1993
college catalog

PLATT COLLEGE

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.

PLATT COLLEGE

PLATT -
Where the "E" stands for:
EXCITEMENT
ENTHUSIASM
EXCELLENCE
in all you do.

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.

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HISTORY

Platt College traces its origin to the state of Missouri in the year 1879. 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, California 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.

The College 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-225 and from Havana Street. The facility was developed as a school of commercial art and business technology and contains up-to-date technical and educational equipment.

Platt College
3100 S. Parker Road
Aurora, Colorado 80014
(303) 369-5151

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ACCREDITATION
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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 graduates to reach their full human potential.

Platt College is devoted to providing entry level employees to the world of graphic design 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 Division of Private Occupational Schools, Department of Higher Education, State of Colorado.

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

Member of:

Colorado Private School Association
National Association of Trade and Technical Schools
Graphic Arts Production Club of Denver

CAREERS WITH A FUTURE

Diploma Programs:

Computer Secretary
Information/Word Processing Specialist
Data Entry
Receptionist
Office Technology
Access
Information/Business Management
Computer Accounting
Graphic Design
Production Art
Computer Graphics

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 90s 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 communication, 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, and 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, and aerospace, the cultural surroundings of the arts and 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, computer software use, decision making, and administration provide a thorough preparation for the 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 will undoubtedly increase. The computer secretary possesses marketable skills which are in demand.

Computer Secretary

12 Months - Days
15 Months - Evenings

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 a management level secretary.

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

Course Number	Course Title	Contact Hours	Quarter Credit Hours
CS100	Computer Literacy	48	3.45
COM100	Business Writing	48	3.6
MAT101	Business Math	48	3.2
BE102	College Keyboarding 1	48	3.0
BE103	College Keyboarding 2	48	2.7
COM102	Oral Business Communication	48	3.15
PD100	Goal Attainment & Dec. Making	36	2.6
ACC100	Accounting 1	48	3.95
BE104	College Keyboarding 3	48	2.53
BE105	Machine Transcription	48	3.0
BE200	Word Processing 1	48	3.1
BE300	Telephone Skills	12	.95
BE108	Legal Terminology	48	3.4
BE109	Medical Terminology	48	3.4
BUS210	Business Management	48	4.8
BUS101	Customer Service	48	4.8
BE210	Word Processing 2	48	3.05
CS101	Data Entry	48	3.2
PD103	Job Skills	24	2.4
Software (choose 2 from)			
CS102	Computer Graphics	48	3.15
CS103	dBase	48	3.2
CS108	Lotus 123	48	3.3
CS109	WordPerfect	48	3.0
CS112	Desktop Publishing	48	2.5
	TOTALS	936	65.78-66.78

INFORMATION/WORD PROCESSING

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 re-entering 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

6 Months - Days
10.5 Months - Evenings

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 up-to-date information related software.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
CS100	Computer Literacy	48	3.45
COM100	Business Writing	48	3.6
BE102	College Keyboarding 1	48	3.0
BE103	College Keyboarding 2	48	2.7
BE104	College Keyboarding 3	48	2.53
BE200	Word Processing 1	48	3.1
COM102	Oral Business Communication	48	3.15
BE105	Machine Transcription	48	3.0
BE210	Word Processing 2	48	3.05
BE300	Telephone Skills	12	.95
PD100	Goal Attainment & Dec. Making	36	2.6
PD103	Job Skills	24	2.4
Software (choose 2 from)			
CS102	Computer Graphics	48	3.15
CS103	dBase	48	3.2
CS108	Lotus 123	48	3.3
CS109	WordPerfect	48	3.0
CS112	Desktop Publishing	48	2.5
	TOTALS	600	39.03-40.03

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 for computer processing can get a fast start in this field.

Data Entry

6 Months - Days
10.5 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the knowledge and skills necessary to provide businesses with the computer data that 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 business applications.

