PLATT COLLEGE

CATALOG

WELCOME TO THE HOME OF TECHNOLOGY IN GRAPHIC ARTS AND NURSING

During the past decade, a quiet revolution has been taking place. That revolution involves the use of technology to make the graphic arts and nursing professions more efficient. It will become increasingly difficult in the years to come to enter the world marketplace without an understanding of technological hardware and software. We at Platt College are dedicated to preparing graduates to confidently meet these challenges.

Platt College consists of two Schools of Study:

The School of Design
The School of Nursing

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HISTORY

Platt College traces its origin to 1879 and the State of Missouri. In 1980, the San Diego campus was founded, with a special emphasis in Drafting, Floral Design, Travel/Tourism and Production Art. The Denver school was originally a branch campus of the San Diego school.

In 1986, the Denver Extension was founded with the intent of emphasizing, in addition to Floral Design and Production Art, the rapidly expanding technology of the business world.

The year 1987 saw the college expanding into commercial art training with Graphic Design. This trend continued in 1989 with the addition of Computer Graphics.

The American Education Development Corporation purchased the college in June 1990.

In 1991, the curriculum was enhanced to include Associate of Applied Science Degree programs. Continuing with its commitment to train graduates to compete for jobs at the leading edge of technology, Electronic Prepress Technology was introduced in 1992, followed in 1993 with an Associate of Occupational Studies Degree in Advanced Computer Graphic Design. The graphic arts industry continued its evolution toward digital output in 1996 when advanced programs were introduced emphasizing Interactive Multimedia Graphics and Webpage Design.

Bachelor of Arts Degree programs with specialization in the graphic arts and advertising were added to the programs offered in mid-1997.

By 2000, Information Technology Networking and Website Design were included as vital components of the program balance.

In order to meet the increasing demand for nurses in the healthcare industry, the Bachelor of Science in Nursing degree program was developed in 2005.

PLATT COLLEGE

3100 South Parker Road, Aurora, Colorado 80014. Phone 303-369-5151.

CATALOG

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ACCREDITATION

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.

CERTIFICATION

Certified as true and correct in context and policy.

Jerald B. Sirbu, President
February 1, 2006

PHILOSOPHY

Platt College is not only dedicated to providing the basic skills needed to enter the world of work, but also the people skills and self-confidence necessary for each graduate to reach his or her full human potential.

Platt College is devoted to providing entry-level employees to the world of graphic design, nursing and business who have both the technological skills and the personal and people skills needed to succeed in that increasingly complicated world of work. We will provide students with skilled instructors, up-to-date facilities, the latest in technological hardware and software, and a curriculum that is closely monitored by leaders in the world of business. Our success is measured by graduate accomplishments.

AFFILIATIONS

APPROVED AND REGULATED BY:

The Colorado Department of Higher Education, Private Occupational School Board

APPROVED BY:

Approved for the training of veterans and eligible persons

Programs meet the requirements of federal or state laws regarding student financial assistance

Approved by the U.S. Department of Justice, Immigration and Naturalization Service, for the training of non-immigrant students

Nursing Program approved by the Colorado State Board of Nursing

MEMBER OF:

Colorado Private School Association, Training Assurance Foundation, Printing and Imaging Association/Mountain States

CAREERS WITH A FUTURE

DIPLOMA PROGRAMS:

Applied Computer Graphic Design

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS:

Advanced Computer Graphic Design for Print
Advanced Interactive Computer Graphic Design
Interactive Website Design

BACHELOR OF ARTS DEGREE PROGRAMS:

Advanced Interactive Computer Graphic Design
Advertising Graphic Design
Computer Graphic Design

BACHELOR OF SCIENCE DEGREE PROGRAM: NURSING

I DID

I Can, I Will, I Did

Platt College seeks to instill in students (individuals) a high degree of self-confidence and determination, respect for their own standards and beliefs, and the ambition to pursue ever greater responsibilities and achievements.

FACILITIES

- The impact that rapid advances in technology are having in the healthcare and graphic arts industries today demand that students be trained to understand the purpose, value and function of the new automated equipment.

- The Electronic Prepress Lab incorporates Macintosh computers with a color scanner, transparency densitometer, light table, laser printer, color printer and large screen monitor.

- The Computer Graphics and Desktop Publishing Labs contain networked Macintosh computers with high resolution color monitors, scanners and laser printers.

- The Multimedia and Web Design Labs include Macintosh and Pentium computers, removable hard drives, CD-ROM and DVD drives, CD-R recorder, scanner, laser printer, video digitizing system, DV camera, lighting and sound recording equipment.

- Most classrooms are equipped with up-to-date media equipment which may include video recording and presentation equipment. Overhead projectors are also provided.

- The Nursing Labs include patient centered care equipment, training manikins, human simulators, health assessment technology and computer based instruction modules

- A variety of furnishing styles is used to create an atmosphere conducive to learning.

- A student lounge is provided for use as a study center and a place for that quick snack between classes.

- The facility, located on the first and second floors, has elevator service and is fully accessible to the disabled.

- Ample complimentary parking is provided.

LIBRARY FACILITIES — MULTIMEDIA RESOURCE CENTER

- Students and instructors have access to the Aurora Public Libraries central facility, which is approximately four miles from the school. It is accessible by public transportation (RTD , which stops within two blocks of the school).

- The Resource Center houses PCs for student use, and current versions of software. There are also CD-ROM/DVD players and printers, along with a collection of current CD/DVD which provide thousands of resource materials.

- Online services are available in the Resource Center giving each Platt College student and staff member access to more information than has ever been available to individuals in all of history. Nursing students have on-line access to nursing, healthcare and medical journals. This access to the Internet and World Wide Web provides almost limitless resources from anywhere in the world.

- The Resource Center also houses a collection of appropriate resource periodicals, books, magazines, newspapers, video and audio tapes, paper samples and paper cabinets for student and staff use.

- In addition to the vast array of multimedia information technology available to students, the Resource Center also provides an area for quiet, comfortable study for Platt College students.

ACADEMIC PROCEDURES AND POLICIES

CLASS SCHEDULES

Classes are scheduled between 7:30 a.m. and 10:30 p.m., Monday through Friday. Laboratories and classrooms within the academic divisions of Platt College are open for extra assistance on Fridays from 9:30 a.m. to 3:30 p.m. Individual class sizes fall within a range of 10 to 35 students, depending on the nature of the class and the subject being offered. Supervised laboratories operate with an approximate ratio of one instructor per 20 students. The maximum number of students in a classroom or laboratory setting of instruction is 35.

CLASS SCHEDULES–CLINICAL

Clinical assignments will vary from at school classroom and laboratory times and location. Assignment are based on site availability. Nursing students can be scheduled for morning, afternoon or

night shifts including weekends and holidays.

ACADEMIC TERMS
Platt College functions on an academic term basis. There are five, ten-week terms in a calendar year. Each term consists of two, five-week grading periods. Individual course length is five or ten weeks.

ATTENDANCE POLICY
Platt College puts high emphasis on regular attendance of classes. The employers of graduates need to be assured that good work habits have been developed. Many employers put equal emphasis on academic achievement and class attendance.

Attendance is taken every day in every class. Students are allowed emergency absences totaling no more than 25% of the total contact hours for each course. Exceeding that figure may cause a lowering of the course grade.

A student who is more than twenty minutes late to a class is considered to be absent for that hour. Twenty minutes or less is counted as a tardy. Accumulated tardiness may result in grade point deductions and possible failure of a course.

In the event of an absence or tardy, all missed work must be made up. However, time can never be made up. Students may be required to attend classes Friday mornings to make up missed work.

Should a student miss three consecutive days of classes, the Registrar will verbally notify the Director of Education and/or School Director. The student will be contacted by the Education Department. An absence of five consecutive days may cause the student to be suspended and allowed back in school only after obtaining approval of the Director of Education or the School Director. If a student misses 15 consecutive calendar days, the student is automatically dropped. When a student is dropped, the student must reapply for admission to return to the college. Absences are documented in the Registrar's Office.

REVISIONS
Every effort is made to provide excellence in training. In order to be current with technology and business needs, Platt College maintains the right to revise at any time and without prior notice the programs of study, courses, hours, academic calendar, policy, faculty, regulations, or tuition and fees as circumstances may require. In no case will the tuition and fees be greater than the contract amount.

TERMINATION BEFORE COMPLETION
A student who desires to withdraw from Platt College during the program should meet with the Director of Education or the School Director.

CANCELLATION OF CLASSES
The College reserves the right to cancel any course or program for which there is insufficient enrollment.

CHANGE IN STATUS
Students are required to notify the Registrar's office when a change of status occurs, e.g., change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education.

The School of Design

Your Future.
By Design.

THE GRAPHIC ARTS FOUNDATION

GRAPHIC DESIGN

A solid graphics foundation establishes your credibility as a designer. Platt College uses current, industry-proven training techniques to help creative individuals like yourself develop marketable design skills. Platt College respects your creative individuality. Projects are completed using your unique flair, while still considering their purpose, application and delivery to the industry.

DESKTOP PUBLISHING

Students learn to format and combine text, numerical data, photographs, charts, and other visual elements to produce publication-ready electronic files. They also develop finely tuned skills in typography, print media, packaging, branding and identity.

COMPUTER GRAPHICS

Specifically designed to give those with conventional graphic design skills the most technologically advanced computer-aided design skills available, students learn the uses of various types of computer graphics hardware and software and their applications in the worlds of business, industry, publishing and entertainment. The artist then develops proficiency in paint graphics, draw graphics, presentation graphics, digital photography, digital typography, PostScript graphics and color paint graphics.

ELECTRONIC PREPRESS TECHNOLOGY

Learn to be a problem solver in the areas of color management, trapping, high-end scanning, calibration, PostScript, networking and color proofing systems. When your designs are ready to print, you'll save your clients costly prepress charges and insure that the output is accurate to the design. The artist trained in digital prepress is now capable of going direct from the computer to the press.

In all, you'll get an overview of the printing industry and how to effectively communicate with printers. Individual artwork and portfolio presentation skills, techniques and strategies are essential for the successful graphic designer. You'll learn to effectively present yourself and your artwork to prospective clients and employers through role-playing, communication and dress-for-success exercises. Our instructors will teach you about the business of art, such as work orders, scheduling, costing, billing and artist-client relationships.

There are many career avenues to pursue in the graphic arts field, such as advertising agencies, art studios, printing companies, newspapers, magazines and computer graphics companies. Armed with a professional portfolio, a comprehensive resume, interviewing techniques, placement assistance and a positive attitude, your successful career can begin as a graphic designer.

APPLIED COMPUTER GRAPHIC DESIGN PROGRAM—DIPLOMA

14 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have acquired the technical knowledge and creative skills necessary to obtain an entry-level position in the production art and/or graphic design industry.

Course Number	Course Title	Quarter Credit Hours
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
GD104	Rendering	6.5
GD200	Job Skills	3.0
PD100	Goal Attainment and Decision Making	3.5
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
DTP210	Introduction to Desktop Computers	5.0
DTP300	Concepts in Desktop Publishing	4.0
DTP100	Basic Keyboarding for Desktop Publishers (or)	
DTP150	Intermediate Keyboarding for Desktop Publishers (or)	3.0
DTP200	Advanced Keyboarding for Desktop Publishers	
DTP250	Proofreading for Desktop Publishers	4.0
PROGRAM TOTAL		**71.5**

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Platt College offers programs in three majors leading to the Associate of Applied Science degree: Interactive Multimedia, Internet Website Design and Advanced Computer Graphic Design for Print.

Course work completed in the Diploma Program is transferable to Degree Programs upon meeting the admission requirements of the Degree Program the student wishes to enter.

Diploma and Associate of Applied Science Degree Programs offered at Platt College are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. The Programs are accredited by the Accrediting Commission of Career Schools and Colleges of Technology.

Each Associate Degree Program is approved for the training of veterans and eligible persons.

INTERACTIVE MULTIMEDIA

Multimedia is the total orchestration of many types of media, including text, illustrations, photographs, music or sound, and animation or video. These individual elements are either originally created or electronically acquired from other sources to be assembled and organized into a cohesive product. Output is typically designed for interactive CD-ROM/DVD or on-line viewing. Video output is also used.

On a grand scale, multimedia is a technology that has fundamentally change our lives and our futures. It is predicted to rank technologically with the automobile, television and the space shuttle program. It will revolutionize the manner in which we view and act on information, entertainment and communications.

Multimedia is used to create games, corporate training, electronic magazines, reference materials, advertising, business presentations, kiosks, communications, cable TV, interactive education, sales, marketing, art and performance.

Numerous recent articles in major publications have focused on electronic artist and designer positions as becoming one of the hottest professions over the next decade. With new animation and multimedia technologies maturing, high-end career opportunities are expected to increase even more rapidly. Further development of interactive television (ITV) is also expected to produce numerous job opportunities, some of which are yet to be identified.

This explosion in multimedia and related fields has created the need for an entirely new workforce of computer graphic designers who must be well trained to bring these new technologies to life. Platt College prepares students to meet this demand by providing hands-on training developed to meet industry standards. The highly intensive training develops skills in interactive design and production, authoring, three-dimensional modeling, two- and three-dimensional animation, sound and video acquisition/editing, Webpage design, games, CD-ROM production and a working knowledge of contracts, copyrights, interface development and cross-platform output.

Individuals desiring a creative and artistic career, but who lack the traditional foundation skills, typically begin with Graphic Design. Current industry professionals often enter at advanced phases, using high-end computer graphic and multimedia software to upgrade or enhance their skills and marketability.

WEBSITE DESIGN

In recent years nothing has had a greater impact on business and society than the Internet.

When properly designed, an effective Web site becomes a piece of art unlike any other. Due to the emphasis on a strong computer graphic arts foundation, Platt students are able to design and develop exceptional Web sites which incorporate this critical artistic component.

Platt college will continue to update its labs and curriculum as technology evolves, and upon completion, graduates will be proficient in many facets of web design including:

- Flash animation
- QuickTime Audio/Video
- Shockwave
- Dynamic HTML
- HTML Programming
- Animated GIFs
- Web site maintenance and updating
- Cascading Style Sheets (CSS)

Platt programs create opportunities for rewarding careers in design.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN ADVANCED INTERACTIVE COMPUTER GRAPHIC DESIGN

25 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have gained the technical skills and knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. Special emphasis will be placed on using the personal computer for electronic prepress techniques and interactive media.

Course Number	Course Title	Quarter Credit Hours
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
GD300	Design Practicum	5.0
CS150	Basic Keyboarding for Desktop Publishers (or)	
CS151	Intermediate Keyboarding for Desktop Publishers (or)	3.0
CS152	Advanced Keyboarding for Desktop Publishers	
DTP300	Concepts in Desktop Publishing	4.0
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
EPT201	Printing Technologies	5.0
EPT202	Basic System Operation	5.0
EPT203	Digital Input and Color Theory	5.0
EPT204	Digital Output and Resolution	5.0
MM200	Multimedia Design Fundamentals	8.0
MM300	Dynamic Media and Interactivity	8.0
MM350	3D Modeling and Production	8.0

General Education Requirements (The following required courses are in General Education)

Social and Behavioral Science

PD100	Goal Attainment and Decision Making	3.5

Math

MAT110	Math Skills	4.0

Science

CS110	Introduction to Microcomputers	5.0

Humanities

COM210	Oral Presentation Skills	4.0
COM250	Proofreading	4.0
PD200	Job Skills	3.0
ART104	Basic Drawing	6.5
MUS101	Introduction to Music	4.0
	PROGRAM TOTAL	**132.5**

ASSOCIATE OF APPLIED SCIENCE DEGREE IN ADVANCED COMPUTER GRAPHIC DESIGN FOR PRINT

20 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. Special emphasis will be placed on using the personal computer and electronic prepress techniques.

Course Number	Course Title	Quarter Credit Hours
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
GD300	Design Practicum	5.0
CS150	Basic Keyboarding for Desktop Publishers (or)	
CS151	Intermediate Keyboarding for Desktop Publishers (or)	3.0
CS152	Advanced Keyboarding for Desktop Publishers	
DTP300	Concepts in Desktop Publishing	4.0
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
EPT201	Printing Technologies	5.0
EPT202	Basic System Operation	5.0
EPT203	Digital Input and Color Theory	5.0
EPT204	Digital Output and Resolution	5.0

General Education Requirements (The following required courses are in General Education)

Social and Behavioral Science

PD100	Goal Attainment and Decision Making	3.5

Math

MAT110	Math Skills	4.0

Science

CS110	Introduction to Microcomputers	5.0

Humanities

COM210	Oral Presentation Skills	4.0
COM250	Proofreading	4.0
PD200	Job Skills	3.0
ART104	Basic Drawing	6.5
	PROGRAM TOTAL	**104.5**

ASSOCIATE OF APPLIED SCIENCE DEGREE
IN INTERACTIVE WEBSITE DESIGN

25 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have gained the technical skills and knowledge necessary to obtain an entry-level position in the graphic design industry. Special emphasis will be placed on using the personal computer for Website design.

Course Number	Course Title	Quarter Credit Hours
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
GD300	Design Practicum	5.0
CS150	Basic Keyboarding for Desktop Publishers (or)	
CS151	Intermediate Keyboarding for Desktop Publishers (or)	3.0
CS152	Advanced Keyboarding for Desktop Publishers	
DTP300	Concepts in Desktop Publishing	4.0
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
EPT201	Printing Technologies	5.0
EPT202	Basic System Operation	5.0
EPT203	Digital Input and Color Theory	5.0
EPT204	Digital Output and Resolution	5.0
WB200	Web Design Fundamentals	8.0
WB300	Web Design and Production	8.0
WB350	Web Authoring and Management	8.0

General Education Requirements (The following required courses are in General Education)

Social and Behavioral Science

PD100	Goal Attainment and Decision Making	3.5

Math

MAT110	Math Skills	4.0

Science

CS110	Introduction to Microcomputers	5.0

Humanities

COM210	Oral Presentation Skills	4.0
COM250	Proofreading	4.0
PD200	Job Skills	3.0
ART104	Basic Drawing	6.5
MUS101	Introduction to Music	4.0
	PROGRAM TOTAL	**132.5**

BACHELOR OF ARTS DEGREE PROGRAMS

Platt College offers programs in three majors leading to the Bachelor of Arts degree: Computer Graphic Design, Advertising Graphic Design and Advanced Interactive Computer Graphic Design.

Course work completed in the Diploma and Associate-level programs is transferable to all three Bachelor Programs upon meeting the admission requirements of the Bachelor program the student wishes to enter.

The Bachelor Degree programs are accredited by the Accrediting Commission of Career Schools and Colleges of Technology.

Each Bachelor Degree is approved for the training of veterans and eligible persons.

THE IMPORTANCE OF GENERAL EDUCATION

The ultimate goal of general education is to produce a graduate capable of making meaningful contributions to society, and his/her chosen profession, while, at the same time, increasing the quality and personal satisfaction in his/her own life.

General education requirements promote the student's understanding of self, humanity and the natural world. Being broadly educated in the areas of social sciences, English and literature, mathematics and natural sciences empowers a person to be more creative in solving problems and finding answers. An educated person is more able to make observations from an enlightened perspective which facilitates understanding through reason.

Today's world is one of unprecedented change and complexity. Educated people of today and tomorrow will continue to be faced with the challenge of being life-long learners in order to enjoy the benefits of technology and human advancement. The value of education is limitless and enriches life proportionately. It is better to know than not to know.

BACHELOR OF ARTS DEGREE IN ADVANCED INTERACTIVE COMPUTER GRAPHIC DESIGN

44 Months—Evening Schedule

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design and interactive media industry. In addition, he/she will have acquired an eduction of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and a better problem-solver. It will allow the graduate to be a more effective designer in an increasingly diverse world. These attributes will also enable the graduate to progress more rapidly through the hierarchy of the graphics business world.

