PLATT COLLEGE
Business Technology Division

DISCOVER YOUR FUTURE
WELCOME TO THE HOME OF TECHNOLOGY IN BUSINESS

During the past decade, a quiet revolution has been taking place. That revolution involves the use of technology to make business more efficient and profitable. 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.

HISTORY

Platt College traces its origin to the state of Missouri in the year 1879. The main campus for the Denver Extension is located in San Diego, California.

In Denver, the Business Technology Division occupies 13,000 square feet of modern space in the heart of Denver's most rapidly growing office district. It is conveniently located on Parker Road with quick access from I 25 and from Havana Street. The facility was developed as a school of business technology and contains state-of-the-art technical and educational equipment.

Platt College, Business Technology Division
3100 S. Parker Road
Aurora, Colorado 80014
(303) 369-5151
1986-1987 Catalog
Volume I, Number 1
Effective May 27, 1986

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.
TABLE OF CONTENTS

Introduction

Welcome to Platt College ........................................... Inside Front Cover
History ................................................................. 1
Philosophy ............................................................. 4
Objectives ............................................................. 4
Affiliations ............................................................. 4

Programs ............................................................... 5

Computer Secretary .................................................. 7
Information/Word Processing Specialist ....................... 8
Data Entry ............................................................. 9
Receptionist .......................................................... 10
Access ................................................................. 11
Floral Design and Salesmanship .................................. 12
Computer Accounting .............................................. 14
Information/Business Management ........................... 15
Optometric Assistant ............................................... 16

Course Descriptions .................................................. 19

Facilities ............................................................. 25

Academic Procedures and Policies ............................. 26

Student Services ..................................................... 33

Admissions ............................................................ 35

Financial Information

Tuition and Fees .....................................................
Books .....................................................................
Financial Aid .........................................................
Refund Policy .........................................................
Special Fees ..........................................................

General Information

Legal Description .....................................................
Main Campus ........................................................
Corporate Officers ..............................................
Administrative Staff ..............................................

Academic Calendar ....................................................

Our Mission ..........................................................

PHILOSOPHY

Platt College, Business Technology Division 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 graduates to reach their full human potential.

Platt College, Business Technology Division is devoted to providing entry level employees to the world of 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 State Board for Community Colleges and Occupational Education.

All programs offered by the school meet the requirements of Federal or State laws regarding student financial assistance.

Member of: CPSA

Colorado Private School Association

CAREERS WITH A FUTURE

Diploma Programs:

Computer Secretary
Information/Word Processing Specialist
Data Entry
Receptionist
Access
Floral Design and Salesmanship
Information/Business Management
Computer Accounting
Optometric Assistant

Discover The New You!
Business Technology Is The Career Of The Future:

The business technology programs are specially designed to help students prepare for an exciting, rewarding career in the field that is rapidly changing the way business does business. The training gives students the essential skills they need to perform effectively in the technology rich offices of the 80's and beyond.

Students learn to operate the most widely used word processing and computer information systems while developing the personal and professional skills required for careers in business. Individual courses are devoted to the mastery of oral and written communications, typing, transcription, accounting, general office procedures and client service.

Emphasis on goal achievement and decision making is a vital component in developing the foundation that will help the graduate play an increasingly important role in the automated office. These practical traits enrich advancement opportunities in the business world.

Students are then equipped with skills needed to convert training into employment. That training includes resume writing, interviewing skills, and the search, leading to, getting and keeping the job.

Graduates have backgrounds versatile enough to qualify them for positions of responsibility and trust in such fields as banking, radio-television, retailing, the academic atmosphere of an educational institution, publishing, air transportation, manufacturing, mountain resorts and hospitality, the contact and satisfaction of medical and health services, government employment, aerospace, the cultural surroundings of the arts, entertainment, and the exciting competitive world of advertising or fashion.

Computer Secretary:

If you are dependable, organized, personable, trustworthy, like to be the focal point of communication and have a curiosity about computers, then a computer secretarial career could be for you. Automated office equipment, although important, cannot substitute for the personal qualities essential to these positions.

According to your training and initiative, you may enjoy diversified duties and opportunities for growth. In addition to the personal and professional development courses, training in accounting, machine transcription, word processing, salesmanship, a command of computer software use, ability in decision making and administration provide a thorough preparation for most advanced secretarial positions and can serve as a springboard to executive status.

As you gain experience and mastery of your field, your salary and fringe benefits undoubtedly increase. The computer secretary possesses marketable skills which are in demand.

COMPUTER SECRETARY

12 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the knowledge and skills necessary to function successfully at the job entry level as an office management level secretary.

This program emphasizes computer and management skills. Additional emphasis is placed on proficiency with state-of-the-art word processing and management related computer software. People skills, personal development and communications skills enhance potential for rapid advancement.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qt: Hrs of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100</td>
<td>Computer Literacy</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>CS100</td>
<td>Communications Skills I</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>MAT101</td>
<td>Business Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BE102</td>
<td>Typing I</td>
<td>48</td>
<td>3.75</td>
</tr>
<tr>
<td>BE106</td>
<td>Shorthand I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BE103</td>
<td>Typing II</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>BE107</td>
<td>Shorthand II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS101</td>
<td>Communications Skills II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>AC100</td>
<td>Accounting I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BE104</td>
<td>Typing III</td>
<td>48</td>
<td>2.5</td>
</tr>
<tr>
<td>BE105</td>
<td>Machine Transcription</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>WP101</td>
<td>Word Processing I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD102</td>
<td>Telephone Skills</td>
<td>12</td>
<td>.75</td>
</tr>
<tr>
<td>B 108</td>
<td>Legal/Medical Terminology</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>MG101</td>
<td>Business Management</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>S 102</td>
<td>Salesmanship</td>
<td>48</td>
<td>3.75</td>
</tr>
<tr>
<td>WP102</td>
<td>Word Processing II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Software (2)</td>
<td>96</td>
<td>6</td>
</tr>
</tbody>
</table>
## Information/Word Processing Specialist:

Those who enter the word processing major are prepared for positions in the burgeoning field of information management as well as traditional secretarial positions. Word processing is a rapidly expanding technology encompassing many businesses and industries. Students learn to record information utilizing various types of automated equipment, then progress to provide administrative support, executive organizational duties, and assisting in research.

