

PARKS JUNIOR COLLEGE

Established 1895

1991 - 1993 GENERAL CATALOG

Volume 16, Number 1

"Leave the dreams of yesterday, take the torch of knowledge, and build the dreams of the future."

- Marie Curie

Mailing Address

Parks Junior College
9065 Grant Street
Denver, CO 80229

Phone (303) 457-2757

Parks Junior College
6 Abilene Street
Aurora, CO 80011

Phone (303) 367-2757

MISSION AND OBJECTIVES

Mission Statement

Parks Junior College is dedicated to preparing students for opportunities through academic and occupational programs which are continually reassessed to respond to the changing needs of its community. This metropolitan college serves people from diverse backgrounds through individualized and group instruction. Parks Junior College offers its students the opportunities to develop skills specific to their field of study, as well as to achieve their personal goals by encouraging patterns of self-sufficiency and life-long learning.

Parks Junior College Objectives

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

To assist all students in achieving a general education background.

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

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

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

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

To provide job placement services for graduates.

PARKS JUNIOR COLLEGE GENERAL CATALOG

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Volume 16

Statement of Nondiscrimination

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

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

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

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

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

This catalog is incomplete without current tuition supplement.

EMERGENCY PHONE NUMBERS

24 Hour Crisis Lines

Mental Health Centers

Adams County	287-8001
Arapahoe County	795-6187
Aurora	693-9500
Jefferson County	425-0300

Other 24 Hour Lines

Comitis Crisis Center	343-9890
Denver General Hospital	893-7001
Suicide/Depression Hotline	860-1200
Mt. Airy	320-7676
	1-800-874-4669
Poison/Drug Center	629-1123
Servicios de La Raza	458-5851
Suicide/Crisis	756-8485
	789-3073
	757-0988

SPECIALIZED SERVICES

AIDS Information	830-2437
Alcoholics Anonymous	322-4440
Alcoholism/Drug Abuse Information	825-8113
American GI Forum	893-3745
LIS'N (noon-midnight)	894-9000
Denver Indian Center	320-3974
Child Care, United Way	833-8900

Other referral numbers available through Parks Junior College Student Success Center, North Campus, 457-2757 (Ask for the Counselor) or the Aurora Campus Academic Department, 367-2757.

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FROM THE PRESIDENT'S DESK

Welcome to Parks Junior College. We are delighted that you are coming to our college. The faculty and staff are eager to meet you and to offer support in helping you sharpen your skills for the opportunities and challenges that lie ahead. We want to assist you in attaining your goals.

Parks Junior College has a long and rich history of "Educating for Employment." Our graduates enjoy job placement assistance throughout their careers to ensure success.

You are entering college at an exciting time in the history of America and the world. Never before have so many new job opportunities been available to those who have taken the time to receive the sound education and training that afford self-satisfaction and unlimited rewards.

We would be happy to have you visit either of our two campuses and learn more about our programs.

Linda S. Bowman
President

HISTORY

Parks Junior College, Established in 1895

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

In 1982, Mr. Gerald C. Phillips purchased the College, making it an important part of the expanding system of Phillips Colleges. In 1987, the College relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver. To better serve students throughout the metropolitan area, in 1989 Parks Junior College opened a branch campus in Aurora, southeast of Denver.

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

PROFESSIONAL RECOGNITIONS

Parks Junior College is accredited as a junior college of business by:

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

Parks Junior College is chartered by:

The Colorado Secretary of State

Parks Junior College is approved by:

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

Parks Junior College is authorized to grant associate degrees by:

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

Parks Junior College is approved and regulated by:

The Division of Private Occupational Schools, Department of Higher Education

Parks Junior College Medical Assisting program is accredited by:

The Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the American Association of Medical Assistants (North Campus Only)

Parks Junior College Institutional Memberships:

American Association of Community and Junior Colleges
American Council on Education
Colorado Alliance of Business
American Association of Collegiate Registrars and Admissions Officers
International Business Association of the Rockies
Hispanic Chamber of Commerce
Metro North Chamber of Commerce
Greater Denver Chamber of Commerce
Colorado Association of Commerce and Industry
Aurora Chamber of Commerce

Accreditation

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

The Campus

FACILITIES & EQUIPMENT

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

The Aurora branch campus is located at #6 Abilene, overlooking Interstate 225. This campus opened in the fall of 1989, complete with laboratories, classrooms, resource center, administrative offices, and student services center. Unless otherwise noted, most policies apply to both campuses. Call the respective campus for further information.

Handicap Access

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

GENERAL CONDUCT AND COLLEGE JURISDICTION

Education is preparation for professional life. Ethics are among the most important qualities that professionals possess. All students are expected to adhere to high ethical standards. Any work produced by dishonest means cannot be accepted.

Parks Junior College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Parks Junior College will strive to maintain a campus free from drug and alcohol abuse.

The manufacture, possession, distribution, or use of illegal drugs or alcohol is prohibited on the campus, including school grounds. Any violation of this policy will warrant disciplinary actions, up to and including expulsion, and may also result in local, state, and/or federal criminal charges.

Students and employees are to notify management of Parks Junior College of any criminal drug statute violation occurring in the institution no later than five days after such violation. The college will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Ave. SW, (ROB-3) Washington, DC 20202, of such violation within ten days after receiving such notice.

This school will assist students and employees in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

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

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

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

CAREER PLACEMENT AND PLANNING OFFICE

One of the many benefits derived from being a graduate from Parks Junior College is the graduate placement service. The career placement and planning office is a graduate services center, offering placement assistance to graduates throughout their careers.

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

In their final term, students are expected to attend preparation classes to assist them in the career placement referral process. Parks Junior College prepares the graduate educationally for employment and assists in their job search, but, like all institutions, we cannot guarantee employment.

ACADEMIC CALENDAR 1991 - 1993

Winter Term 1991

January 14
January 21
February 22
February 25
March 25-29
April 12

Even Term Begins
Martin Luther King Holiday
Odd Term Ends
Odd Term Begins
Spring Vacation
Even Term Ends

Spring Term 1991

April 15
May 24
May 27
May 28
July 4
July 5

Even Term Begins
Odd Term Ends
Memorial Day Holiday
Odd Term Begins
Independence Day Holiday
Even Term Ends

Summer Term 1991

July 8
July 29-August 2
August 23
August 26
September 2
October 4

Even Term Begins
Summer Vacation
Odd Term Ends
Odd Term Begins
Labor Day Holiday
Even Term Ends

Fall Term 1991

October 7
November 15
November 18
November 28
December 23-January 5, 1992
January 6, 1992
January 10, 1992

Even Term Begins
Odd Term Ends
Odd Term Begins
Thanksgiving Day Holiday
Christmas Holiday
Classes Resume
Even Term Ends

Winter Term 1992

January 13
January 20
February 21
February 24
March 30-April 3
April 10

Even Term Begins
Martin Luther King, Jr. Holiday
Odd Term Ends
Odd Term Begins
Spring Vacation
Even Term Ends

Spring Term 1992

April 13	Even Term Begins
May 22	Odd Term Ends
May 25	Memorial Day Holiday
May 26	Odd Term Begins
July 2	Independence Day Holiday
July 3	Even Term Ends

Summer Term 1992

July 6	Even Term Begins
August 3-7	Summer Vacation
August 21	Odd Term Ends
August 24	Odd Term Begins
September 7	Labor Day Holiday
October 2	Even Term Ends

Fall Term 1992

October 5	Even Term Begins
November 13	Odd Term Ends
November 16	Odd Term Begins
November 26	Thanksgiving Day Holiday
December 21-January 10, 1993	Christmas Holiday
January 11	Classes Resume
January 15	Even Term Ends

Winter Term 1993

January 18	Martin Luther King, Jr. Holiday
January 19	Even Term Begins
February 25	Odd Term Ends
March 1	Odd Term Begins
March 29-April 2	Spring Vacation
April 5	Even Term Ends
April 11	Even Term Begins

THE REGISTER

Parks Junior College is owned by Phillips Colleges, Inc.,
Gulfport, Mississippi.

Corporate Officers

Gerald C. Phillips, Chairman of the Board

Gerald D. Adams, President

Jeff L. Wasson, Senior Vice President

James R. Stanley, Vice President

Governing Board Serving the Public Interest

Dr. Margaret Carpenter, Mayor
City of Thornton

Dr. Kenneth Vedra, Assistant Superintendent
Adams County School District 50

Jack Shapiro, Executive Director
Humana Hospital

Clem Mulder, Plant Manager
Ralston Purina Company

James McElhiney, Vice President for Academic Affairs
Phillips Colleges, Inc.

Linda S. Bowman, President
Parks Junior College

Pat Draper-Hardy, Director
Parks Junior College - Aurora Campus

College Administration

President's Cabinet

Linda S. Bowman, M.A., President

Pat Draper-Hardy, B.S., Director of Aurora Campus

William C. Scott, M.Ed., Academic Dean

Kim E. Rosenquist, B.A., Business Manager

Dawn King, B.A., Director of Admissions

Jo Rosenquist, MT/ASCP, Director of High School Relations

Elizabeth Nethery, B.A., Adams State College

Director, Business Development and Training Center

Lou Rockwell, Director, Career Planning and Placement

Academic Administration

William C. Scott, M.Ed., University of Millersville

Academic Dean

Doug Zier, M.A., University of Maryland

Associate Dean, Day Division

Truett Clearman, M.A., University of Colorado at Denver

Associate Dean, Evening Division

Anne Willard, B.A., Hastings College

Registrar

Beth Brown, A.A.S., Parks Junior College

Academic Secretary

Lawrence Grieco, M.L.S., State University of New York at Buffalo

Library Director

Claire Davidson, M.Ed., University of Wyoming

Department Chairperson, General Education

Becky Emerson, B.A., Metropolitan State College

Department Chairperson, Travel and Tourism

Diane Hirsch, M.Ed., University of Pittsburgh

Department Chairperson, Secretarial Science

Rogene Lowe, M.T., Pacific Medical College

Department Chairperson, Medical Assisting

Jean Mindak, M.A., Saint Louis University

Department Chairperson, Developmental Studies

Mack Murray, J.D., University of Washington

Department Chairperson, Business Administration

Thomas Radinsky, Ph.D., University of Iowa

Department Chairperson, Computer Science

Hal Whatley, M.B.A./M.A., Temple University

Department Chairperson, International Business

Administrative Staff

Barbara Morger, Executive Secretary

Financial Aid Staff

Kim E. Rosenquist, B.A., Western State College
Business Manager

Sandy Love, B.A., Fort Lewis College
Chief Financial Aid Officer

Randy Hansen, A.A.S., Parks Junior College
Financial Aid Officer

Joyce Sitton, A.A.S., Parks Junior College
Financial Aid Officer

Career Placement and Planning Office

Lou Rockwell, Director

Nina Chandler, Career Specialist

Information Services Center

Carolyn Mitchell, A.A.S., Parks Junior College
Manager

AURORA CAMPUS

College Administration

Management Team

Pat Draper-Hardy, B.S., College Director
Anne Lugthart, B.S., Director of Admissions
Kayla Okafor, M.B.A., Academic Dean

Academic Administration

Kayla Okafor, M.B.A., University of Phoenix
Academic Dean
Jeri Ohlander, B.S., Colorado State University
Associate Dean, Evening Division
Denise Thomas, A.A.S., Mid West Business College
Registrar
Lawrence Grieco, M.L.S., State University of New York at Buffalo
Library Director

Financial Aid Staff

Coameca Day, Financial Aid Officer
Shelbie Elliott, Financial Aid Officer
Brenda Tilton, Financial Aid Officer

Career Placement and Planning Office

Sharon Wesemann, B.S., Illinois State University
Career Specialist

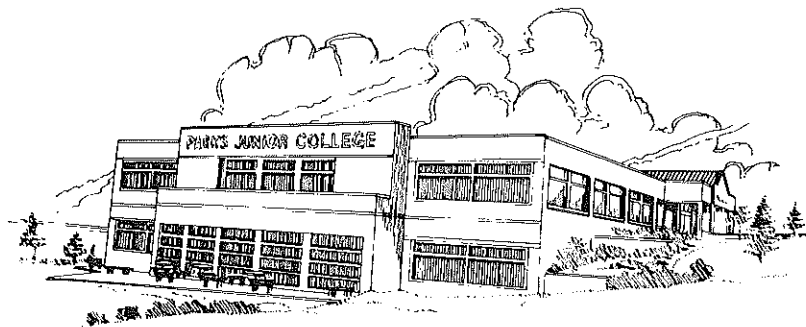
Office Hours

The North campus Academic Department is open Monday through Thursday from 7:00 a.m. to 9:40 p.m. and on Friday from 8:00 a.m. to 6:00 p.m. The Admissions Department is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., on Friday from 8:00 a.m. to 6:00 p.m., and on Saturday from 9:00 a.m. to 3:00 p.m. Interviews can be scheduled at other times by appointment. The Financial Aid office is open Monday through Thursday, from 8:00 a.m. to 9:00 p.m., Friday from 8:00 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to 3:00 p.m.