Course Number	Course Title	Quarter Credit Hours
ART104	Basic Drawing	6.5
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
COM250	Proofreading	4.0
CS110	Introduction to Microcomputers	5.0
CS150	Basic Keyboarding for Desktop Publishers (or)	
CS151	Intermediate Keyboarding for Desktop Publishers (or)	3.0
CS152	Advanced Keyboarding for Desktop Publishers	
MAT110	Math Skills for Graphic Designers	4.0
PD100	Goals Attainment and Decision Making	3.5
PD200	Job Skills	3.0
ART100	History of Art	4.5
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
DTP300	Concepts in Desktop Publishing	4.0
EPT201	Printing Technologies	5.0
EPT202	Basic System Operation	5.0
EPT203	Digital Input and Color Theory	5.0
EPT204	Digital Output and Resolution	5.0
GD300	Design Practicum	5.0
MM200	Multimedia Design Fundamentals	8.0
MM300	Dynamic Media Interactivity	8.0
MM350	3D Modeling and Production	8.0
GD380	Webpage Design	4.0

Course Number	Course Title	Quarter Credit Hours
ADV360	Television Advertising Design	4.0
GD410	Customer Service and Studio Business	4.0
GD450	Creativity and Concept Generation	4.0
GD460	History of Graphic Design	4.0
GD470	Computer Illustration	4.0
TYP300	Advanced Typography	4.5

General Education Requirements (The following required courses are in General Education)

Social and Behavioral Science

PSY101	Introduction to Psychology	4.5
ANT101	Introduction to Cultural Anthropology	4.5

Math

MAT100	College Math	4.0

Science

SCI101	Scientific and Technologic Literacy	4.0

Humanities

HIS150	U.S. History and Government	4.5
ENG200	Intermediate College Writing	4.5
COM210	Oral Presentation Skills	4.0
COM300	Interpersonal Communication	4.0
ENG100	College Writing	4.0
LIT101	Introduction to Literature	4.5
MUS101	Introduction to Music	4.0
	PROGRAM TOTAL	**200.0**

BACHELOR OF ARTS DEGREE IN ADVERTISING GRAPHIC DESIGN

44 Months—Evening Schedule

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the advertising industry. In addition, he/she will have acquired an eduction of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and a better problem-solver. It will allow the graduate to be a more effective designer in an increasingly diverse world. These same attributes will also enable the graduate to progress more rapidly through the hierarchy of the graphics business world.

Course Number	Course Title	Quarter Credit Hours
ART104	Basic Drawing	6.5
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
COM250	Proofreading	4.0
CS110	Introduction to Microcomputers	5.0
CS150	Basic Keyboarding for Desktop Publishers (or)	
CS151	Intermediate Keyboarding for Desktop Publishers (or)	3.0
CS152	Advanced Keyboarding for Desktop Publishers	
MAT110	Math Skills for Graphic Designers	4.0
PD100	Goals Attainment and Decision Making	3.5
PD200	Job Skills	3.0
ART100	History of Art	4.5
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
DTP300	Concepts in Desktop Publishing	4.0
EPT201	Printing Technologies	5.0
EPT202	Basic System Operation	5.0
EPT203	Digital Input and Color Theory	5.0
EPT204	Digital Output and Resolution	5.0
GD300	Design Practicum	5.0
ADV320	History of Advertising	4.0
ADV330	Advanced Advertising Design	4.0
ADV340	Point-of-Purchase and Collateral Design	4.0
ADV350	Campaign Design	4.0

Course Number	Course Title	Quarter Credit Hours
ADV360	Television Advertising Design	4.0
ADV400	Advanced Marker Indication	4.0
ADV410	Advertising Business Practices	4.0
ADV420	Marketing for Advertisers	4.0
ADV430	Mass Communications Theory and Media Buying	4.0
ADV440	Webpage Advertising Design	4.0
COM350	Copywriting	4.0
GD450	Creativity and Concept Generation	4.0
TYP300	Advanced Typography	4.5

General Education Requirements (The following required courses are in General Education)

Social and Behavioral Science

PSY101	Introduction to Psychology	4.5
ANT101	Introduction to Cultural Anthropology	4.5

Math

MAT100	College Math	4.0

Science

SCI101	Scientific and Technologic Literacy	4.0

Humanities

HIS150	U.S. History and Government	4.5
ENG200	Intermediate College Writing	4.5
COM210	Oral Presentation Skills	4.0
COM300	Interpersonal Communication	4.0
ENG100	College Writing	4.0
LIT101	Introduction to Literature	4.5
MUS101	Introduction to Music	4.0
	PROGRAM TOTAL	**204.0**

BACHELOR OF ARTS DEGREE
IN COMPUTER GRAPHIC DESIGN

48 Months—Daytime Schedule

VOCATIONAL OBJECTIVE

Upon successful completion of this program, the graduate will have gained the technical knowledge and creative skills necessary to obtain an entry-level position in the graphic design industry. In addition, he/she will have acquired an education of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and a better problem-solver. It will allow the graduate to be a more effective designer in an increasingly diverse world. These same attributes will also enable the graduate to progress more rapidly through the hierarchy of the graphics business world.

Course Number	Course Title	Quarter Credit Hours
ART104	Basic Drawing	6.5
GD106	Introduction to Design Principles and Color Theory	6.5
GD107	Application of Design Principles and Color Theory	6.0
GD101	Advertising	6.0
GD102	Studio Design	3.0
GD103	Typography	7.0
COM250	Proofreading	4.0
CS110	Introduction to Microcomputers	5.0
CS150	Basic Keyboarding for Desktop Publishers (or)	
CS151	Intermediate Keyboarding for Desktop Publishers (or)	3.0
CS152	Advanced Keyboarding for Desktop Publishers	
MAT110	Math Skills for Graphic Designers	4.0
PD100	Goals Attainment and Decision Making	3.5
PD200	Job Skills	3.0
ART100	History of Art	4.5
CG200	Introduction to Computer Graphics	8.0
CG300	Concepts in Computer Graphics	6.0
DTP300	Concepts in Desktop Publishing	4.0
EPT201	Printing Technologies	5.0
EPT202	Basic System Operation	5.0
EPT203	Digital Input and Color Theory	5.0
EPT204	Digital Output and Resolution	5.0
GD300	Design Practicum	5.0
GD360	Corporate and Brand Identity	4.0
GD370	Graphic Design Drawing	4.0

Course Number	Course Title	Quarter Credit Hours
GD380	Webpage Design	4.0
GD390	Projects in Webpage Design	4.0
GD410	Customer Service and Studio Business	4.0
GD420	Multimedia Design	4.0
GD430	Projects in Multimedia Design	4.0
GD450	Creativity and Concept Generation	4.0
GD470	Computer Illustration	4.0
GD475	Senior Portfolio Development	4.0
GD480	Advanced Layout and Publication Design	4.0
TYP300	Advanced Typography	4.5

General Education Requirements (The following required courses are in General Education)

Social and Behavioral Science

PSY101	Introduction to Psychology	4.5
ANT101	Introduction to Cultural Anthropology	4.5
ECO150	Consumer Economics	4.5

Math

MAT100	College Math	4.0

Science

SCI101	Scientific and Technologic Literacy	4.0

Humanities

HIS150	U.S. History and Government	4.5
ENG200	Intermediate College Writing	4.5
COM210	Oral Presentation Skills	4.0
COM240	Communicating in Workgroups	4.5
COM300	Interpersonal Communication	4.0
ENG100	College Writing	4.0
LIT101	Introduction to Literature	4.5
MUS101	Introduction to Music	4.0
	PROGRAM TOTAL	**209.0**

PROGRAM BREAKS

Students who enroll in the daytime Bachelor Degree program will have a 12-week break in the summers following the freshman, sophomore and junior years. Those who enroll in the evening Bachelor Degree programs will have a two-week break each summer. Both the day and evening programs will have a two-week break during the winter holiday season.

ADMISSIONS

DIPLOMA AND APPLIED SCIENCE DEGREE PROGRAMS

ADMISSION REQUIREMENTS

The minimum requirement for admission into any program is that you are a high school graduate and that you pass an entrance evaluation. the General Education Development Test or an accredited home study course will substitute for a high school diploma. Acceptance is based upon the evaluation of the high school record and entrance evaluation results.

Enrollment in a particular program of study may depend on minimum competency standards. Some programs have mandatory proficiency standards. Please see Admissions Coordinator.

All applications must be submitted and approved before they can take part in assessment, advising and registration.

ENROLLMENT PROCEDURES

1. If you are interested in programs offered at Platt College, request information by writing, telephoning or visiting the school.

   Platt College has a two-part interview system. You will initially be interviewed with your family by an admissions coordinator. The admissions coordinator strives to determine your qualifications for acceptance in terms of education, good character, determination, motivation and attitude. This is accomplished with the help of the Self-Evaluation Appraisal and the Interest Evaluation. If the coordinator is confident that you have the desire and motivation, he or she completes an Application for Enrollment and receives the registration fee. The admissions coordinator then schedules you for the second interview and testing. These are conducted at Platt College where you and your family are escorted on a tour of the school. The training program, facilities, career opportunities and placement assistance are explained in detail.

   You will be informed at this interview as to whether you are accepted, accepted with condition, or not accepted. If you are not accepted, the registration fee will be refunded.

   Special arrangements can be made for testing and second interviewing, if necessary, due to your geographical location.

2. High school students under the age of 18 and presently attending high school should:

   a. Make arrangements with a high school counselor for certification credit

   b. Complete an "application for admission" form which is available from an Admissions Coordinator

3. If you are a former student, returning after an absence of one or more terms, you must make application for admission. If you have attended other colleges since attending Platt College, you must submit official college transcripts if you wish to have credit considered for transfer to Platt College.

4. All documents become property of the College and will not be released to the student or transferred to other institutions. Your registration depends on Platt's receiving all required documents.

ADMISSION POLICY FOR BACHELOR OF ARTS DEGREE PROGRAMS—EVENING SCHEDULE

Platt College utilizes a "Two Plus Two" system for enrollment into the Evening Schedule Bachelor Degree Program.

Admission Requirements

Applicants must first meet the requirements of the Applied Science Degree Programs. Qualified individuals are enrolled in one of the Associate Degree Programs. Upon successful completion of the Associate-level requirements, the graduate is offered job placement assistance and becomes eligible to make application to a Bachelor-level program.

Admission to a Platt College Bachelor of Arts Program is open to graduates of Platt College Associate Degree Programs or graduates of Associate degree programs equivalent to Platt College programs. A combination of work experience and college classes which did not lead to a degree may also qualify a student for admission to a Platt College Bachelor's Program, if the combination is equivalent to a Platt College Associate Degree. Equivalence will be determined by portfolio review, written and practical tests and interview. Your Admissions Coordinator can arrange the appropriate appointments for this process.

Enrollment in a particular program of study may depend on minimum competency standards. Some programs have mandatory proficiency standards. Please see an Admissions Coordinator.

All applications must be submitted and approved

before a prospective student can take part in assessment, advising and registration.

ADMISSION POLICY FOR BACHELOR OF ARTS DEGREE—DAYTIME SCHEDULE

Platt College utilizes a "Four Year" system for enrollment into the Daytime Schedule Bachelor Degree Program. Qualified individuals are enrolled in the first of five academic year periods leading to completion of the Bachelor Degree. The class schedule, course sequence and summer break period differ from the Evening Schedule. Admissions to the Bachelor of Arts Program in Computer Graphic Design is open to high school graduates who are successful on the entrance exam, and demonstrate interest and ability to succeed in the graphic arts course of study leading to a career as a Graphic Designer.

PROGRAM BREAKS

Students who enroll in the Daytime program will have a 12-week break in the summers following the freshman, sophomore and junior years. Those enrolling in the Evening program will have a two-week break each summer. Both the Daytime and Evening programs will have a two-week winter holiday break.

ADMISSION PROCEDURE

1. All new students must meet with an Admissions Coordinator to complete all application, testing and transcript requests. If you want previous college credits transferred, submit official copies of college transcripts to the Registrar's office before the first term of enrollment.

   a. All new students' basic skills are measured before registration. Your Admissions Coordinator will use this information to help you plan your studies. Call 303-369-5151 for information.

   b. You should declare your program major on the application for admission form, which is available from an Admissions Coordinator.

2. High school students under the age of 18 and presently attending high school should complete an "application for admission" form which is available from an Admissions Coordinator.

   a. Submit the required essay.

   b. Pass the entrance exam.

   c. Complete the two step interview process and tour the college.

   d. Two weeks following high school graduation, submit an official grade transcript to the college registrar to confirm graduation status.

   e. An official Letter of Acceptance will confirm your scheduled start date.

3. If you are a former student, returning after an absence of one or more terms, you must make application for admission. If you have attended other colleges since attending Platt College, you must submit all official college transcripts if you wish to have credit considered for transfer to Platt College.

4. All documents become the property of the College and will not be released to the student or transferred to other institutions. Your registration depends on Platt's receiving all required documents, and the non-refundable $25 application fee.

5. Once all testing and admission interviews are completed, prior college transcripts received, and the completed application for admission is submitted by the applicant, the Admission Committee will determine acceptance into the Bachelor-level program. The applicant will be notified in writing of the Admission Committee's decision prior to the scheduled class start.

6. The tuition rate, current on the date the Bachelor-level enrollment application is submitted, is applicable for all applicants.

VETERANS ONLY

Individuals who qualify for educational benefits through the Veterans Administration must submit a listing of previous education and training as part of the application process. Ask your Admissions Coordinator for the form entitled, "Previous Education and Training." The college maintains a file for each veteran and/or eligible person which includes the following:

1. Written record of previous education and training.

2. Record of the credit allowed for previous education and training. The enrollment period will be shortened to account for credit allowed. This information will be submitted to the Department of Veterans Affairs as required.

3. Each course enrolled in by term

4. Final result of each course enrolled in; i.e., passed, failed, incomplete, withdrawal.

5. Record of any Enrollment in courses from which there was a withdrawal.

6. Record of any withdrawals including last date of attendance.

7. The attendance of the eligible person in non-degree courses.

REVISION OF THE COURSE REPEAT POLICY:

All courses undertaken will be included when computing the Grade Point Average of Veterans and Eligible Persons.

INFORMATION FOR
INTERNATIONAL STUDENTS

Platt College is authorized by law to enroll non-immigrant, alien students in its programs. Upon receipt of the applicant's enrollment agreement, proof of English competency, a high school (or equivalent) transcript (with definition of grading scale), meeting all pertinent requirements of the U.S. Department of Homeland Security and the successful completion of the school's admission test, the school will advise the applicant of acceptance or non-acceptance. The enrollment agreement must be submitted to the Admissions Department at least 120 days prior to the selected starting date. It is unlikely that immigration authorities will grant foreign students permission to be employed while active in school. Therefore, international students must provide documentation to prove that sufficient funds are available to cover all tuition, fees, supplies and living costs prior to acceptance.

TRANSFERRING CREDIT TO PLATT COLLEGE

1. If you are transferring to Platt College, contact the Director of Education for transcript evaluation. Official transcripts should be evaluated before enrolling. Transfer credit will not be given after a student is enrolled in an equivalent course, and the college will not accept "D" grades or lower in transfer.

2. Platt College reserves the right to evaluate all credits. In the event that course work is found to be obsolete, you may be required to update the credit.

3. Course content should be similar to those courses offered at Platt College.

4. Platt College will accept transfer credit only from accredited post-secondary institutions. Transfer credit may be accepted from other institutions approved by the Division of Private Occupational Schools, Department of Higher Education, in accordance with any agreements between Platt College and those institutions.

5. No more than 50% of the total quarter credit hours of a program may be transferred from another institution or institutions.

6. Transfer credit will not be accepted after a student is enrolled in an equivalent course at Platt College.

ADVANCE STANDING

Platt College accepts credits and transfers from many accredited colleges and universities. Credits are accepted on the basis of similarity with courses offered in the chosen program. Platt College accepts College Level Proficiency Examinations (CLEP) as a basis for advance standing. Credit may also be given for related work experience. Bypass examinations will be given to those students who feel they have a sufficient level of knowledge to challenge courses (see special fees section).

The minimum passing score is 90% correct per test in bypass situations. The student will receive a grade "TC" for that course. The courses must be challenged in order of prerequisites.

In order to have credits from another institution accepted by Platt College, an official transcript should be sent from the registrar of the previously attended institution to Platt College.

RESIDENCE REQUIREMENT

All students must be in residence at the time of graduation in order to receive a diploma or degree. Exceptions may be approved by the Academic Dean.

If you are transferring to Platt College after taking courses at another school, or have verified related work experience, contact the Director of Education. Transcripts should be evaluated before enrolling.

The college will not accept "D" grades or lower in transfer.

Students must take 50% of their course work at Platt College. For the diploma programs only, if you feel that extenuating circumstances exist that are grounds for an appeal of the 50% residence requirement, provide copies of the pertinent transcripts to the Academic Dean and/or the School Director. One of these two individuals will review your appeal and determine if an exception to this policy will be made.

NON-DISCRIMINATION POLICY

Platt College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age or disability. Platt College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the institution shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

If you are attending Platt College to prepare for transfer to another college or university, familiarize yourself with the general education requirements of that institution. Since graduation requirements vary among institutions, it is important to obtain assistance from the Academic Dean in planning a transferable program of study.

In addition, each major field of study at a particular institution has a specific course requirements. It is extremely important for you to follow a prescribed transfer program (recommended by an advisor at the four-year institution) in order to make a smooth transitition to the four-year college or university.

Platt College cannot guarantee transferability of credits to other institutions.

GRADUATION REQUIREMENTS

DEGREE REQUIREMENTS

All applicants of Platt College degree programs must meet the following requirements:

1. Be enrolled in Platt College classes for the term in which he/she intends to graduate. Exceptions may be approved by the Director of Education.

2. Complete a minimum of 104.5 quarter credit hours for Associates Degree, 180 quarter credit hours of approved course work for a Bachelors Degree.

3. Earn a cumulative grade point average of 2.0 ("C" average). Courses to be counted toward the Upper Level Courses in the major field of study must be completed with a grade of "C" or higher. Some programs may require a student to earn at least a "C" in specific course work. Students should check with the Academic Dean regarding the minimum grade point average requirement.

4. Complete a minimum of 50% of credits at Platt College in the program area. Exceptions may be approved by the Academic Dean.

5. File an "application of graduation" form during the term in which the student intends to graduate, according to the deadline published by the college.

GENERAL EDUCATION REQUIREMENTS

Platt College believes that general education assists individuals to reach their maximum potentials. All Associate of Applied Science and Bachelor's degrees have general education requirements. These requirements adhere to goals for general education established by the Colorado Commission of Higher Education:

1. To build skills for advanced lifelong learning.

2. To expose students to the mainstream of thought and interpretation, humanities, sciences, mathematics, social sciences, communication and the arts.

3. To integrate learning in ways that cultivate the student's broad understanding and ability to think about a large and complex subject, formulate and analyze valid concepts, solve problems and clarify values.

4. To prepare individuals for their roles as effective citizens in a changing and complex society.

DEGREES AWARDED

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Associate of Applied Science Degree or the Bachelor of Arts Degree in the appropriate major course of study.

FOR DIPLOMA PROGRAMS

A diploma is issued to each graduate who has completed all of the program requirements. The graduate must also have a 2.0 grade point average and have satisfied all financial obligations to receive a diploma.

CATALOG REQUIREMENTS FOR GRADUATION

Students may graduate under the catalog requirements listed for the academic year in which they were enrolled. If students interrupt attendance for one year or more and then return, the catalog of the new readmission year is the document of authority. If graduation requirements and policies should change, students may choose to follow the catalog of the year of initial entry or the current catalog. Student should be sure to obtain and keep a copy of the catalog under which they enter or are readmitted.

OTHER GRADUATION POLICIES

1. Platt College reserves the right to substitute or delete course work based on current curriculum. Students are assured that if the curriculum changes, Platt will make every effort to determine an equitable solution.

2. Students must complete an "academic review" two terms before the term in which they intend to graduate.

STATEMENT OF SATISFACTORY PROGRESS

Satisfactory Academic Progress is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete the program. Platt College expects students to progress through the program based on satisfactory progression standards.

Federal regulation requires that a student receiving any financial assistance from any state or federal aid programs must be making Satisfactory Progress as determined by the institution from which such aid is received.

Students at Platt College will have their Satisfactory Progress measured on their grade point average and credit hours offered.

A graphic design student must maintain a minimum grade point average of 1.75 at the end of the first 25% of their program and also a 1.75 at the midpoint of their program. The student must also achieve a 2.0 grade point average upon graduation in order to be attaining Satisfactory Progress.

The following procedures will be followed when implementing this policy:

1. All students will be considered to be making Satisfactory Progress at the time of enrollment.

2. Each student's progress will be reviewed—at a minimum—at the first 25% of their program, midpoint of their program and prior to graduation.