Data Entry

Course Number	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting 1	48	3.95
MAT101	Business Math	48	3.2
CS100	Computer Literacy	48	3.45
CS101	Data Entry	48	3.2
PD100	Goal Attainment & Dec. Making	36	2.6
BE102	College Keyboarding 1	48	3.0
BE103	College Keyboarding 2	48	2.7
PD103	Job Skills	24	2.4
BUS101	Customer Service	48	4.8
COM100	Business Writing	48	3.6
COM102	Oral Business Communication	48	3.15
BE200	Word Processing 1	48	3.1
Software (choose 2 from)			
CS102	Computer Graphics	48	3.15
CS103	dBase	48	3.2
CS108	Lotus 123	48	3.3
CS109	WordPerfect	48	3.0
CS112	Desktop Publishing	48	2.5
	TOTALS	636	44.65-45.65

ACCESS

The 3 month 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 and 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 and goal attainment and decision making courses create a solid foundation to enhance career achievement. Job skills equip the students with the abilities needed to convert training into employment. That training includes: resume 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 - Days
6 Months - Evenings

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 field they wish to enter.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
BE102	College Keyboarding 1 (or)	48	3.0
BE103	College Keyboarding 2	48	2.7
BE200	Word Processing 1	48	3.1
BUS210	Business Management	48	4.8
PD103	Job Skills	24	2.4
PD100	Goal Attainment & Dec. Making	36	2.6
Software (choose 2 from)			
CS100	Computer Literacy	48	3.45
CS102	Computer Graphics	48	3.15
CS103	dBase	48	3.2
CS108	Lotus 123	48	3.3
CS109	WordPerfect	48	3.0
CS112	Desktop Publishing	48	2.5
	TOTALS	300	21.4-22.4

COMPUTER ACCOUNTING

An ADMINISTRATIVE CAREER appeals to those who like to organize, 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 and 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.

Computer Accounting

9 Months - Days
12 Months - Evenings

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 up-to-date computer accounting related software.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
ACC100	Accounting 1	48	3.95
MAT101	Business Math	48	3.2
COM100	Business Writing	48	3.6
CS100	Computer Literacy	48	3.45
PD100	Goal Attainment & Dec. Making	36	2.6
BE102	College Keyboarding 1	48	3.0
ACC200	Accounting 2	48	4.8
COM102	Oral Business Communication	48	3.15
BUS101	Customer Service	48	4.8
PD103	Job Skills	24	2.4
BUS200	Marketing	48	4.8
BUS201	Salesmanship	48	3.7
ACC201	Accounting 3	48	3.6
ACC300	Payroll Accounting	48	4.8
ACC301	Personal Income Tax Procedures	48	4.8
Software (choose 2 from)			
CS102	Computer Graphics	48	3.15
CS103	dBase	48	3.2
CS108	Lotus 123	48	3.3
CS109	WordPerfect	48	3.0
CS112	Desktop Publishing	48	2.5
	TOTALS	780	62.15-63.15

INFORMATION/BUSINESS MANAGEMENT

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 excel in the industry of your choice. Business Management needs you.

Information/Business Management

9 Months - Days
12 Months - Evenings

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.

Information/ Business Management

Course Number	Course Title	Contact Hours	Quarter Credit Hours
CS100	Computer Literacy	48	3.45
ACC100	Accounting 1	48	3.95
PD100	Goal Attainment & Dec. Making	36	2.6
MAT101	Business Math	48	3.2
COM100	Business Writing	48	3.6
BUS200	Marketing	48	4.8
BUS101	Customer Service	48	4.8
COM102	Oral Business Communication	48	3.15
ACC200	Accounting 2 and	48	4.8
ACC201	Accounting 3 (or)	48	3.6
PSY101	Introduction to Psychology and	48	4.8
BUS300	Business Law	48	4.8
BUS220	Human Resource Management	48	4.8
BUS201	Salesmanship	48	3.7
BUS210	Business Management	48	4.8
BE102	College Keyboarding 1	48	3.0
PD103	Job Skills	24	2.4
Software (choose 2 from)			
CS102	Computer Graphics	48	3.15
CS103	dBase	48	3.2
CS108	Lotus 123	48	3.3
CS109	WordPerfect	48	3.0
CS112	Desktop Publishing	48	2.5
	TOTALS	780	62.15-64.85

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 - Days
6 Months - Evenings

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.