Word processing is an ideal career field for women reentering the employment market and college graduates who wish to break into management but who lack specific skills. It is equally suitable for those starting career training immediately after high school. Employer demand is particularly high for word processing personnel.

---

### INFORMATION/WORD PROCESSING SPECIALIST

#### 6 Months

**VOCATIONAL OBJECTIVE**

Upon successful completion of this program the graduate should possess the knowledge and skills necessary for an entry level office position emphasizing word processing.

Additional emphasis is placed on people skills, personal development, computer literacy and proficiency with high speed computer devices which utilize state-of-the-art information related software.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qt. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100</td>
<td>Computer Literacy</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>CS100</td>
<td>Communications Skills</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>BE102</td>
<td>Typing I</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>WP101</td>
<td>(or BE103 Typing II)</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>BE108</td>
<td>Legal/Medical Terminology</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BE103</td>
<td>Typing II</td>
<td>48</td>
<td>2.5</td>
</tr>
<tr>
<td>WP101</td>
<td>(or BE104 Typing III)</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>CS101</td>
<td>Communications Skills II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>BE105</td>
<td>Machine Transcription</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>WP102</td>
<td>Word Processing II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD102</td>
<td>Telephone Skills</td>
<td>12</td>
<td>.75</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>- Computer Software (2)</td>
<td>96</td>
<td>6.5</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>600</td>
<td>39.5</td>
</tr>
</tbody>
</table>

---

## Data Entry:

Entering accurate and timely information into the computer system is an essential component of the decision making process in business today. Speed, good judgment, responsibility and the understanding of computer software, coupled with the foundation courses, develop proficiency and marketable skills.

The detail-oriented individual who enjoys operating a keyboard-controlled device, computer processing can get a start in this field.

---

### DATA ENTRY

#### 6 Months

**VOCATIONAL OBJECTIVE**

Upon successful completion of this program the graduate should possess the knowledge and skills necessary to provide businesses with the computer data they need to support operations and decision making, and should be prepared for an entry level position as a data entry specialist.

The program emphasizes computer literacy, people skills, personal development and facility with current state-of-the-art business applications.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qt. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC100</td>
<td>Accounting I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MAT101</td>
<td>Business Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CP100</td>
<td>Computer Literacy</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>CP101</td>
<td>Data Entry</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>BE102</td>
<td>Typing I</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BE103</td>
<td>Typing II</td>
<td>48</td>
<td>2.5</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>BE101</td>
<td>Customer Service</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>CS100</td>
<td>Communications Skills I</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>CS101</td>
<td>Communications Skills II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>WP101</td>
<td>Word Processing I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>- Computer Software (2)</td>
<td>96</td>
<td>6.5</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>636</td>
<td>44.25</td>
</tr>
</tbody>
</table>
Receptionist:

This position is vital to every business. Your outstanding personality and neat appearance are the client's first impression of your firm. You represent and perpetuate the company's image with the public.

Success is measured by performance rather than seniority. Solid professional training in customer service, telephone skills, typing, machine transcription and computers, in addition to the personal development curriculum are a real competitive advantage in a career field that is growing more rapidly than all clerical positions combined.

RECEPTIONIST

3 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the knowledge and skills for job entry as a receptionist.

The program emphasizes people skills, personal development, verbal communications skills and computer literacy.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>BE101</td>
<td>Customer Service</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>CS101</td>
<td>Communications Skills I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD102</td>
<td>Telephone Skills</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BE102</td>
<td>Typing I</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BE105</td>
<td>Machine Transcription</td>
<td>48</td>
<td>2.5</td>
</tr>
<tr>
<td>CP100</td>
<td>Computer Literacy</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>312</td>
<td>22.25</td>
</tr>
</tbody>
</table>

Access:

The 12 week program is specially developed to help two and four year college graduates achieve and maintain a competitive advantage in the marketplace while advancing their business careers.

Often the graduates of liberal arts colleges find themselves in the position of knowing what they want to do, having the ability to think and understand people, and being frustrated because their access to the job market is blocked. They simply don't have the practical, high tech marketable skills employers need most.

Students will learn the latest business procedures, the related computer applications and will become proficient in the use of modern sophisticated software. The hands on method of instruction adds value to these skills.

Personal development, goal attainment and decision making courses create a strong foundation to enhance career achievement. Job skills equip the students with the abilities needed to convert training into employment. That training includes: resumes, writing, interviewing skills, and the search, leading to, getting and keeping the job.

The combination of practical skills, personal development and previous liberal arts education enables the graduate to confidently accept a position of responsibility in a business office.

ACCESS

3 Months

VOCATIONAL OBJECTIVE

Access is designed for graduates of two and four year colleges. With business technical skills and their college education, Access graduates are prepared for entry level positions in the fields they wish to enter.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE101</td>
<td>Typing I</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>(or BE102 Typing II)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP101</td>
<td>Word Processing I</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>(or WP102)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG101</td>
<td>Business Management</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>PD100</td>
<td>Computer Software (2)</td>
<td>96</td>
<td>6</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>300</td>
<td>22.25</td>
</tr>
</tbody>
</table>
FLORAL DESIGN AND SALESMANSHIP:

As population, income, and the desire to express one's sentiments with flowers grows, the demand for floral designers continues to increase. Retail shops, wholesale houses, department stores, supermarkets, and specialty shops need trained personnel. Many floral designers manage or own their own shops.

Floral Designers learn to use their artistic talents to design and create various floral arrangements such as corsages, wedding bouquets, and funeral arrangements including sprays and wreaths. They also create display arrangements for holidays and private and public special occasions. These arrangements require an understanding of the etiquette associated with the occasion. In addition, an understanding of the techniques associated with dried flowers and artificial decorative products is required. Designers also need an understanding of color harmony, the designing of terrariums and the care and feeding of green plants.

The skills you learn through hands-on training are your foundation. Add to these skills personal development training in goal attainment and decision making, and professional enhancement courses in customer service and salesmanship and you are on the way to becoming the complete individual.