3. Any student found to be making Unsatisfactory Progress will be put on probation for two grading periods (ten weeks).

4. Any student found to be making Unsatisfactory Progress after expiration of the probationary period will be put on Suspension, unless conditions exist which, in the opinion of the Appeal Committee, warrant extending the probationary period.

5. The maximum time frame shall not exceed 1.5 times the normal duration or credit hours required to complete a program. The length of time a student is on a Leave of Absence is not included in the calculation of the 1.5 Maximum Time Frame period.

6. If the student feels that his/her written appeal has not been given fair consideration, he/she may also request a meeting of the Appeals Committee. The request must be made in writing along with a statement of circumstances. The request should be made to the School Director.

7. After being suspended, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

MAXIMUM TIME FRAME

Students must complete their programs within a prescribed time frame. The maximum time frame is limited to 1.5 times the normal length of the program in duration or credit hours required to complete the program. Students who fail to complete their programs within the maximum time frame will be dismissed unless conditions exist which, in the opinion of the School Director, warrant placing the student on probation. The terms of the probation will be documented and maintained in the student file.

LEAVE OF ABSENCE

A Leave of Absence may be granted for medical reasons or for personal situations. A request for a Leave of Absence must be requested in writing and signed by the student and approved by the administration.

A student taking a Leave of Absence should be aware that not all classes are offered each quarter. The proper paperwork must be submitted to the School Director or the School Director's representative. The Leave of Absence for graphic design students shall not exceed 90 days (not to include holidays or vacation time) per 12-month period. Failure to return from an approved Leave of Absence will be considered a withdrawal by the student.

ACADEMIC STANDARDS

Grade reports will be filed at least once each ten-week term with the student records department. The student receives grade notification for each course from the instructor. Failure to maintain a 1.75 cumulative grade point average may result in probation or suspension.

ACADEMIC PROBATION

A student whose cumulative grade point average drops below 1.75 will be placed on Academic Probation. The student will have the next two grading periods to raise his or her cumulative grade point average to 1.75.

Students who are placed on Academic Probation will

be notified by the Registrar. Upon notification, the student must report to the Director of Education for academic advising.

Failure to raise the cumulative grade point average to the required level during the specified time period will result in temporary or permanent suspension.

COURSE REPEAT

If a required course if failed, it must be taken again. If a student is required to take a course that is a prerequisite to other courses, that course must be taken before the advancement to subsequent courses. A course may not be repeated more than once.

If a student receives a grade of "D" or "F" in a course, he/she may repeat the course one time only, to earn a better grade.

The charge for the repeat of a course will be the full credit hour tuition rate at the time the course is repeated.

The original grade of "D" or "F" will be calculated into the student's cumulative grade point average until the repeat has been completed. At that time, the "D" or "F" will be replaced by an "R" on the student's transcript and the new grade will be used to calculate the grade point average.

In the event a student with an "F" or "D" grade repeats a course, only the repeat grade—whether it be an "A", "B", "C", "D" or "F"—will be used on the transcript and to calculate the grade point average.

COURSE INCOMPLETION

If extenuating circumstances warrant, a student may receive a grade of Incomplete for a course. In order to receive an "I" grade, the instructor of the course must apply to the Director of Education and obtain the Education Director's approval.

The student will have the first two weeks of the next term in which he/she is enrolled to complete the course. Under extraordinary circumstances, the Director or Director of Education may extend completion time beyond two weeks. The student must apply in person to the Director or Director of Education for an extension before the two weeks elapse.

A grade of Incomplete will be calculated as zero (0) grade points on that term's grade point average and may result in the student being placed on Academic Probation. Upon completion of the course, the new grade will be used to calculate the student's grade point average.

COURSE DROPS AND WITHDRAWALS

A student may drop a course any time before 10% of the contact hours for that course have occurred. The student will receive a grade "WA" (Administrative Withdrawal). The "WA" grade will have no effect on the student's grade point average.

After 10% of the contact hours for a class have occurred, if a student wishes to terminate a course, he or she must withdraw. If progress is satisfactory at the time of withdrawal, the student will receive a grade of "WP" (Withdrawal while Passing). If progress is unsatisfactory at the time of withdrawal, the student will receive a grade of "WF" (Withdrawal while Failing). Under appropriate circumstances, a student may receive a grade of "WA". Although withdrawal grades of "WP", "WF", and "WA" will not have an effect on the student's grade point average, they will remain as a permanent part of the student's transcript.

Failure to withdraw properly may result in the assignment of failing grades, which will affect the student's grade point average, and will become a part of the student's permanent record.

STUDENT PROGRESS REPORT

Students are entitled to a regular accounting of their academic status. Students receive a grade and grade report for each course completed from the instructor. Students placed on warning or probation status are informed at the time the action is taken; and appropriate counseling is a part of that process. Students may review their academic progress by requesting a transcript.

Student progress is evaluated through daily assignments, hands-on assessment, quizzes and written examinations. Progress is measured by use of a grade point system.

DEFINITION OF A UNIT OF CREDIT

Platt College measures student progress in quarter credit hours. A quarter credit hour is defined as follows:

> One (1) quarter credit hour equals ten (10) hours of classroom lecture, plus appropriate outside preparation;

> or

> Twenty (20) hours of laboratory work, plus appropriate outside preparation;

> or

> Thirty (30) hours of internship/shop instruction, clinical practicum or the equivalent.

A classroom hour is 50 minutes.

GRADING SYSTEM

The following are guidelines used by instructors, subject to the varying needs of different programs or courses, to establish their grading criteria.

Grade A—Superior Work

1. The student masters the objectives of the course, is able to apply what he/she has learned, and is able to integrate it with other knowledge.

2. The student consistently distinguishes herself/himself in assignments, examinations, laboratory and class participation.

3. The student demonstrates independent thinking in class work and discussions.

4. Work is consistently in proper form and format, and submitted punctually.

5. Where achievement in the course involves development of hand or motor skills, the student consistently displays superior skills, ability and performance.

6. The student complies with school attendance requirements.

Grade B—Above Average Work

1. The student shows consistent mastery of the course content and objectives, and is usually able to apply what she/he has learned to new situations and other knowledge.

2. The student's work is in proper form and format, and submitted punctually.

3. Where achievement in the course involves developing hand or motor skills, the student consistently displays above average skills, ability and performance.

4. The student complies with school attendance

requirements.

Grade C—Average Work Allowing Progress in Course Sequence

1. The student shows reasonable comprehension of the course material and has an average mastery of the content which would indicate success in the next course in the same field.

2. The student consistently makes average scores in tests, homework, projects and class participation.

3. Assignments are completed in adequate form and format, and submitted punctually.

4. Where achievement in the course involves development of hand or motor skills, the student consistently displays average performance and skills.

5. The student complies with school attendance requirements.

Grade D—Less Than Acceptable; Passing Grade

1. The student performs below average in tests, projects, reports, class participation and laboratory, but shows some competence in the course subject matter.

2. The competence demonstrated is insufficient to indicate success in the next course in the subject field.

3. Assignments are completed in imperfect form and format, sometimes late, and of inconsistent quality.

4. Where achievement in the course involves developing hand or motor skills, the student displays below average skills, abilities and performance.

5. The student complies with school attendance requirements.

Grade F—Failing Grade

1. The student demonstrates an unacceptably low or no mastery of the course objectives and content.

2. The student fails to perform at the "D" level on tests, homework, projects, class participation and laboratory.

3. Assignments are completed in an imperfect form or format or are not turned in.

4. Where achievement in the course involves hand or motor skills, the student fails to perform at "D" level.

5. The student fails to comply with the school attendance requirements.

Letter Grade System

Letter Grade	Credits	Grade Points	Rating
A	1	4.0	Excellent
B	1	3.0	Superior
C	1	2.0	Average
D	1	1.0	Passing
F	0	0.0	Failing
I	0	0.0	Incomplete
WP	0	0.0	Withdraw Passing
WF	0	0.0	Withdraw Failing
WA	0	0.0	Administrative Withdrawal
TC	0	0.0	Transfer Credit
R	0	0.0	Course Repeated
W	0	0.0	Dropped
P	1	0.0	Passed

EXAMINATION OF STUDENT RECORDS

1. Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files and academic records, including grades, attendance and counseling records, or documents maintained by the school which pertain to them (parental financial information excepted).

2. Records are supervised by the Director. Students may request a review of their records by writing the Director or the Director's representative. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for a $1.00 fee for each page. When grades are included, the transcript fee applies.

3. Students may request that the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy.

4. Challenging the record for the purpose of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenging must be made no later than 90 days after the last date of attendance.

   a. The Department Chairperson involved and/or the Director will review the written challenge and meet with the student. A decision will then be made to retain, change or delete the disputed data.

b. Should further review be requested, a grievance hearing will be held at which time the student is afforded a full and fair opportunity to present the evidence relevant to the disputed issues. A student committee will then make a final decision.

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

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

6. Exemptions. The following items are exempt from the Privacy Act:

a. Parents Confidential Statement and other financial-need data.

b. Records about students made by teachers or administrators which are maintained by and accessible only to the teachers or administrators.

c. School security records.

d. Employment records for school employees who are not also current students.

e. Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals acting or assisting in such capacities, for treatment purposes, and which are available only to those providing the treatment.

7. Access Without Student Consent. The school may release student information without written consent of the student to:

a. Other school and Platt College officials who have legitimate interests.

b. Other schools where students have applied for admission. In this case, students may be advised that the records are being sent and that they may receive a copy and have an opportunity to review and challenge the records.

c. Authorized representatives of the Department of Education or the Comptroller General of the United States.

d. State and local authorities where required.

e. Accrediting agencies.

f. Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.

g. Appropriate persons or agencies in connection with student applications for or receipt of financial aid.

h. Courts in compliance with a court order or subpoena, providing that the student is notified prior to compliance.

i. Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization. Parental access to records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. The school maintains all student records according to the Family Educational Rights and Privacy Act of 1974. All files are kept in perpetuity.

Any person has the right to file a complaint with the Department of Education if Platt College violates the Family Educational Rights and Privacy Act.

STUDENT CONDUCT AND DISCIPLINE

Students are expected to conduct themselves in a manner conducive to learning and to the learning of others. The school is operated in a business complex and under no circumstances will the school tolerate any behavior which interferes with or detracts from the businesslike atmosphere of the school's neighbors.

The following statements define those behaviors which are not in harmony with the educational goals of the school:

1. Academic dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the school.

2. Forgery, alteration, misuse or mutilation of school documents, records, identifications, education materials or property.

3. Obstruction or disruption of teaching, administration, disciplinary procedures, other school activities including its public service functions, or of any other authorized

activities on premises.

4. Physical abuse of any person that is related to school affairs or conduct which threatens or endangers the health or safety of any such person.

5. Theft of, or damage to, property of the school, or using or attempting to use school property in a manner inconsistent with its designed purpose.

6. Intentional and unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.

7. Use or possession of firearms, ammunition or other dangerous weapons, substances, materials (except as expressly authorized by the school), bombs, explosives, or explosive or incendiary devices prohibited by law.

8. Disorderly conduct or lewd, indecent, obscene conduct or expression.

9. Violation of a federal, state or local ordinance, including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses or arson, if such violation occurs on school property.

10. Failure to comply with the verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her employment or resisting a security officer who is acting in the performance of his/her duties.

11. Aiding, abetting or inciting others in committing or inciting others to commit any act of misconduct set forth in one through ten above.

12. Conviction for a crime which is of a serious nature. (Upon the filing of charges in civil court involving an offense which is of a serious nature, if it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be temporarily suspended pending disposition of the charges in civil court.)

Violation of any of the above may subject the student to any of the following:

a. Reprimand

b. Specific restrictions may be imposed

c. Disciplinary probation; further infractions will result in suspension if they occur within the specified probation period

d. Temporary suspension

e. Permanent suspension

CONDITIONS FOR READMISSION AFTER SUSPENSION

After being suspended, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

If the college allows applicant to reenter, applicant must execute a new Enrollment Agreement and pay all current Program Costs.

The School of Nursing

Innovation in Nursing Education

The Bachelor of Science in Nursing is approved by the Colorado State Board of Nursing and accredited by the Accrediting Commission of Career Schools and Colleges of Technology

The Nursing program was approved by the Colorado Board of Nursing on June 22, 2005 and the Accrediting Commission of Career Schools and Colleges of Technology on August 30, 2005.

Our Mission
Platt College School of Nursing strives to provide innovative educational opportunities, for students, to learn to function as professional nurse generalists, who are competent to meet the diverse healthcare needs of the Colorado populace across the lifespan.

Our Vision
We, the faculty of Platt College School of Nursing, will seek to instill in each nursing student a foundation of knowledge and skill necessary to meet the ever changing societal healthcare needs, by encouraging personal development of a desire for life-long learning and a passion for nursing practice.

Our Philosophy
The School of Nursing as an integral division of Platt College conducts academic programs at the undergraduate level congruent with the mission and philosophy of the college. Faculty in the School of Nursing develops baccalaureate nursing education curricula based upon the following beliefs:

Nursing Education
We believe in and are committed to a strong scholarship of liberal arts and science base for nursing education. The faculty believes quality nursing education occurs through a dynamic curriculum that fosters the nursing student's role development as provider of care, manager of care, teacher, advocate and member of the profession. (Colorado Nursing Articulation Model, 2005)
We believe nursing education is an interactive process that demands the engagement of both the learner and the instructor in a mutually respectful relationship. The instructor is a mentor and a role model for the nursing student while facilitating the nursing student's development of critical thinking skills and related clinical judgments that form the basis for competent nursing practice. Nursing students are responsible and accountable for demonstrating achievement of course and program outcomes.

Nursing
We believe "Nursing is the protection, promotion, and optimization of health abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations." (ANA, 2003)

Professional Nurse
We believe the entry level for professional nursing is the Bachelor of Science degree. The professional nurse possesses the knowledge and skills to adapt to any type healthcare delivery service. The professional nurse possesses the cognitive characteristics of communicator, critical thinker, decision maker, problem solver and team member. Affectively the professional nurse demonstrates caring, empathy, and advocacy for the patient population under his/her care. The professional nurse is able to demonstrate safe and effective nursing care of patients through demonstration of competent psychomotor skills. The professional nurse is committed to the nursing profession and life-long learning.

Person
We believe each person is a holistic being with biological, psychological, and social needs that are shaped by cultural and spiritual belief systems within a dynamic environment. The person encounters a variety of stressors throughout the lifespan that affects his/her ability to adapt to the environment. The term person can be applied to the individual, the family or the community.

Health
We believe the person constantly encounters external and/or internal stimuli that influence his/her ability to adapt on a health continuum between wellness and illness. Achieving an optimal state of

health is the right of every individual, family or community.

Environment

We believe the environment is "all conditions, circumstances, and influences surrounding and affecting the development and behavior of persons and groups, with particular consideration of mutuality of person and earth resources." (Roy, 1999)

Our Organizing Framework

The faculty of Platt College School of Nursing subscribes to a curriculum design approach that enhances the student's learning opportunities. Faculty is encouraged to expose the nursing student to different models, conceptual frameworks, and theories while maintaining our fundamental organizing framework for curriculum content, course sequences, and curriculum evaluation.

Our first organizational framework strategy is the integration of liberal arts and science courses throughout the curriculum rather than the traditional practice of two years of general studies followed by two years of nursing courses. This strategy is founded in our mission to "promote innovative educational opportunities" and our vision for "encouraging personal development of a desire for life-long learning and a passion for nursing practice." The foundation of this strategy was based upon (1) ethical consideration for the student's resources, specifically time and money, (2) exposing the nursing student to the profession throughout the program rather than at the end of the program of study, (3) offering the nursing student an option from the traditional nursing program structure, and (4) determination that general studies courses offered throughout the program would be more valuable to the student's learning process. For example: Microbiology is offered in the quarter prior to Nursing

Care of the Community. While microbiology concepts are periodically addressed in other nursing courses, it has the greatest contribution to supporting the concepts of epidemiology: organism identification, occurrence rate, reservoir, mode of transmission, incubation period, period of communicability, and methods of control taught in Nursing Care of the Community.

The Colorado Nursing Articulation Model: 2000-2005, The Essentials of Baccalaureate Education for Professional Nursing Practice, and the National League of Nursing Accreditation Manual with Interpretive Guidelines by Program Type have served as the guidelines for developing our curriculum. It is essential our curriculum provide the nursing student with learning and practice opportunities leading to personal role development of provider of care, manager of care, teacher, advocate and member of the profession as stated in our philosophy. Using these resources for curriculum development and evaluation is our second strategy.

Professional Nurse Role Development Competencies:

Provider	Teacher	Manager	Member	Advocate

• Caring across the lifespan
 	
• Communicator
 	
• Evidence-based practice
 	
• Technical Skills
 	
• Nursing Process
 	
• Health Promotion
 	
• Health Prevention
 	
• Care of the sick
 	
• Critical Thinking
 	
• Information Technology
	• Age-specific learning styles
	
	• Teaching-learning principles
	
	• Assessing learning readiness
	
	• Teachable moments
	
	• Teaching Methods
	
	• Validating learning
	
	• Remediation
	
	• Significant other inclusion
	
	• Lifestyle modifications
		• Leadership Qualities
		
		• Team Member
		
		• Collaboration
		
		• Delegation
		
		• Decision-making
		
		• Problem-solving
		
		• Communicator
		
		• Health Care Systems Navigator
		
		• Case Management
		
		• Performance Improvement
		
		• Risk Management
			• Professional Behaviors
			    o Ethical
			    o Legal
			
			• Accountability
			
			• Responsibility
			
			• Integrity
			
			• Professional Organization Member
			
			• Life-long learning commitment
			
			• Regulatory Knowledge
			
			• Licensure
				• Respect for diversity and autonomy
				
				• End-of-life care
				
				• Access to care
				
				• Social Justice
				
				• Professional Growth & Development

We have selected to use Roy's Adaptation Model, Gordon's Functional Health Patterns, Concept Mapping and the Wellness-Illness Continuum as conceptual strategies for teaching the nursing process. As our third organizational framework strategy, these conceptual strategies offer the nursing student the opportunity to develop critical-thinking, decision-making, and problem-solving skills in an organized manner. These conceptual strategies compliment each other and offer the nursing student a more global view of the nursing process in action.

Nursing laboratory and clinical experiences offer the nursing student the opportunity to apply, synthesize, and evaluate learned nursing concepts and skills, thus achieving a higher level of nursing practice competency. The curriculum focus is on clinical integration of the nursing student's cognitive, psychomotor and affective learning domains by either simulating or assigning a patient care experience. A variety of clinical environments have been selected to expose the student to cultural diversity, ethical-legal concerns, lifespan development, and patient acuity care levels.

Program Objectives

Upon graduation, the nursing student should be able to demonstrate the following entry-level professional nurse competencies as defined by the Colorado Nursing Articulation Model, 2005:

Provider Role

1. The nurse, demonstrating caring and critical thinking skills, assists the individual, family, group, or population to identify and meet basic health needs in a wide variety of settings across the continuum of care.

2. The nurse coordinates cost-effective quality care using a culturally competent, collaborative and interdisciplinary approach.

Teacher Role

1. The nurse provides individual, family, group, or population-based education in a variety of settings to promote, maintain, and restore health from birth to death.

2. Promoting a caring environment, the nurse provides culturally appropriate learning activities, effectively utilizing resources and current technology.

Manager Role

1. The nurse, as manager, works collaboratively to achieve the desired outcomes of quality care, fiscal responsibility, and customer satisfaction by coordinating care of individuals, families, groups or populations through effective use of technology, resources, information, and systems.

Member of the Profession Role

1. The nurse is accountable for the ethical, legal, and professional responsibilities related to nursing practice.

Advocate Role

1. The nurse promotes a climate in which individuals, families, groups, or populations may act in their own interest, including accessing available resources, and intervenes when they are unable to act in their own interest.

BACHELOR OF SCIENCE DEGREE IN NURSING

32 Months - Schedule Varies To Clinical Placement Site Availability *12 quarters*

Vocational Objective

Upon successful completion of this program, the graduate will have gained the cognitive, affective, and psychomotor skills necessary to obtain an entry-level professional nursing position in a healthcare setting. In addition, he/she will have acquired an education of such a nature as to increase the student's awareness and understanding of the world around him/her. This education will enable the graduate to be a more critical thinker and better problem-solver. It will allow the graduate to be a more effective registered nurse in an increasingly diverse world.