Receptionist

14

Course Number	Course Title	Contact Hours	Quarter Credit Hours
PD100	Goal Attainment & Dec. Making	36	2.6
BUS101	Customer Service	48	4.8
COM100	Business Writing	48	3.6
BE300	Telephone Skills	12	.95
BE102	College Keyboarding 1	48	3.0
BE105	Machine Transcription	48	3.0
CS100	Computer Literacy	48	3.45
PD103	Job Skills	24	2.4
	TOTALS	312	23.8

OFFICE TECHNOLOGY

Those who enter the Office Technology program are prepared to take positions in today's technologically advanced business office environment. Students learn basic business skills of math, communication, and customer service. Emphasis is also placed on computer skills and records management skills which are vital in today's business world.

Office Technology is the ideal career field for those who wish to brush up on their basic skills, add computer and personal skills, and put those skills to work in the business world.

Office Technology

6 Months - Days
10.5 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of the program the graduate is prepared for an entry level position within the scope of general office technology. The program includes computer literacy, word processing, communications, and the personal skill development to enhance advancement.

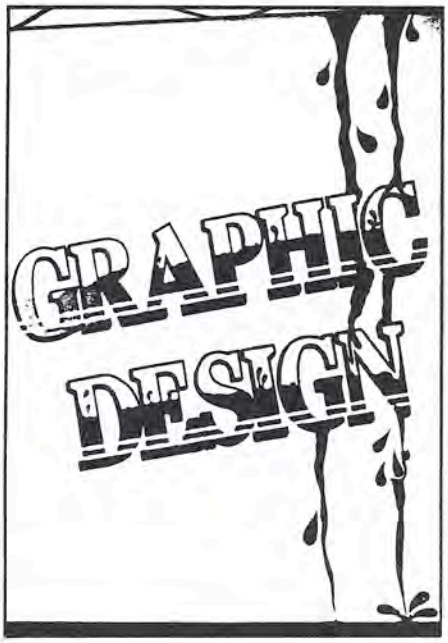
Course Number	Course Title	Contact Hours	Quarter Credit Hours
PD100	Goal Attainment & Dec. Making	36	2.6
BE102	College Keyboarding 1	48	3.6
CS100	Computer Literacy	48	3.45
CS109	WordPerfect	48	3.0
CS101	Data Entry	48	3.2
GE101	Business Skills	96	7.3
MAT101	Business Math	48	3.2
BE110	Records Management	48	3.0
BE111	Office Procedures	24	2.2
BUS101	Customer Service	48	4.8
COM102	Oral Business Communication	48	3.15
PD103	Job Skills	24	2.4
	TOTALS	564	41.9

GRAPHIC DESIGN AND PRODUCTION ART

Preparing camera-ready mechanical artwork for reproduction by the printer is the essence of production art. If you are creative, imaginative, like to draw, or have an artistic flair, you possess the distinguishing qualities of a production artist.

Many career opportunities in the graphic arts industry are available in publishing, business graphics, corporate identification and design, signage, greeting cards, audio-visual presentations, cartoons, business forms, and advertising. The job demand for trained production artists continues to increase as the needs of our society for printed material grows.

Graphic Design
Production Art



The Graphic Design program has been designed with the cooperation of the graphic arts industry. Students learn the basic design principles and layout techniques used by professionals in designing logos, brochures, and display ads in a step-by-step manner. You will learn how to think creatively and visualize graphically. We teach you how to refine a concept or idea from a thumbnail sketch, using rapid viz, to a rough layout, how to refine it further to a comprehensive layout, and finally, using production art skills and techniques, how to prepare the camera-ready mechanical artwork needed for printing.

You'll become proficient with the tools-of-the-trade, typography, the process of preparing mechanicals through a hands-on series of paste-up projects, precision layout measuring, keyline, and overlays, in simulated working conditions, as you design and prepare actual mechanical artboards using reverses, screens, halftones, and bleeds as design tools.

You will learn darkroom procedures, how to use a graphic arts camera to produce PMTs, line art, and halftones, and how to use the proportion wheel for enlargement and reduction percentages.

You'll get an overview of the printing industry, how the artist prepares artboards for 1 to 4 color printing, and how to effectively communicate with printers.