Platt College also equips the student with abilities necessary to convert training into employment. Those abilities include resume writing, interviewing skills, and the search leading to, getting and keeping the job.

With your newly acquired knowledge and inner drive to achieve, you can become a person who has the security of enhanced self-confidence and career direction. Prestige and admiration of others, the ability to generate sufficient income to support your chosen lifestyle, the skills to meet artistic challenges and a creative working environment can be yours.

FLORAL DESIGN AND SALESMANSHIP

3 Months

VOCATIONAL OBJECTIVE

Upon completion of the course the graduate should be able to prepare basic floral displays and will possess an understanding of sales techniques and be prepared for an entry level position within the floral industry.

Proper care of plants and flowers will be studied. Personal development and job skills will be emphasized.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL100</td>
<td>The Arranging of Flowers and The Care of Plants</td>
<td>168</td>
<td>10.5</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>S 102</td>
<td>Salesmanship</td>
<td>48</td>
<td>3.75</td>
</tr>
<tr>
<td>BE101</td>
<td>Customer Service</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
</tbody>
</table>

An Administrative Career In Business Technology

An ADMINISTRATIVE CAREER appeals to those who like to coordinate, plan, direct and control the flow of resources that are required to run a business. As opportunities in our free enterprise system become more diverse and technically demanding, the rapidly growing field of information management is experiencing exponential growth.

Individuals who are proficient with modern sophisticated software, have effective people skills, are goal oriented and have the ability to make sound judgments, based on specialized training and practical experience, have a competitive advantage. Employment is expected to grow faster than average through the mid 1990s due to the key role these people play in the management of all types of businesses.

The curriculum is designed to develop professional competence and awareness for business careers. Accounting is the language of business technology; marketing and salesmanship help to keep the economy going; customer service and communications provide the essential people skills; while hands-on data entry and computer software courses, coupled with goal attainment, decision making and management maximize potential for achievement and advancement from entry level to the executive level.

Job skills equip the graduate with the skills needed to convert training into employment. That training includes resume writing, interviewing skills, and the search leading to, getting and keeping the job.

Whether your goal is administrator, sales manager, market research director, credit manager, purchasing agent, auditor, personnel director, treasurer, general manager, agency president or manager/owner of a firm, you can utilize your inner drive to work in the industry of your choice. Business Technology needs you.
COMPUTER ACCOUNTING:

9 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the knowledge and skills necessary to function at the job entry level in accounting.

The program emphasizes people skills, communication skills, computer literacy, personal development and facility with pertinent and state-of-the-art computer accounting related software.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC100</td>
<td>Accounting I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>MAT101</td>
<td>Business Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS100</td>
<td>Communications Skills I</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>CP100</td>
<td>Computer Literacy</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>BE102</td>
<td>Typing I</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td>AC200</td>
<td>Accounting II</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>CS101</td>
<td>Communications Skills II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>BE101</td>
<td>Customer Service</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>S 101</td>
<td>Marketing</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>S 102</td>
<td>Salesmanship</td>
<td>48</td>
<td>3.75</td>
</tr>
<tr>
<td>AC201</td>
<td>Accounting III</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>BE108</td>
<td>Legal/Medical Terminology</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Software (3)</td>
<td>144</td>
<td>9.75</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>780</strong></td>
<td><strong>59.75</strong></td>
</tr>
</tbody>
</table>

DATA FENT
Bus, MAN

INFORMATION/BUSINESS MANAGEMENT:

9 Months

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the skills and knowledge necessary for an entry level position in small to medium sized businesses.

The program emphasizes people skills, communications skills, personal development, computer literacy, the use of management related computer functions, and basic business management.

There will exist the potential for rapid advancement.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100</td>
<td>Computer Literacy</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>AC100</td>
<td>Accounting I</td>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>PD100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>MAT100</td>
<td>Business Math</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS100</td>
<td>Communications Skills I</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>S 101</td>
<td>Marketing</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>BE101</td>
<td>Customer Service</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>PD101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>CS101</td>
<td>Communications Skills II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>AC200</td>
<td>Accounting II</td>
<td>48</td>
<td>3.75</td>
</tr>
<tr>
<td>S 102</td>
<td>Salesmanship</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>AC201</td>
<td>Accounting III</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>CP101</td>
<td>Data Entry</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>PD103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>MG101</td>
<td>Business Management</td>
<td>48</td>
<td>4.5</td>
</tr>
<tr>
<td>BE102</td>
<td>Typing</td>
<td>48</td>
<td>2.75</td>
</tr>
<tr>
<td></td>
<td>Computer Software (2)</td>
<td>96</td>
<td>6.5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>780</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>
Computer Software Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Qtr. Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS101</td>
<td>Microsoft Word</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS102</td>
<td>Computer Graphics</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS103</td>
<td>dBase II</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS104</td>
<td>Symphony</td>
<td>48</td>
<td>2.5</td>
</tr>
<tr>
<td>CS105</td>
<td>Display Write 3</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS106</td>
<td>Multiplan</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS107</td>
<td>VisiCalc</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>CS108</td>
<td>Lotus 1-2-3</td>
<td>48</td>
<td>3.25</td>
</tr>
<tr>
<td>CS109</td>
<td>Wordstar</td>
<td>48</td>
<td>3.25</td>
</tr>
</tbody>
</table>

Additional courses will be provided as the needs of business continue to expand.

The trend in computers is towards the selection of software with microcomputer and business applications. Use of more efficient software leads to more conclusive information management capabilities.

COURSE DESCRIPTIONS

AC 100 ACCOUNTING I
4 CREDITS

Upon completion of the course, the student will have an understanding of the basic principles of accounting, including the accounting cycle, basic financing, statements, records, worksheets, period closings, journals, ledgers, payroll, depreciation, bad debts and inventory.

AC 200 ACCOUNTING II (Financial Accounting)
5 CREDITS

Upon completion of the course, the student will have an understanding of the basic principles of financial accounting. The course includes accrual basis of accounting, financial reporting, notes payable, notes receivable, drafts, valuation of inventory, taxes, accruals and deferrals.

