 4 credits. (Prerequisite: Successful completion of S-113)

### **T-10 Beginning Typewriting I**

This course is required of all full-course students who do not type or who type fewer than 25 wam. Basic instruction is given in learning the keyboard with practice to gain speed and fluency. Beginning Typewriting is available at no additional charge to full-course students. Minimum speed requirement for completion is 25 gwam with five or fewer errors and completion of lessons 1-25. See individual program outlines for notation on typing requirements. 30 hours; 1½ credits.

### **T-11 Beginning Typewriting II**

Provides basic instruction to enable the student to type simple business letters, memos, and reports. Minimum speed requirements for completion are 35 gwam with five or fewer errors for Business Administration, General Accounting, and Fashion Merchandising students. All others: minimum speed requirement of 40 gwam with five or fewer errors and complete lessons 26-50. 30 hours; 1½ credits.

### **T-12 Intermediate Typewriting I**

Reports, word division, proofreader's marks, postal cards, centering, and machine parts are studied. Modified block, block, and AMS simplified style letters are covered, along with special parts of the letter. Production typewriting is introduced and speed and control emphasized. Requires a minimum of 40 nwam for successful completion with five or fewer errors and complete lessons 51-75. 30 hours; 1½ credits. (Prerequisite: T-11 or equivalent)

### **T-13 Intermediate Typewriting II**

Manuscript typing with footnotes, headings, and bibliography; tabulated reports; typing from corrected copy; numbers, symbols and abbreviations; and continued emphasis on

## Course Descriptions

speed and control, technique improvement, and production typing. A minimum of 50 nwam is required for successful completion with five or fewer errors and complete lessons 76-100. 30 hours; 1¼ credits. (Prerequisite: T-12, or equivalent)

### T-14 Advanced Typewriting I

Typing outlines and financial reports; arranging and positioning data and production typing and speed building are covered. Emphasis is on practical application of typing skills, speed and accuracy. A minimum of 55 nwam is required for successful completion with five or fewer errors and complete lessons 101-125. 30 hours; 1¼ credits. (Prerequisite: Successful completion of T-13 or equivalent established through testing.)

### T-15 Advanced Typewriting II

Covers legal forms, military and governmental variations, further practice preparing final copy from rough and corrected drafts and statistical information presentation. Continued emphasis is placed on production, speed building, and accuracy. Secretarial students must reach 60 nwam with no more than five errors to receive a passing grade and complete lessons 126-150. 30 hours; 1¼ credits. (Prerequisite: Successful completion of T-14 or equivalent established through testing.)

### TT-1 Travel Industry Orientation

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

### TT-2 Official Airline Guide

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

### TT-3 Reservations Procedures

Provides the student with basic sales fundamentals dealing with customer require-

ments for travel accommodations. Trains the student to properly construct messages related to passenger reservations using correct codes designating actions required. Also provides the student with basic skills and knowledge to effectively understand and use a computer console (agent set) for travel arrangements. 20 hours; 1 credit. (Prerequisite: TT-2, or equivalent)

### TT-4 Travel Agency Operations

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

### TT-5 Steamships, Hotels, Rental Cars

Provides the student with a knowledge and the skills necessary to competently select and book appropriate accommodations for a client through steamship lines, hotels and rental car agencies. 25 hours; 2 credits. (Prerequisite: TT-1, or equivalent)

### TT-6 Ticketing (Domestic)

Enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute domestic fares in accordance with accepted industry standards. 100 hours; 6 credits. (Prerequisite: TT-3 and TT-7 or equivalent)

### TT-7 The Geography of Travel

Provides the student with a working knowledge of the major geographic areas and subdivisions of the world related to international travel and tourism in support of travel planning. Domestic and international gateway cities in the Eastern and Western Hemispheres are included. 25 hours; 2 credits.

### TT-8 Ticketing (International)

Enables the student to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute international fares in accordance with accepted industry standards. 100 hours; 6½ credits. (Prerequisite: TT-6, or equivalent)

## Course Descriptions

### **TT-9 Group and Tour Travel**

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

### **TT-10 Computer Operation**

The student is taught to use the computer to make scheduled air travel, specify flight service features, arrange ground transportation, calculate fares, validates and prints an airline ticket on demand. 40 hours; 2½ credits.

## Examination Of Student Records

1. All students attending this post-secondary institution shall have the right to review their academic records, including grades, attendance and counseling. (Parental Financial Information is excepted).

2. Records are supervised by the School Director and access is afforded by School Officials for purposes of recording grades, attendance and counseling, as well as determining financial aid eligibility.

3. Students may request a review by writing the School Director at the address set forth in the catalogue, and such review will be allowed at regular school hours under appropriate supervision. Students may also obtain copies of their records at a charge of 10¢ per page.

4. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing, stating fully the reason therefor. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded.