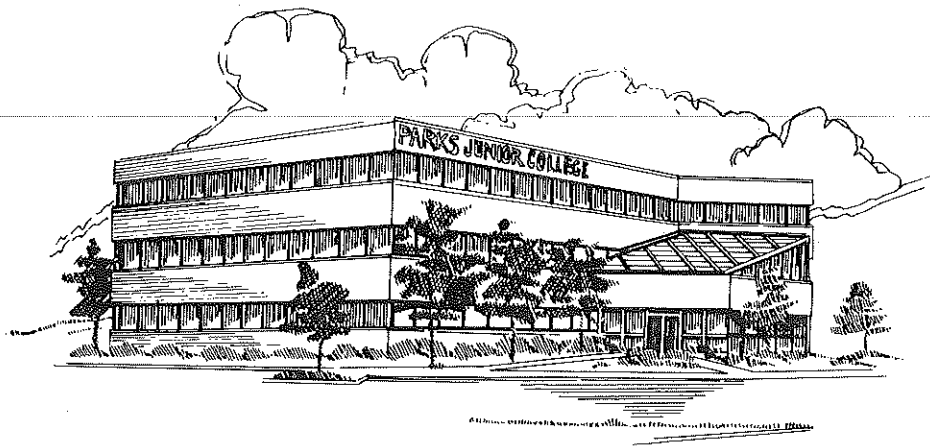
The Aurora campus Academic Department is open Monday through Thursday from 8:00 a.m. to 9:40 p.m. and on Friday from 8:00 a.m. to 12 noon. The Admissions Department is open Monday through Thursday from 9:00 a.m. to 8:00 p.m., on Friday from 8:00 a.m. to 6:00 p.m., and on Saturday from 9:00 a.m. to 1:00 p.m. Interviews can be scheduled at other times by appointment. The Financial Aid office is open Monday through Thursday, from 9:00 a.m. to 9:00 p.m., Friday from 9:00 a.m. to 6 p.m., and Saturday from 9:00 a.m. to 1:00 p.m.



Aurora Campus



Denver Campus



Aurora Campus

ADMISSIONS

Application

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

Phone: Denver North Campus (303) 457-2757
Aurora Campus (303) 367-2757

Entrance Requirements

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

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

Ability to Benefit Policy

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

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

Foreign Students

Foreign students must present written evidence of competency in English. For further information, interested foreign students should contact the North campus Admissions Department, (303) 457-2757 or Aurora campus (303) 367-2757.

Full-time Students

All students must be in full-time attendance unless they have approval by the Dean to take less than a full load. The academic workload is defined as any combination of courses, internship or externship, research or special studies, whether or not for credit, that the institution considers sufficient to classify the student as full time. A student must be enrolled in at least 36 credit or non-credit hours per academic year to be considered full time. Students who have permission to take less than a full load must understand that financial aid may be reduced.

Admissions Assessment

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

Transfer of Credits

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



Aurora Campus

FINANCIAL AID

Financial Aid Information

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

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

Financial Aid

Parks Junior College has followed a financial aid philosophy which 1) provides student access to financial aid funds to meet educational expenses, and at the same time, 2) attempts to keep student borrowing to the minimum. The financial aid packaging policy takes into consideration available funds which are managed by the Financial Aid office according to the needs of the students.

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

Financial Aid Eligibility

To be eligible for most financial aid programs, a student must be enrolled as a regular student in an eligible program of study and maintain a schedule of at least 36 credit or non-credit hours per academic year (nine-month period).

In addition, the student must:

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

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

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

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

Not be in default on a Title IV loan program previously received through any college

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

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

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

Verification of Student Aid Application Information

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

PELL Grant

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

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

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

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

Supplemental Educational Opportunity Grant

Supplemental Educational Opportunity Grants (SEOG) are awards for undergraduate students with exceptional financial need. To be eligible, a student must first be a PELL Grant recipient.

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

Colorado State Grant

Colorado State Grants (CSG) are awards for students with financial need. These funds are for Colorado residents and are reappropriated each fiscal year.

Colorado Undergraduate Merit Awards

Colorado Undergraduate Merit Awards are funds for students to assist with their post-secondary education. These funds will vary according to academic standing and other criteria. Students must apply for the Merit Award in the Financial Aid office.

Colorado Student Incentive Grant Program

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

Stafford Student Loan

Stafford Student Loans (formerly GSL) are low interest rate loans made to students by a lender. For new borrowers the APR is 8% for the first four years of repayment and 10% thereafter.

Students may borrow up to \$2,625 per academic year for programs up to two years in length.

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

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

PLUS and SLS Loans

Parent Loans for Undergraduate Students (PLUS) are for parent borrowers and Supplemental Loans for Students (SLS) are for independent student borrowers. These loans are made by lenders and have a variable interest rate, adjusted annually. Maximum interest rate will be 12%.

The maximum award allowed for each academic year is \$4,000 and the borrower may have to undergo a credit analysis.

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

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

Perkins Loan

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

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

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

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

College Work Study

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

For more information, contact the Financial Aid office.

Acceptance of Prior Credit

Credits accepted by the Academic Dean as transferable from another institution of higher learning or through testout procedure will be credited to the student's program cost at \$50 per transferred credit hour. This credit will be made in the graduating student's last term.

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

Cash Installment Payments

All students are eligible for cash payments which will be set up by the Financial Aid office. Students are required to sign a promissory note and must make prompt payments. Payments must be made within ten days of billing.

Standards of Satisfactory Progress

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

Grade Point Average

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

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

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

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

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

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

Progression Toward Completion of Degree or Academic Objective

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

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

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

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

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

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

Parks Junior College Refund Policy

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

Cancellation Prior to Commencement of Classes

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

Withdrawals After Commencement of Classes

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

- A. For an applicant terminating within the first week of the program, the student shall be entitled to a refund of 100 percent of the program cost.

- B. For a student terminating during the first 10 percent of the program, the student shall be entitled to a refund of 90 percent of the program cost, less a withdrawal processing fee of \$150.
- C. For a student terminating after the first 10 percent or any portion up to and including 25 percent of the program, the student shall be entitled to a refund of 75 percent of the program cost, less a withdrawal processing fee of \$150.
- D. For a student terminating after 25 percent or any portion up to and including 50 percent of the program, the student shall be entitled to a refund of 50 percent of the program cost, less a withdrawal processing fee of \$150.
- E. For a student terminating after 50 percent or any portion up to and including 75 percent of the program, the student shall be entitled to a refund of 25 percent of the program cost, less a withdrawal processing fee of \$150.
- F. A student terminating training after 75 percent of the program will not receive a refund.
- G. The percent of completion is based on the credit hours attempted for the program divided by the total credit hours in the program. Refunds are calculated from the first date of entrance to the last day of actual attendance.

Refund Attribution Policy

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

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

Title IV Funds

1. Student Loans
2. Perkins Loan
3. Supplemental Educational Opportunity Grant
4. Pell Grant
5. Colorado Student Incentive Grant Program
6. Student

State Funds

1. Colorado Student Grant
2. Colorado Undergraduate Merit Award

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

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

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

STUDENT LIFE

Counseling Services

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

Student Success Counselor. The counselor in the Student Success Center is available to help students have a successful college experience. No problem is too large or too small to take to the Student Success Counselor. General counseling needs and referrals for outside help are handled by the Student Success Counselor.

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

Department Chairperson. Questions or concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chairperson.

Associate Dean. If the student has a question regarding curriculum progress, changing programs, or class schedule conflicts, he or she should consult with the Associate Dean for the Day or Evening Division.

Academic Dean. If the student needs further counseling of an academic nature, the student should consult the Academic Dean. Students attending the Aurora campus are encouraged to arrange a meeting with the College Director if further assistance is required or concerns are unresolved.

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

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

Drug Counseling

Parks Junior College does not have on-site drug counseling personnel. However, the college does offer counseling referral services through the Student Success Counseling office and the Career Placement and Planning office.

Tutoring

Tutoring is available free of charge to day and evening students at posted hours.

Graduation

Graduation ceremonies are held twice each year--in the spring and in the fall. Students who have completed all requirements for graduation are eligible to participate in the ceremony. A 2.00 cumulative grade point average and clear financial status are requirements for graduation. All eligible students must complete an application for graduation during registration for their final term.

Health and Safety

The college maintains first aid supplies for minor injuries that may be incurred while students are attending classes. A student with a history of an illness requiring special attention should notify the college at the time of enrollment. Any student injured on the premises will be taken to the nearest hospital with all charges billed to the student. The college is not liable for any student injured on campus.

Housing

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

Make Up Days

If the college is unable to hold classes because of weather conditions or unforeseen circumstances, classes will be rescheduled.

Information Resource Library

Parks Junior College Information Resource Library (North and Aurora campuses) has books and periodicals of interest to students, faculty, and staff. Textbooks are available on reserve for use in the library. A variety of media, including VCR, television, and slide projectors is available for in-school use. The North campus has an agreement with the Thornton branch of the Adams County Library for students to take advantage of their services. Aurora students may take advantage of the Aurora Public Library's services.

Military Drill Regulations

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

President's List

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

Dean's List

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

Special Recognition

SUMMA CUM LAUDE GRADUATES

During graduation ceremonies, Parks Junior College recognizes those degree graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

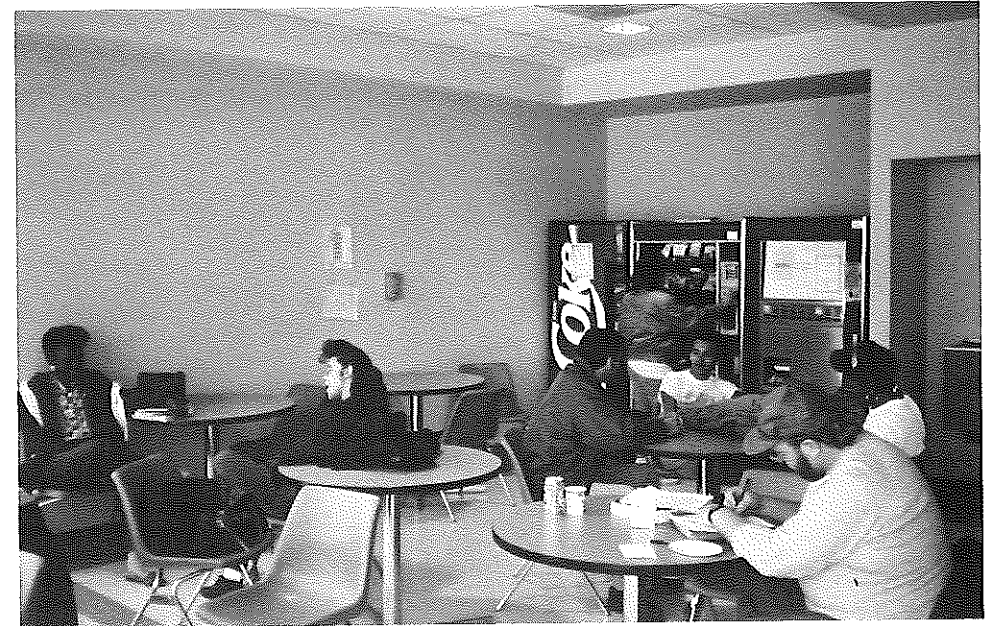
Students with a record of high scholastic achievement, community involvement, and service to the college may be named to the nationally recognized registry, "Who's Who Among Students in American Junior Colleges."