AC 201 ACCOUNTING III (Managerial Accounting)
4.5 CREDITS

Upon completion of the course the student will have an understanding of the principles of Responsibility Accounting. The course includes departmental accounting, completing the accounting cycle, branch office accounting, records, statements, home office accounting and cost accounting.

BE 101 CUSTOMER SERVICE
4.5 CREDITS

The course is designed to give an overview of customer-client relationships. Students completing the course will have an understanding of customer service from both the consumer's and the employer's perspectives.

BE 102 TYPING I
2.75 CREDITS

At completion of this course the student will be able to demonstrate the use of standard typewriter parts, type the letter, number and figure keys by touch and be able to type a five-minute timed test with accuracy and speed for entry-level positions. The student will also be able to center data and tabulate, format and type business correspondence, memorandums, envelopes, tables, reports, business forms, and statistical reports. In addition, the course teaches an understanding of basic information theory and gives practice in good proofreading and editing skills.

BE 103 TYPING II
2.75 CREDITS

At the completion of this course, the student will be able to format and type business letters with special features including attention lines, subject line, enclosures, and carbon notations. The student will also be able to type from rough draft copy, forms and type administrative communications, memos, news releases, business forms, invoices, purchase orders, vouchers, application letters, data sheets, help wanted ads, and tables with special features. In addition, the student will receive training in proofreading and editing skills.
BE 104 TYPING III
2.5 CREDITS

As well as improving speed and accuracy on timed tests for the highest level of employment, the student, by the end of this course, will have had practice in decision making and setting up problems as well as formatting and typing accounting statements, auditor's statements, balance sheets, schedules of accounts receivable and payable. This course also gives practice in composing letters for executives, typing from rough drafts, arranging agendas and special reports, formatting and typing tables, technical reports, manuscripts with footnotes, top bound and left bound manuscripts, legal documents, medical forms and government letters and forms. Proofreading accurately will be stressed and tested for, as well as opportunities to perform as in actual job situations.

BE 105 MACHINE TRANSCRIPTION
3 CREDITS

This course enables students to learn basic procedures for machine transcription, utilizing most types of dictation and transcription equipment. Students will transcribe information from tapes and other recording media. Emphasis is placed on formatting, proofing and grammar skills.

BE 106 SHORTHAND I
3 CREDITS

Students completing this course will have studied the Alpha System of shorthand, which uses various symbols and an advanced alphabetical system. Students will reach transcription rates of at least 50 words per minute.

BE 107 SHORTHAND II
3 CREDITS

This course is a continuation of the Alpha System presented in Shorthand I. The course includes practice for speed and accuracy and is presented under office conditions. Students completing the course should achieve proficiency with rates from 80 to 120 words per minute.

BE 108 TERMINOLOGY — LEGAL AND MEDICAL
3 CREDITS

Students completing the course will have studied commonly used terminology and have used these terms while increasing dictation speed and accuracy under actual office conditions.

CS 100 COMMUNICATIONS SKILLS I
3.5 CREDITS

This course provides an overview of effective and concise written communication both within and without the business organization. Upon completion the student will have studied the theory of written communications and have received practice in planning communication and the writing of inquiry letters, responses to inquiries, claims, sales letters, credit and collection communications, sports, memos and letters.

CS 101 COMMUNICATIONS SKILLS II
3 CREDITS

Upon successful completion of this course the student will have an understanding of basic data entry procedures. Students will practice key board dexterity and accuracy through the keying of characters and numerals, as well as the preparation and handling of source documents.

CP 100 COMPUTER LITERACY
3.5 CREDITS

This hands-on course is designed to give students the knowledge and practice needed to feel comfortable with computer technology. Keyboarding, problem solving operations and writing simple programs are studied using problem solving strategies.

CP 101 DATA ENTRY
3 CREDITS

Upon successful completion of this course the student will have an understanding of basic data entry procedures. Students will practice keyboard dexterity and accuracy through the keying of characters and numerals as well as the preparation and handling of source documents.

FL 100 THE ARRANGING OF FLOWERS AND THE CARE OF PLANTS
10.5 CREDITS

Upon completion of this course the student should be able to prepare basic floral displays for homes, churches, hospitals, weddings, holidays and memorial services. The etiquette connected with proper presentation will be studied.

MAT 101 BUSINESS MATH
3 CREDITS

This course is designed to familiarize the student with mathematical principles as they relate to the world of business. Students will use business machines to solve problems dealing with such areas as wages, prices, interest rates, ratios, accounting and bank records.

MG 101 BUSINESS MANAGEMENT
4.5 CREDITS

Upon completion of the course, students will have an understanding of management concepts, ethical and social responsibility, decision making styles, delegation techniques, leadership and control functions. Practical applications of management theories will be provided through use of actual case studies.

OS 101 OPTOMETRIC STUDIES
7.5 CREDITS

Students completing this course will have studied the anatomy of the eye, and their theory and applications of contact lenses, including fitting, pre-conditioning, and care as well as measuring, fitting and repairing of eye glass frames. Students will have received practice in the use of standard office technical equipment.
OS 102 OPTOMETRIC EXTERNSHIP
3.5 CREDITS

Students will be placed in an optical shop under the supervision of qualified personnel. Regular visits will be scheduled by school officials. Students will receive 72 hours of practical experience under actual work conditions.

PD 100 GOAL ATTAINMENT
1.5 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 and conflict identification, goal specification techniques, barrier analysis and reprogramming strategies.

It is an in-depth participatory workshop which will enable the students to define, develop, and put into practice specific behaviors to achieve effective goal-setting and goal-reaching.

PD 101 DECISION MAKING
1 CREDIT

People who decide effectively direct their lives effectively. This course is designed to acquaint students with the basic elements in the decision-making process, to allow students to experience the individual awareness which affects decision-making; i.e., self-image and self-concept, personal values, belief systems, and to develop confidence and effectiveness in making decisions.

This course will offer exploration and resolution techniques concerning setting priorities, understanding values and values conflicts, developing skills in information collection and evaluation, risk-taking behavior, assertiveness as a strategy, and devising effective implementation procedures.