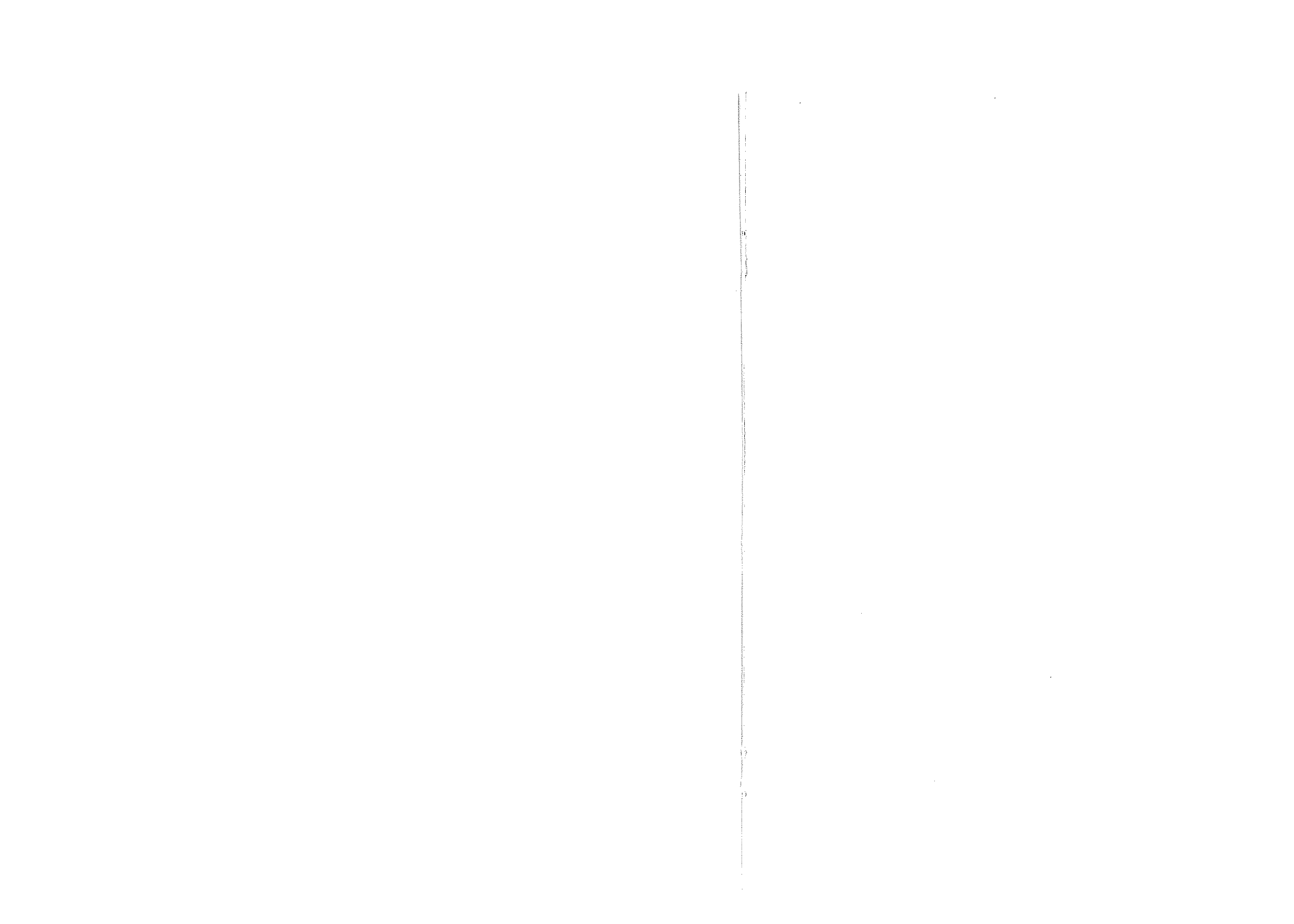
(a) The instructor and/or counsellor involved will review the written challenge and if desirable meet with the student and then make a determination to retain, change or delete the disputed data.

(b) Should further review be requested by the student, the School Director will ~~conduct a hearing at which the student shall be afforded a full and fair opportunity to~~ present evidence relevant to the disputed issues. The student shall be notified of the Director's decision, which will be final.

(c) A copy of the challenge and/or a written explanation respecting the contents of the student record will be included as part of the student's permanent record.

5. "Directory Information" showing student's name, address, telephone, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless the request to omit such information is presented in writing within 10 days of enrollment.

6. As a post-secondary educational institute, parental access to student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.





# PARKS

## **Parks College, Inc.**

The Educational Plaza  
7350 North Broadway  
Denver, Colorado 80221  
(303) 426-1808

### **ACCREDITED BY:**

The Accrediting Commission of the Association of  
Independent Colleges and Schools  
The Accrediting Commission of the National Association  
of Trade and Technical Schools  
Council on Medical Education of the American Medical Association  
in cooperation with the Curriculum Review Board of the American  
Association of Medical Assistants  
Recognized for training by Bureau of Indian Affairs.

### **APPROVAL HAS BEEN GRANTED BY THE FOLLOWING AGENCIES FOR MOST PARKS COLLEGE COURSES:**

The State Approval Agency for Veterans' Education  
Colorado State Board for Community Colleges and  
Occupational Education  
Comprehensive Employment and Training Act of 1973  
National Vocational Rehabilitation Act of 1920  
Social Security Student's Dependents Act  
Railroad Retirement Student's Dependents Act  
Civil Service Retirement Student's Dependents Act  
War Orphan's Educational Assistance Act

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

### **MEMBER OF:**

Administrative Management Society  
Association of Independent Colleges and Schools  
Colorado Private School Association  
Denver Chamber of Commerce  
National Association of Trade and Technical Schools



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**Denver**  
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