Course Number	Course Title	Quarter Credit Hours
NSG 231	Nursing Process and Contemporary Nursing Practice	3.0
NSG 232	Basic Principles of Patient Centered Care	4.0
NSG 232L	Laboratory, Basic Principles of Patient Centered Care	2.0
NSG 232P	Practicum, Basic Principles of Patient Centered Care"	1.0
NSG 233	Nursing Care of the Aging Adult	1.0
NSG 247	Ethical Concerns Impacting Nursing Practice	1.0
NSG 248	Legal Issues Impacting Nursing Practice	2.0
NSG 250	Advanced Principles of Patient Centered Care	3.0
NSG 250L	Laboratory, Advanced Principles of Patient Centered Care	2.0
NSG 250P	Practicum, Advanced Principles of Patient Centered Care	1.0
NSG 282	Health Assessment & Health Promotion	3.0
NSG 282L	Laboratory, Health Assessment & Health Promotion	2.0
NSG 282P	Practicum, Health Assessment & Health Promotion"	1.0
NSG 290	Pharmacology	4.0
NSG 312	Nursing Care of the Childbearing Family	4.0
NSG 312L	Laboratory, Nursing Care of the Childbearing Family	1.0
NSG 312P	Practicum, Nursing Care of the Childbearing Family	2.0
NSG 345	Nursing Care of Families and Cultures	3.0
NSG 348	Critical Thinking and the Nursing Process	3.0
NSG 382	Nursing Care of the Community	4.0
NSG 382P	Practicum, Nursing Care of the Community	3.0
NSG 385	Child-Adult Nursing I	4.0
NSG 385P	Practicum, Child-Adult Nursing I	3.0
NSG 386	Child-Adult Nursing II	4.0
NSG 386P	Practicum, Child-Adult Nursing II"	3.0
NSG 387	Child-Adult Nursing III	4.0
NSG 387P	Practicum, Child-Adult Nursing III	3.0
NSG 388	Nursing Persons with Mental Health Impairments	4.0
NSG 388P	"Practicum, Nursing Persons with Mental Health Impairments	2.0
NSG 410	High Acuity Principles of Patient Centered Care	4.0
NSG 420	High Acuity Nursing Care	4.0
NSG 420P	Practicum, High Acuity Nursing Care"	3.0
NSG 451	Nurses as Leaders	3.0

NSG 451P	Practicum, Nurses as Leaders	3.0
NSG 452	Capstone: Transition To Professional Nursing	3.0
NSG 452L	Laboratory, Capstone: Transition To Professional Nursing	1.0
NSG 452P	Practicum, Capstone: Transiton To Professional Nursing	6.0
NSG 460	Research Methods for Evidence-Based Nursing Practice	4.0

General Education Requirements

Course Number	Course Title	Quarter Credit Hours

Social and Behavioral Sciences

PSY 101	Introduction to Psychology	4.5
PSY 151	Human Growth & Development	5.0
SOC 101	Introduction to Sociology	4.5

Math and Quantitative Reasoning

| MAT 102 | Introduction to Algebra | 4.5 |
| STAT 250 | Statistics for Health Sciences | 5.0 |

Science

BIOL 112	Nutrition in Health & Illness	5.0
BIOL 206	Introduction to Microbiology	5.0
BIOL 206L	Laboratory, Introduction to Microbiology	1.0
BIOL 223	Human Anatomy & Physiology I	5.0
BIOL 223L	Laboratory, Human Anatomy & Physiology I	1.0
BIOL 224	Human Anatomy & Physiology II	5.0
BIOL 224L	Laboratory, Human Anatomy & Physiology II	1.0
BIOL 300	Pathophysiology	5.0
BIOL 300L	Laboratory, Pathophysiology"	1.0
CHEM 121	General Chemistry	5.0
CHEM 121L	Laboratory, General Chemistry"	1.0
SCI 101	Scientific and Technologic Literacy	4.0

Humanities

ENG 100	College Writing	4.0
CS 110	Introduction to Microcomputers	5.0
COM 210	Oral Presentation Skills	4.0
COM 300	Interpersonal Communication	4.0
PD 250	Critical Thinking	4.5
ART 100	History of Art	4.5
HS 150	U.S. History and Government	4.5

Program Total   **201.0**

ADMISSIONS

ADMISSION REQUIREMENTS

The minimum requirement for admission into the Nursing program is that you are a high school graduate and that you pass and entrance evaluation.

The General Education Development Test or an accredited home study course will substitute for a high school diploma.

The selection of nursing student applicants is the decision of the Director of Nursing Education Programs with input from nursing faculty and the Academic Dean of Education (Admissions Committee). Each application is reviewed and evaluated for the purpose of selecting applicants who are academically qualified and demonstrate the potential to succeed in a Bachelor of Science in Nursing program.

The Platt College School of Nursing is limited to accepting 24 applicants. All applicants will receive by mail notification of acceptance, waiting list placement for the next class, or denial of acceptance.

Under no circumstances will a student be admitted into the nursing program until all admission requirements are met and documentation turned into the School of Nursing. The applicant is responsible for any fees incurred related to meeting admission requirements.

1. Applicant attends an information session.
   a. Tour of School of Nursing and Platt College
   b. Explanation of BSN degree requirements
   c. Discussion of clinical placement requirements (site availability and travel)
   d. Overview of anticipated financial costs of program
   e. Issuance of admission packet for those interested in program
   f. Interested attendees schedule the entrance test appointment

2. Applicant takes entrance test legibly completes an application form and submits completed form with application fee.

3. Applicant participates in an admission interview.

4. Applicant has letter of recommendation directly sent from current employer to Platt College. If applicant is not currently employed, the applicant should consult with DNEP regarding an acceptable alternative.

5. Applicant submits with application a 1–2 page typed and double spaced short essay addressing the following questions:

   a. What are your career goals in nursing?
   b. What life experiences have you had that will contribute to your achieving your career goals such as healthcare employment, family experiences with illness, volunteer experiences in healthcare, learning experiences, etc.

6. Applicant demonstrates passing a drug screening test per policy.

7. Applicant passes 7 year background check per policy.

8. If applicant is an international student: the following admission requirements must also be met:

   a. A copy of a valid passport
   b. Minimum TOEFL score of 600 (paper) or 225 (computer version) for applicants whose first language is not English.

INFORMATION FOR INTERNATIONAL STUDENTS

Platt College is authorized by law to enroll non-immigrant, alien students in its programs. Upon receipt of the applicant's enrollment agreement, proof of English competency, a high school (or equivalent) transcript (with definition of grading scale), the successful completion of the school's

admission test, and meets all pertinent requirements of the U.S. department of Homeland Security, the school will advise the applicant of acceptance or non-acceptance. The enrollment agreement must be submitted to the Admissions Department at least 120 days prior to the selected starting date. It is unlikely that immigration authorities will grant foreign students permission to be employed while active in school. Therefore, international students must provide documentation to prove that sufficient funds are available to cover all tuition, fees, supplies and living costs prior to acceptance.

9.   Applicant passes admission placement testing as determined by the DNEP and/or Academic Dean of Education. Admission placement testing will include at least one of the following:

    a.   ACT composite score of 19 or higher
    b.   SAT composite score of 900 or higher
    c.   Passing score on the Nursing Entrance Test
    d.   Other testing deemed appropriate

10.   Applicant submits official transcript directly to the School of Nursing
    (a.) High School (b.) All College(s) attended

Enrollment Procedures

The applicant must contact the School of Nursing within 10 days of receiving an acceptance letter regarding intent to attend the program. Any applicant, who fails to contact the School of Nursing within 10 days, forfeits his/her acceptance to the program and an applicant on the waiting list will be immediately contacted.

If an applicant declines the acceptance, an applicant on the waiting list will be immediately contacted.

It is extremely important the School of Nursing has accurate mailing and phone contact information for this process to be conducted accurately and timely.

The following documentation must be received by the DNEP, no later than one week prior to the first day of class. This documentation is required by our clinical practice site partners and meeting them is not negotiable. Any cost incurred is the responsibility of the nursing student.

1.   Health statement from personal healthcare provider documenting student possesses the competencies and performance standards essential for nursing practice (reference page 13 of Nursing handbook). Statement must also include recommendation for respiratory mask fit testing. Statement must be effective within one year of start date.

2.   Copy of American Heart Association Healthcare Provider or American Red Cross CPR card that is effective for at least one year.

3.   Copy of current PPD that is effective for at least one year (applies to non-converters) or copy of chest x-ray results within past 5 years (applies to converters).

4.   Copy of two MMR immunizations or positive titer. Students born in or prior to 1956 are exempt.

5.   Copy of two Varicella immunizations or positive titer.

6.   Copy of Hepatitis B immunization series (3 immunizations) or signed declination.

7.   Copy of Tetanus/Diptheria immunization within the past 10 years.

8.   Malpractice and Workman Compensation insurance has been purchased from Platt College School of Nursing.

9.   Student meets with Financial Aid Department representative for clearance to begin classes.

10. Student attends nursing orientation program that is scheduled within one week prior to the first class day. Individual class enrollment will be conducted during the orientation.

Prior College Course Work

Applicants are not required to have prior college course work to be considered for the Bachelor of Science Degree in Nursing program.

Applicants who are on the School of Nursing waiting list are encouraged to consider taking general studies and/or nursing prerequisite college courses. However, taking courses does not guarantee acceptance into the BSN program. The DNEP and nursing faculty are available to discuss this option with applicants.

Any previous college course submitted by the applicant will be evaluated for transfer credit. Transfer credit is not guaranteed for every course taken by the applicant.

Transfer credit will not be granted for any course with less than a 2.0 or "C" grade. Courses identified as a nursing prerequisite with a 3.0 or "B" grade are highly regarded by the Admissions Committee in addition to the Admissions Requirements listed above.

TRANSFERRING CREDIT TO PLATT COLLEGE

1. If you are transferring to Platt College, contact the Registrar for transcript evaluation. Transcripts should be evaluated before enrolling, Transfer credit will not be given after a student is enrolled in an equivalent course.

2. Platt College reserves the right to evaluate all credits. In the event that course work is found to be obsolete, you may be required to update the credit.

3. Course content should be similar to those courses offered at Platt College.

4. Platt College will accept transfer credit only from accredited post-secondary institutions.

Transfer credit may be accepted from other institutions approved by the Division of Private Occupational Schools, Department of Higher Education, in accordance with any agreements between Platt College and those institutions.

5. No more than 50% of the total quarter credit hours of a program may be transferred from another institutors or institution.

6. Transfer credit will not be accepted after a student is enrolled in an equivalent course at Platt College.

ADVANCE STANDING

Platt College accepts credits and transfers from many accredited colleges and universities. Credits are accepted on the basis of similarity with courses offered in the chosen program. Platt College accepts College Level Proficiency Examinations (CLEP) as a basis for advance standing. Credit may also be given for related work experience. Bypass examinations will be given to those students who feel they have a sufficient level of knowledge to challenge courses (see special fees section).

The minimum passing score is 90% correct per test in bypass situations. The student will receive a grade "TC" for that course. The courses must be challenged in order of prerequisites.

In order to have credits from another institution accepted by Platt College, an official transcript should be sent from the registrar of the previously attended institution to Platt College.

RESIDENCE REQUIREMENT

All students must be in residence at the time of graduation in order to receive a diploma or degree. Exceptions may be approved by the Academic Dean.

If you are transferring to Platt College after taking courses at another school, or have verified related work experience, contact the Director of Education. Transcripts should be evaluated before enrolling. The college will not accept "D" grades or lower in transfer.

Students must take 50% of their course work at Platt College. For the diploma programs only, if you feel that extenuating circumstances exist that are grounds for an appeal of the 50% residence requirement, provide copies of the pertinent transcripts to the Academic Dean and/or the School Director. One of these two individuals will review your appeal and determine if an exception to this policy will be made.

NON-DISCRIMINATION POLICY

Platt College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age or disability. Platt College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the institution shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

If you are attending Platt College to prepare for transfer to another college or university, familiarize yourself with the general education requirements of that institution. Since graduation requirements vary among institutions, it is important to obtain assistance from the Academic Dean in planning a transferable program of study.

In addition, each major field of study at a particular institution has a specific course requirements. It is extremely important for you to follow a prescribed transfer program (recommended by an advisor at the four-year institution) in order to make a smooth transitition to the four-year college or university.

Platt College cannot guarantee transferability of credits to other institutions.

VETERANS ONLY

Individuals who qualify for educational benefits through the Veterans Administration must submit a listing of previous education and training as part of the application process. Ask your Admissions Coordinator for the form entitled, "Previous Education and Training". The college maintains a file for each veteran and/or eligible person which includes the following:

1. Written record of previous education and training.

2. Record of the credit allowed for previous education and training. The enrollment period will be shortened to account for credit allowed. This information will be submitted to the Department of Veterans Affairs as required.

3. Each course enrolled in by term.

4. Final result of each course enrolled in; i.e., passed, failed, incomplete, withdrawn.

5. Record of any enrollment in courses from which there was a withdrawal.

6. Record of any withdrawals including last date of attendance.

7. The attendance of the eligible person in non-degree courses.

Revision of the Course Repeat policy:
All courses undertaken will be included when computing the Grade Point Average of Veterans and Eligible Persons.

A nursing student must possess certain physical, emotional, and mental attributes in order to provide safe and effective patient care. The National Council of State Boards of Nursing, Inc. has identified the following as competencies and performance standards for nursing students and nurses as essential to practice safely, with or without reasonable accommodation

Competency	Performance Standard	Examples (Not-all Inclusive)
Physical & Mobility	Gross and fine motor skills, strength, mobility, and endurance sufficient to provide safe and effective nursing care.	•Maneuver within confined spaces •Move quickly •Move and position patients •Operate large and small equipment •Lift & transfer objects up to 50 pounds •Carry objects up to 25 pounds •Intermittently push objects over 100 pounds •Ability of bending or stooping 1 inch from the floor •Stand/walk 8-12 hour shift •Can administer CPR procedures
Sensory Perception	Hearing, vision, and tactile function sufficient to assess and monitor health status and provide a safe environment.	•Hear alarms •Hear blood pressure & heart sounds •Observe patient responses •Read monitors and charts •Feel body surface characteristics and pulses •Finger dexterity to perform palpation and percussion •Finger dexterity to perform therapeutic interventions, e.g., insertion of a catheter •Perceives attributes of object such as size, shape, temperature or texture
Critical & Analytical Thinking	Critical and analytical thinking abilities sufficient for sound clinical judgment.	•Identify cause-effect relationships in clinical situations utilize the nursing process in developing nursing care plans •Synthesize & transfer knowledge •Prioritize •Ability to handle multiple tasks and problem-solve simultaneously •Perform dosage calculations in a time frame to deliver safe care

Environmental Risks Associated with Nursing Practice:

- Occasional exposure to blood/body fluids as required for invasive procedures and treatments.
- Frequent exposure to infectious agents.
- Frequent exposure to chemical compounds of medications and treatments.
- Continuous exposure to hazardous chemicals such as disinfectants, cleansers, soap, etc.
- Continuous exposure to latex, plastic and/or materials which are used for personal protective equipment.
- Occasional exposure to loud and unpleasant noises, as well as bodily injury due to unpredictable behavior of others including patients.
- Seasonal exposure to heat, cold, and humidity due to patient and agency options to control their environment.

Students will receive safety training in Basic Principles of Patient-Centered Care to minimize risks in the environment. Students will be expected to follow these procedures throughout the nursing program. Any behaviors that place the student, patient or others at risk of injury due to the student's failure to follow safety regulations may result in the student's dismissal from the program.

Americans with Disabilities Act (ADA)

Platt College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which are designed to prevent discrimination against qualified individuals with disabilities. Disabilities are defined as mental and/or physical impairments which substantially limit one or more of the person's major life activities, and which necessitate modifications to the facilities, programs, or services of the students in accordance with law and to creating full accessibility to campus facilities. Platt College cannot, however, make accommodations that are unduly burdensome or that fundamentally alter the nature

of the College's programs. Qualifying students need to contact the Academic Dean of Education at the beginning of their program to ensure that the student benefits from the maximum assistance possible. Medical documentation of their disability and the requested accommodations must be presented in writing at that time.

Health and Safety

A. A physician's statement is required for the student to return to school following hospitalization, treatment for an infectious disease, surgery, or any other illness requested by the DNEP.

B. A pregnant student must present a physician's statement to continue clinical practice.

C. Students with a temperature of 101° F or above, nausea and/or vomiting, diarrhea, or any other condition classified as contagious, such as pinkeye, may not attend clinical. The absence policy will apply in such circumstances.

D. Illnesses occurring at the college or clinical site may require transport by EMS. Students are held financially responsible for their own medical care, including emergency transportation from the school or clinical site.

Statement of Compliance

As stated in the College Catalog, this college is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

The college does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation or handicap in any of its policies, procedures or practices. This non-discriminatory policy covers admission and access to, and treatment and employment in, college programs and activities, including but not limited to, admis-

sions, financial aid, educational services, and employment.

ATTENDANCE POLICY

As professionals, we must be responsible for our own learning experiences. To make the most of all educational opportunities is your responsibility. This is a mark of professionalism. Attendance in class reflects your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend ALL CLASSES, LABORATORY, AND CLINICAL PRACTICUM EXPERIENCES.

The student is responsible for notifying the instructor and clinical facility prior to any absence from a clinical practicum experience. Failure to notify the instructor and clinical facility prior to an absence will not only be reflected in the student's grade, but may result in a student incident and may result in failure of the course!

Platt College puts high emphasis on regular attendance of classes. The employers of graduates need to be assured that good work habits have been developed. Many employers put equal emphasis on academic achievement and class attendance. Attendance is taken every day in every class.

The nursing program is very intense and demanding. Absences may result in a deficit of knowledge that could hinder a graduate from meeting program outcomes and passing the state licensure examination. The attendance policy of this program will be strictly enforced.

Although the nursing program at Platt College does not distinguish between excused and unexcused absences, faculty and clinical instructors should be notified as soon as the student is aware of the need to be absent. The student should keep the School of Nursing informed on a daily

basis until the student returns to the program. Doctor's statements, court documents, funeral information, etc., will be placed in the student's file and consideration may be given at the discretion of the DNEP. Any time missed will be recorded as an absence.

TARDY AND ATTENDANCE POLICY

Regular and timely attendance, in theory, laboratory, and clinical practicum classes is considered essential if students are to receive maximum benefit from the nursing courses. The School of Nursing has implemented a policy, which we believe will discourage unnecessary tardiness and absences, but will not punish those conscientious students who must be absent from time to time for unavoidable reasons.

TARDY POLICY

A student who is more than twenty minutes late to a class is considered to be absent for that hour. Twenty minutes or less is counted as a tardy. Accumulated tardiness may result in grade point deductions and possible failure of the course.

(If chronic lateness becomes a problem, the following policy will be activated.)

The class doors will be closed at the beginning of class. Students may not walk into class late. If a student does walk in late, he or she will be asked to step out into the hallway and wait until a class break. If a quiz is given at the beginning of the class, the student will miss the points given for that class period (if he or she is not in class when the quiz is handed out). If a quiz or take-home test is given to students later during the class when the student is present, the student may receive those points. Take home quizzes must be turned in at the beginning of class to receive credit (turned in by the student, not someone else).

If handouts or lecture outlines are given to students at the beginning of class, and the student is not present to receive these, the instructor is not obligated to give a copy to the student.

An instructor may, at his/her discretion, decide to allow a tardy or absent student to complete a quiz or receive a handout if the student has been courteous enough to call the school of nursing before class to inform the instructor that he or she will be late or absent. This is at the instructor's discretion only and he or she is not obligated to change the rules in this case. The student will not be allowed to enter class late until a class break, even if he or she calls first.

Students are responsible for obtaining any missed information after class. To disrupt the learning of other students to ask questions or copy notes of the missed class time while class is in progress is inconsiderate.

The student is responsible for verbally notifying the instructor and clinical practicum facility if he or she will be late for clinical experience. Excessive tardiness will be reflected on the student's clinical evaluation.
Should a student miss three consective days of classes, the Registrar will verbally notify the Director of Education and/or School Director. The student will be contacted by the Education Department. An absence of five consecutive days may cause the student to be suspended and allowed back in school only after obtaining approval of the Director of Education or the School Director. If a student misses 15 consecutive calendar days, the student is automatically dropped, the student must reapply for admission to return to college. Absences are documented in the Registrar's Office.