Parking Lot

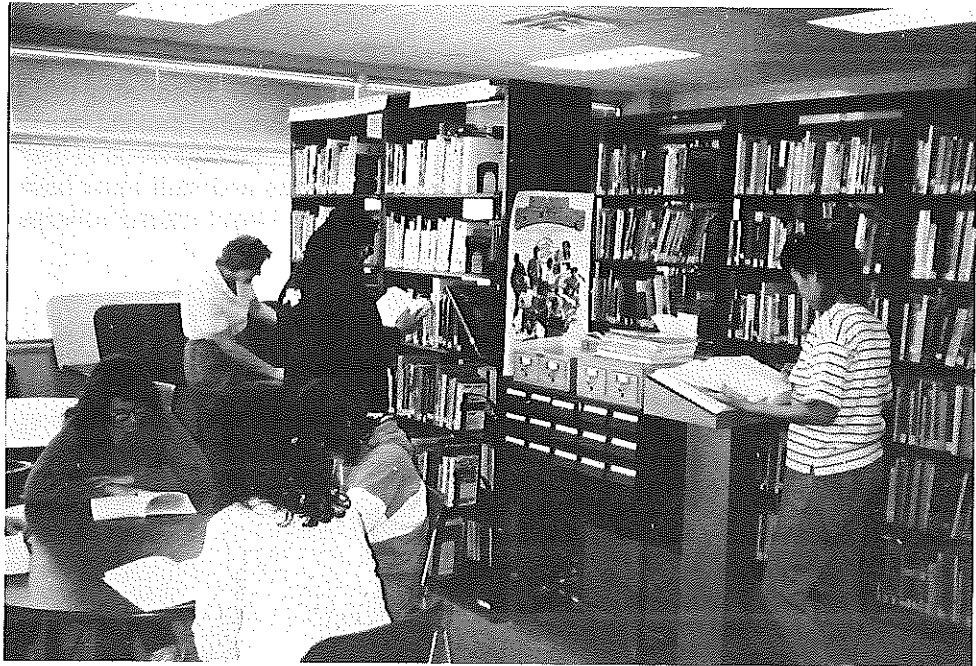
Parks Junior College provides off-street, lighted, free parking. In addition, there are handicap spaces, visitor parking, and seasonal motorcycle parking areas available. All persons using the parking lot are requested to be courteous in their parking and to keep posted fire lane areas open. Students and staff must have parking stickers appropriately displayed on their vehicles. Unauthorized vehicles may be towed.

Student Lounge

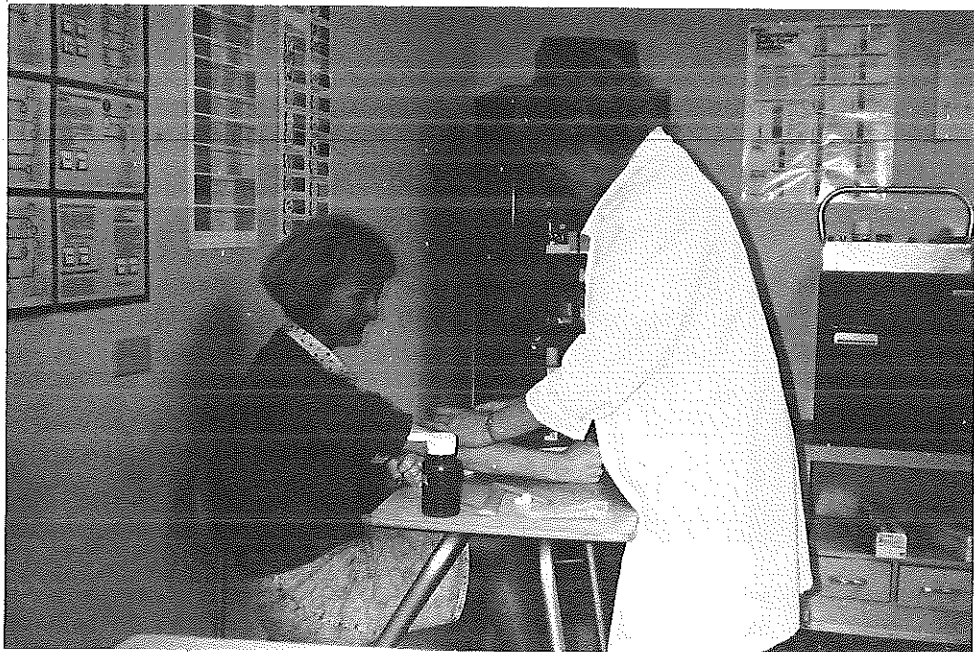
The student lounge is available for student relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven. Eating, drinking, and smoking are prohibited in all classrooms. Smoking is prohibited in the Aurora campus facility.



Denver Campus



Denver Campus



Denver Campus

ACADEMICS

Academic Session

The academic session for the degree and diploma programs at Parks Junior College is based upon 12-week terms. Please consult the college calendar for specific dates.

Acceptance of Prior Credit

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

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

Only course work with a 2.0 grade point average or higher will be considered for evaluation. Course work taken over ten years prior to admission will not be evaluated.

Double Majors

A student wishing to pursue a double major at Parks Junior College must be enrolled in an associate degree program and must complete the requirements for both majors.

Life Experience

Academic credit may be granted for pertinent life experience. Such experience must be comparable to actual course work, and must be presented through written documentation. A committee of faculty members from the appropriate department and the Academic Dean will determine the acceptability of submitted material for academic credit.

Advanced Placement

Students may request to take challenge examinations in certain introductory courses.

Information about the CLEP (College-Level Examination Program) is available in the Registrar's or Academic Dean's office.

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

Attendance Policy

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

Day Division Attendance Policy--Six-Week Term Classes

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

Day Division Attendance Policy--Twelve-Week Term Classes

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

Day Division Attendance Policy--Developmental Classes

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

Evening Division Attendance Policy--Six-Week Term Classes

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

Evening Division Attendance Policy--Twelve-Week Term Classes

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

Evening Division Attendance Policy--Developmental Classes

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

Consecutive Absences for All Classes--Both Divisions

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

This attendance policy will be strictly enforced. All absences are a part of the student's permanent record.

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

Readmittance to Class

A student who has exceeded absences because of medical emergency or other extraordinary circumstances may, with the permission of the Associate Dean and the course instructor, be readmitted to class. Reason for excessive absence may need to be verified.

Change of Program

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

Class Period

A standard class period for courses held in the Day Division is 50 minutes in length. A standard class period for courses held in the Evening Division is three hours and forty minutes.

Class Schedules

Classes may be offered Monday through Saturday from 7:15 a.m. to 9:40 p.m. Full-time students take a course load of 12-16 credit hours per term.

Faculty and staff are available to assist students who need extra help or advising.

Credit Hours

One quarter credit hour is equal to 10 theory hours, 20 lab hours, or 30 externship hours.

Inter-Campus Transfers

Course work successfully completed at either the North or Aurora campus is transferable to the other campus of Parks Junior College. However, not all courses are offered on both campuses. Consult the Associate Dean for additional information.

Student Load

Twelve or more credit hours during a regular term is a full-time course load. Six or more credit hours during a six-week term is a full-time course load.

Students who, under unusual circumstances, wish to carry more than sixteen credit hours during a regular term must receive approval from Financial Aid, the Academic Dean, and appropriate academic advisor. Students who complete less than 12 hours a term may jeopardize their financial aid and graduation date.

Developmental Education

To ensure the success of its students, Parks Junior College offers a Developmental Education program for those students in need of intensified study in basic skills areas.

Directed Study

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

Auditing a Course

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

Class Audit Refresher Education

C.A.R.E. is a benefit for Parks Junior College graduates. It allows our graduates to keep their skills sharp and knowledge updated. Graduates of Parks programs may return to audit a class at no charge if:

1. The graduate has already completed the class for credit and has received a passing grade.
2. Space permits on the first day of class.

Graduates may take courses that they did not take previously without enrolling in a full program. The cost will be determined by the number of credit hours of the class and the regular cost per credit hour.

Due Process and Student Appeal

Parks Junior College recognizes the rights of students as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If a student wishes to appeal a decision other than a grade, a written statement of appeal must be submitted to the Academic Dean within 15 calendar days of the issue in appeal.

The Academic Dean will convene the Appeal Board to consider the request for appeal within 72 hours of receipt of the written request. The decision of the Appeal Board is binding and final.

Dress Code

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

Electives

Courses designated as electives may be taken by students in diploma and degree programs. The choice of electives is determined by availability within the schedule. Academic Advisors will recommend appropriate electives for students in each program.

Grade Point Average Computation (GPA)

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

Sample computation:

COURSE	GRADE	CREDITS		QUALITY POINTS
College English	A	4	x	4 = 16
Keyboarding	B	3	x	3 = 9
College Math	C	4	x	2 = 8
Word Processing	B	<u>3</u>	x	<u>3 = 9</u>
Totals		14		42

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

Grading Standards

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

LETTER GRADE	QUALITY POINTS
A Excellent	4.0
B Above Average	3.0
C Average	2.0
D Below Average	1.0
F Failure	0.0
S Satisfactory	0.0
U Unsatisfactory	0.0
WP Withdrawal Passing	0.0
WF Withdrawal Failing	0.0
TO Test Out	0.0
TC Transfer Credit	0.0
AU Audit	0.0
NC Non Credit	0.0

Learning Agreement

The learning agreement is our way of encouraging students to participate more directly in their education and to take responsibility for accomplishing their career goals.

Each letter grade has an associated list of objectives which must be met to earn a particular grade. Tests, quizzes, and assignments are also used to help assess progress and achievement. Instructors and students review each learning agreement periodically during the term to assure satisfactory progress is being made. The agreement is subject to renegotiation, with the approval of the instructor, anytime during the first two-thirds of the course.

Registration for Continuing Students

Students currently enrolled in school will register for the new term on a designated date prior to the end of the term. It is important that students meet with their advisors and fulfill financial obligations prior to registration.

Records

The college maintains complete records for each student in the Registrar's office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to properly qualified

institutions and individuals upon the written request of the student. Students must be in good standing with the institution. Upon graduation, students receive one free official transcript with their diplomas. Additional copies are two dollars each. Parks Junior College adheres strictly to the Family Educational Rights and Privacy Act of 1974 and does not release any information regarding any student without the student's written consent.

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

Retakes

Students who withdraw from or fail a course may retake that course for a higher grade. Retake courses will be charged according to the current cost per credit hour in the tuition supplement. Any additional books required for retakes will also be charged to the student.

Upon successful completion of the course, the higher grade for the course will be recorded on the student's final academic transcript. The student's financial aid file will be documented as explanation for the total hours attempted by the student.

Standards of Satisfactory Progress

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

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

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

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

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

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

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

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

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

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

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

Re-entrance

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

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

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

Textbooks and Course Materials

Textbooks and course material needed for individual courses are issued to students as part of the textbook loaner program. Students are responsible for the texts until they are returned at the end of the term. Students who wish to purchase their textbooks may do so by making arrangements with the Financial Aid office. Students may not be issued textbooks for every course taken.

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

Veterans Information

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

Not all programs are approved for Veterans training. Students should check with the Registrar for approved course information.

Withdrawal from College

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

Course Withdrawal

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

WP-Withdrawal Passing

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

WF-Withdrawal Failing

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

F-Failing

If a student withdraws during weeks eight through twelve of the regular term or weeks five through six of the six-week term, the student will receive an F. The F does affect the student's grade point average until the class is retaken and a higher grade given. Students are advised to retake a failed class as soon as possible in order to positively impact their grade point average.