PD 102 TELEPHONE SKILLS
.75 CREDITS

Students completing this course will have a knowledge of telephone courtesy, recording of messages, and how to field problem calls.

PD 103 JOB SKILLS
2.5 CREDITS

This course will enable students to develop a resume, to gain experience in researching companies, to focus on a “target” employer, to gain practice in utilizing all the correspondence connected with a job search, and will offer interviewing techniques and experience. It also includes information related to the attitudes and skills necessary to insure a successful start on a new job.

S 101 MARKETING
4.5 CREDITS

This course provides an overview of the marketing process. In addition, students who complete the course will have an understanding of the marketing decision process, identifying consumer needs, strategy, promotion, advertising, public relations and contemporary issues.

S 102 SALESMAHNSHIP
3.75 CREDITS

Upon completion of the course the student will have an understanding of consumer motivation, prospecting, sales presentations, answering objections, closing techniques, building customer relationships and legal, ethical and social responsibilities as applied to selling.

WP 101 WORD PROCESSING I
3 CREDITS

Those who complete the course will have an understanding of the utilization of word processing equipment and the application of the equipment to business, including creating documents such as editing, formatting, proofreading, inserting, deleting, and printing documents.

WP 102 WORD PROCESSING II
3 CREDITS

Students completing the course will have become familiar with the more advanced word processing techniques. Through practical applications, students will have studied list/merge, building blocks, repagination, search, replace, records management and math applications.

SOFTWARE COURSES

CS 101 MICROSOFT WORD
3 CREDITS

Microsoft Word is an advanced word processing package. Students completing the course will have received instructions in its use and will have applied its functions to business correspondence, contracts, forms and reports.

CS 102 COMPUTER GRAPHICS
3 CREDITS

Those who complete the course will have received instruction in and also will have generated graphics for business, education and entertainment.

CS 103 dBASE II
3 CREDITS

Using the personal computer, the student will develop familiarity with this database management program. The course includes entering and updating data, making reports and generating reports.

CS 104 SYMPHONY
2.5 CREDITS

Students who complete the course will be familiar with and have had practice with the financial analysis capabilities of Symphony.
CS 105 DISPLAYWRITE 3
3 CREDITS
Displaywrite is an office systems software designed to increase productivity. It is an advanced word processing system used to prepare multi-page documents, technical reports, correspondence or statistical tables. Students completing the course will have studied Displaywrite 3 and practiced its application.

CS 106 MULTIPLAN
3 CREDITS
Upon completion of the course, the student will be familiar with and have practice in simplifying complex budget requirements through the use of Multiplan software.

CS 107 VISICALC
3 CREDITS
The student will become familiar with the common business applications preformatted into templates for solving problems using the VisiCalc spreadsheet program.

CS 108 LOTUS 1-2-3
3.25 CREDITS
Students completing the course will be familiar with and have had practice in problem solving, spreadsheet and data base design using Lotus 1-2-3 software. Case studies, survey types, and exercise problems give practice in application.

CS 109 WORDSTAR
3.25 CREDITS
Wordstar is in wide usage in today's business world. Wordstar is an IBM developed word processing system. Students completing the course will be familiar with the package and have received extensive practice in its application.

FACILITIES

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

The specially designed Computer Laboratory contains personal computers selected from IBM, AT&T, and Tandy equipment. All have double disk drive and enhanced memory. The printers include letter quality, dot matrix and wide carriage devices selected from IBM, Epson and Silver Reed.

The Typing Lab contains Royal self-correcting memory typewriters.

The Floral Design Laboratory contains a floral cooler and design equipment.

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

A variety of furnishing styles are 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 second floor, has elevator service and is fully accessible to the handicapped.

Ample complimentary parking is provided.
ACADEMIC PROCEDURES AND POLICIES

Class Schedules

Classes are scheduled between 6:00 a.m. and 10:00 p.m. Monday through Thursday and between 6:00 a.m. and 6:00 p.m. on Fridays. Classes are also scheduled between 7:00 a.m. and 5:00 p.m. on Saturdays. Laboratories and classrooms within the academic divisions of Platt College are open for extra assistance on Fridays from 8:00 a.m. to 12:00 noon.

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 1 instructor per 20 students.

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 10% of the total clock hours for each course. Exceeding that figure may cause a lowering of the numerical course grade of 1/2 point for each hour's absence.

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 on Friday morning to make up missed work.

Should a student miss two consecutive days of classes, a report will be made. On the third consecutive day of absence, a letter is mailed to the student's permanent address. An absence of five consecutive days may cause the student to be suspended.

Absences are noted on the student's transcript.

Leave of Absence

A leave of absence may be granted for medical reasons or for personal emergencies. A leave of absence may not be extended beyond the next available start date for the class to be entered. Students taking a leave of absence should be aware that not all classes are offered each quarter. The appropriate arrangements must be made with the school director or his representative.

Withdrawal

Failure to withdraw properly may result in the assignment of failing grades which become part of the student's permanent record. If progress is satisfactory at the time of withdrawal, a WP (withdrawal while passing) will be assigned. If progress is unsatisfactory at the time of withdrawal, the student will receive a WF (withdrawal while failing).

Academic Standards

Grade reports will be filed twice each quarter with the student records department. Failure to maintain a 2.0 cumulative grade point average may result in probationary suspension. Probationary students have one full quarter in which to raise their grade point average to 2.0. Failure to achieve a 2.0 grade point average at that time may affect a student's financial aid package.

Grade Point System

One credit of A equals 4 grade points.
One credit of B equals 3 grade points.
One credit of C equals 2 grade points.
One credit of D equals 1 grade point.

Ten hours of classroom instruction equals one credit; Twenty hours of scheduled laboratory work equals one credit.

If a required course is 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.

The student has two weeks into the next quarter in which he or she is enrolled to remove an incomplete. Failure to do so results in a change from incomplete to failing. A student may drop a course prior to completing 25% of the hours in that course without grade penalties. After the 25% limit has been reached, the instructor of the course is required to indicate withdrawal while passing or withdrawal while failing.
Student Conduct and Discipline

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. The school is operated in a business-like complex and under no circumstances will the school tolerate any behavior which interferes with or detracts from the business-like 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, school 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 which 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 or materials (except as expressly authorized by the school), or 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, which 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 while 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 1 through 10 above;
12. Conviction of 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, and 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 approved by the school Director. Readmission will be on a probationary basis on the following conditions:

Any further infraction of the policies and rules will necessitate permanent suspension.