MISSED EXAMS

On the first day back to class, the student should be prepared to take the make-up exam. The student must be responsible for contacting the instructor on the first day back to class to make this arrangement. Failure to do so could result in a "0" grade for the test. The makeup exam may be an alternate test with some essay/discussion questions.

Leaving Class Early

The attendance policy does not allow cutting class. Leaving class early is considered an absence.

Inclement Weather Days

School closing will be announced on local television and radio stations. Should the school be closed, students will not be counted absent from class or clinical, but will be required to make-up lab or clinical hours missed. The policy for absences regarding notification of the clinical site and clinical instructor still applies.

If the school is not closed, all students on clinical experience rotations are expected to arrive at their assigned clinical site as soon as it is safely possible. We realize our students drive from many locations to the campus as well as their clinical experience sites and the student must make the judgment to attend clinical as they would, for example, to any place of employment.

Clinical Guidelines

Clinical time is very important component of the nursing education program. Every effort is made to provide clinical experiences to enhance the theory portion of the program and prepare the nursing student for the workforce. Clinical

assignments are based on many factors, only one of which is the distance from a clinical facility to a student's home. All clinical assignments are final and will not be changed. It is the student's responsibility to provide transportation to and from any of these facilities.

Missed Laboratory or Clinical Practicum Experiences

Specific requirements will be stated in the syllabus for each course. For clinical rotations, an absence will result in a make-up assignment. Make-up assignments will equal the number of clinical hours missed. Assignments may vary with instructor. Failure to make up clinical assignments will result in failure of the course. The student is responsible for contacting the instructor regarding make-up assignments on the first day back to clinical.

Due to the limited availability of clinical sites, only one clinical absence will be allowed per quarter. Clinical absences can jeopardize the School of Nursing's contractual agreement with the clinical facility for all students.

Clinical make-up days must be arranged with the Clinical Instructor and can only be arranged when clinical space is available in the specific area. If a student misses a clinical day, he/she will have to make up the assignment in a clinical setting or clinical simulation at the discretion of the faculty. All make-up days must be completed before a student will receive a clinical grade and progress to the next quarter. If a student fails to appear on the designated make-up day, and arrangements are not made with the Clinical Instructor, the student will have not completed the requirements for the course and will receive a failing grade. The course will have to be repeated.

Tardiness in the Clinical Area

If a student is more than 30 minutes late for a clinical, the student may not be allowed into the clinical area and counted absent at the discretion of the clinical instructor. If a student arrives 1-30 minutes late for clinical the student will be counted tardy. Three tardies will be counted as an absence. Only one absence is allowed per quarter.

Notification Procedure Prior To A Clinical Absence or Tardiness

Students are required to notify the Clinical Instructor at least one-half hour before the clinical experience begins. Failure to notify the Clinical Instructor may result in suspension from the program and require the student to repeat the course. Specific instructions regarding the procedure for calling will be printed in the course syllabus or as an addendum. NO CALL – NO SHOW-NO CONTINUING IN THE QUARTER!!

Student Illness In The Clinical Area

If a student becomes ill in the clinical area, the clinical instructor should be notified at once. DO NOT leave the area without the clinical instructor's permission. The nurse in charge of the student's patient(s) should also be notified to assure continuing care. The clinical instructor will evaluate the situation and take appropriate action. If the clinical instructor determines it is in the best interest of patient safety or the student's health to have the student leave the clinical area, the student must leave the clinical site. The clinical instructor will determine if the student has participated enough in the clinical day before declaring a clinical absence.

Unanticipated Problems In the Clinical Area

If an unanticipated problem occurs at the clinical site, i.e. you cannot find the clinical instructor, students should contact the DNEP or the Academic Dean of Education.

Pre-Clinical Dress Code

When reporting to a clinical site for pre-clinical preparation, you must arrive appropriately dressed. Unless directed otherwise, professional dress with a Platt College Lab Coat and your name badge clearly displayed is required.

Tennis shoes, work uniforms, sandals, shorts, or denim of any kind are not appropriate while at the clinical site to gather information for the next day's clinical assignment.

Uniforms

While in class, nursing students may wear street clothes unless directed otherwise by the instructor or the course syllabus. Remember you are developing a professional image and what you wear is how you will be perceived. For nursing students this means no cleavage should be showing and no mini skirts. When at clinical sites for patient care, nursing students must wear the complete Platt College School of Nursing uniform. The course syllabus or an addendum will direct the student if other attire is appropriate.

The student uniform is the official symbol of the Platt College School of Nursing Program and should be worn with pride and respect. The uniform is designed to provide the students with clean, neat, and comfortable outfits that identify them as student nurses of Platt College. The complete and official uniform and shoes must be purchased no later than the third week of the first quarter. The uniform may be purchased at vendors approved by the School of Nursing.

1. Cranberry scrubs with Platt College School of Nursing patch.
2. A silver/light gray lab coat with the Platt College School of Nursing patch.
3. Men may wear a white crew neck t-shirt under the uniform top.
4. Females must wear white hose with uniform dresses or skirts.
5. Females may wear white socks with uniform pants.
6. Both males and females must wear appropriate underclothing beneath the uniform.
7. Photo identification must worn at all times when in the clinical area.
8. A wrist watch with a second hand is required. Large watches or character watches are unacceptable.
9. All shoes must be white with toes, heels and sides.

Hairstyles

Hairstyles should be arranged in a controlled manner and secured so as not to interfere with nursing activities.
1. Ponytails may not be longer than the collar.
2. Hairclips must blend with the color of the hair.
3. No bows, ribbons, etc.
4. Hair is not to extend over the collar.

Accessories

All nursing students MUST comply with the following:

1. Fingernails must be kept moderately short, clean, and free of colored nail polish.
2. No acrylic or artificial nails are allowed.
3. Cosmetics should be worn in moderation.
4. No perfume should be worn and a strong odor of tobacco should not be present.
5. Male students with beard and/or mus-

taches must keep them neat and closely trimmed.

6. Chewing gum is STRICTLY prohibited at the clinical sites.

7. All tattoos must be covered while at clinical sites, field trips, etc.

8. Some clinical sites will not allow students to wear jewelry. If jewelry is allowed the following guidelines must be adhered to while at the clinical site:

a. Wristwatch

b. Wedding band only

c. Small, plain button earrings for pierced ears. ONLY one earring per ear lobe.

d. No chains, necklaces, or bracelets

e. No pins or jewelry on uniforms except CPR or nursing-related recognitions.

f. Jewelry may not be worn in any area of the body, except in the ear lobe.

Any student arriving to the clinical area in violation of the dress code will be counseled for immediate correction. If the student is unable to correct the problem on site, the student will be dismissed from the clinical and counted absent for the time missed. Additionally, all dress codes/appearance policies of the clinical practice site must be adhered to.

REVISIONS

Every effort is made to provide excellence in training. In order to be current with technology and business needs, Platt College maintains the right to revise at any time and without prior notice the programs of study, courses, hours, academic calendar, policy, faculty, regulations, or tuition and fees as circumstances may require. In no case will the tuition and fees be greater than the contract amount.

TERMINATION BEFORE COMPLETION

A student who desires to withdraw from Platt College during the program should meet with the Director of Education or the School Director.

CANCELLATION OF CLASSES

The College reserves the right to cancel any course or program for which there is insufficient enrollment.

CHANGE IN STATUS

Students are required to notify the Registrar's office when a change of status occurs, e.g., change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education

STATEMENT OF SATISFACTORY PROGRESS

Satisfactory Academic Progress is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete the program. Platt College expects students to progress through the program based on satisfactory progression standards.

Federal regulation requires that a student receiving any financial assistance from any state or federal aid programs must be making Satisfactory Progress as determined by the institution from which such aid is received.

Students at Platt College will have their Satisfactory Progress measured on their grade point average and credit hours offered.

A student in the Nursing Program must maintain a minimum grade point average of 2.75 at the end of the first 25% of their program and also a 2.75 at the midpoint of their program. The student must also achieve a 2.75 grade point average upon graduation in order to be attaining Satisfactory Progress.

The following procedures will be followed when implementing this policy:

1. All students will be considered to be making Satisfactory Progress at the time of enrollment.

2. Each student's progress will be reviewed—at a minimum—at the first 25% of their program, midpoint of their program and prior to graduation.

3. Any student found to be making Unsatisfactory Progress will be put on probation for one term (ten weeks).

4. Any student found to be making Unsatisfactory Progress after expiration of the probationary period will be put on Suspension, unless conditions exist which, in the opinion of the Appeal Committee, warrant extending the probationary period.

5. The maximum time frame shall not exceed 1.5 times the normal duration or credit hours required to complete a program. The length of time a student is on a Leave of Absence is not included in the calculation of the 1.5 Maximum Time Frame period.

6. If the student feels that his/her written appeal has not been given fair consideration, he/she may also request a meeting of the Appeals Committee. The request must be made in writing along with a statement of circumstances. The request should be made to the School Director.

7. After being suspended, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

Academic Policies
Maximum Time Frame

Students must complete their programs within a prescribed time frame. The maximum time frame is limited to 1.5 time the normal length of the program in duration or credit hours required to complete the program. Students who fail to complete their programs within the maximum time frame will be dismissed unless conditions exist which, in the opinion of the School Director, warrant placing the student on probation. The terms of the probation will be documented and maintained in the student file.

Leave of Absence

A Leave of Absence may be granted for medical reasons or for personal situations. A request for a Leave of Absence must be requested in writing and signed by the student and approved by the administration.

A student taking a Leave of Absence should be aware that not all classes are offered each quarter. The proper paperwork must be submitted to the School Director or the School Director's representative. The Leave of Absence for Nursing Students shall not exceed 180 days (not to include holidays or vacation time) per 12-month period. Failure to return from an approved Leave of Absence wil be considered a withdrawal from school.

Academic Assistance

Any student who wishes to have extra academic assistance is encouraged to consult his/her instructor to set up a mutually agreed upon time. Extra computer time in the computer lab is available on a space-available basis. The computer lab instructors maintain sign-up information.

Make-up Work

You will be allowed to make-up class and lab work that you have missed because of an illness or an emergency. Proof of these circumstances may be required. If you know that you will have to miss a class, then it is extremely important that you notify your instructor in order to receive your assignments in advance so as not to waste valuable training time. The determination as to whether an absence is, in fact, an emergency will be made by the College Director or his representative.

Nursing students have additional requirements for absences; please reference Classroom Procedures and Clinical Guidelines in the Nursing Student Handbook.

Unsatisfactory Progress, Academic Warning, Academic Probation and Course Repetition

If during any one grading period, a student's grade drops below an overall 2.75 GPA or 75% course grade at any time during the term, the student will be placed on Academic Warning.

Nursing students must maintain an overall 2.75 GPA or 75% course grade in all course work to progress in the nursing program. Failure to maintain a 2.75 GPA or 75% in all course work will result in academic probation or suspension. Students who are placed on Academic Probation will be notified by the Registrar.

Academic Probations should be viewed by the student as an opportunity to improve their academic standing. The student should contact the course instructor to develop a pro-active resolution. The final responsibility for the course grade lies with the student.

A student has one term (Ten Weeks) to raise the overall GPA to 2.75 or pass a course with 75% or higher. Failure to raise the cumulative grade point average to the required level during the specific time period will result in temporary or permanent suspension.

Nursing students placed on probation/suspension are allowed to repeat the course once, when it is offered again on the program calendar.

The student is required to report to the Academic Dean of Education for academic advising.

If the final grade is below a "C" in theory or a failing grade in clinical or lab, the nursing student will be required to repeat the course. Students must complete all courses within one level before proceeding to the next level. If a nursing student fails to complete all courses in one level they must apply for re-entry before they can be admitted to the next level of nursing classes.

Course Repeat

If a nursing student fails, depending upon the circumstances, he/she may be allowed to repeat the course when available on the program calendar based upon available space and other factors. Under no circumstances will a student be allowed

to repeat any class more than once. A nursing student must request to repeat a course in writing to the re-entry committee and their request will be reviewed at the re-entry meeting which occurs at the end of each quarter.

Re-Entry Process

If a nursing student withdraws from the program or is dismissed due to attendance, academic standing, unprofessional behavior, attitude, judgment, or have to repeat a course(s) due to unsatisfactory progress and would like to re-enter or repeat a course(s), the following process must be followed:
1.   A written re-entry request must be submitted to the DNEP. Information in the request should include:
a.   Student's Legal Name
b.   The classes needed to be repeated
c.   A description of the circumstances that caused the course(s) to be repeated and;
d.   A detailed plan to prevent reoccurrences of those circumstances.

2.   The Re-Entry Committee will evaluate the request for re-entry based upon:
a.   GPA while in program
b.   Financial status with the college
c.   Attendance
d.   Professionalism
e.   Reason for withdrawal with changes made to ensure success

3.   A student is NOT eligible for re-entry if:
a.   The financial obligation to Platt College has not been met
b.   The student withdraws, is suspended, or fails to meet academic criteria after being granted a second re-entry, (the student is no longer eligible for admission to the Bachelor of Science in Nursing program).
c.   The student fails to meet any of the Pro-

fessional Behavior, Classroom Procedures, or Clinical Guideline policies.

4.   Re-entry is not guaranteed. The decision of the Re-Entry Committee is final. The Grievance Procedure policy does not apply to this situation.

5.   The Re-entry Committee will determine if the nursing student should repeat any previously passed course work or take additional testing to determine and ensure knowledge and skill abilities to resume the program.

6.   The Re-entry Committee is a sub-committee of the Admissions Committee which meets at least quarterly throughout the calendar year.

Course Incompletion

Due to nursing course sequencing, the pace of the nursing course work and the difficulty obtaining clinical practice sites, granting a course incomplete is not a viable option for the nursing student. If an academic plan can be made to address the concerns of course sequencing, course work pace, and clinical practice site, the Academic Dean of Education and the DNEP may choose to extend the option of a course incomplete on an individual basis. Under these circumstances the nursing student must follow Platt College's Course Incomplete process.

If extenuating circumstances warrant, a student may receive a grade of "I" (Incomplete) for a course. In order to receive an "I" grade, the course/clinical instructor must apply to the Academic Dean of Education for approval.

The student will have the first two weeks of the next term in which he/she is enrolled to complete the course. Under extraordinary circumstances, the Academic Dean of Education may extend completion time beyond two weeks. The

student must apply in person for an extension before the two weeks elapse. Failure to follow this process may result in the "I" grade being calculated as a zero grade for that course, resulting in course failure. Upon completion of the course, the new grade will be used to calculate the student's grade point average.

Course Drops and Withdrawals

A student may drop a course any time before the first 10 percent of the contact hours for that course have occurred. The student will receive a grade of "W." The "W" grade will have no effect on the student's GPA.

After 10 percent of the contact hours for a course have occurred, if a student wishes to terminate a course, he/she must withdraw. If progress is satisfactory at the time of withdrawal, the student will receive a grade of "WP" (withdrawal passing). If progress is unsatisfactory at the time of withdrawal, the student will receive a grade of "WF" (withdrawal failing). Under appropriate circumstances, a student may receive a grade of "WA" (administrative withdrawal). Although withdrawal grades of "WP", "WF", and "WA" will not have an effect on the student's GPA, they will remain as a permanent part of the student's transcript.
Failure to withdraw properly may result in the assignment of a failing grade, which will affect the student's GPA and will become a part of the permanent record.

Nursing students must realize that dropping or withdrawal from a course may interfere with the student's progression in the program and necessitate a long waiting period before the course is offered again on the calendar.

Student Progress Report

Students are entitled to a regular accounting as to their academic status. Students receive a

grade and grade report for each course completed from the instructor. Students who are placed on academic warning or probation status are informed at the time the action is taken and appropriate advising is a part of the process. Students may review their academic progress by requesting a transcript.

Student progress is evaluated through daily assignments, hands-on assessments, quizzes, written examinations, and other evaluation methods. The course syllabus will explain the evaluation methods to be used for a course. Progress is measured by use of a grade point system.

Definition of a Unit of Credit

Platt College measures student progress in quarter credit hours. Each academic year equals three quarters and 36 credit hours.

A quarter credit hour is defined as follows:
• 1 credit hour equals 10 classroom hours of lecture
• 1 credit hour equals 20 classroom hours of laboratory experience
• 1 credit hour equals 30 contact hours of internship/shop instruction, clinical practicum or the equivalent.
• A classroom hour is 50 minutes.

Grading System

The following guidelines used by instructors, subject to the varying needs of different programs or courses, to establish criteria:

Grade A – Superior Work
• The student masters the objectives of the course, is able to apply what he/she has learned, and is able to integrate it with other knowledge.
• The student consistently distinguishes him/herself in assignments, examinations, laboratory and class participation.
• The student demonstrates independent thinking in class work and discussion.
• Work is consistently in proper form and format, and is submitted punctually.

• Where achievement in the course involves development of hand or motor skills, the student consistently displays superior skills, ability and performance.
• The student complies with the college attendance requirements.

Grade B – Above Average Work
• The student shows consistent mastery of the course content and objectives, and is usually able to apply what he/she learned to new situations and other knowledge.
• The student makes above average scores in assignments, examinations, laboratory and class participation.
• Student's work is consistently in proper form and format, and is submitted punctually.
• Where achievement in the course involves development of hand or motor skills, the student consistently displays average skills, ability and performance.
• The student complies with the college attendance requirements.

Grade C – Average Work Allowing Progress In Course Sequence
• The student shows reasonable comprehension of the course material and has an average mastery of the content, which would indicate success in the next course in the same field.
• The student consistently makes average scores in the assignments, examinations, laboratory and class participation.
• Assignments are completed in adequate form and format, and is submitted punctually.
• Where achievement in the course involves development of hand or motor skills, the student consistently displays average skills, ability and performance.
• The student complies with the college attendance requirements.

Grade D – Less Than Acceptable Work and Grade F – Failing Grade

• Nursing students may not progress in the program with this type of work performance.

Course Evaluation/Grading Methods	
1	Grading Scale Theory, Written Assignments A = 90 100 B = 80 89 C = 75 79 D = 68 74 F = 67 or below Clinical Practicum Experiences P = Pass F = Fail
2	A grade of "C" or above must be achieved in every nursing course in order to progress in the nursing program. Any grade below 75% will not be rounded up.
3	A grade of "I" may be recorded for a student who has not completed all therequirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. For all nursing courses "passing quality" is defined as a grade of 75% or above on previously completed work.
4	Test booklets and answer sheets will remain the property of the School of Nursing. Any student failing to return either of these items after an exam will receive a "0" (zero) for that exam.
5	All laboratory and clinical practicum experiences are graded on a Pass/Fail system. Nursing Students who fail the laboratory and/or clinical practicum experiences will fail the course regardless of the theory grade.
6	Specific grading criteria for a course will be entered in this space in the course syllabus.
7	Medical Terminology is integrated throughout the curriculum. Students may anticipate grades to be impacted by knowledge testing of terms as well as proper use and spelling in written assignments.

Letter Grade System

Letter Grade	Credits	Grade Points	Rating
A	1	4.0	Excellent
B	1	3.0	Superior
C	1	2.0	Average
D	1	1.0	Passing
F	0	0.0	Failing
I	0	0.0	Incomplete
WP	0	0.0	Withdraw Passing
WF	0	0.0	Withdraw Failing
WA	0	0.0	Administrative Withdrawal
TC	0	0.0	Transfer Credit
R	0	0.0	Course Repeated
W	0	0.0	Dropped
P	1	0.0	Passed

Pass./Fail grades are only given in the Clinical Practicums. The grades of P (Passed) indicate satifactory completion of the course. Credit is earned, however there are no grade points included in the calculation of the grade point average. A grade of F in a pass/fail course (Clincal Practicum) will result in failure in the corresponding nursing theory course. The grade of F in a pass/fail course does have a deleterious affect on the overall G.P.A.

HIPAA CERTIFICATION and Confidentiality

Each student will be required to obtain Health Insurance Portability and Accountability Act (HIPAA) certification through Platt College, regardless of previous certification obtained through your workplace or other facilities. This certification will be given during Basic Principles of Patient Centered Care course or anytime requested by a clinical practice site.