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

General Business Certificate

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

PROGRAMS

PROGRAMS OF STUDY

Degree Programs: Associate of Applied Science Degree

Accounting/Minor Computer Applications
Business Administration/Minor Computer Applications
Business Administration/Minor Travel and Tourism
Computer Science
Executive Office Administration
Executive Office Administration/Legal Secretarial Emphasis
Executive Office Administration/Medical Secretarial/Transcription Emphasis
International Business
Medical Assisting
Paralegal Studies

Diploma Programs:

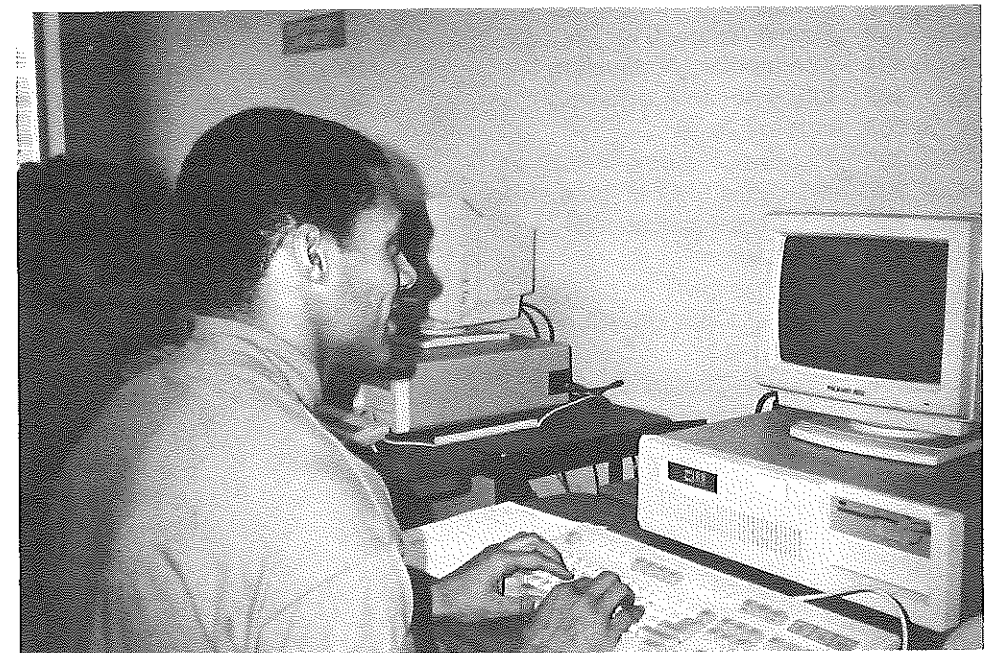
Legal Secretarial (Aurora Campus Only)
Word Processing (Aurora Campus Only)

Certificate:

General Business



Denver Campus



Denver Campus

**The Associate of Applied Science Degree In
Accounting/Minor In Computer Applications (AAC/CA)**

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

Total Credit Hours Required: 96

Total Hours: 960

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 110	Payroll Accounting	40		4
ACC 201	Intermediate Accounting I	40		4
ACC 202	Intermediate Accounting II	40		4
ACC 203	Income Taxes	40		4
ACC 204	Financial Statement Analysis	40		4
ACC 205	Principles of Cost Accounting	40		4
BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
CSC 100	Intro. to Computer Concepts	40		4
CSC 102	Lotus 1-2-3	40		4
CSC 105	Program Theory and Design	40		4
CSC 115	BASIC Programming	40		4
CSC 251	Database Concepts	40		4
				<u>4</u>
				64

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics**	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra**	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			24

ELECTIVES

BUS 150	Insurance	40	4
MGT 204	Principles of Supervision	40	4
MGT 205	Small Business Management	40	4
MKT 201	Principles of Marketing	40	4
MKT 202	Salesmanship	40	4
MKT 204	Principles of Retailing	40	4
MKT 205	Advertising	40	4
MKT 206	Public Relations	40	4
SEC 104	Records Management/Ten-Key Fundamentals	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE AAC/CA PROGRAM

8 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION
OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

**The Associate of Applied Science Degree in Business
Administration/Minor in Computer Applications (ABA/CA)**

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

Total Credit Hours Required: 96

Total Hours: 960

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 201	Intermediate Accounting I	40		4
ACC 204	Financial Statement Analysis	40		4
ACC 205	Principles of Cost Accounting	40		4
BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
CSC 100	Intro. to Computer Concepts	40		4
CSC 102	Lotus 1-2-3	40		4
CSC 105	Program Theory and Design	40		4
CSC 115	BASIC Programming	40		4
CSC 251	Database Concepts	40		4
MGT 204	Principles of Supervision	40		4
MGT 205	Small Business Management	40		4
MKT 201	Principles of Marketing	40		4
				<u>4</u>
				60

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics**	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra**	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	4
			<u>4</u>
			24

ELECTIVES

ACC 110	Payroll Accounting	40	4
ACC 202	Intermediate Accounting II	40	4
ACC 203	Income Taxes	40	4
ACC 205	Principles of Cost Accounting	40	4
BUS 150	Insurance	40	4
MKT 202	Salesmanship	40	4
MKT 204	Principles of Retailing	40	4
MKT 205	Advertising	40	4
MKT 206	Public Relations	40	4
SEC 104	Records Management/Ten-Key Fundamentals	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE ABA/CA PROGRAM

12 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

**The Associate of Applied Science Degree in Business
Administration/Minor In Travel and Tourism (ABA/TT)**

The degree program brings together courses in business with emphasis on sales, marketing, and management with an overall view of the tourism industry. The program will prepare the student for a wide variety of entry-level positions in the travel industry.

Total Credit Hours Required: 96

Total Hours: 960

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Income Taxes	40		4
BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
CSC 100	Intro. to Computer Concepts	40		4
MGT 204	Principles of Supervision	40		4
MGT 205	Small Business Management	40		4
MKT 201	Principles of Marketing	40		4
MKT 202	Salesmanship	40		4
TVL 101	Introduction to Travel	40		4
TVL 102	Supplemental Industry Resources	40		4
TVL 201	Ticketing and Tariffs I	40		4
TVL 202	Ticketing and Tariffs II	40		4
TVL 203	Fundamentals of Leisure Planning	40		4
TVL 204	Computer Training I	40		4
				<u>4</u>
				64

GENERAL EDUCATION

(Required: 32 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America***	40	4
GEO 111	Geography of Europe and South America***	40	4
GEO 112	Geography of Africa, Asia, and South Pacific***	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities**	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	4
			<u>4</u>
			32

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE ABA/TT PROGRAM

***TWO OF THESE MUST BE CHOSEN

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

The Associate of Applied Science Degree in Computer Science (ACS)

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

Total Credit Hours Required: 96

Total Hours: 960

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
ACC 110	Payroll Accounting	40		4
BUS 105	Business Applications	40		4
CSC 100	Intro. to Computer Concepts	40		4
CSC 105	Program Theory and Design	40		4
CSC 115	BASIC Programming	40		4
CSC 117	Operating Systems	40		4
CSC 220	Systems Analysis and Design	40		4
CSC 231	Structured COBOL	80		8
CSC 241	C Programming Language	40		4
CSC 246	Programming Workshop	40		4
CSC 251	Database Concepts	40		4
				<u>4</u>
				52

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing**	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra**	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			24

TECHNICAL ELECTIVES

(Required: 12 credit hours)

CSC 102	Lotus 1-2-3	40	4
CSC 122	RPG II/III Programming	40	4
CSC 211	FORTRAN	40	4
CSC 216	Pascal	40	4
CSC 290	Computer Industry Research	40	<u>4</u>
			12

ELECTIVES

ACC 204	Financial Statement Analysis	40	4
MGT 204	Principles of Supervision	40	4
MGT 205	Small Business Management	40	4
MKT 206	Public Relations	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE ACS PROGRAM

8 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION, TECHNICAL ELECTIVES, OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

The Associate of Applied Science Degree in Executive Office Administration (AEO)

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

Total Credit Hours Required: 96

Total Hours: 1020

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
BUS 105	Business Applications	40		4
CSC 100	Intro. to Computer Concepts	40		4
CSC 102	Lotus 1-2-3	40		4
KYB 101	Keyboarding	20	20	3
KYB 102	Formatting	20	20	3
KYB 110	Skillbuilding I		20	1
KYB 111	Skillbuilding II		20	1
KYB 112	Skillbuilding III		20	1
MGT 204	Principles of Supervision	40		4
SEC 104	Records Management/Ten-Key Fundamentals	40		4
SEC 201	Electronic Office Procedures	40		4
SEC 210	Executive Office Procedures	40		4
SPD 101	Speedwriting Theory	80		8
WPR 101	Word Processing Applications I	40		4
WPR 102	Word Processing Applications II	40		4
WPR 205	Word Processing Applications III	20	20	<u>3</u>
				60

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics**	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			24

ELECTIVES

ACC 102	Principles of Accounting II	40	4
ACC 110	Payroll Accounting	40	4
BUS 110	Civil Law	40	4
BUS 111	Business Law	40	4
LGL 101	Legal Office Procedures	40	4
MGT 205	Small Business Management	40	4
MKT 205	Advertising	40	4
MKT 206	Public Relations	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE AEO PROGRAM

12 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION
OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

The Associate Of Applied Science Degree In Executive Office Administration/Legal Emphasis (AEO/LS)

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

Total Credit Hours Required: 96

Total Hours: 1020

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
CSC 100	Intro. to Computer Concepts	40		4
KYB 101	Keyboarding	20	20	3
KYB 102	Formatting	20	20	3
KYB 110	Skillbuilding I		20	1
KYB 111	Skillbuilding II		20	1
KYB 112	Skillbuilding III		20	1
LGL 101	Legal Office Procedures	40		4
MGT 204	Principles of Supervision	40		4
SEC 104	Records Management/Ten-Key Fundamentals	40		4
SEC 201	Electronic Office Procedures	40		4
SPD 101	Speedwriting Theory	80		8
WPR 101	Word Processing Applications I	40		4
WPR 102	Word Processing Applications II	40		4
WPR 205	Word Processing Applications III	20	20	<u>3</u>
				60

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics**	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	4
			<u>4</u>
			24

ELECTIVES

ACC 101	Principles of Accounting I	40	4
ACC 110	Payroll Accounting	40	4
CSC 102	Lotus 1-2-3	40	4
MGT 205	Small Business Management	40	4
MKT 205	Advertising	40	4
MKT 206	Public Relations	40	4
SEC 210	Executive Office Procedures	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE AEO/LS PROGRAM

12 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

**The Associate of Applied Science Degree in
Executive Office Administration/Medical Secretarial/
Transcription Emphasis (AEO/MST)**

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

Total Credit Hours Required: 96

Total Hours: 1020

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
CSC 100	Intro. to Computer Concepts	40		4
CSC 102	Lotus 1-2-3	40		4
KYB 101	Keyboarding	20	20	3
KYB 102	Formatting	20	20	3
KYB 110	Skillbuilding I		20	1
KYB 111	Skillbuilding II		20	1
KYB 112	Skillbuilding III		20	1
MED 101	Medical Terminology	40		4
MED 102	Life Sciences I	40		4
MED 141	Administrative Office Procedures	40		4
MED 142	Medical Transcr. and Insurance	40		4
MGT 204	Principles of Supervision	40		4
SEC 104	Records Management/Ten-Key Fundamentals	40		4
SPD 101	Speedwriting Theory	80		8
WPR 101	Word Processing Applications I	40		4
WPR 102	Word Processing Applications II	40		4
WPR 205	Word Processing Applications III	20	20	<u>3</u>
				64

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics**	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			24

ELECTIVES

ACC 102	Principles of Accounting II	40	4
ACC 110	Payroll Accounting	40	4
BUS 110	Civil Law	40	4
BUS 111	Business Law	40	4
BUS 150	Insurance	40	4
MED 104	Life Sciences II	40	4
MED 108	Medical Law and Ethics	20	2
MED 240	Human Relations	20	2
MGT 205	Small Business Management	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE AEO/MST PROGRAM

12 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION
OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

All medical courses adhere to the Medical Department grading guidelines
(below 70% constitutes failing grade).

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

The Associate of Applied Science Degree in International Business (AIB)

The program provides the student with a basic background of management and specialized training in international business. It is designed to prepare the student for a wide variety of entry-level and junior-level positions in an international business setting.

Total Credit Hours Required: 96

Total Hours: 960

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
CSC 100	Intro. to Computer Concepts	40		4
ECO 201	Comparative Economic Systems	40		4
INT 101	Intro. to Int'l. Bus. Culture	40		4
INT 102	Fund. of Exp./Imp. Trade I	40		4
INT 103	Fund. of Exp./Imp. Trade II	40		4
MGT 204	Principles of Supervision	40		4
MGT 205	Small Business Management	40		4
MGT 206	Intro. to Int'l. Bus. Strategy	40		4
MKT 201	Principles of Marketing	40		4
MKT 207	Int'l. Marketing Management	40		4
				<u>4</u>
				60

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics**	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra**	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			24

ELECTIVES

ACC 204	Financial Statement Analysis	40	4
CSC 102	Lotus 1-2-3	40	4
CSC 105	Program Theory and Design	40	4
MKT 202	Salesmanship	40	4
MKT 204	Principles of Retailing	40	4
MKT 205	Advertising	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE AIB PROGRAM

12 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

The Associate of Applied Science Degree in Medical Assisting (AMA)

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

Total Credit Hours Required: 96

Total Hours: 1270

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HRS.	EXTERN. HRS.	CREDIT HOURS
ACC 101	Principles of Accounting I	40			4
BUS 105	Business Applications	40			4
CSC 100	Intro. to Computer Concepts	40			4
KYB 101	Keyboarding	20	20		3
KYB 110	Skillbuilding I		20		1
MED 101	Medical Terminology	40			4
MED 102	Life Sciences I	40			4
MED 104	Life Sciences II	40			4
MED 107	Medical Assisting Skills I	20	20		3
MED 108	Medical Law and Ethics	20			2
MED 130	Laboratory Techniques I	40	40		6
MED 141	Administrative Off. Procedures	40			4
MED 142	Medical Transcr. and Insurance	40			4
MED 205	Medical Assisting Skills II	20	20		3
MED 206	Clinical Skills	20	20		3
MED 220	Pharmacology	20	20		3
MED 230	Laboratory Techniques II	10	20		2
MED 240	Human Relations	20			2
MED 251	Seminar	20			2
MED 261	Medical Assisting Externship	20	80	180	<u>6</u>
					68

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II**	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra**	40	4
PSY 101	Introduction to Psychology**	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			24

ELECTIVES

BUS 110	Civil Law	40	4
BUS 150	Insurance	40	4
MGT 204	Principles of Supervision	40	4
SEC 104	Records Management/Ten-Key Fundamentals	40	4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE AMA PROGRAM

All medical courses adhere to the Medical Department grading guidelines (below 70% constitutes failing grade).