Individual artwork and portfolio presentation skills, techniques, and strategies are essential for the successful production artist. 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 avenues to pursue as a production artist 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 professional graphic artist.

Graphic Design

6 Months - Days
9.5 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of the 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.

The program emphasizes people skills, computer literacy, desktop publishing, and personal development in addition to creative problem solving as it relates to the graphics industry.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
GD100	Production Art	200	12.5
GD101	Advertising	100	6.25
GD102	Studio Design	50	3.25
GD103	Typography	100	6.35
GD104	Rendering	100	6.4
GD200	Job Skills	42	2.85
PD100	Goal Attainment & Dec. Making	36	2.6
	TOTALS	628	40.20

Production Art

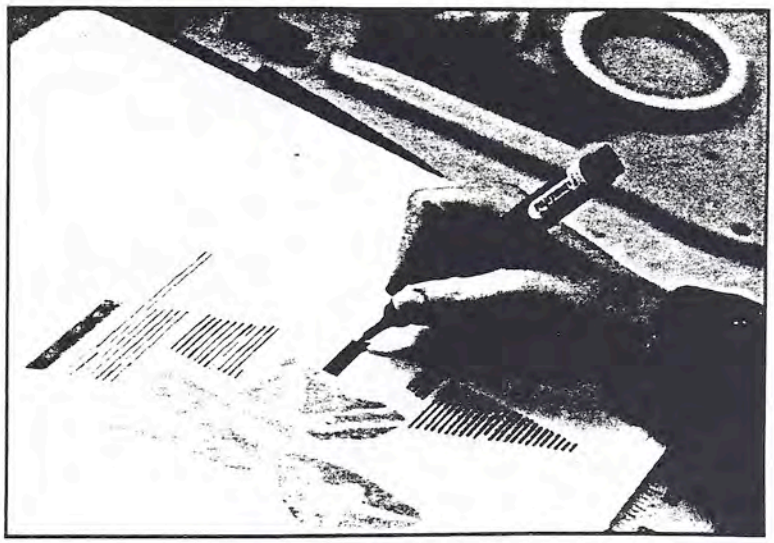
3 Months - Days
6 Months - Evenings

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.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
GD100	Production Art	200	12.5
GD101	Advertising	100	6.25
GD200	Job Skills	42	2.85
	TOTALS	342	21.60



COMPUTER GRAPHICS

Computer art is one of the fastest growing and most lucrative career fields of the 1990s.

The 3 month program is specifically designed to give those who possess conventional graphic design skills the most technologically advanced computer-aided design skills available today.

Students learn the uses of various types of computer graphics hardware and software and their applications in the world of business, industry, publishing, and entertainment.

The artist will then develop proficiency in paint graphics, draw graphics, presentation graphics, digital photography, digital typography, post-script graphics, color paint graphics, and three-dimensional graphics. These skills will then be used in advanced layout and design production with computer graphics.

Prerequisite:
Platt College Graphic Design, Production Art, or Demonstrated Ability