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, 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 his representative. Such review will be allowed during regular school hours under appropriate supervision. A copy of the record may be obtained for $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 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 the 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 persons 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, 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 students 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.

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, tuition and fees as circumstances may require. In no case will the tuition and fees be greater than the contract amount.

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

Residence Requirement

Students must take 50% of their course work at the Platt College, Business Technology Division and must be in residence at the time of graduation in order to receive a diploma.

Graduation Requirements

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.

Student Awards

Perfect Attendance:
If a student attends the entire program with no tardiness or absenteeism, a perfect attendance certificate will be awarded upon graduation.

Outstanding Student:
The honor graduate for academic achievement in each program will receive a special award.

Outstanding Leadership:
This award is presented at graduation to students who have shown outstanding leadership among their fellow students. After a nomination, a vote is taken of all instructors and it must be unanimous.

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:
Students achieving a 3.5 grade point average upon graduation will graduate with honors. This is noted on the permanent record.

Graduating with Highest Honors:
Students achieving a 3.75 grade point average upon completion of the program will graduate with highest honors. This is noted on their permanent record.
Non-Discrimination Policy

Platt College, Business Technology Division does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap. 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.

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 check-out of specialized supplies and equipment. The student identification card must be surrendered upon either withdrawal or graduation.

Student Progress Report

Students are entitled to a regular accounting as to their academic status. Grades are posted after exams according to student identification number. Students who are 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 assessments, quizzes and written examinations. Progress is measured by use of a grade-point system.

Rating System

<table>
<thead>
<tr>
<th>Meaning</th>
<th>Range</th>
<th>Credits</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>94-100</td>
<td>1</td>
<td>4.0</td>
</tr>
<tr>
<td>Superior</td>
<td>87-93</td>
<td>1</td>
<td>3.0</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>75-86</td>
<td>1</td>
<td>2.0</td>
</tr>
<tr>
<td>Passing</td>
<td>70-74</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>Failing</td>
<td>69 or less</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

I  Incomplete
WP Withdrawal while passing
WF Withdrawal while failing
S Satisfactory
U Unsatisfactory

STUDENT SERVICES

Counseling

Platt College, Business Technology Division views each staff member as a counselor. The department supervisors and instructors are available to assist students with academic and personal problems. Additionally, each student is assigned an advisor who assists in the orientation and adjustment to the new environment.

Housing

Platt College, Business Technology Division 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, Business Technology Division 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 will include professional student organizations which offer the opportunity to promote educational and professional development while attending Platt College, Business Technology Division.

Placement

Platt College, Business Technology Division’s graduate employment assistance will be greatly influenced by your attendance, overall attitude, and academic records.

The graduate employment assistance services will include but not be limited to:
1. An employment orientation at least six weeks prior to graduation. This orientation will provide you the essential information related to interviews and appointments for potential job opportunities.
2. Assistance in the preparation of employment application and resumes.
3. Assistance in the preparation of letters and letters of recommendation.
4. Invitations to industry to interview, present employment programs, tests, and complete an application for employment.
5. Contacting prospective employers to establish current employment opportunities.
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. In addition, graduates may retake courses in total or in part on a space available basis at no additional cost.

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, Business Technology Division, see the Advanced Standing section of the catalog. Consult the Director 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 the special fees section.

Parking

Adequate complimentary parking is provided on the building premises.

ADMISSIONS

Admissions Requirements

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

Students enrolling after the normal start date indicated in the academic calendar will be evaluated on an individual basis to determine the possibility of making up work that has been missed. Under no circumstances will a student be allowed to enroll in class more than one week after the scheduled start date.

Special Admission

Individuals who are 18 years of age or older and are not high school graduates have the abilities and qualifications to indicate success and the ability to benefit training may be admitted. These students will receive a certificate of completion rather than a diploma upon completion of the program. Students will be encouraged to complete the G.E.D. prior to graduation.

Conditional Admission

If upon evaluation of the school record and entrance examination results, it is determined that there is a limited potential for success, the student may be admitted on a conditional basis. If the student is admitted in this manner, academic progress will be reviewed upon completion of 25% of the first term and a decision will be made as to continuance or withdrawal.

Advance Standing

Platt College, Business Technology Division, accepts credits and transfers from accredited colleges and universities. Credits are accepted on the basis of similar courses offered in the chosen program. Platt College, Business Technology Division, accepts college level 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 that feel they have a sufficient level of knowledge to challenge courses (see special fees section).
The minimum passing score is 85% correct per test in bypass situations. The courses must be challenged in the 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.

Enrollment Procedures

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 be initially interviewed with your family by an admissions representative. The admissions representative 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 representative is confident that you have the desire and motivation, he completes an Application for Enrollment and receives a registration fee. The admissions representative then schedules you for the second interview and testing which is conducted by the Admissions Department. 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 refundable.

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

FINANCIAL INFORMATION

Tuition and Fees

For current tuition and fee charges, please refer to the Addendum. Pens, pencils, and other general supplies are the responsibility of the student.

Books

Textbooks are purchased at the start of each new class session from the college bookstore.

Financial Aid

Platt College has loan and grant opportunities available 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 financial assistance available, an appointment will be made with one of our financial assistance personnel.

Other Financing

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

All students applying for financial aid will be charged a non-refundable fee to process their financial aid application. See special fees section.

For any student with a student loan having a refund due, refunds will be made to lender with any overage refunded to the student.

Refund Policy

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

The following refund policy is applicable to all programs:

A. All monies paid by the applicant will be refunded within thirty (30) days if requested in writing within three (3) business days after acceptance by the school. A full refund will also be given if the applicant is not accepted by the school or in the event the school discontinues a course/program during a period of time within which an applicant could have reasonably completed it. Except that this provision will not apply if the school ceases operation.

B. An applicant requesting cancellation in writing after the 3-day period but prior to the scheduled start date shall receive a refund of all tuition paid above the registration fee of $75.