4 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

The Associate of Applied Science Degree in Paralegal Studies (APLS)

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

Total Credit Hours Required: 96

Total Hours: 1150

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HRS.	EXTERN. HRS.	CREDIT HOURS
ACC 101	Principles of Accounting I	40			4
CSC 100	Intro. to Computer Concepts	40			4
KYB 101	Keyboarding	20	20		3
KYB 110	Skillbuilding I		20		1
PAR 101	Intro. to Paralegal Studies	40			4
PAR 102	Legal Research and Writing I	40			4
PAR 103	Contract Law	40			4
PAR 104	Torts and Insurance	40			4
PAR 200	Legal Research and Writing II	40			4
PAR 201	Wills, Probate and Family Law	40			4
PAR 202	Bankruptcy, Property and Real Estate Law	40			4
PAR 203	Civil Procedure	40			4
PAR 204	Trial Preparation and Procedures	40			4
PAR 205	Paralegal Studies Internship	10	60	120	4
SEC 201	Electronic Office Procedures	40			4
WPR 101	Word Processing Applications I	40			4
WPR 102	Word Processing Applications II	40			4
					<u>4</u>
					64

GENERAL EDUCATION

(Required: 24 credit hours)

ANT 101	Cultural Anthropology	40		4
ECO 100	Basic Economics**	40		4
ENG 101	College English I**	40		4
ENG 102	Communications**	40		4
ENG 201	College English II**	40		4
ENG 210	Technical Report Writing	40		4
GEO 110	Geography of North America	40		4
GEO 111	Geography of Europe and South America	40		4
GEO 112	Geography of Africa, Asia, and South Pacific	40		4
HIS 101	U.S. History 1492-1877	40		4
HIS 201	U.S. History 1865-Present	40		4
HUM 100	Humanities	40		4
LIT 111	Introduction to Literature	40		4
MTH 100	College Math**	40		4
MTH 101	College Algebra	40		4
PSY 101	Introduction to Psychology	40		4
SOC 101	Introduction to Sociology	40		4
SPA 100	Conversational Spanish	40		<u>4</u>
				24

ELECTIVES

ACC 102	Principles of Accounting II	40		4
BUS 110	Business Law	40		4
CSC 102	Lotus 1-2-3	40		4
KYB 102	Formatting	20	20	3
KYB 111	Skillbuilding II		20	1
MGT 204	Principles of Supervision	40		4
SEC 104	Records Management/Ten-Key Fundamentals	40		4

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE APLS PROGRAM

8 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION OR ELECTIVES TO COMPLETE PROGRAM WITH 96 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

DIPLOMA PROGRAMS

Legal Secretarial (DLS)

The Legal Secretarial diploma program is designed to provide the student with basic keyboarding, speedwriting, and word processing skills. Specialized education is provided in legal transcription, legal typing, and legal office procedures and terminology.

Total Credit Hours Required: 48

Total Hours: 520

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

BUS 105	Business Applications	40		4
BUS 110	Civil Law	40		4
KYB 101	Keyboarding	20	20	3
KYB 102	Formatting	20	20	3
KYB 110	Skillbuilding I		20	1
KYB 111	Skillbuilding II		20	1
LGL 101	Legal Office Procedures	40		4
SPD 101	Speedwriting Theory	80		8
WPR 101	Word Processing Applications I	40		4
WPR 102	Word Processing Applications II	40		<u>4</u>
				36

GENERAL EDUCATION

(Required: 8 credit hours)

ANT 101	Cultural Anthropology	40		4
ECO 100	Basic Economics	40		4
ENG 101	College English I**	40		4
ENG 102	Communications**	40		4
ENG 201	College English II**	40		4
ENG 210	Technical Report Writing	40		4
GEO 110	Geography of North America	40		4
GEO 111	Geography of Europe and South America	40		4
GEO 112	Geography of Africa, Asia, and South Pacific	40		4
HIS 101	U.S. History 1492-1877	40		4
HIS 201	U.S. History 1865-Present	40		4
HUM 100	Humanities	40		4
LIT 111	Introduction to Literature	40		4
MTH 100	College Math	40		4
MTH 101	College Algebra	40		4
PSY 101	Introduction to Psychology	40		4
SOC 101	Introduction to Sociology	40		4
SPA 100	Conversational Spanish	40		<u>4</u>
				8

ELECTIVES

ACC 110	Payroll Accounting	40		4
BUS 111	Business Law***	40		4
CSC 100	Intro. to Computer Concepts	40		4
CSC 102	Lotus 1-2-3	40		4
KYB 112	Skillbuilding III		20	1
MGT 204	Principles of Supervision	40		4
SEC 104	Records Management/Ten-Key Fundamentals	40		4
WPR 205	Word Processing Applications III	20	20	3

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE DLS PROGRAM

***MAY BE SUBSTITUTED FOR BUS 110

4 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION
OR ELECTIVES TO COMPLETE PROGRAM WITH 48 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

Word Processing (DWP)

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

Total Credit Hours Required: 48

Total Hours: 540

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

BUS 105	Business Applications	40		4
CSC 100	Intro. to Computer Concepts	40		4
KYB 101	Keyboarding	20	20	3
KYB 102	Formatting	20	20	3
KYB 110	Skillbuilding I		20	1
KYB 111	Skillbuilding II		20	1
KYB 112	Skillbuilding III		20	1
MGT 204	Principles of Supervision	40		4
SEC 104	Records Management/Ten-Key Fundamentals	40		4
WPR 101	Word Processing Applications I	40		4
WPR 102	Word Processing Applications II	40		4
WPR 205	Word Processing Applications III	20	20	<u>3</u>
				36

GENERAL EDUCATION

(Required: 12 credit hours)

ANT 101	Cultural Anthropology	40	4
ECO 100	Basic Economics	40	4
ENG 101	College English I**	40	4
ENG 102	Communications**	40	4
ENG 201	College English II	40	4
ENG 210	Technical Report Writing	40	4
GEO 110	Geography of North America	40	4
GEO 111	Geography of Europe and South America	40	4
GEO 112	Geography of Africa, Asia, and South Pacific	40	4
HIS 101	U.S. History 1492-1877	40	4
HIS 201	U.S. History 1865-Present	40	4
HUM 100	Humanities	40	4
LIT 111	Introduction to Literature	40	4
MTH 100	College Math**	40	4
MTH 101	College Algebra	40	4
PSY 101	Introduction to Psychology	40	4
SOC 101	Introduction to Sociology	40	4
SPA 100	Conversational Spanish	40	<u>4</u>
			12

*NON-CREDIT HOURS

**REQUIRED OF ALL STUDENTS IN THE DWP PROGRAM

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES

Certificate

General Business (CGB)

The certificate program is designed to provide entrance-level business skills for students who have limited time and resources and wish to design a program for their own specific needs.

Total Credit Hours Required: 36

Total Hours: 360

THESE COURSES ARE REQUIRED OF STUDENTS WHOSE ASSESSMENT SCORES SHOW THE NEED FOR DEVELOPMENTAL EDUCATION:

COURSE NO.	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
MTH 091	Developmental Mathematics	32		*3
ENG 092	Developmental English	32		*3
RDG 093	Developmental Reading & Writing	32		*3
COM 094	Developmental Communications	32		*3
GENERAL EDUCATION				
ANT 101	Cultural Anthropology	40		4
ECO 100	Basic Economics	40		4
ENG 101	College English I**	40		4
ENG 102	Communications**	40		4
ENG 201	College English II	40		4
ENG 210	Technical Report Writing	40		4
GEO 110	Geography of North America	40		4
GEO 111	Geography of Europe South America	40		4
GEO 112	Geography of Africa, Asia, and South Pacific	40		4
HIS 101	U.S. History 1492-1877	40		4
HIS 201	U.S. History 1865-Present	40		4
HUM 100	Humanities	40		4
LIT 111	Introduction to Literature	40		4
MTH 100	College Math**	40		4
MTH 101	College Algebra	40		4
PSY 101	Introduction to Psychology	40		4
SOC 101	Introduction to Sociology	40		4
SPA 100	Conversational Spanish	40		<u>4</u>
				12

ELECTIVES

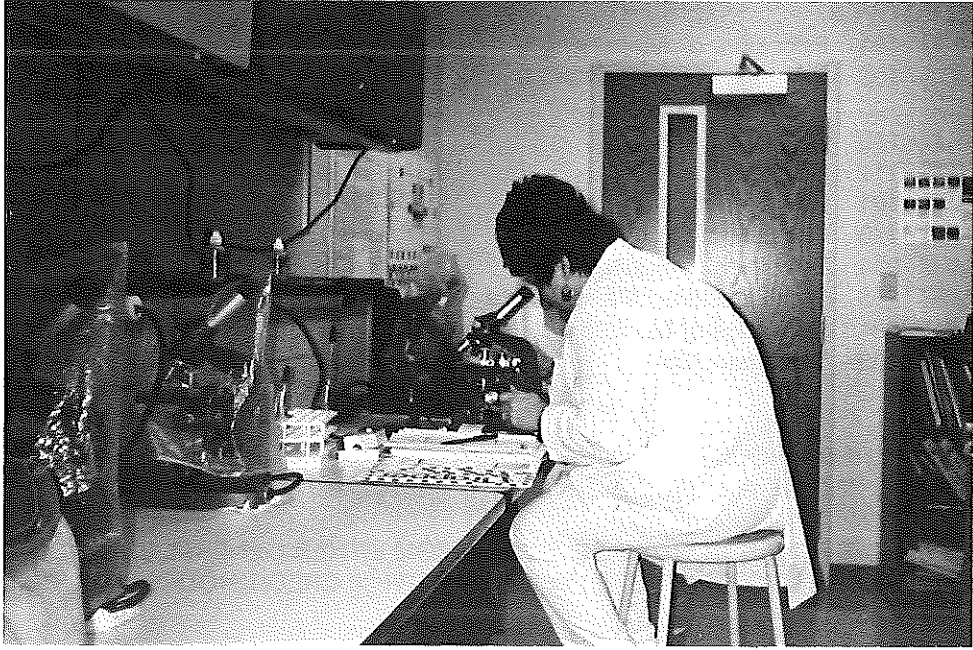
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
BUS 105	Business Applications**	40		4
BUS 110	Civil Law	40		4
BUS 111	Business Law	40		4
KYB 101	Keyboarding	20	20	3
KYB 110	Skillbuilding I		20	1
MGT 204	Principles of Supervision	40		4
MGT 205	Small Business Management	40		4
MKT 201	Principles of Marketing	40		4
MKT 202	Salesmanship	40		<u>4</u>
				4