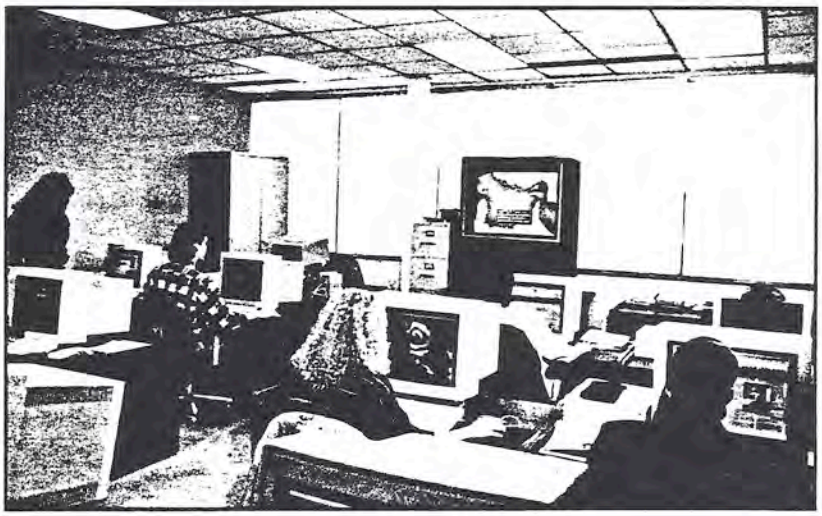
Computer Graphics

3 Months - Days
3 Months - Evenings

VOCATIONAL OBJECTIVE

The program is designed to prepare the student for an entry level position (or enhance the existing professional's position) in the rapidly expanding field of Computer Graphics—specifically the area of computer aided graphic design and publishing. The program allows the student to relocate his/her existing commercial art skills from the traditional drawing table to the computer, while learning to take full advantage of its superior capabilities as a graphics manipulation and production tool.

Course Number	Course Title	Contact Hours	Quarter Credit Hours
CG100	Introduction to the Field of Computer Graphics	25	1.90
CG200	Design and Production with Computer Graphics	180	11.85
CG300	Advanced Layout Design and Production with Computer Graphics	95	6.25
	TOTALS	300	20



ACC 090 SURVEY OF ACCOUNTING CAREERS
1 CREDIT

This course is a brief survey of different accounting positions and the training, education, and experience necessary to obtain those positions.

ACC 100 ACCOUNTING 1
3.95 CREDITS

This course is an overview of the basic principles of accounting, including cash and accrual. The main emphasis of this course is the accounting for sale proprietorship form of business organization for both mercantile and personal service enterprises.

ACC 200 ACCOUNTING 2
4.8 CREDITS

This course concerns itself mainly with accounting for partnerships. The course includes accounting for notes and interest, inventory and prepaid expenses, interval control, and owner's equity.

ACC 201 ACCOUNTING 3
3.6 CREDITS

This course includes computerized accounting with emphasis on the general ledger, depreciation, accounts receivable, accounts payable, financial statement analysis, and payroll. In addition, the course will include procedures for year end and annual reports.

ACC 300 PAYROLL ACCOUNTING
4.3 CREDITS

This course teaches an understanding of the methods of computing wages and salaries, keeping records, and government reports. The course will emphasize computing and paying wages, unemployment compensation, and analyzing and journalizing payroll transactions.

ACC 301 PERSONAL INCOME TAX PROCEDURES
4.8 CREDITS

This course gives students an understanding of income tax preparation for individual taxpayers. Emphasis will be placed on income tax and basic reporting as well as on dividends, capital gains and losses, and itemized deductions.

ART 100 HISTORY OF ART
4.8 CREDITS

This course surveys the visual arts from the Ancient through the 20th Century. It provides the background to understand the visual arts.

ART 101 HISTORY OF MODERN ART
4.8 CREDITS

This course is a survey of the major modern art movements including Fauvism, Expressionism, Cubism, Futurism, Surrealism, and Abstract Expressionism.

BE 102 COLLEGE KEYBOARDING 1
3 CREDITS

In this class the student will learn the alphabetic keyboard by touch, identify personal keyboard strengths and weaknesses, and develop speed and accuracy for proficiency in keyboarding.

BE 103 COLLEGE KEYBOARDING 2
2.7 CREDITS

In this course the student will continue to develop keyboarding speed and accuracy by identifying individual strengths and weaknesses and developing an effective practice plan.

BE 104 COLLEGE KEYBOARDING 3
2.53 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, auditors' statements, balance sheets, and 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, topbound and leftbound 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 if 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 108 LEGAL TERMINOLOGY
3.4 CREDITS

This course provides students with the opportunity to study commonly used legal terminology and offers practice in the use of the terms while increasing dictation speed and accuracy under actual office conditions.

BE 109 MEDICAL TERMINOLOGY
3.4 CREDITS

Students taking this course will study commonly used medical terminology and will use these terms while increasing their dictation speed and accuracy under actual office conditions.

BE 110 RECORDS MANAGEMENT
3 CREDITS

The course includes all phases of accepted business filing systems with practice in their usage. Letters, cards, cross referencing, alphabetical filing, subject correspondence and geographic card and correspondence filing, numeric consecutive and terminal digit filing, chronologic and tickler filing, and transfer of files are learned.