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

1. For a student terminating training within the first week or first 10% of the course/program (whichever is more favorable to the student), the student shall be entitled to a refund of 90% of the tuition cost less the $75 registration fee. In no event will the school be entitled to more than $350.

2. For a student terminating training after 10% of any portion up to and including 25% of the course program, the student shall be entitled to a refund of 75% of the tuition cost, less the $75 registration fee.

3. For a student terminating training after 25% or any portion up to and including 50% of the course program, the student shall be entitled to a refund of 50% of the tuition cost, less the $75 registration fee.

4. For a student terminating training after 50% or any portion up to and including 75% of the course program, the student shall be entitled to a refund of 25% of the tuition cost, less the $75 registration fee.

5. Any student terminating after 75% of the course program will not receive a refund.

6. For programs longer than one (1) academic year in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

7. The above percentage figures do not include the cost of books, tools, supplies, or fees. Cost of books, tools and supplies is non-refundable upon receipt. Upon entering into the laboratory phase, fees are non-refundable.

8. Students are required to notify the student record office of their last date of attendance. Percentage of the program completed is based on the number of clock hours completed, stated as a percentage of the total hours indicated for the program (as listed in the school catalog). Refunds recalculated from the first date of entrance to the last day of actual attendance which is considered as the date of withdrawal or termination. A refund will be made within 30 days after notice of termination or graduation. If the student is less than 18 years of age, such notice may be given only by the purchaser.

9. This cancellation and refund policy applies to residents of the state in which the school is located. Non-residents will be refunded according to the law of the state from which they enrolled.

Special Fees

Fees are charged for special services as follows:

Financial Aid Application Fee:
All students applying for financial aid will be charged a $5.00 non-refundable fee to process their financial aid application.

Repeat of Course Fee:
This fee will be assessed for repeating any training for any reason. When a student repeats a course, one-half of the tuition for that course will be charged.

Readmission Fee:
A fee of $25.00 will be assessed when a student re-enters training following a suspension or a constructive cancellation.

Advance Standing Fee:
A $10.00 fee will be assessed for examination to determine advance standing. Such examinations may only be taken upon approval of the school Director or his representative.

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 $10.00 to replace a diploma.

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.
GENERAL INFORMATION

Legal Description
The school is a wholly-owned entity of Platt College, Incorporated and is incorporated under the laws of the State of California. Platt College, Business Technology Division assumes full responsibility for the educational agreements between the school and the student.

Main Campus
Platt College
6250 El Cajon Boulevard
San Diego, California 92115

Extension Campuses:
Platt College,
3100 S. Parker Road
Aurora, Colorado 80014
(303) 369-5151
Platt College
1200 N. Main Street, #714
Santa Ana, California 92701

Corporate Officers
Marshall D. Payn, President
Roger G. Oviatt, Vice President
Jerald B. Sirbu, Vice President
Jean Payn, Secretary-Treasurer

Administrative Staff
Roger G. Oviatt, Director
Jerald B. Sirbu, Director of Marketing
Patricia L. Sanborn, Personnel Director

ACADEMIC CALENDAR

Discovery Night July 7, 1986
Classes Assemble July 21, 1986
Discovery Night August 18, 1986
Classes Assemble September 2, 1986
Discovery Night September 29, 1986
Graduation October 10, 1986
Classes Assemble October 13, 1986
Discovery Night November 10, 1986
Graduation November 19, 1986
Classes Assemble November 24, 1986
Winter Vacation Begins December 22, 1986
Classes Resume January 5, 1987
Discovery Night January 5, 1987
Graduation January 16, 1987
Classes Assemble January 19, 1987
Discovery Night February 16, 1987
Graduation February 27, 1987
Classes Assemble March 2, 1987
Discovery Night March 30, 1987
Graduation April 10, 1987
Classes Assemble April 13, 1987
Discovery Night May 11, 1987
Graduation May 22, 1987
Classes Assemble May 25, 1987
Graduation July 3, 1987
Summer Holiday Begins July 3, 1987
Discovery Night July 6, 1987
Classes Resume July 20, 1987
Classes Assemble August 17, 1987
Discovery Night August 28, 1987
Graduation August 31, 1987
Classes Assemble September 28, 1987
Discovery Night October 9, 1987
Graduation October 12, 1987
Classes Assemble November 9, 1987
Discovery Night November 20, 1987
Graduation November 23, 1987
Classes Assemble December 21, 1987
Winter Holiday Begins January 4, 1988
Classes Resume
The Following Holidays Will Be Observed

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

OUR MISSION:
HELPING YOU HELP YOURSELF

THE PLATT COLLEGE
3 DIMENSIONS OF DISCOVERY

* COMPUTER SKILLS
  + Gain Competence & Proficiency
  + Master Essential Business Skills
  + Specialize in Marketable Skills

* INTERPERSONAL SKILLS
  + Grow With People Skills
  + Advance Through Communication
  + Pinpoint Goals & Career

* CONFIDENCE
  + Enrich Self Esteem
  + Learn Decision Making
  + Plan the Future

THE CHOICE:
To develop the foundation for personal and professional achievement — an opportunity to become the complete individual; to discover...
<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Lab Fee</th>
<th>Supplies</th>
<th>Sales Tax (7.1)</th>
<th>Reg. Fee</th>
<th>Books (approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORAL DESIGN/SALESMANSHIP</td>
<td>$2,050.00</td>
<td>150.00</td>
<td>150.00</td>
<td>10.65</td>
<td>75.00</td>
<td>95.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,435.65</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER ACCOUNTING</td>
<td>$4,290.00</td>
<td>150.00</td>
<td>25.00</td>
<td>1.78</td>
<td>75.00</td>
<td>340.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,541.78</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTOMETRIC ASSISTANT</td>
<td>$4,486.00</td>
<td>175.00</td>
<td>25.00</td>
<td>1.78</td>
<td>75.00</td>
<td>250.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,764.78</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFO./WORD PROCESSING</td>
<td>$3,445.00</td>
<td>150.00</td>
<td>25.00</td>
<td>1.78</td>
<td>75.00</td>
<td>160.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$3,696.78</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRODUCTION ART</td>
<td>$2,441.00</td>
<td>150.00</td>
<td>110.00</td>
<td>7.81</td>
<td>75.00</td>
<td>145.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,783.81</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS MANAGEMENT</td>
<td>$4,290.00</td>
<td>150.00</td>
<td>25.00</td>
<td>1.78</td>
<td>75.00</td>
<td>160.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,541.78</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECEPTIONIST</td>
<td>$2,350.00</td>
<td>150.00</td>
<td>25.00</td>
<td>1.78</td>
<td>75.00</td>
<td>145.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,601.78</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PRODUCTION ART

3 Months

VOCATIONAL OBJECTIVE

Upon successful completion of the program, the graduate should possess the skills and knowledge necessary for an entry level position in production art.