*NON-CREDIT HOURS

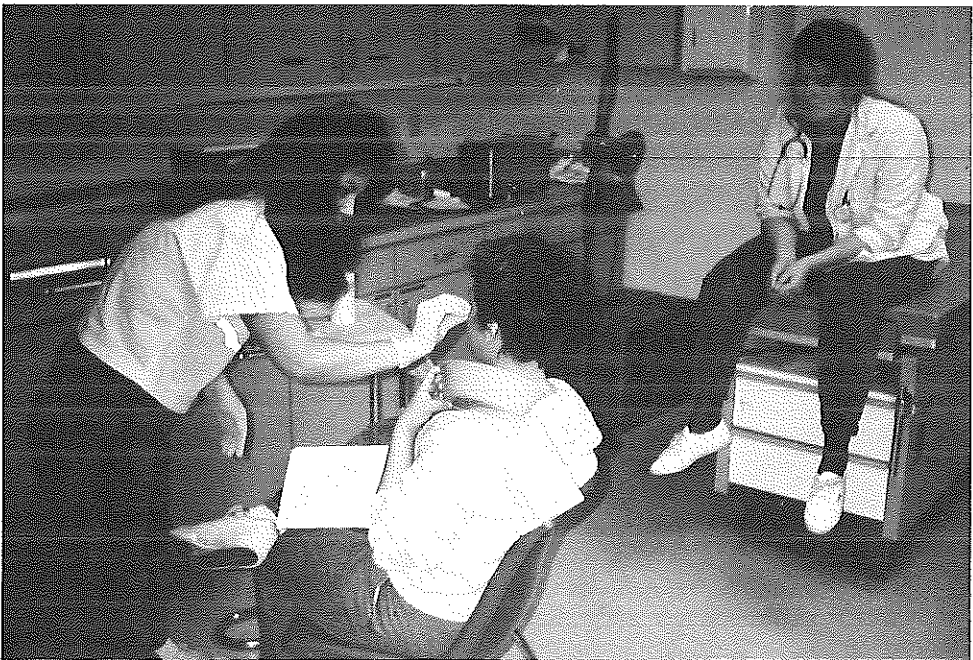
**REQUIRED OF ALL STUDENTS

20 CREDIT HOURS MUST BE SELECTED FROM EITHER GENERAL EDUCATION OR ELECTIVES TO COMPLETE PROGRAM WITH 36 CREDIT HOURS.

NOT ALL PROGRAMS ARE AVAILABLE AT BOTH CAMPUSES



Denver Campus



Denver Campus

COURSE DESCRIPTIONS

Course Codes

ACC Accounting
ANT Anthropology
BUS Business Administration
COM Communications
CSC Computer Science
ECO Economics
ENG English
GEO Geography
INT International Business
HIS History
HUM Humanities
KYB Keyboarding
LGL Legal Office
LIT Literature
MED Medical
MGT Management
MKT Marketing
MTH Mathematics
PAR Paralegal
PSY Psychology
RDG Reading
SEC Secretarial
SPA Spanish
SPD Speedwriting
SOC Sociology
TVL Travel and Tourism
WPR Word Processing

Accounting

- ACC 101 PRINCIPLES OF ACCOUNTING I 4 CREDITS**
Prerequisite: None. This course provides the student with an understanding of basic accounting principles. Emphasis will be placed on accounting terminology and the double-entry system. This course will provide a foundation for a more advanced study of the accounting cycle, specialized journals and subsidiary ledgers.
- ACC 102 PRINCIPLES OF ACCOUNTING II 4 CREDITS**
Prerequisite: ACC 101. This course contains a more detailed study of the accrual books of accounting as applied to a mercantile enterprise with emphasis on partnership transactions and with an introduction to corporate accounting.
- ACC 110 PAYROLL ACCOUNTING 4 CREDITS**
Prerequisite: ACC 101. The course will provide the student the opportunity to learn and become proficient in concepts and practices in payroll accounting.
- ACC 201 INTERMEDIATE ACCOUNTING I 4 CREDITS**
Prerequisite: ACC 101 and 102. This first course in intermediate accounting explores the concepts and foundations of accounting with emphasis on Income Statements, Balance Sheets, Statements of Retained Earnings, concepts of present and future value, current assets and liabilities, property, physical plant and equipment, and intangible assets.
- ACC 202 INTERMEDIATE ACCOUNTING II 4 CREDITS**
Prerequisite: ACC 101, 102, and 201. This second course in intermediate accounting includes accounting for corporations, long-term debt, pensions and leases, accounting changes and errors, earnings per share, and the Statement of Cash Flows. This course also includes accounting for inflation.
- ACC 203 INCOME TAXES 4 CREDITS**
Prerequisite: ACC 101. The course is conducted as if the student will be completing tax returns for clients, individuals or businesses. This is a hands-on program with the student being required to complete numerous IRS forms.

ACC 204 FINANCIAL STATEMENT ANALYSIS 4 CREDITS
Prerequisite: ACC 101, 102, and CSC 100. The course provides students with skills in solving accounting problems using a personal computer and the ability to analyze financial statements. Also, the student gains a basic understanding of financial management including budgeting, financial statement analysis, financial forecasting, capital budgeting, risk, long-term financing, mergers and acquisitions.

ACC 205 PRINCIPLES OF COST ACCOUNTING 4 CREDITS
Prerequisite: ACC 101 and 102. The course provides an understanding of the accounting concepts vital to manufacturing firms, namely the isolation and identification of cost. The course deals with the accounting for materials, labor, and factory overhead.

Anthropology

ANT 101 CULTURAL ANTHROPOLOGY 4 CREDITS
Prerequisite: None. This course introduces the student to cultural patterns and change. It focuses on social mores, religion, and political patterns. Ethnic issues are approached through special projects.

Business

BUS 105 BUSINESS APPLICATIONS 4 CREDITS
Prerequisite: None. The course concentrates on planning and writing effective business letters, memorandums, and reports. It provides students with the theoretical aspects of business communications and focuses on the impact that good communication skills have on the credibility and success of an organization.

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

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

BUS 150 INSURANCE 4 CREDITS
Prerequisite: None. The course provides students with a basic understanding of personal and business insurance including risk management, insurance contracts, liability, group life and health, business liability, worker's compensation, crime insurance, bonding and government regulations.

Communications

COM 094 DEVELOPMENTAL COMMUNICATIONS 3 HOURS
NON-CREDIT
Prerequisite: None. The course provides students with skills needed to be life-long learners. Some of the areas addressed are self-esteem, time management, communication, notetaking, and testing techniques.

Computer Science/Data Processing

CSC 100 INTRO. TO COMPUTER CONCEPTS 4 CREDITS
Prerequisite: None. The course provides an introduction to computers and data processing in business. It presents an overview of important computer concepts, the history of development of computers, and frequently used computer terms. The course introduces the student to the computer's operating system and to the three primary types of software used in business: word processing, spreadsheets, and database.

CSC 102 LOTUS 1-2-3 4 CREDITS
Prerequisite: CSC 100. Students learn to develop, format, and modify worksheets in Lotus 1-2-3, and to work with Lotus files. Selected advanced features of Lotus that are examined include built-in functions, graphs, database, and macros.

CSC 105 PROGRAM THEORY AND DESIGN 4 CREDITS
Prerequisite: None. Students develop the basic skills needed for problem analysis and problem solving, flow-charting and principles of program construction. Emphasis is placed on problem definition, main storage concepts, input and output operations, comparisons, control breaks, and utilities.

- CSC 115 BASIC PROGRAMMING 4 CREDITS**
 Prerequisite: CSC 100 and 105. The fundamentals of programming and structure of the BASIC language are presented. Statements and their elements, systems, commands, conditional clauses, standard computer functions, strings, and loops as well as other language features are covered.
- CSC 117 OPERATING SYSTEMS 4 CREDITS**
 Prerequisite: CSC 100. Students learn the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on MS-DOS plus an introduction to UNIX.
- CSC 122 PRG II/III PROGRAMMING 4 CREDITS**
 Prerequisite: CSC 100, 105, and CSC 115 or 231. Students receive a foundation in the concepts of programming RPG II/III and learn to design, write, and solve business problems. Specification forms, control breaks, look ahead, array processing, and table look-up, as well as other language features are covered in the course. Emphasis is placed on the RPG fixed program logic cycle and program debugging. Multiple input files are studied as well as file updating and indexed files.
- CSC 211 FORTRAN 4 CREDITS**
 Prerequisite: CSC 100, 105, and CSC 115 or 231. The course includes the concepts involved in writing programs in FORTRAN. Special emphasis is placed on coding rules, data representation, and basic coding rules, data representation, and basic input/output operations. Students learn to flow chart, code, and debug programs using FORTRAN.
- CSC 216 PASCAL 4 CREDITS**
 Prerequisite: CSC 100, 105, and CSC 115 or 231. The principle strength of the Pascal language rests with its structure. Emphasis is placed on the control, loop and block structuring, coding and formatting.
- CSC 220 SYSTEMS ANALYSIS AND DESIGN 4 CREDITS**
 Prerequisite: CSC 100, 105, and 117. This course provides students with an overview of the duties of the systems analyst with an understanding of the specific methods and techniques for conducting a systems project from the preliminary investigation through implementation.

- CSC 231 STRUCTURED COBAL 8 CREDITS**
 Prerequisite: CSC 100 and 105. The course is problem-oriented, and the student is introduced to COBOL through a series of programs which illustrate typical business application problems. These include the following: basic input/output, addition, subtraction, multiplication, division, compute statements, report editing, comparing operations, nested IF statements, single- and multiple-level control breaks, table processing, and table searching.
- CSC 241 C PROGRAMMING LANGUAGE 4 CREDITS**
 Prerequisite: CSC 100, 105, and CSC 115 or 231. The course includes the concepts involved in writing programs in C. Special emphasis is placed on coding rules, data representation and basic input/output operations.
- CSC 246 COMPUTER WORKSHOP 4 CREDITS**
 Prerequisite: CSC 100, 105, 117, and CSC 102 or 251 and CSC 115, 231, or 241. In this course, through workshop exercises, students gain in-depth experience with selected application programs, such as spreadsheets, databases, and/or desktop publishing and/or with selected programming languages, such as C, COBOL, or Pascal. This course provides an opportunity to use selected advanced features of application programs or programming languages in the context of solving various representative business problems.
- CSC 251 DATABASE CONCEPTS 4 CREDITS**
 Prerequisite: CSC 100 and 105. The course is a hands-on learning experience using a database package. Students are required to design and implement a database.
- CSC 290 COMPUTER INDUSTRY RESEARCH 4 CREDITS**
 Prerequisite: ENG 101 and 201. The course involves library research and gathering information on an approved current computer topic. Students prepare and write a well-organized professional report to be taken in conjunction with ENG 210 Technical Report Writing.

Economics

- ECO 100 BASIC ECONOMICS 4 CREDITS**
Prerequisite: None. The course provides an understanding view of micro and macro economics. The course requires the students to understand the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered.
- ECO 201 COMPARATIVE ECONOMIC SYSTEMS 4 CREDITS**
Prerequisite: ECO 100. The course introduces students to the different economic systems and market structures in place among the trading countries of the world. It focuses on problems that face firms in their international dealings.

English

- ENG 092 DEVELOPMENTAL ENGLISH 3 HOURS**
NON-CREDIT
Prerequisite: None. The course provides a review of all the major areas of grammar, punctuation, capitalization, word usage, and sentence structure.
- ENG 101 COLLEGE ENGLISH I 4 CREDITS**
Prerequisite: None. This course teaches students to apply basic principles of effective composition and sentence skills to write logically developed paragraphs and/or essays.
- ENG 102 COMMUNICATIONS 4 CREDITS**
Prerequisite: None. The course is designed to improve communication skills for application in social and business situations. Communication theory is applied to various communication settings such as one-to-one dialogue, group discussions, and speeches. Techniques of audience analysis, listening, behavior, feedback, perception, and group problem solving are studied.
- ENG 201 COLLEGE ENGLISH II 4 CREDITS**
Prerequisite: ENG 101. The course builds upon the skills mastered in ENG 101. It emphasizes analytical and critical reading and writing, and focuses on the longer composition and essay. A term paper is required.

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

Geography

GEO 110 GEOGRAPHY OF NORTH AMERICA 4 CREDITS
Prerequisite: None. The course provides students with a knowledge of the major geographical areas in the Continental United States, Alaska, Hawaii, Canada, and Mexico.

GEO 111 GEOGRAPHY OF EUROPE AND SOUTH AMERICA 4 CREDITS
Prerequisite: None. The course provides students with a knowledge of the major geographic areas in the Caribbean, South America, and Europe.

GEO 112 GEOGRAPHY OF AFRICA, ASIA, AND S. PACIFIC 4 CREDITS
Prerequisite: None. The course provides students with a knowledge of the major geographic areas in Africa, the Middle East, the Orient, Australia, New Zealand, and the South Pacific.

History

HIS 101 U.S. HISTORY 1492-1877 4 CREDITS
Prerequisite: None. The course is designed as an introduction to American History before 1877. Students examine major political, social, and cultural events leading up to and including the Civil War.

HIS 201 U.S. HISTORY 1877-PRESENT 4 CREDITS
Prerequisite: None. The course is designed as an introduction to American History from 1865 on. Students examine major political, social, and cultural events from the Reconstruction to the present.