BE 111 OFFICE PROCEDURES
2.2 CREDITS

This course is designed to prepare the student to handle the everyday tasks required of the office worker. The course includes functioning in the office environment, telephone skills, appointment procedures, mail processing, travel arrangements, reprographics, and office machines.

BE 200 WORD PROCESSING 1
3.1 CREDITS

This course provides an understanding of the utilization of word processing equipment and the application of the equipment to business, including functions such as editing, formatting, proofreading, inserting, deleting, and printing documents.

BE 210 WORD PROCESSING 2
3.05 CREDITS

This course allows students to become familiar with the more advanced word processing techniques. Through practical applications, students will study list/merge, building blocks, repagination, search, replace, records management, and math applications.

BE 300 TELEPHONE SKILLS
.95 CREDITS

This course provides students with knowledge of telephone courtesy, recording of messages, and how to field problem calls.

BUS 101 CUSTOMER SERVICE
4.8 CREDITS

This 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.

BUS 200 MARKETING
4.8 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.

BUS 201 SALESMANSHIP
3.7 CREDITS

This course provides students with 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.

BUS 210 BUSINESS MANAGEMENT
4.8 CREDITS

Students taking this course will learn management concepts, ethical and social responsibilities, decision-making styles, delegation techniques, leadership, and control functions.

BUS 220 HUMAN RESOURCE MANAGEMENT
4.8 CREDITS

This course deals with the role of the manager as personnel administrator. Emphasis is on maximizing the production of individual employees for the good of the organization and the individual.

BUS 300 BUSINESS LAW
4.8 CREDITS

This course is a survey of the major legal forces that influence management decision-making: consumers, employees, investors, government, and environment.

CG 100 INTRODUCTION TO THE FIELD OF COMPUTER GRAPHICS 1.9 CREDITS

Upon successful completion of the course the student will have an understanding of:

The History of Computer Graphics, Simulation/Entertainment Animation, Scientific/Industrial Research, Presentation/Business Graphics, Graphic Design/Publication, Design Considerations, and Purpose, Elements, and Stage Design.

HARDWARE

Types of Computers, Types of Memory, Storage Devices, Printing Devices, and Digitizing Devices.

SOFTWARE

Menu Driven vs. Command Driven, System Configuration, Compatibilities, and File Formats.

CG 200 DESIGN AND PRODUCTION WITH COMPUTER GRAPHICS 11.85 CREDITS

Upon successful completion of the course the student will gain the following capabilities:

PAINT GRAPHICS

Introduction to Freehand Bit-Mapped Graphics, Design Considerations, Tools and Editing, Effects and Manipulation, and Maximizing Output.

DRAW GRAPHICS

Introduction to Vector-Oriented Graphics, Design Considerations, Tools and Editing, Effects and Manipulation, and Maximizing Output.

PRESENTATION GRAPHICS

Design Considerations, Tools and Editing, Effects and Manipulation, and Field Trip.

DIGITAL PHOTOGRAPHY

Introduction to Grey-Scale Images, Scanning Process, Tools and Editing, Effects and Retouching, and Maximizing Output.

DIGITAL TYPOGRAPHY

Available Type Faces, Design Considerations, Tools and Editing, and Effects and Manipulation.

POSTSCRIPT GRAPHICS

Introduction to Postscript-Based Graphics, Tools and Editing, Effects and Manipulation, Advanced Graphic Imagery Design, and Advanced Graphic Imagery Production.

COLOR PAINT GRAPHICS

Introduction to Computer Color Systems, Design Considerations, Tools and Editing, Effects and Manipulation, Color Comps, and Print, Slide, and Separations Output.

THREE DIMENSIONAL GRAPHICS

Introduction to Computer Generated 3D Images, Design Consideration, Tools and Editing, Effects and Manipulation, Animation, and Field Trip.

CG 300 ADVANCED LAYOUT DESIGN AND PRODUCTION WITH COMPUTER GRAPHICS
6.25 CREDITS

This course is a continuation of Design and Production with Computer Graphics. Upon successful completion of this course, the individual will have the following capabilities as a Computer Graphics Designer:

PAGE LAYOUT
Introduction to Word Processing, Introduction to Interactive Page Layout, Tools and Editing Text, Tools and Editing Graphics, Effects and Manipulation, Advanced Layout Design, Advanced Layout Production, Maximizing Output, and Field Trip.