Information regarding patients or former patients is CONFIDENTIAL and is to be used only for clinical purposes. The student must to agree to maintain PERMANENTLY the confidentiality of all patient information obtained during the clinical experience. The student must also agree to abide by each clinical practice sites procedures to protect confidential information including the patient, families, healthcare workers, and clinical facility business. Failure to adhere to confidentiality guidelines is grounds for immediate termination from the program.

PROFESSIONAL BEHAVIOR

Students are expected to conduct themselves in a manner conducive to learning and to the learning of others.

The college is operated in a business complex and under no circumstances will the college tolerate any behavior which interferes with or detracts from the business-like atmosphere of the college's neighbors.

To prepare the student for success on the job and to promote a positive learning environment, professional behavior is not only encouraged, but necessary. This behavior includes: positive attitude, respect, professionalism, and follow-through on instructions.

Conversely, the following behaviors will not be tolerated: negative attitudes, disrespect, unprofessional or inappropriate behavior, not-productive criticism, inappropriate verbal confrontational or use of unacceptable language and insubordination. These undesirable behaviors are grounds for disciplinary action up to and including suspension or dismissal from the nursing program, just as in the world of employment they are grounds for termination.

Disruptive and inappropriate classroom or clinical behavior may constitute grounds for disci-

plinary action. Any student, who causes a disturbance in class, uses foul language, or curses, smokes, sleeps, reads material other then what is studied in class, or causes, any other disturbance that offends classmates or the instructor, may be dismissed from class and counted absent. The DNEP will be notified of such occurrences and the student will not be permitted to return to class until having met with the DNEP.

The nursing department has a zero tolerance policy for threatening behavior or actions. If a student is deemed to have threatened any other student, faculty or staff, the student will be suspended or terminated from the nursing program.

The following statements define those behaviors which are not in harmony with the educational goals of the college:

(1) Academic dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the college.

(2) Forgery, alteration, misuse or mutilation of
the college documents, records, identification, education materials and college property.

(3) Obstruction or disruption of teaching, administration, disciplinary procedures and other college activities, including its public service functions or any other authorized activities on the college premises.

(4) Physical abuse of any person that is related to the college affairs or conduct which threatens or endangers the health or safety of any such person.

(5) Theft of or damage to property of the college or using or attempting to use college property in a manner inconsistent with its designed purpose.

(6) Intentional and unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.

(7) Use or possession of firearms, ammunition or other dangerous weapons, substances or materials (except as expressly authorized by the college), bombs, explosives or explosive/incendiary devices prohibited by law.

(8) Disorderly conduct or lewd, indecent, obscene conduct or expression.

(9) Violation of federal, state or local ordinance including but not limited to those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses, or arson, which violation occurs on college property.

(10) Failure to comply with the verbal or written directions of any college official acting in the performance of his/her duty and in the scope of his/her employment or resisting a security officer while acting in performance of his/her duties.

(11) Aiding, abetting or inciting others in committing or inciting others to commit any act of misconduct set forth in one through ten above.

(12) Conviction for a crime which is of a serious nature. (Upon the filing of charges in civil court involving an offence which is of a serious nature, if it is administratively determmined that the continued presence of the student would constitute a threat or danger to the school community, such student may be temporarily suspended pending disposition of the charges in civil court.)

Violation of any of the above may subject the student to any of the following:

a. Reprimand.

b. Specific restrictions may be imposed

c. Displinary probation; further infrac tions will result in suspension: if they occur within the specified probation period

d. Temporary suspension

e. Permanent suspension

Cheating is the same as falsification of your work and as in the working environment for which you are being prepared displays poor nursing conscience on your part. The healthcare setting is not place for anyone who will cheat themselves or possibly the patient. Students are strongly encouraged to review information on plagiarism.

Any student observed cheating on any graded material will be sent to the DNEP immediately. Any student cheating on any graded material, clinical paperwork, or other course activities may be dismissed from the class and given an immediate grade of "F", may be dismissed from the nursing program without the possibility for readmission, and may be subject to suspension from the school.

Conditions for Readmission after Suspension
After being suspsended, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis only. Any further infraction of the policies and rules will necessitate permanent suspension.

If the college allows appplicant to reenter, applicant must execute a new Enrollment Agreement and pay all current Program Costs.

ELECTRONIC DEVICES

Electronic devices such as cell phones and pagers must be turned off during class periods or while in the clinical area. If a cell phone or pager rings or beeps during class, the instructor will confiscate the device immediately. Student's can not use PDA's during any test unless instructed otherwise by the instructor. No voice or video recording allowed in nursing classes or clinical area due to possible patient confidentiality issues.

COMMUNICATION

Developing good, positive, effective verbal and non-verbal communication skills is a vital part of the nursing profession. Interpersonal relations such as team building and mastering language barriers are ongoing while the student must strive to work on individual goals for accuracy in speech articulation and intonation in order for communication to be understood from the receiver's perspective in healthcare settings where noise interferes with these messages from the sender.

Work on this, not only with your medical terminology, but in your everyday communications with your classmates and your instructors in class, lab and clinical. Do not be offended if corrected or given constructive criticism on your communication skills. It is merely a part of our curriculum and your program to develop yourself for your new career as a professional.

A poor unproductive, negative attitude, disrespect (respect is earned and reciprocated), unacceptable verbal language, insubordination, inappropriate verbal confrontations, meddling in others affairs, spreading private or inaccurate information (gossip, whether in the halls or in the classroom) are all roadblocks to communication. If you have a problem, speak calmly and quietly at an appropriate time with your instructor. Should you not receive adequate resolution, make an appointment to see the DNEP. The classroom, with our peers present, will not be made into a forum for discussion of personal issues with our instructor or Director. Make an appointment to discuss these matters privately.

Keep the lines of communication open – direct any questions you may have that are concerns, before they become problems to the nursing faculty and program director.

If your phone # or address changes let your instructor and/or the nursing administrative assistant know as soon as possible. We need to be kept informed of how to contract you. A Student Change of Information Form can be completed in the nursing office.

The Student Handbook
The current Platt College School of Nursing Student Handbook with addendum and the Catalog addendum accompany and are integral parts of the Platt College Catalog.

Grievance Procedure
1 Student makes a grievance known within 3 days of event to the nursing faculty or DNEP.
2. If resolution is not achieved, student submits a written appeal to the Academic Dean of Education. The Academic Dean of Education meets with the student within one week of receiving written appeal.
3.If resolution is not achieved with the Academic Dean of Education, a hearing date is set within one week with the Grievance Commitee. The Decision of the Grievance Commitee is final.
4.The Grievance Commitee is composed of three nursing students, one Platt College staff member, and a Platt College Administrator.

EXAMINATION OF STUDENT RECORDS

Students have the right to review their records at any time. Make an appointment with the Academic Dean of Education or DNEP to accomplish this process.

1. Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files and academic records, including grades, attendance and counseling records, or documents maintained by the school which pertain to them (parental financial information excepted).

2. Records are supervised by the Director. Students may request a review of their records by writing the Director or the Director's representative. Such review will be allowed during regular school hours under appropriate supervision. A copy of the records may be obtained for a $1.00 fee for each page. When grades are included, the transcript fee applies.

3. Students may request that the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy.

4. Challenging the record for the purpose of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenging must be made no later than 90 days after the last date of attendance.

   a. The Department Chairperson involved and/or the Director will review the written challenge and meet with the student. A decision will then be made to retain, change or delete the disputed data.

   b. Should further review be requested, a grievance hearing will be held at which time the student is afforded a full and fair opportunity to present the evidence relevant to the disputed issues. A student committee will then make a final decision.

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

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

6. Exemption The following items are exempt from the Privacy Act:

   a. Parents Confidential Statement and other financial-need data.

   b. Records about students made by teachers or administrators which are maintained by and accessible only to the teachers or administrators.

   c. School security records.

   d. Employment records for school employees who are not also current students.

   e. Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals acting or assisting in such capacities, for treatment purposes, and which are available only to those providing the treatment.

7. Access Without Student Consent. The school may release student information without written consent of the student to:

   a. Other school and Platt College officials who have legitimate interests.

   b. Other schools where students have applied for admission. In this case, students may be advised that the records are being sent and that they may receive a copy and have an opportunity to review and challenge the records.

   c. Authorized representatives of the Department of Education or the Comptroller General of the United States.

   d. State and local authorities where required.

   e. Accrediting agencies.

   f. Parents of students who are their dependents

for purposes of the Internal Revenue Code. However, the school is not required to release such records.

g. Appropriate persons or agencies in connection with student applications for or receipt of financial aid.

h. Courts in compliance with a court order or subpoena, providing that the student is notified prior to compliance.

i. Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization. Parental access to records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. The school maintains all student records according to the Family Educational Rights and Privacy Act of 1974. All files are kept in perpetuity.

Any person has the right to file a complaint with the Department of Education if Platt College violates the Family Educational Rights and Privacy Act.

Progression and Graduation Criteria

In order to graduate from the Nursing Program, students must:

1. Complete a minimum of 201 quarter credit hours of approved course work for the Bachelor of Science in Nursing Degree.

2. Pass all classes with a minimum grade of "C" and maintain a 2.75 grade point average..

3. Complete the nursing program within 1.5 times the program length in duration or credit hours required to complete the program.

4. Pick up an Exit Permit form from the receptionist. Complete all five interviews prior to your last scheduled class day.

5. Be enrolled in Platt College classes for the term in which he/she intends to graduate. Exceptions may be approved by the Academic Dean.

6. Complete a minimum of 50% of credits at Platt College in the program area. Exceptions maybe approved by the Academic Dean.

CATALOG REQUIREMENTS FOR GRADUATION

Students may graduate under the catalog requirements listed for the academic year in which they were enrolled. If students interrupt attendance for one year or more and then return, the catalog of the new readmission year is the document of authority. If graduation requirements and policies should change, students may choose to follow the catalog of the year of initial entry or the current catalog. Student should be sure to obtain and keep a copy of the catalog under which they enter or are readmitted.

OTHER GRADUATION POLICIES

1. Platt College reserves the right to substitute or delete course work based on current curriculum. Students are assured that if the curriculum changes, Platt will make every effort to determine an equitable solution.

2. Students must complete an "academic review" two terms before the term in which they intend to graduate.

DEGREE AWARD

Upon successful completion of all graduation requirements and satisfaction of all financial obligations, the graduate will be awarded the Bachelor of Science Degree in Nursing (BSN).

Nursing graduate must successfully pass the National Council Licensure Examination for Registered Nurses, NCLEX-RN, following graduation in order to be licensed and begin practice as a Professional Registered Nurse.

COURSE DESCRIPTIONS

ADV320
HISTORY OF ADVERTISING
4.0 Credits
This course traces the development of advertising from its beginnings in the Industrial Revolution, through changing technology in print and changes in design, examines the effects of television and large advertising agencies and concludes with a discussion of the Web and advertising.

ADV330
ADVANCED ADVERTISING DESIGN
4.0 Credits
Students will sharpen their abilities to create effective and powerful advertising concepts in a variety of media. Class assignments will emphasize presentation techniques, as well as creativity and execution.

ADV340
POINT-OF-PURCHASE AND COLLATERAL DESIGN
4.0 Credits
The topics of sales promotion and merchandising for existing and new products are examined as they relate to the advertising and marketing business.

ADV350
CAMPAIGN DESIGN
4.0 Credits
The course examines the basic elements of successful advertising campaigns. Through examples and homework projects, students will learn to distinguish and create campaigns that produce results.

ADV360
TELEVISION ADVERTISING DESIGN
4.0 Credits
This course focuses on how TV advertising differs from print advertising. Students will learn to produce TV advertising concepts and take them through the post-production process.

ADV400
ADVANCED MARKER INDICATION
4.0 Credits
This course is a continuation of marker rendering learned in basic drawing. It emphasizes using markers to indicate advertising concepts and

gives students the opportunity to increase production speed.

ADV410
ADVERTISING BUSINESS PRACTICES
4.0 Credits
This course examines the ways the various departments of an advertising agency interact with each other and the client. Understanding how the graphic designer fits into the entire process is vital to the designer's and the business' success.

ADV420
MARKETING FOR ADVERTISERS
4.0 Credits
Advertising is a major tool of marketing. This course discusses modern marketing theory and practice as it relates to the design of advertising campaigns.

ADV430
MASS COMMUNICATION THEORY AND MEDIA BUYING
4.0 Credits
Mass communications media are the vehicles of modern advertising. This course examines theory of mass media communication and how advertisers buy mass media time and space.

ADV440
WEBPAGE ADVERTISING DESIGN
4.0 Credits
Web pages are the newest mass medium available to advertisers. This course delineates the different techniques and problems associated with effective Webpage advertising campaigns.

ANT101
CULTURAL ANTHROPOLOGY
4.5 Credits
Studies human culture patterns and learned behavior. Includes linguistics, social and political organization, economic systems, religion, art, cultural change and applied anthropology. Cultural Anthropology deals with important issues of cultural diversity, cultural relativism and promotes an understanding of the many ways to be human.

ART100
HISTORY OF ART
4.5 Credits
This course surveys art forms from ancient times through the 20th Century, providing the background to understanding the visual arts.

ART101
HISTORY OF MODERN ART
4.5 Credits
This course is a survey of the major modern art movements, including Fauvism, Expressionism, Cubism, Futurism, Surrealism, and Abstract Expressionism.

ART104
BASIC DRAWING
6.5 Credits
This course is a survey of color theory, composition, perspective, sketching and shading, and contour and figure drawing as they relate to the graphic arts industry.

BIOL 112
Nutrition in Health & Illness
5.0 Credits
This course introduces the student to the fundamental principles of nutrition in health and illness throughout the lifespan. Analysis of personal dietary habits and behavior in relation to basic human nutritional needs and food composition as well as health promotion strategies will be explored.

BIOL 206
Introduction to Microbiology
5.0 Credits
An introductory course related to biology and classification of microorganisms, their interrelationship with other bacteria, animals, and humans. Content includes viruses, rickettsia, protozoans, and parasites.

BIOL 206L
Laboratory, Introduction to Microbiology
1.0 Credit
Students apply learned concepts and principles in BIOL 206 to simulated laboratory situations.

BIOL 223
Human Anatomy and Physiology I
5.0 Credits
Study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the lifespan. The student will study cellular, tissue, organ, and organ system that comprise the human being. The content has been divided into BIOL 223 and BIOL 224.

BIOL 223L
Laboratory, Human Anatomy and Physiology 1
1.0 Credit
Students apply learned concepts and principles in BIOL 223 to simulated laboratory situations.

BIOL 224
Human Anatomy and Physiology II
5.0 Credits
Continued study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the lifespan. The student will study cellular, tissue, organ, and organ system that comprise the human being. The content has been divided into BIOL 223 & BIOL 224.

BIOL 224L
Laboratory, Human Anatomy and Physiology II
1.0 Credit
Students apply learned concepts and principles in BIOL 224 to simulated laboratory situations.

BIOL 300
Pathophysiology
5.0 Credits
This course will provide the student with conceptual and theoretical information applicable to pathological conditions resultant in physiologic alterations across the lifespan. Mechanisms of production of signs and symptoms of different disease syndromes will be discussed. A body systems approach will allow the student to

understand the mechanisms underlying the disease and the clinical manifestations exhibited.

BIOL 300L
Laboratory, Pathophysiology
1.0 Credit

Students apply learned concepts and principles in BIOL 300 to simulated laboratory situations using critical thinking skills.

CHEM 121
General Chemistry
5.0 Credits

This course will provide the student with a general overview of chemistry concepts and theories. The student will study matter, atoms, elements, compounds, and reactions.

CHEM 121L
Laboratory, General Chemistry
1.0 Credit

Students apply learned concepts and principles in CHEM 121 to simulated laboratory situations.

CG200
INTRODUCTION TO
COMPUTER GRAPHICS
8.0 Credits

Upon completion of this course the student understands the fundamentals of drawing and designing in a vector environment, painting and compositing images in a bit-mapped environment, and the mechanics of photo enhancement and manipulation.

CG300
CONCEPTS IN
COMPUTER GRAPHIC DESIGN
6.0 Credits

Upon completion of this course the student is competent at an entry level in page layout and design, integrating text and graphics files and designing computer generated presentations.

COM102
ORAL BUSINESS COMMUNICATION

4.0 Credits

This course provides students with an understanding of oral communication theory. Students

receive practice in several types of business communications, including presentations for meetings and conferences. Visual aids are also employed.

COM200
COPYWRITING
4.5 Credits

This course is an introduction to the basics of copywriting for the print media. Topics covered include writing print advertising, direct mail letters, brochures, catalogs and other sales literature.

COM210
ORAL PRESENTATION SKILLS
4.0 Credits

This course provides students with an understanding of oral communication theory. Students receive practice in several types of business communication common in the graphic design industry, including proposal presentation and portfolio presentation.

COM240
COMMUNICATING IN WORK GROUPS
4.5 Credits

This course is designed to help the professional to better understand the issues of communicating with customers, clients, co-workers and team members in a work-related setting.

COM250
PROOFREADING
4.0 Credits

The student develops skills in proofreading type, proofing and correcting page layouts, proofreader's marks, grammar, punctuation and spelling.

COM300
INTERPERSONAL COMMUNICATIONS
4.0 Credits

Students will examine fundamental dimensions of interpersonal communication, including a model of the interpersonal process, listening, language, perception, communication climate and competencies. These concepts will then be discussed in terms of communication with superiors and subordinates, peers and team members, and difficult people.

COM310
PUBLIC RELATIONS
4.5 Credits

A survey of the public relations function, the workings of media, public relations writing, fund

raising, and planning effective public relations for entrepreneurs and start-up businesses.

COM350
COPYWRITING
4.0 Credits

This course focuses on translating marketing objectives into creative and effective messages. Topics include identifying the audience and the proposition, maximizing the creative process, evaluating advertising effectiveness and maintaining motivation when creative ideas are rejected.

CS110
INTRODUCTION TO
MICROCOMPUTERS
5.0 Credits

This course gives students a basic understanding of computer concepts and terminology; computer hardware; printers and peripherals; systems software; vector and raster graphics; and computer operation and file management.

CS112
DESKTOP PUBLISHING
4.0 Credits

This course offers students practice in producing computer generated, printed communication products using text and graphics.

CS150
BASIC KEYBOARDING
FOR DESKTOP PUBLISHERS
3.0 Credits

This course presents the computer keyboard as a vital tool for the graphic designer. Topics include keyboarding for special design situations, the keyboard and character sets, fundamentals of word processing for graphic arts, and keyboarding for speed and accuracy.

CS151
INTERMEDIATE KEYBOARDING
FOR DESKTOP PUBLISHERS
3.0 Credits

This course addresses the same topics as CS150, but has a prerequisite of a keyboarding speed of 35 correct words per minute.

CS152
ADVANCED KEYBOARDING
FOR DESKTOP PUBLISHERS
3.0 Credits

This course addresses the same topics as CS150, but has a prerequisite of a keyboarding speed of 60 correct words per minute.

DTP100
BASIC KEYBOARDING
FOR DESKTOP PUBLISHERS
3.0 Credits

This course deals with the desktop computer keyboard as a vital tool for the computer graphic designer. It addresses the topics of keyboarding for special graphic arts situations, the keyboard and character sets, fundamentals of word processing text for graphic arts, and keyboarding for speed and accuracy.

DTP150
INTERMEDIATE KEYBOARDING
FOR DESKTOP PUBLISHERS
3.0 Credits

This course addresses the same topics as DTP100, but has a prerequisite of a keyboarding speed of 35 correct words per minute.

DTP200
ADVANCED KEYBOARDING
FOR DESKTOP PUBLISHERS
3.0 Credits

This course addresses the same topics as DTP100, but has a prerequisite of a keyboarding speed of 60 correct words per minute.

DTP210
INTRODUCTION TO
DESKTOP COMPUTERS
5.0 Credits

This course gives students an understanding of basic computer concepts and terminology; computer hardware; printers and peripherals; system software; vector and raster graphics; and computer operation and file management.

DTP250
PROOFREADING FOR DESKTOP PUBLISHERS
4.0 Credits

Here the student develops skills in proofing type, proofing and correcting page layouts, proofreader's marks, and grammar, punctuation and spelling.

DTP300
CONCEPTS IN DESKTOP PUBLISHING
4.0 Credits

Using the desktop computer, the student becomes familiar with concepts in page layout and design; system configurations and networking; and fonts, utilities and file management.