Humanities

HUM 100 HUMANITIES 4 CREDITS
Prerequisite: None. The course follows an integrated approach to show how the philosophical thinking and the major events of each historical era influenced the arts of the times. The focus is on the visual arts, sculpture, architecture, and music.

International Business

- INT 101 INTRODUCTION TO INTERNATIONAL BUSINESS CULTURE 4 CREDITS**
Prerequisite: None. The course introduces the students to the differences that language, education, technology, value systems, and religion within differing political and legal environs create for firms engaged in international enterprise.
- INT 102 FUNDAMENTALS OF EXPORT/IMPORT TRADE I 4 CREDITS**
Prerequisite: None. The course introduces students to the organization of export/import activities, transportation and distribution systems, preparation of goods for shipment, pricing, methods of payment and documentation, export financing, currencies, licensing and document processing.
- INT 103 FUNDAMENTALS OF EXPORT/IMPORT TRADE II 4 CREDITS**
Prerequisite: INT 102. The course introduces students to the import organizations, country groups and controls, financing of imports, transporting imports, shipping documentation, entry process, government restrictions, foreign trade zones, and special trade programs.

Keyboarding

- KYB 101 KEYBOARDING 3 CREDITS**
Prerequisite: None. Students learn to keyboard letters, numbers, and symbols on a computer; how to format simple letter, tables, and reports; and to set tabs, margins, underline, and center. Students keyboard 3-minute timed writings with speed and accuracy.
- KYB 102 FORMATTING 3 CREDITS**
Prerequisite: KYB 101 and ENG 101. Students learn to format business letters properly in various styles; to format memorandums, tables, manuscripts, business forms, financial statements, itineraries, minutes, and legal documents; to proofread and correct errors; and to format acceptable materials in a limited period of time. Students bring their speed and accuracy on 5-minute timed writings up to a level necessary for better employment.
- KYB 110 SKILLBUILDING I 1 CREDITS**
Prerequisite: None. Students build keyboarding skills in speed and accuracy to minimum standards.

KYB 111 SKILLBUILDING II 1 CREDITS
Prerequisite: None. Students continue the development of speed and accuracy to bring keyboarding skills up to optimum standards.

KYB 112 SKILLBUILDING III 1 CREDITS
Prerequisite: None. Students continue the development of speed and accuracy using diagnostics, practice, and drill work.

Legal

LGL 101 LEGAL OFFICE PROCEDURES 4 CREDITS
Prerequisite: KYB 101 and ENG 101. The course trains students to become a resourceful legal secretaries. The class creates an atmosphere of realism, especially evident in the simulation of legal office activities.

Literature

LIT 111 INTRODUCTION TO LITERATURE 4 CREDITS
Prerequisite: None. This survey course introduces the students to the genre of literature and focuses on the active reading and discussion of short stories, poetry, drama, and the novel.

Medical

MED 101 MEDICAL TERMINOLOGY 4 CREDITS
Prerequisite: None. The course is a study of the structure (prefixes, suffixes, roots, forms and plurals) and meaning of medical words with emphasis on practical application in the medical office setting. Spelling, pronunciation and definition of medical terms are emphasized.

MED 102 LIFE SCIENCES I 4 CREDITS
Prerequisite: None. This course is a study of the structures, physiological functions and pharmacology of the integumentary, sensory, musculoskeletal, nervous and endocrine systems. Students gain conceptual understanding of the human body as a functioning unit. Students become knowledgeable in the areas of legislation, terminology, drug sources, drug identification and the use of the PDR.

- MED 104 LIFE SCIENCES II 4 CREDITS**
Prerequisite: MED 101 and 102. In the course students learn to identify the structures, physiological functions and pharmacology of the digestive, respiratory, circulatory, urinary, lymphatic, and male and female reproductive systems. Students develop an understanding how the total body functions together as one unit.
- MED 107 MEDICAL ASSISTING SKILLS I 3 CREDITS**
Prerequisite: None. The course is an introduction to basic medical assisting skills. Areas of emphasis include assisting examinations, setting up trays for physical exams, instrument identification for physical exams, and taking vital signs. The role of the medical assistant as a member of the health care team is stressed.
- MED 108 MEDICAL LAW AND ETHICS 2 CREDITS**
Prerequisite: None. The course explores physician professional liability, consent, medical practice acts, and professional responsibilities. The medical assistant's responsibilities and liabilities are emphasized.
- MED 130 LABORATORY TECHNIQUES I 6 CREDITS**
Prerequisite: MED 101, 102, 104, and 107. This is a theoretical and practical training course in several areas of the clinical lab which involves a hands-on approach to the microscope, lab safety, blood collection, urinalysis, hematology, serology and blood coagulation.
- MED 141 ADMINISTRATIVE OFFICE PROCEDURES 4 CREDITS**
Prerequisite: KYB 101. The course is designed to familiarize students with the administrative responsibilities of a medical assistant. Major areas of emphasis are banking, credit and collection, mailing procedures, accounting, pegboard, superbilling, payroll transactions, and office equipment.
- MED 142 MEDICAL TRANSCRIPTION AND INSURANCE 4 CREDITS**
Prerequisite: KYB 101 and MED 101. This course covers theory and hands-on application of medical transcription. In addition, students learn and utilize the principles of filing insurance claims.
- MED 205 MEDICAL ASSISTING SKILLS II 3 CREDITS**
Prerequisite: MED 101, 102, and 107. The course is designed to give students a working knowledge of aseptic principles such as sterilization; surgical assisting; medical aseptic techniques; sterile tray set-up; and preparing doctor, patient, and self for minor surgery. Also covered are inventory control, purchasing, care of equipment, proper use of oxygen, simple casts, use of crutches, and fist-aid techniques. Students may become certified in CPR as an option.

- MED 206 CLINICAL SKILLS 3 CREDITS**
Prerequisite: MED 101, 102, and 107. The course is designed to prepare students to perform routine electrocardiograms, X-rays, eye and ear examinations, spirometry testing and physical therapy modalities. Students learn indications, contraindications and adverse effects of all of these procedures.
- MED 220 PHARMACOLOGY 2 CREDITS**
Prerequisite: MED 101, 102, 104, 107, 130 and 205. The course is a review of various measurement systems (with emphasis on metric system), abbreviations and basic math. Drug interaction, patient noncompliance and a thorough knowledge and mastery of administering injections and dosage calculations.
- MED 230 LABORATORY TECHNIQUES II 2 CREDITS**
Prerequisite: MED 101, 102, 104, 107, and 130. The course provides an introduction to clinical microbiology and clinical chemistry, both in theory and practical application. Emphasis is placed on developing fundamental skills.
- MED 240 HUMAN RELATIONS 2 CREDITS**
Prerequisite: None. The course is designed to promote awareness of the interactions between the health care team and patients. Emphasis is placed on helping the student become more aware of self in a health care career.
- MED 251 SEMINAR 2 CREDITS**
Prerequisite: MED 101, 102, 104, 107, 108, 130, 141, 142, 205, 206, 220, 230, and 240. The course is designed to give students an opportunity to review all skills in preparation for externship, employment, and AAMA certification.
- MED 261 MEDICAL ASSISTANT EXTERNSHIP 6 CREDITS**
Prerequisite: MED 101, 102, 104, 107, 108, 130, 141, 142, 205, 206, 220, 230, and 240 and approval of department chairperson. Students gain practical experience in a medical facility under the supervision of qualified medical personnel. (off-campus course)

Management

- MGT 204 PRINCIPLES OF SUPERVISION 4 CREDITS**
Prerequisite: None. The course is an introduction to the basics of supervisory management. The focus of the course is on the managerial functions of supervision including planning, organizing, staffing, directing, and controlling. Factors of human relations, employee training and development, employee discipline, leadership, communications, legal and safety concerns of supervision are studied.
- MGT 205 SMALL BUSINESS MANAGEMENT 4 CREDITS**
Prerequisite: None. The course acquaints students with principles of small business management. It introduces tools needed for effective planning, organizing, directing, and controlling of small business ownership. The course prepares students for management and/or ownership of the small business.
- MGT 206 INTRO. TO INTERNATIONAL BUSINESS STRATEGY 4 CREDITS**
Prerequisite: MGT 204 and 205. The course introduces students to the perspective that business opportunities are becoming international in scope.

Marketing

- MKT 201 PRINCIPLES OF MARKETING 4 CREDITS**
Prerequisite: None. Students examine the contemporary marketing environment to develop skills in market planning, forecasting, decisions, and distribution. Promotional pricing strategies are utilized to develop marketing skills.
- MKT 202 SALESMANSHIP 4 CREDITS**
Prerequisite: None. Students study consumer buying behavior, consumer motivation, and types of personal selling. Students learn to gather product knowledge, locate customers, prepare, and practice sales presentations.
- MKT 205 ADVERTISING 4 CREDITS**
Prerequisite: None. Students study the field of sales promotion and its necessity in merchandising. Principles and techniques of advertising are emphasized. Students gain experience in preparing promotional materials for areas of print, radio, and television.

MKT 206 PUBLIC RELATIONS 4 CREDITS
Prerequisite: None. Students study public relations concepts and procedures. Business ethics, consumer interests, and organizational goals are balanced as students develop a program of action and communication to earn public understanding and acceptance.

MKT 207 INTERNATIONAL MARKETING MANAGEMENT 4 CREDITS
Prerequisite: MKT 201, INT 101, 102, and 103. This course introduces students to a managerial approach to strategic market development within a international perspective.

Mathematics

MTH 091 DEVELOPMENTAL MATHEMATICS 3 HOURS
NON-CREDIT
Prerequisite: None. The course provides a review of the four basic operations of whole numbers, fractions, decimals, and percent.

MTH 100 COLLEGE MATH 4 CREDITS
Prerequisite: None. The course provides intensive review of basic mathematics and introduces the student to elementary concepts of algebra.

MTH 101 COLLEGE ALGEBRA 4 CREDITS
Prerequisite: MTH 100. This course is a basic study of algebra. Topics include real numbers and their properties, exponents and radicals, algebraic operations, linear equations, factoring, quadratic equations, algebraic fractions, rectangular coordinate equations, and functions.

Paralegal

PAR 101 INTRODUCTION TO PARALEGAL STUDIES 4 CREDITS
Prerequisite: None. This course is designed to familiarize students with American law and the legal system, legal reasoning and terminology, the purpose and duties of legal assistants, law firm organization, and the law library.

PAR 102 LEGAL RESEARCH AND WRITING I 4 CREDITS
Prerequisite: PAR 101. This course is the study of legal research and bibliography, research problems, sources, legal drafting and writing, preparation of memorandums and briefs.

- PAR 103 CONTRACT LAW 4 CREDITS**
Prerequisite: PAR 101. This course is a study of the definition of contracts between individuals, third parties, businesses, and their legal rights, duties, and remedies as they reflect on our society.
- PAR 104 TORTS AND INSURANCE 4 CREDITS**
Prerequisite: PAR 101. This course acquaints students with torts against both person and property, negligence, products liability, defamation, defense and damages, and the applicability of modern insurance principles and practices to tort law.
- PAR 200 LEGAL RESEARCH AND WRITING II 4 CREDITS**
Prerequisite: PAR 101 and 102. This course is the study of legal research with an emphasis on sources which include law libraries, court records, state and federal statutes, and computerized legal research, writing memoranda and briefs.
- PAR 201 WILLS, PROBATE AND FAMILY LAW 4 CREDITS**
Prerequisite: PAR 101. This course covers the nature of personal property, bailment, landlord-tenant relationships, wills, trusts, and estates. It also includes the study of laws relating to marriage, divorce, separation, custody, adoption, guardianship, support and settlement agreements.
- PAR 202 BANKRUPTCY, PROPERTY AND REAL ESTATE LAW 4 CREDITS**
Prerequisite: PAR 101. This course familiarizes the student with bankruptcy and creditor's right, agency and employment, and business organization. It also includes the study of real estate, fixtures, easements, ownership interests, legal descriptions and their forms.
- PAR 203 CIVIL PROCEDURE 4 CREDITS**
Prerequisite: PAR 101. This course analyzes civil procedure to include the role of the legal assistant in civil litigation, court systems for civil litigation, case preparation, commencement of lawsuits, discovery, trial and post-trial proceedings, and settlement.
- PAR 204 TRIAL PREPARATION AND PROCEDURES 4 CREDITS**
Prerequisite: PAR 101 and 203. This is a summary course of methods of pretrial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, methods and organization for effective trial presentation.