PRESENTATION TECHNIQUES
Overview of Displaying Your Work and Portfolio Building.

COM 100 BUSINESS WRITING
3.6 CREDITS

This course provides an overview of effective and concise written communication both within and without the business organization. The student will study the theory of written communications and will receive practice in planning communication and the writing of inquiry letters, responses to inquiries, claims, sales letters, credit and collection communications, reports, memos, and letters.

COM 102 ORAL BUSINESS COMMUNICATION
3.15 CREDITS

This course provides students with an understanding of oral communication theory. Students will receive practice in several types of business communications, including presentations for meetings, conferences, and interviews. Visual aids will be employed.

COM 200 COPYWRITING
4.8 CREDITS

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

COM 300 PUBLIC RELATIONS
4.8 CREDITS

This course is a survey of what Public Relations is, the workings of various media, P.R. writing, fund raising, and how to plan effective Public Relations for the entrepreneur and the start-up business.

CS 100 COMPUTER LITERACY
3.45 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.

CS 101 DATA ENTRY
3.2 CREDITS

This course provides students with 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.

CS 102 COMPUTER GRAPHICS
3.15 CREDITS

This course provides students with instruction and practice in generating graphics for business, education, and entertainment.

CS 103 dBASE
3.2 CREDITS

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

CS 108 LOTUS 123
3.3 CREDITS

This course offers familiarity with and practice in problem solving, spread sheets, and database design using Lotus 123 software. Graphs and exercise problems give practice in applications and what-if situations.

CS 109 WORDPERFECT
3 CREDITS

This course offers students instruction in WordPerfect's use, and applications of its functions to business correspondence, contracts, forms, and reports. Advanced students will explore its additional capabilities, such as sorting and macro applications.

CS 112 DESKTOP PUBLISHING
2.5 CREDITS

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

ECO 150 CONSUMER ECONOMICS
4.8 CREDITS

This course is a survey of the basic consumer concepts along with analytical and decision-making skills to employ this knowledge. The course will acquaint the student with the many changing consumer roles they will encounter in their lives.

ECO 201 INTRODUCTION TO ECONOMICS
4.8 CREDITS

This course is a survey of the development of economic systems and philosophies and fundamental economic concepts.

GD 100 PRODUCTION ART
12.5 CREDITS

This is a hands-on course in which the student will gain an understanding of and experience in graphic design processing. This includes proofreading, copy fitting, one through four color paste-up, and the printing process including the PMS color system, separations, and stripping.

GD 101 ADVERTISING
6.25 CREDITS

This course provides students with 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.

GD 102 STUDIO DESIGN
3.25 CREDITS

This is a hands-on, practical course in developing brochures and corporate identity packages.

GD 103 TYPOGRAPHY
6.35 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 types.

GD 104 RENDERING
6.4 CREDITS

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

GD 105 DESKTOP PUBLISHING FOR GRAPHIC DESIGNERS
3.2 CREDITS

Using current software packages, the student will become familiar with using graphic design principles to generate print-read artwork and copy on personal computers.

GD 200 JOB SKILLS
2.85 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 will also compile a complete portfolio for interview presentation.

GD 300 DESIGN PRACTICUM
5 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 printing job.

GD 311 SURVEY OF THE PRINTING INDUSTRY
4.8 CREDITS

This course explains the terms and procedures basic to the printing industry including printing, color printing, inks, imposition, folding, and binding.

GD 312 PAPER AND PRINTING ESTIMATING
4.8 CREDITS

This course surveys papermaking, paper characteristics, printing papers, choosing the right paper, figuring, identifying, and pricing.

GE 101 BUSINESS SKILLS
7.3 CREDITS

An individually designed course to enhance reading, communications, and math skills, the needs to be determined by a survey.

LIT 101 INTRODUCTION TO LITERATURE
4.8 CREDITS

course will survey both English and rican Literature focusing on four literary ents: character, conflict, setting, and uage. Students will learn how to under- d and analyze short stories, poems, and s through reading and writing.