ECO150
CONSUMER ECONOMICS
4.5 Credits

A survey of basic consumer concepts, plus analytical and decision-making skills the student will need to employ this knowledge.

ENG100
COLLEGE WRITING
4.0 Credits

Your professional image is often established through written documents. This course improves the student's writing skills through writing exercises. The student will master the principles of English grammar, including sentence patterns and parts, punctuation, parallel structure, active and passive voice and subject-verb agreement.

ENG150
DIRECTED STUDIES IN GRAMMAR AND WRITING SKILLS FOR THE HEALTH PROFESSIONAL
2.0 Credits

This course is designed to provide the student who has identified a learning need with an individual experience. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

ENG200
INTERMEDIATE COLLEGE WRITING
4.5 Credits

This course focuses on expository writing with emphasis on development and organization. Different organizational styles for different writing purposes will be addressed with particular attention to research papers and the persuasive process.

EPT201
PRINTING TECHNOLOGIES
5.0 Credits

This course provides an understanding of various printing methods, the limitations of their uses in relation to design and production; the paper-making process, paper types and weights reaction to inks, in relation to design and print; the use of dies, embosses, foil, cuts and other finishing methods to enhance design; imposition procedures; bindery methods in relation to print and design; and standard proofing methods.

EPT202
BASIC SYSTEM OPERATION
5.0 Credits

This course covers the Macintosh OS, hardware components of a computer, software installation, and basic networking concepts providing the student with the ability to troubleshoot and correct errors, and maintain system integrity.

EPT203
DIGITAL INPUT AND COLOR THEORY
5.0 Credits

This course covers digital input hardware options; color theory basics, including color-management terms and application to computer-generated graphics and monitor calibration; color adjust-ments and corrections for offset printing in various color modes.

EPT204
DIGITAL OUTPUT AND RESOLUTION
5.0 Credits

This course prepares the student for professional digital output, including: an understanding of the meaning of resolution, both in terms of device and image resolutions; preflighting digital documents; working with service providers; the use of Postscript and PDF workflows; font technologies and management; trapping and techniques.

GD101
ADVERTISING
6.0 Credits

This course provides an understanding of advertising strategies as they relate to the graphics industry. The course emphasizes newspaper and magazine

graphics, advertising campaigns, strategies and a working knowledge of the advertising design industry.

GD102
STUDIO DESIGN
3.0 Credits
This is a hands-on, practical course in developing brochures and corporate identity packages.

GD103
TYPOGRAPHY
7.0 Credits
This course gives students the opportunity to develop an understanding of and skill in using typography in inking and hand lettering, comping techniques, letterspacing, logo design and designing with type.

GD104
RENDERING
6.5 Credits
This course is a survey of color theory, rapid viz composition, perspective, sketching and shading, and contour and figure drawing as they relate to the graphics industry.

GD105
PRODUCTION DESIGN PRINCIPLES
6.0 Credits
Here the student is exposed to of design problems that will serve as a foundation to more advanced and complex graphic design projects. He/she will apply design principles, color theory and typographic solutions to such projects as package design, 3- and 4-panel brochures, multipage newsletters, posters and editorials.

GD106
INTRODUCTION TO DESIGN PRINCIPLES AND COLOR THEORY
6.5 Credits
The student will learn and be able to apply fundamental design principles and color theories to a variety of printed materials, including posters, advertisements, newsletters, editorials, brochures and other promotional pieces. The student will learn and be able to apply a basic understanding of color theory and harmony to his/her designs. The student will be able to define and use industry-standard design and color terms.

GD107
APPLICATION OF DESIGN PRINCIPLES AND COLOR THEORY
6.0 Credits
Here the student is exposed to a combination of design problems that will serve as a foundation to more advanced and complex graphic design projects. He/she will apply design principles, color theory and typographic solutions to such projects as package design, 3- and 4-panel brochures, multipage newsletters, posters and editorials.

GD200
JOB SKILLS
3.0 Credits
This course develops the student's ability to create resumes, cover letters and a job-hunting plan. It emphasizes interviewing skills and compiling a portfolio for interview presentation.

GD300
DESIGN PRACTICUM
5.0 Credits
This course familiarizes the student with all aspects of a complete printing job. The student will plan, design, estimate, price and present an original print job.

GD311
SURVEY OF THE PRINTING INDUSTRY
4.5 Credits
This course explains the terms and procedures basic to the printing industry, including printing technologies, color printing, inks, imposition, folding and binding.

GD312
PAPER AND PRINTING ESTIMATING
4.5 Credits
This course surveys papermaking, paper characteristics, printing papers, choosing the right paper for each job, figuring sheet sizes, identifying and pricing.

GD360
CORPORATE AND BRAND IDENTITY
4.0 Credits
Corporate symbols, logos, stationery, brochures and their grids, packaging, vehicle graphics, signage, advertising, etc., will be explored. Students will be required to analyze and define the chief needs and

characteristics of companies through direct contact and personal research.

GD370
GRAPHIC DESIGN DRAWING
4.0 Credits

This course is designed to help each student develop his or her creative imagination. Through drawing, the student will learn to convey ideas and feelings in new and unique ways.

GD380
WEBPAGE DESIGN
4.0 Credits

Excellent graphic design for the Web poses unique problems and solutions. This course will examine the graphic techniques which are most effective within the technologic confines of the Web.

GD 390
PROJECTS IN WEBPAGE DESIGN
4.0 Credits

This course will examine how to apply the graphic techniques which are most effective within the technologic confines of the Web.

GD 410
CUSTOMER SERVICE
AND STUDIO BUSINESS
4.0 Credits

An overview of customer-client relationships from both the consumer's and employer's perspectives. It also addresses job bidding, meeting deadlines and studio business practices.

GD 420
MULTIMEDIA DESIGN
4.0 Credits

This course is a survey of multimedia design principles, two and three dimensional animation, image, sound and video acquisition.

GD 430

PROJECTS MULTIMEDIA DESIGN
4.0 Credits

This course will examine how to apply multimedia design principles to project planning and production.

GD450
CREATIVITY AND
CONCEPT GENERATION
4.0 Credits

This course will examine specific tools that students can use to increase their creativity and techniques to foster a creative environment. Student will also explore examples of creativity, the creative moment, blocks to creativity and the role of taking risks.

GD460
HISTORY OF GRAPHIC DESIGN
4.0 Credits

This course will discuss the various graphic design movements from Art Nouveau to the present. The course will explore the evolving design styles and their relationship to politics, commerce, social mores, technology and pop culture.

GD470
COMPUTER ILLUSTRATION
4.0 Credits

This course focuses on the techniques and programs for using the computer as an illustration tool. Both fine art and graphic art techniques will be discussed and developed.

GD475
SENIOR PORTFOLIO DEVELOPMENT
4.0 Credits

In this course, students will address the nature and function of the graphic artist's portfolio. Creation and selection of appropriate examples to showcase the designer's talents and abilities for specific purposes will be examined.

GD480
ADVANCED LAYOUT AND
PUBLICATION DESIGN
4.0 Credits

Students will use their knowledge of typography, photography and illustration to create publications, including magazines, small newspapers, newsletters and other publications.

HS150
U.S. HISTORY AND GOVERNMENT
4.5 Credits

This course is a review of U.S. history and an examination of how events have shaped our present government. Emphasis will be placed on governmental organization and how each student

fits into the process to become a responsible citizen and voter.

IT111
MICROSOFT OFFICE I—
Excel, PowerPoint & Word
8.0 Credits

This course will utilize Microsoft Office software official curriculum to give the student a complete understanding of Excel along with an introduction to Word and PowerPoint.

IT112
MICROSOFT OFFICE II—
Access, Outlook & FrontPage
8.0 Credits

This course will utilize Microsoft Office official curriculum to give the student a complete understanding of Access along with an introduction to Outlook and FrontPage.

IT130
INTRODUCTION TO
MICROCOMPUTING
HARDWARE & SOFTWARE
8.0 Credits

Students will gain hands-on experience and the skills necessary to install, service and support microcomputers. The course includes a component on understanding, installing, maintaining and troubleshooting Microsoft operating systems.

IT131
PRACTICAL PROBLEMS
IN MICROCOMPUTER REPAIR
AND MAINTENANCE
4.0 Credits

In this course the student will gain direct experience in setting up and repairing personal computers. In addition, he/she will gain an understanding of PC maintenance.

IT201
INTRODUCTION TO THE INTERNET
4.0 Credits

In this basic introduction to the Internet, the student will explore uses for the Internet, including how to install and connect to the Internet, how to use e-mail, chat rooms and newsgroups, search engines, browsers and on-line reference resources.

LIT101
INTRODUCTION TO LITERATURE
4.5 Credits

This course surveys both English and American literature, focusing on four literary elements: character, conflict, setting and language. Students learn to understand and analyze short stories, poems and plays through reading and writing.

MAT100
COLLEGE MATH
4.0 Credits

This course examines topics in algebra, geometry, trigonometry and statistics which are in the domain of the well-educated college graduate.

MAT102
COLLEGE ALGEBRA
4.5 Credits

This course is designed for the student with one year or less of high school algebra. The course includes algebraic expressions, solving first degree equations with one and two variables, factoring, fractional equations, graphing and verbal problem-solving.

MAT110
MATH SKILLS FOR
GRAPHIC DESIGNERS
4.0 Credits

This course is designed to familiarize students with mathematical principles as they relate to the business of graphic design. Students learn to solve problems dealing with type, "specing", proportion, scale, paper weight and size, and job estimating.

MM200
MULTIMEDIA DESIGN
FUNDAMENTALS
8.0 Credits

This course gives students a basic understanding of multimedia design principles, the creation of basic presentations, two-dimensional animation and image acquisition.

MM300
DYNAMIC MEDIA
AND INTERACTIVITY
8.0 Credits

This course is designed to give students skills in interactive media, sound acquisition and editing, video acquisition and editing and outputting to tape.

MM350
3D MODELING AND PRODUCTION
8.0 Credits

This course provides students the opportunity to develop skills in 3D modeling and animation, large project planning and production, scripting and creating hybrid CD-ROMs.

MUS101
INTRODUCTION TO MUSIC
4.0 Credits

Gives the student an appreciation and understanding of music principles of rhythm, meter and tempo, tone, key, genre and mood, particularly as they relate to creating multimedia presentations.

NSG 100
DIRECTED STUDIES IN MEDICAL TERMINOLOGY
2.0 Credits

This is a directed studies course for the student who has identified the need to enhance vocabulary skills . Basic prefixes, word roots, combining forms and suffixes of medical terminology and human anatomy are covered including spelling and pronounciation

NSG 200
Nursing Process & Contemporary Nursing Practice
3.0 Credits

This course is designed to provide the student who has identified a learning need with an individual learning experience. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

NSG 231
Nursing Process & Contemporary Nursing Practice
3.0 Credits

This course is designed to establish a basic knowledge foundation regarding evidence-based nursing practice, as a science and an art. The student will study evolution of the nursing profession within the changing healthcare system, various frameworks for applying the nursing process including Gordon's Functional Health Patterns and Roy's Adaptation Model, current nursing practice standards, and core BSN practice roles in nursing.

NSG 232
Basic Principles of Patient Centered Care
4.0 Credits

This fundamental nursing skills course introduces the student to the relationship between evidence-based nursing practice (science) and caring (art) while performing patient-centered care tasks including meeting the basic needs of oxygenation, nutrition, elimination, activity and rest, protection, and psychosocial integrity.

NSG 232L
Laboratory, Basic Principles of Patient Centered Care
2.0 Credits

This fundamental nursing skills laboratory allows the student to apply the NSG 232 concepts and principles learned in a controlled classroom environment. An introduction to nursing informatics has been included.

NSG 232P
Practicum, Basic Principles of Patient Centered Care
1.0 Credit

This fundamental nursing skills practicum allows the student to apply the NSG 232 & NSG 232L concepts, principles and skills learned in the classroom & laboratory to a real patient care situation in a long term care or skilled nursing unit.

NSG 233
Nursing Care of the Aging Adult
1.0 Credit

An introduction to concepts of aging with a focus on health promotion, maintenance of functional capacity, normal physiologic changes, and improvement of quality of life through interdisciplinary collaboration.

NSG 247
Ethical Concerns Impacting Nursing Practice
1.0 Credit

This course is designed to prepare the student for the ethical concerns facing the practicing nurse today. The elements of ethical decision making will be addressed as well as advanced directives, end-of-life care, and organ donation.

NSG 248
Legal Issues Impacting Nursing Practice
2.0 Credits

This course is designed to prepare the student for legal issues facing today's practicing nurse. The student will study the basics of the legal system, current legal responsibilities, licensure standards, patient consents, HIPAA, and other legally pertinent concerns.

NSG 250
Advanced Principles of Patient Centered Care
3.0 Credits

The student's capability to perform more complex patient centered nursing care skills is the focus of this course. Evidence-based practice and critical thinking skill development is focused on medication administration, intravenous therapy, laboratory & diagnostic testing, and patient treatments. The course is designed to integrate knowledge and skills from NSG 232.

NSG 250L
Laboratory, Advanced Principles of Patient Centered Care
2.0 Credits

This advanced nursing skills laboratory allows the student to apply the NSG 250 concepts and principles learned in a controlled classroom environment.

NSG 250P
Practicum, Advanced Principles of Patient Centered Care
1.0 Credit

This advanced nursing skills practicum allows the student to apply the NSG 232, NSG 232L, NSG 250 and NSG 250L concepts, principles, and skills learned in the classroom and laboratory to a real patient care situation in a long term care or skilled nursing care unit.

NSG 282
Health Assessment & Health Promotion
3.0 Credits

The student will learn how to conduct a head-to-toe assessment of the patient's health status related to the physiologic, self-concept, role function and interdependence modes. Health promotion will center on meeting the Healthy People 2010 objectives.

NSG 282L
Laboratory, Health Assessment & Health Promotion
2.0 Credits

This laboratory allows the student to apply the NSG 282 concepts and principles learned in a controlled classroom environment. The student clinically will be able to conduct both complete and focused health assessments by demonstrating an understanding of normal, normal deviation and abnormal physical findings across the lifespan.

NSG 282P
Practicum, Health Assessment & Health Promotion
1.0 Credit

This practicum allows the student to apply NSG 282 and NSG 282L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a health fair format or while conducting a shift assessment in a long term care or skilled nursing unit.

NSG 290
Pharmacology
4.0 Credits

Addresses general concepts in pharmacology and an overview of major drug groups. For each major drug group, the pharmacodynamics, pharmacokinetics, pharmacotherapeutics, adverse drug reactions, and nursing management will be outlined.

NSG 300
Directed Studies in Patient Centered Care
3.0 Credits

This course in designed to provide the student who has identified a learning need with an individual learning experience in the nursing laboratory. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

NSG 312
Nursing Care of the Childbearing Family
4.0 Credits

This course is designed to prepare the student for providing patient centered care during the childbearing and menopausal years. The student will study both normal and complicated pregnancies; well and high-risk newborn; family influences; family planning; childbearing alternatives and women's healthcare needs.

NSG 312L
Laboratory, Nursing Care of the Childbearing Family
1.0 Credit

This laboratory allows the student to apply NSG 312 concepts and principles learned in a controlled classroom environment. Topics include cervical dilation, fetal monitoring, assessing for toxicity, fetal heart tones, pap smears, and emergency childbirth skills.

NSG 312P
Practicum, Nursing Care of the Childbearing Family
2.0 Credits

This practicum allows the student to apply NSG 312 and NSG 312L concepts, principles, and skills learned in the classroom and laboratory to a real patient care situation in a hospital, clinic or private physician's office.

NSG 345
Nursing Care of Families and Cultures
3.0 Credits

This course is designed to prepare the student for the unique health influences the family and culture have upon the individual. Topics will include family dynamics, cultural beliefs and values, and impact upon the individual's health practices.

NSG 348
Critical Thinking and the Nursing Process
3.0 Credits

Students are challenged to apply critical thinking skills in various healthcare situations. The course is designed to encourage the student to use cognitive skills purposefully to deliver safe and effective patient centered care.

NSG 382
Nursing Care of the Community
4.0 Credits

This course is designed to prepare the student for practicing nursing in a non-hospital environment and providing care to a family, group or community as the recipient of patient centered nursing care. Maintaining community wellness is emphasized in this course.

NSG 382P
Practicum, Nursing Care of the Community
3.0 Credits

This practicum allows the student to apply the NSG 382 concepts, principles, and skills learned in the classroom to a real patient care situation in a

clinic, home health, school, or residential facility. Students will conduct a community survey of health needs.

NSG 385
Child-Adult Nursing I
4.0 Credits

This course introduces the student to medical-surgical nursing care concepts across the lifespan. Gordon's Functional Health Patterns and the Health-Illness Continuum will be integrated with Roy's Adaptation Model as a critical thinking foundation for providing patient centered care to a person with a medical and/or surgical health disorder. The content of medical-surgical nursing care concepts has been divided into NSG 385, NSG 386, and NSG 387.

NSG 385P
Practicum, Child-Adult I
3.0 Credits

This practicum allows the student to apply NSG 385 concepts, principles, and skills learned to a real patient care situation in an inpatient or outpatient healthcare unit.

NSG 386
Child-Adult Nursing II
4.0 Credits

This course continues the student's introduction to medical-surgical patient centered nursing care concepts.

NSG 386P
Practicum, Child-Adult Nursing II
3.0 Credits

This practicum allows the student to apply NSG 386 concepts, principles, and skills learned to a real patient care situation in an inpatient or outpatient healthcare unit.

NSG 387
Child-Adult Nursing III
4.0 Credits

This course continues the student's introduction to medical-surgical patient centered nursing care concepts.

NSG 387P
Practicum, Child-Adult Nursing III
3.0 Credits

This practicum allows the student to apply NSG 387 concepts, principles, and skills learned to a real patient care situation in an inpatient or outpatient healthcare unit.

NSG 388
Nursing Persons with Mental Health Impairments
4.0 Credits

This course is designed to prepare the student for providing patient centered nursing care across the lifespan to a person with a mental health disorder. The student will study therapeutic approaches as well as psychosocial adaptation alterations.

NSG 388P
Practicum, Nursing Persons with Mental Health Impairments
2.0 Credits

This practicum allows the student to apply NSG 388 concepts, principles, and skills learned to a real patient care situation in an inpatient, outpatient, clinic or residential healthcare unit.

NSG 400
Directed Studies in Evidence-based Nursing Practice
3.0 Credits

This course is designed to provide the student who has an identified learning need with an individual learning experience in clinical practice. The course objectives and methodology for meeting them will be determined between the student and the nursing instructor.

NNSG 410
High Acuity Principles of Patient Centered Care
4.0 Credits

Preparatory course for NSG 420. This course prepares the student to perform skills unique to the critical, operative and emergent healthcare environments. ACLS, PALS, and NRP training programs will be utilized for skill development. The student will study dialysis, electrocardiogram monitoring, sedation management, hemodynamic monitoring, code.

NSG 420
High Acuity Nursing Care
4.0 Credits

This course prepares the student to administer evidence-based nursing care to patients across the lifespan in critical, operative, or emergent healthcare environments. Rapid critical thinking skill development is essential for performing this type of nursing care.

NSG 420P
Practicum, High Acuity Nursing Care
3.0 Credits

This practicum allows the student to apply NSG 410 and NSG 420 concepts, principles, and skills learned to a real patient care situation in a critical care, emergent care, operative care, or diagnostic care unit.

NSG 451
Nurses As Leaders
3.0 Credits

This course is designed to prepare the student for management and leadership roles assigned to the BSN. The student will study developing leadership skills, performing evaluations, preparing job descriptions, mentoring, coaching, counseling, budget concepts, staffing issues and leadership characteristics.

NSG 451P
Practicum, Nurses as Leaders
3.0 Credits

This practicum allows the student to apply NSG 451 concepts, principles, and skills learned while functioning in a leadership position in a healthcare environment.

NSG 452
Capstone: Transition to Professional Nursing
3.0 Credits

This course is designed to prepare the student for role changes. It promotes the student's transition to working professional; thereby, decreasing reality shock. Licensure preparation, completion of a professional portfolio, and completion of a professional resume are some of the concepts of this course. The student will be given a capstone project that entails research, presentation, writing, and clinical practice.