PAR 205 **PARALEGAL STUDIES INTERNSHIP** **4 CREDITS**
Prerequisite: PAR 101, 102, 104, 104, 201, 202, 203, 204. Students will be provided with actual work experience in legal offices, insurance companies, banks, consulting firms, government agencies and real estate for the purpose of practicing and further developing the acquired skills.

Psychology

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

RDG 093 **DEVELOPMENTAL READING & WRITING** **3 HOURS**
NON-CREDIT
Prerequisite: None. The course concentrates on deepening reading comprehension, vocabulary, and critical thinking. Writing experiences highlight creativity, clear sentencing, and an application of the skills reviewed in ENG 093 and 094.

Secretarial

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

SEC 201 **ELECTRONIC OFFICE PROCEDURES** **4 CREDITS**
Prerequisite: KYB 101, 102, ENG 101, SPD 101. The course covers normal office functions such as transcribing information from machine dictation, copying procedures, handling travel arrangements, using banking services, processing mail, and arranging meetings. Human relations in the office is also covered.

SEC 210 EXECUTIVE OFFICE PROCEDURES 4 CREDITS
Prerequisite: KYB 101, 102, ENG 101, SPD 101, AND SEC 201.
Students apply these skills from Electronic Office Procedures in a number of situations found in the actual office environment. This is achieved through simulation projects including such topics as organizing and prioritizing of office work and editing and composing business correspondence. The students are exposed to the keyboarding of tables, graphs and outlines. Financial records are also covered. Emphasis is placed on the transcription of office correspondence in mailable form.

Sociology

SOC 101 INTRODUCTION TO SOCIOLOGY 4 CREDITS
Prerequisite: None. The course gives special attention to the problems of contemporary society. It addresses issues such as racial discrimination, social mobility, sex bias, poverty, and economic inequities.

Spanish

SPA 100 CONVERSATIONAL SPANISH 4 CREDITS
Prerequisite: None. This is a beginning-level course for students desiring a proficiency in a second language. Grammar is studied, but the goal is to obtain a practical and usable conversational skill.

Speedwriting

SPD 101 SPEEDWRITING THEORY 8 CREDITS
Prerequisite: ENG 101 AND KYB 101. The course presents theory of speedwriting along with reinforcement of basic English, spelling, punctuation, proofreading, and other necessary transcription skills. Students develop the ability to take readable notes with sufficient speed to be used on the job and/or for personal use.

Travel

TVL 101 INTRODUCTION TO TRAVEL 4 CREDITS
Prerequisite: None. The course is designed to prepare students to use the information in the Official Airline Guide and North American Travel Planner to construct flight itineraries which comply closely with the desires of the passenger.

- TVL 102 SUPPLEMENTAL INDUSTRY RESOURCES 4 CREDITS**
Prerequisite: TVL 101. This course provides students with basic sales fundamentals dealing with customers for travel reservations. It emphasizes the skills necessary to competently select and book appropriate reservations for clients.
- TVL 201 TICKETING AND TARIFFS I 4 CREDITS**
Prerequisite: TVL 101. The course enables students to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets, and compute fares in accordance with accepted industry standards.
- TVL 202 TICKETING AND TARIFFS II 4 CREDITS**
Prerequisite: TVL 101 AND 201. The course enables students to develop the necessary knowledge and skills in the use of reference documents required to determine route structure, prepare appropriate tickets and compute advanced fares in accordance with accepted industry standards.
- TVL 203 FUNDAMENTALS OF LEISURE PLANNING 4 CREDITS**
Prerequisite: TVL 101, 201, and 202. The course provides an understanding of the nature of group and tour travel and enables the student to proficiently interpret tour and cruise literature regarding accommodations, facilities, and fares.
- TVL 204 COMPUTER TRAINING I 4 CREDITS**
Prerequisite: TVL 101. Students learn to use the APOLLO computer to make scheduled air travel, specify flight service features, arrange ground transportation, calculate fares and validate and print airline tickets on demand.

Word Processing

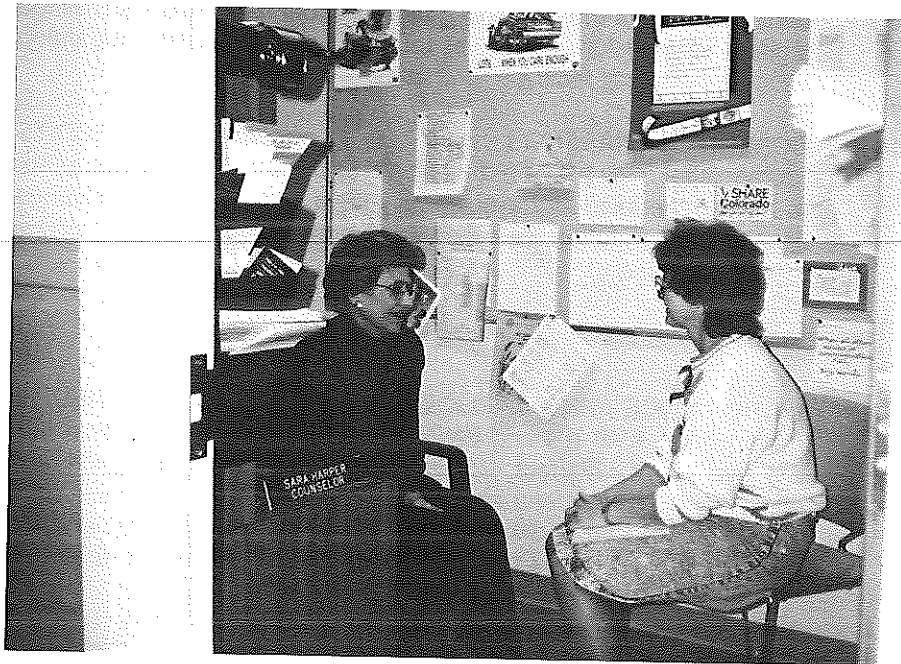
- WPR 101 WORD PROCESSING APPLICATIONS I 4 CREDITS**
Prerequisite: KYB 101 and ENG 101. Students are acquainted with the use of WordPerfect. Students learn to enter and edit text efficiently; to format and reformat text using simple functions such as saving, retrieving, deleting, and searching; to print text and lay out a page; and to use the spell check and thesaurus for editing.

WPR 102 WORD PROCESSING APPLICATIONS II 4 CREDITS

Prerequisite: KYB 101, ENG 101, and WPR 101. Students learn advanced functions of WordPerfect. Students learn to use merge, sort, and selecting techniques; to create tables, create columns, and use math functions; integrate graphics; use fonts; use advanced print functions to create manuscripts, reference sections, and design and lay out pages; and functions designed to use with legal documents.

WPR 205 WORD PROCESSING APPLICATIONS III 3 CREDITS

Prerequisite: KYB 101, 102, ENG 101, WPR 101, AND 102. The course consists of a simulated approach to word processing. Students produce business documents; make decisions regarding format, style, and page layout; work independently following instruction from request forms; and are acquainted with the type of work necessary to various business departments. Continuation of skillbuilding is required.



Denver Campus

FACULTY

FULL-TIME FACULTY NORTH CAMPUS

Georgia Burleson Medical
M.T., Wichita Area Vocational Technical School

Donna Craine General Education
M.A., University of Wyoming

Allan Cross Accounting
M.B.A., University of Denver

Claire Davidson General Education
M.Ed., University of Wyoming

Becky Emerson Travel & Tourism
B.A., Metropolitan State College

Sara Harper General Education
M.Ed., University of Toledo

Diane Hirsch Secretarial
M.Ed., University of Pittsburgh

Clara Hoffman Secretarial
B.S., Fort Hays State University

Rogene Lowe Medical
Diploma, American Society of Clinical Pathologists

Jean Mindak General Education
M.A., St. Louis University

Mack Murray, Jr. Accounting/Business Law
J.D., University of Washington

Donald Novy General Education
M.P.A., University of Denver

Thomas Radinsky Computer
Ph. D., University of Iowa

Judy Smetana-Novak Hotel/Restaurant Management
M.A., University of Vienna, Austria

Judith Starr Travel & Tourism
B.A., California State College at Long Beach

Harold Whatley Global Business/Management
M.B.A., Temple University

Barbara Wood Fashion/Management
B.S., Colorado State University

ADJUNCT FACULTY NORTH CAMPUS

Carla Beckman General Education
M.A., Webster University

Larry Boris Business Law
J.D., Boston University

Elizabeth Brown General Education
M.A., Washington University

Linda Bryan Accounting
C.P.A., Metropolitan State College

Bruce Crowder Computer
M.S., Kearney State College

Samuel Dosumu Computer
M.B.A., Regis College

Thomas Ferrin Computer
B.A., Barrington College

Craig Grabau Accounting
C.P.A., Colorado State University

Elaine Harper-Redondo General Education
B.A., Metropolitan State College

Nancy Harris General Education
M.H., University of Colorado

Janet Hudzicki Medical
B.S., Indiana University of Pennsylvania

Mike Huff General Education
M.S., Kansas State University

Joyce Larsen General Education
M.A., George Washington University

Louis LeBlanc Medical
B.S., United States Air Force Academy

Deborah Lee General Education
B.A., Denison University

Deanna Leino Secretarial
M.S.B.A., University of Denver

Chester Mason General Education
M.A., Washington University

Mark Mawer Travel & Tourism

Audrey McCutchen General Education
M.A., University of Denver

John McGinley Accounting
B.A., Colorado State University

Timothy Merrill General Education
M.A.R., Iliff School of Theology

Hope Morales Secretarial
M.S.B.A., University of Denver

Nancy Myers Business Law
J.D., California Western School of Law

Cynthia Nowik Secretarial
B.S., University of Illinois

Mary Ellen O'Donnell General Education
M.B.A., Wilkes College

Thomas Osborne Travel & Tourism
B.A., Wayland College

Thomas Pond Computer
C.P.A., University of Washington

Cilinda Potter General Education
M.S., University of New Mexico

J. Anand Prabhakar Computer
M.E., Colorado School of Mines

Robert Reinert General Education
B.A., Portland State University

Juanita Jaso Medical

Judith Roseborough Secretarial
B.S., Metropolitan State College

Patricia Scheick Travel & Tourism

Margaret Scott General Education
M.A., University of Northern Colorado

Juliet Sharpe Management/Marketing
J.D., California Western School of Law

Noel Simmons Travel & Tourism

Sandra Solove Accounting
B.S., Western State College

Faye Spaulding Secretarial
B.S., Metropolitan State College

Jane Thomas General Education
M.A., Adams State College

David Throne General Education
M.A., State University College at Buffalo

Richard Tunis Computer
B.A., Long Island University

Nancy VanWechel Computer
M.B.A., Regis College
Helen Williams Accounting
B.A., University of Northern Colorado
Susan Winchester Accounting
Ph.D., University of Colorado

ADJUNCT FACULTY AURORA CAMPUS

Ray Asrari General Education
 E.D.D., University of Northern Colorado

Jennifer Berry Accounting/Secretarial
 M.B.A., University of Michigan

David Castro Business
 J.D., University of Denver

Andre Cooper Computer
 M.S., University of Washington

Kyle Gillette Computer
 M.S., University of Texas

Arletha Gresham-Mester General Education
 B.A., Metro State College

Karen Hales-Easterday Accounting
 B.S., University of Colorado

Nancy Kehoe Secretarial/General Education
 B.A., University of Florida

Joe Knight Computer
 M.S., University of Denver

David Kottenstette Business/General Education
 M.A., University of Northern Colorado

James Lakin Business/General Education
 M.A., University of Northern Iowa

Linda Lange Computer/General Education
 M.B.A., University of Denver

Christi L. Leafstedt Secretarial/General Education
 B.S. Emporia Kansas State College

Ann Madanat Secretarial/General Education
 B.S., Wright State University

Neil McClure General Education
 B.S., California State University

Johnnie L. Nichols Computer
 M.B.A., Radford University

Jeri Ohlander Business/General Education
 B.S., Colorado State University

Kayla Okafor Business
 M.B.A., University of Phoenix

Kenneth Shimamoto Computer/General Education
 B.A., Adams State College

Judith Starr Travel and Tourism
 B.S., California State University at Long Beach

Marsha Steirn Business/General Education
 M.B.A., Marshall University

Monika Strauss General Education
Ph.D., University of Colorado
Sharon Wesemann Business/General Education
B.S., Illinois State University
Debbie Whittaker General Education
B.S., Syracuse University

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