The program emphasizes people skills, personal development, and the production of camera-ready art.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Oth. Hrs. of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA 100</td>
<td>Production Art</td>
<td>268</td>
<td>17</td>
</tr>
<tr>
<td>PD 100</td>
<td>Goal Attainment</td>
<td>24</td>
<td>1.5</td>
</tr>
<tr>
<td>PD 101</td>
<td>Decision Making</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>PD 103</td>
<td>Job Skills</td>
<td>24</td>
<td>2.5</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>328</td>
<td>22</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS

PA 100 PRODUCTION ART
17 CREDITS

Orientation 1 Credit
An introduction to Platt College, regulations, policies, and staff, as well as the scope of the production art program and the field of production art.

Production Art Terminology 1 Credit
The special vocabulary of art in general and of production art, advertising and graphic media in particular.

Technical Pens and Inking Techniques 3.25 Credits
A description of the overall care of the technical pens of the artist; a series of exercises to develop familiarity with, and skill in the use of inking tools. Collage and small space advertisements requiring cutting and pasting, inking, layout, and precise measurements in simulated work conditions.

Introduction to Typography 1.25 Credits
Brief survey of the history of Typography. How to design with type or put across a message. Exercises geared toward ability to render and select appropriate type faces. Classifications of type and their purposes, the familiarities of type, the principles and procedures of "type specing."

Type Specification and Copy Fitting 1.5 Credits
Practice in type selections and specification. Selections of typeface for headlines. Methods of "type specing" and copy fitting through exercises. Projects allow students to gain working ability to copy, fit, select, and render headlines and work within specific restrictions of layout. IBM computer literacy (ie Desk Top Publishing).

Stat Camera Procedures .30 Credit

Business Practices .30 Credit
A survey of in-house management for production art, work orders, scheduling, costing, and other facets of production art management. The business of art and the place of the production artist. Costs, client/agency relationship, art/supervisor (art director) relationship, billing work orders, and vendor/production artist relationship.

The Printing Process .65 Credit
Brief survey of the different types of printing (i.e. offset, letterpress, lithography, web press). Introduction to 1/color - 4/color printing. Color separations, additional and special printing techniques.

Production Art - Preparing for the Printer 5 Credits
Experience in paste-up, overlays, and mark-up for printing. Camera-ready mechanicals are prepared according to the art director's instructions. Experience in camera-ready art for 1/color art to more complex 4/color overlays. Includes printer presses, position stats, rubilith overlays, etc.

Portfolio Preparation 1.75 Credit
Selection and preparation of completed assignments for presentation during job interviews. Portfolios, art boards, and cover paper are chosen and eight to ten pieces prepared for highest effect.

Professional Practices Survey 1 Credit
A review of career opportunities for the production artist; the several settings, advertising industry, in-house art departments, free-lancing, and the specialties, production art, graphics design, illustration, art direction. The "how to's" of getting started as a free lancer, business practice pricing and servicing. The agency context and style and the responsibilities of the production artist, graphic designer, illustrator, and art director.
Platt College traces its origins to the state of Missouri and the year 1879. The main campus for the Denver extension is located in San Diego, California.

In 1980 the San Diego campus was founded, with the special emphasis in Drafting, Floral Design, Travel Tourism and Production Art.

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.

Lab fees covers the cost of equipment provided to the student.

Supplies fee covers the cost of (major) materials provided to the student.

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

Evening Class: The length of evening programs is as follows:

<table>
<thead>
<tr>
<th>Information/Word Processing</th>
<th>Information/Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist</td>
<td>10½ months</td>
</tr>
<tr>
<td>Computer Secretary</td>
<td>15 months</td>
</tr>
<tr>
<td>Optometric Assistant</td>
<td>13 months</td>
</tr>
<tr>
<td>Computer Accounting</td>
<td>12 months</td>
</tr>
<tr>
<td>Floral Design/Salesmanship</td>
<td>6 months</td>
</tr>
<tr>
<td>Management</td>
<td>12 months</td>
</tr>
<tr>
<td>Access</td>
<td>6 months</td>
</tr>
<tr>
<td>Data Entry</td>
<td>10½ months</td>
</tr>
<tr>
<td>Receptionist</td>
<td>6 months</td>
</tr>
<tr>
<td>Production Art</td>
<td>6 months</td>
</tr>
</tbody>
</table>

A class Reservation Deposit of $100.00 is due and payable at the time of acceptance or by registration (subject to the refund policy).

Prices are subject to change without notice. In no event will the tuition and fees amount be greater than the prices of the student contract.

There are certain items which the student needs during the program which are not included in the "Supplies" category and which may be purchased away from the school—floppy disks, pens, pencils, etc. The cost is approximately $30 per program.

This is a catalog insert which accompanies the extension campus catalog for Platt College, Business Technology Division, Aurora, Colorado.

<table>
<thead>
<tr>
<th>1988 CALENDAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>STARTS</td>
</tr>
<tr>
<td>1/16/88</td>
</tr>
<tr>
<td>2/29/88</td>
</tr>
<tr>
<td>5/23/88</td>
</tr>
<tr>
<td>7/18/88</td>
</tr>
<tr>
<td>8/29/88</td>
</tr>
<tr>
<td>10/10/88</td>
</tr>
<tr>
<td>11/21/88</td>
</tr>
</tbody>
</table>