NSG 452L
Laboratory, Capstone: Transition to Professional Nursing
1.0 Credit

This laboratory experience is directed towards preparing the student for the NCLEX licensure examination. The student will study the examination process, practice testing, identify knowledge deficients requiring remediation, and prepare to register for the examination.

NSG 452P
Practicum, Capstone: Transition to Professional Nursing
6.0 Credits

This practicum requires a signed agreement between the student and a qualified nursing preceptor. The student will work the schedule of the nursing preceptor. The preceptor will supervise and evaluate the student's readiness for work transition in collaboration with the nursing faculty.

NSG 460
Research Methods for Evidence-Based Nursing Practice
4.0 Credits

Focuses on the role of the professional nurse as informed consumer of evidence-based research. Explores quantitative and qualitative approaches to the study of health and illness, as well as the relationship of theory to practice. Topics include literature reviews, research designs, methods of data collection, and analytical procedures. Explores the ethics for research with human subjects. The student will prepare a research proposal.

PD100
GOALS ATTAINMENT AND DECISION MAKING
3.5 Credits

This course is designed to enable the student to develop and utilize effective techniques and strategies in goal definition, goal identification, barrier identification, goal ambivalence, conflict identification and reprogramming strategies.

PD200
JOB SKILLS
3.0 Credits

This course develops the student's ability to create resumes, cover letters and a job-hunting plan. It emphasizes interviewing skills and techniques. The student also compiles a complete portfolio for interview presentation.

PD250
CRITICAL THINKING
4.5 Credits

This course will explore and develop each student's critical thinking skills through classroom discussions and written arguments. Topics will include: mastering the fundamentals of critical thinking, evaluating arguments, recognizing errors in thinking, and characteristics of critical thinkers.

PSY101
INTRODUCTION TO PSYCHOLOGY
4.5 Credits

This course provides a general understanding of psychology as a behavioral science, psychological concepts and principles. Topics covered include biological bases of behavior, learning, thinking, motivations, sensation, and perception.

PSY 151
Human Growth & Development
5.0 Credits

Survey of human growth and development from conception through senescence. A multi-disciplinary approach to the study of both change and stability in physical, cognitive, social and personality development. Review of relevant developmental theory and research.

SCI101
SCIENTIFIC AND TECHNOLOGIC LITERACY
4.0 Credits

This course will examine the fundamental laws and processes of science and how they manifest themselves in our everyday lives. Issues of technologic literacy will be addressed in light of how they effect our environment and politics. Emphasis will be placed on how science and technology must be understood to be a responsible citizen.

SOC101
INTRODUCTION TO SOCIOLOGY
4.5 Credits

This course provides a general understanding of the basic concepts and principles of sociology that affect the individual in society. The topics of culture, society, socialization, stratification, intergroup relations and inequalities are covered.

STAT 250
STATISTICS FOR HEALTH SCIENCES
5.0 Credits

Students receive an introduction to applied statistics, including such topics as histograms, central tendency, dispersion, normal distribution, hypothesis testing, chi-square and regression.

TYP300
ADVANCED TYPOGRAPHY
4.5 Credits

This course is designed to give students advanced skills in typography, particularly as it applies to digital and interactive media. Topics include

dissecting letters, typography technology on the computer, digital typography and formatting typography for video.

WB200
WEB DESIGN FUNDAMENTALS
8.0 Credits
This course enables the computer graphic designer to author Web pages using current software. It discusses the designer's place in the overall scheme of Web site production and gives an overview of Web technology.

WB300
WEB DESIGN AND PRODUCTION
8.0 Credits
In this class the student will become proficient in the principles of design specific to graphics to be posted on the World Wide Web. Particular attention will be given to adding multimedia to Web pages and optimizing Web graphics.

WB350
WEB AUTHORING
AND MANAGEMENT
8.0 Credits
Upon completion of this course the Web designer will be able to use commands and scripts to ensure interactivity of his/her design, relative to the end user.

STUDENT AWARDS

PERFECT ATTENDANCE
If a student attends the entire program with no absenteeism, a perfect attendance certificate will be awarded upon graduation.

OUTSTANDING STUDENT
This award is presented at graduation to students who have shown outstanding leadership among their fellow students.

DIRECTOR'S LIST
Students maintaining a 3.5 grade point average per quarter will be placed on this list.

PERFECT ATTENDANCE LIST
Students maintaining perfect attendance for each quarter will be placed on this list.

GRADUATING WITH HONORS OR CUM LAUDE AT THE BACHELOR LEVEL
Students achieving a 3.5–3.74 grade point average upon graduation will graduate with honors.

GRADUATING WITH HIGH HONORS OR MAGNA CUM LAUDE AT THE BACHELOR LEVEL
Students achieving a 3.75–3.99 grade point average upon completion of the program will graduate with high honors.

GRADUATING WITH HIGHEST HONORS OR SUMMA CUM LAUDE AT THE BACHELOR LEVEL
Students achieving a 4.0 grade point average upon completion of the program will graduate with highest honors.

STUDENT SERVICES

Platt College views each staff member as an advisor. The department supervisors and instructors are available to assist students with academic and personal problems.

STUDENT IDENTIFICATION
At the time of registration, an ID card will be issued. This identification may be used for student discounts, access to areas within the College and for checkout of specialized supplies and equipment. The student identification card must be surrendered upon either withdrawal or graduation.

HOUSING
Platt College maintains a list of housing facilities within commuting distance of the school. This list is available upon request and contains all pertinent information about each unit, such as location, rates, lease requirements, security deposits, furniture rentals, distance from the school, etc. Platt College does not recommend or supervise housing units, but offers assistance as a convenience to its students.

STUDENT ACTIVITIES
A variety of student-defined organizations and activities are available to meet the interests of Platt College students. These activities include professional student organizations which offer the opportunity to promote educational and professional development while attending Platt College.

PLACEMENT ASSISTANCE
Platt College graduate employment assistance success is greatly influenced by the student's attendance, overall attitude and academic records.

The graduate employment assistance services will include, but not be limited to:

1. An employment orientation at least four weeks prior to graduation. This orientation will provide the student with essential information related to interviews and appointments for potential job opportunities.

2. Assistance in the preparation of employment applications and resumes.

3. Assistance in the preparation of employment letters and letters of recommendation.

4. Invitations to industry to interview, present employment programs, test and offer application for employment.

5. Contacting prospective employers to establish current employment opportunity.

6. Through mutual efforts of the Career Services Office and the student, attempts are made to locate positions. Students are responsible for arranging interviews from the information provided by the Placement Assistance Office.

One of the top priorities for graduates of Platt College

is the provision for meaningful career opportunities. While it is not possible to guarantee placement or starting salaries, the College will do everything within reason to assist the student in finding suitable employment after graduation.

PART-TIME EMPLOYMENT

The Placement Assistance Office will assist students while in school in finding part-time employment in order to help the student defray living expenses. These jobs are typically not directly related to the student's course of study.

GRADUATE SERVICES

The school's commitment to students does not end with graduation and placement assistance. Graduates are welcome to return at any time for positive reinforcement in people skills and personal development.

TRANSFER OF CREDIT

All schools have their own acceptance criteria. If a student is seeking to transfer to another school, contact should be made with the registrar of that school. When transferring to Platt College, see the Advanced Standing section of the catalog. Consult the Registrar with any questions.

TRANSCRIPTS

A complete set of records, including a transcript of grades, is kept in each student's permanent file. Every student is provided one transcript copy upon graduation. Additional copies may be obtained from the administrative office. See Special Fees section for details.

INCLEMENT WEATHER

Platt College will cancel classes when inclement weather conditions occur. Students should listen to local radio and television stations for announcements in case of inclement weather. See the Student Handbook for Details.

DRESS CODE

Appropriate attire is required as described in the Student Handbook.

PARKING

Adequate complimentary parking is provided on-premises.

COMPLAINTS

Any student complaint should be made to the School Director in writing. The student will receive a response, in writing, within 15 business days of receipt.

In the event that a student/graduate has a complaint that is not resolved by the College, the individual has the option of submitting the complaint to the Division of Private Occupational Schools, Colorado Department of Higher Education. There is a two-year limitation on the Division taking action on student complaints. The individual may file a complaint at the Division of Private Occupational Schools

Colorado Department of Higher Education

1380 Lawrence Street, Suite 1200
Denver, CO 80204 • Phone (303) 894-2960

STUDENT COMPLAINT/
GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of
Career Schools and Colleges of Technology
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School Director, Jerald B. Sirbu.

COMPARABLE PROGRAM INFORMATION

The Accrediting Commission of Career Schools and Colleges of Technology is an available resource for information pertaining to comparable programs, as relates to tuition, fees and program length.

Write to:
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Or call: (703) 247-4212

STUDENT HANDBOOK

The school maintains a Student Handbook which includes information related to various areas of student interest, such as parking, advising, drug and alcohol policies, campus safety, smoke-free environment, dress code, inclement weather, emergencies, grievance procedure, student activities and graduation.

POSTPONEMENT OF START DATE

The school's policy regarding postponement of starting date and the effect on student right to a refund.Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

a) Whether the postponement is for the convenience of the school or the student, and

b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the schools refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

REFUNDS AT ANY TIME WILL BE MADE ONLY IN ACCORDANCE WITH THE REFUND POLICY OF THE COLLEGE PRINTED AS FOLLOWS:

REFUND POLICY

Platt College is entirely self-supporting. The registration of a student results in the assignment of a class space, the employment of instructors, equipment availability and other provisions for management that must be contracted in advance. For these reasons, there will be no refunds of tuition except as outlined below.

Cancellation and Refund Policy

The following refund policy is applicable to all programs:

A. All monies paid by the applicant will be refunded within thirty (30) days; if an applicant cancels in writing within three (3) business days of receipt of the application by a Platt College admissions representative; if the applicant is not accepted by the College or in the event the College discontinues a course/program during a period of time within which a student could have reasonably completed it, except that this provision shall not apply in the event that the College ceases operation; applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following a tour of the school facilities.

B. Cancellation of Classes. The College reserves the right to cancel a scheduled start date if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the College and the student will be entitled to receive a complete refund of any amount paid.

C. An applicant requesting cancellation in writing after the three business day period but prior to commencement of training is entitled to a refund of all monies paid less the registration charge of $75.

D. Students wishing to withdraw from a program after the start of training are required to notify the student records office of their intent to withdraw and of their last date of attendance. If the student is under 18 years of age, such notice may be given by the purchaser.

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

F. A student terminating within the first two days of training shall be entitled to a refund of one hundred percent of tuition.

State of Colorado Refund Policy

After the commencement of training, the policy for cancellation, settlement and refund of tuition and fees provides for the following:

1. A student terminating training within the first

ten percent of the academic year shall be entitled to a refund of ninety percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of $150.

2. A student terminating training after ten percent but within the first twenty-five percent of the academic year shall be entitled to a refund of seventy-five percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of $150.

3. A student terminating training after twenty-five percent but within the first fifty percent of the academic year shall be entitled to a refund of fifty percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of $150.

4. A student terminating training after fifty percent but within the first seventy-five percent of the academic year shall be entitled to a refund of twenty-five percent of the enrollment agreement price of the academic year exclusive of books and supplies, less a withdrawal processing charge of $150.

5. A student who has completed seventy-five percent of the academic year and has entered the final twenty-five percent shall not be entitled to any refund and shall be obligated for the full price of the academic year, which constitutes the maximum obligation.

Percentage of the course/program completed is based on the number of scheduled hours of class attendance, stated as a percentage of the total hours indicated for the academic year/period, then converted to the equivalent quarter credit hours. Refunds to students will be computed from the last date of recorded attendance. The last date of recorded attendance will be determined from the instructor's attendance charts. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance. Refunds will be made within 30 days of the last date of attendance if written notification was provided to the institution. Otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn.

Books, Tools and Supplies

Applicants must furnish all books, tools and supplies required in the Program at his/her own expense. The students will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Applicants are not obligated to purchase any books, tools or supplies from the College. The cost of books, tools and supplies specified on page one of the Enrollment or Catalog Addendum Agreement is an estimated cost, subject to changes in supplier prices and curricula. If purchased from the College, the cost of any books, tools and supplies is nonrefundable.

Accrediting Commission of Career Schools and Colleges of Technology Policy

The refund policy of the State of Colorado is applicable to students attending Platt College.

Institution Policy

For students attending Platt College who subsequently withdraw from classes, the State of Colorado refund formula will be applied, and the result will form the basis for the refund. For any other program at Platt College longer than one academic year and for which the student has paid to the College tuition charges for the entire program or portions thereof exceeding one academic year, the College will refund to the student those monies paid for the academic year(s) beyond the end of the academic year during which the student withdraws. In addition, the College shall calculate and refund to the student that portion of tuition paid representing the period of time between the date of withdrawal and the end of that academic year. Such refund shall be based on the formula stated above.

Veterans Refund Policy

The College has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course shall not exceed the exact pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course/program bears to its total length. The exact portion will be determined on the ratio of the number of days

of instruction completed by the student to the total number of instructional days in the course/program.

Return of Title IV Funds Policy

The refund calculation of institutional charges is determined as stated in the section referring to "Refund Policy".

In addition to calculating whether more has been collected than the institution has earned for the current enrollment agreement, effective October 7, 2000, the institution is required by the U.S. Department of Education to make an additional calculation with respect to returned Federal Financial Aid funds. These calculations are called "Return of Title IV Funds". They follow a different formula and are applicable until over 60% of the enrollment period (i.e., typical enrollment periods are 10 weeks in length, or one quarter) has been completed. Under these rules, it may be the case that the institution will have earned tuition funds that must be returned to the Federal Aid programs. If this occurs, you (the student) will owe these additional funds to the institution.

For additional clarification on this policy, please feel free to visit the Financial Aid Office.

FINANCIAL INFORMATION

For current tuition and fees, refer to the current Catalog Addendum. Prices are subject to change on an academic year basis. Notification is provided forty-five (45) days prior to the effective date. Rate changes may apply at the beginning of a student's new academic year. Rates do not change during a contract term.

Platt College enrolls applicants on an academic year basis. A second or third academic period enrollment is completed 4 to 6 weeks prior to the time the student is scheduled to begin training in the subsequent academic year. See School Registrar for details.

There are certain items the student may need during the course of a program that are not included in the supplies category and which must be purchased independently. The items may include compact discs, pens, pencils and additional art-related supplies. The cost averages about $175.00 per academic year.

CATALOG ADDENDUM

An Addendum accompanies and is an integral part of the Platt College Catalog. For current course, program and policies revisions, and current tuition, lab, supply and book fees, refer to the Addendum.

BOOKS

- Textbooks and art tools can be purchased at the start of each new class session from the college bookstore.

- Lab fees cover the cost of equipment provided to the student.

- Supply charges cover the cost of (major) materials provided to the student.

- Sales tax is charged on all programs for major supplies and tools.

SPECIAL FEES

Fees are charged for special services as follows:

Repeat of Course Fee

This fee will be assessed for repeating any training. When a student repeats a course, full tuition for that course will be charged.

Readmission Fee

A fee of $25.00 will be assessed when a student reenters training following a suspension or a *constructive cancellation.*

Bypass Test Fee

A $100.00 fee will be assessed for examination to determine advance standing. Such examinations may only be taken upon approval of the School Director or the Director's representative.

Academic Transcript Fee

The first official transcript is issued upon graduation free of charge. Additional copies of the transcript are $5.00 each. A signed release is required.

Replacement of Diploma Fee

Students will be charged $25.00 to replace a diploma.

Change of Program Fee

Students will be charged a fee of $75.00 to change programs after the start date. However, if the program change is made at the time that the second/third academic year enrollment agreement is completed, no fee will be assessed.

Course Drop Fee

A one hundred percent (100%) tuition credit is granted to students for classes dropped from the first day of class through the date when ten percent (10%) of the scheduled class meeting has occurred. The ten percent (10%) date will be determined by the Registrar. If the student drops a class after the ten percent (10%) date, the student will be charged the full tuition amount for the course.

Additional Courses

(Hours Beyond the Maximum Program Length) A tuition fee will be charged based on the current hourly rate for each additional credit hour.

Miscellaneous Fees

Students will be charged for repair or replacement of any equipment lost or damaged through negligence or willful mischief. This includes damage to any part of the building or its immediate surroundings.

FINANCIAL AID

Platt College has loan and grant opportunities available for eligible students if financial assistance is needed to meet educational costs. If you seriously wish to continue your education, you should be able to do so and Platt College will assist you in every way possible. To secure information about available financial assistance, an appointment will be made with one of our financial assistance personnel.

OTHER FINANCING

Tuition is due and payable on or before the first day of the class start.

Arrangements for special financing may be made in cases of extreme necessity. Such financing will be determined on an individual basis by the administration.

GENERAL INFORMATION

LEGAL DESCRIPTION

The school is owned by the American Education Development Corporation doing business as Platt College and incorporated under the laws of the State of Colorado. American Education Development Corporation assumes full responsibility for the educational agreements between the school and the student.

CORPORATE OFFICERS

Jerald B. Sirbu, President/Treasurer   Sheila A. Sirbu, Vice President/Secretary

ADMINISTRATIVE STAFF

Jerald B. Sirbu, Director

Patricia Simpson, Director of Education/ Academic Dean

Margaret Claborn, RN, MS, Director of Nurse Education Program

Kim Adamache, Director of Financial Services/MIS

Margie Rose, Director of Financial Aid /Compliance/Registrar

Jerald B. Sirbu, Director of Admissions

Mickey Axtell-Mauck, Career Services Coordinator

Joni Aaron-Horton, Senior Admission Coordinator

Barbara Yurchison, Admission and Nursing Administration Coordinator

Ellie Vaughter, Librarian

Linda Corbett, Library Technical Assistant

ACADEMIC CALENDAR

SCHOOL OF DESIGN

START/ORIENTATION
January 9, 2006
February 13, 2006
March 20, 2006
April 24, 2006
May 29, 2006
July 17, 2006
August 21, 2006
September 25, 2006
October 30, 2006
December 04, 2006
January 22, 2007
February 26, 2007
April 29, 2007
May 7, 2007
June 11, 2007

GRADUATION
December 22, 2005
February 10, 2006
March 17, 2006
April 24, 2006
May 26, 2006
June 30, 2006
August 18, 2006
September 22, 2006
October 27, 2006
December 01, 2006
January 19, 2007
Fabruary 23, 2007
March 30, 2007
May 04, 2007
June 08, 2007

START/ORIENTATION
June 30, 2007
September 03, 2007
October 08, 2007
November 12, 2007
December 17, 2007
February 04, 2008
March 10, 2008
April 14, 2008
May 19, 2008
July 7, 2008
August 11, 2008
September 15, 2008
October 20, 2008
November 24, 2008

GRADUATION
June 27, 2007
August 31, 2007
October 05, 2007
November 09, 2007
December 14, 2007
February 01, 2008
March 07, 2008
April 11, 2008
May 16, 2008
June 20, 2008
August 08, 2008
September 12, 2008
October 17, 2008
November 21, 2008

SCHOOL OF NURSING

START/ORIENTATION
1 October 17, 2005
2 April 24, 2006
3 October 30, 2006 ?
4 April 02, 2007
5 October 08, 2007
6 April 14, 2008
7 October 20, 2008

GRADUATION
April 11, 2008
October 17, 2008
May 01, 2009
November 13, 2009
June 18, 2010
December 17, 2010
July 22, 2011

SUMMER AND WINTER BREAKS

2006 Summer Break:	July 01, 2006–July 16, 2006
2006 Winter Break:	December 23, 2006–January 7, 2007
2007 Summer Break:	June 30, 2007–July 15, 2007
2007 Winter Break:	December 22, 2007–January 06, 2008
2008 Summer Break:	June 21, 2008–July 06, 2008
2008 Winter Break:	December 20, 2008–January 04, 2009

DAYTIME B.A. DEGREE SUMMER BREAKS

2006 Summer Break:	June 1, 2006–August 21, 2006
2007 Summer Break:	June 08, 2007–September 3, 2007
2008 Summer Break:	June 21, 2008–September 14, 2008

HOLIDAYS THAT WILL BE OBSERVED

Memorial Day

Independence Day (Summer Break—2 weeks)

Labor Day

Thanksgiving and the Friday after Thanksgiving

Christmas/New Year (Winter Break—2 weeks)

NOTES