MAT 100 INTRODUCTION TO MATHEMATICS
4.8 CREDITS

is a pre-algebra course designed for sive review of basic mathematic skills. s include whole numbers and decimals, ons, percent and proportion, and mea- nent and geometry.

MAT 101 BUSINESS MATH
3.2 CREDITS

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

MAT 102 INTRODUCTION TO ALGEBRA
4.8 CREDITS

course is designed for the student who ad one year or less of high school algebra. urse includes algebraic expressions, g first degree equations in one and two bles, factoring, fractional equations, ing, and verbal problem-solving.

PD 100 GOAL ATTAINMENT AND DECISION MAKING
2.6 CREDITS

urse is designed to enable the student elop and utilize effective techniques and gies in goal definition, goal identifica- barrier identification, goal ambivalence, identification, and reprogramming strategies. In addition, the course will offer exploration of 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 103 JOB SKILLS
2.4 CREDITS

This course will enable students to develop a resume, gain experience in researching companies, focus on a "target" employer, 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 ensure a successful start on a new job.

PSY 101 INTRODUCTION TO PSYCHOLOGY
4.8 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, motivation, sensation, and perception.

SOC 101 INTRODUCTION TO SOCIOLOGY
4.8 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.

FACILITIES

The impact that rapid advances in technology are having in business today demands 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. 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 Production Art Darkroom includes a photostatic camera, art-o-graph, and developing equipment.

The Computer Graphics lab contains Macintosh IICX computers with high resolution color monitors, scanners, color units, laser printers, and digitizers.

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 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 second floor, has elevator service and is fully accessible to the handicapped.

Ample complimentary parking is provided.

Library Facility

Platt College is connected by PC and modem to the Aurora-Arapahoe County CL-CAT computerized catalog system. The CL-CAT at the Aurora Public Library has 477,500 books, all of which are available to Platt College students and instructors. In addition, the system has an extensive collection of periodicals, newspapers, videotapes, book cassettes, records, and compact disks. These items are also available for check out.

Students and instructors can select items from the CL-CAT catalog and order them from the computer station at the college. The items may be picked up at the Southwest Branch of the Aurora Public Library, which is less than .3 mile (5 minute walk) from the front door of the school building. The branch library is served by courier service two times each day so the students and instructors can pick up ordered items the same or next day. If use volume warrants, courier service can be arranged to come directly to the college.

Students and instructors will also have access to the Aurora Public Library's central facility, which is approximately four miles from the school. It is accessible by public transportation (RTD Route 53), which stops within two blocks of the school. Platt College will also maintain a Central Library ride board for students to arrange ride sharing to and from the Central Library.

Resource material is located in the individual classrooms, and the more frequently used reference materials such as dictionaries, encyclopedias, current text books, and periodicals are located in the school library.

ACADEMIC PROCEDURES AND POLICIES

Class Schedules

Classes are scheduled between 7:00 a.m. and 10:30 p.m. Monday through Friday. 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 8:30 a.m. to 12:30 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.

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 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. 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 School Director. If a student misses 15 consecutive 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 student's file.

Leave of Absence

A leave of absence may be granted for medical reasons or for personal emergencies. A request for a leave of absence must be in writing and signed by the student. 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 the Director's representative. Students may take only one leave of absence per 12 month period.

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.

Maximum Time Frame

Students must complete their program 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 program 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.

Federal regulation requires that a student receiving any financial assistance from the Title IV Financial 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 must maintain a minimum grade point average of 1.75 at the end of the first 25% of the program, a 1.75 grade point average at midpoint of the program, and 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 aid recipients will be considered to be making Satisfactory Progress at the time of enrollment.

2. Each aid recipient's progress will be reviewed at the end of each grading period prior to any financial aid disbursements that are to be made for any subsequent grading period.

3. Any student aid recipient found to be making Unsatisfactory Progress will be put on probation for two (2) grading periods but will continue to receive financial aid payments during that probationary period.

4. Any student recipient found to be making Unsatisfactory Progress after the expiration of the probationary period will receive no further financial aid funds until the school has evidence that the student is again maintaining Satisfactory Progress as defined previously.

5. Should any student aid recipient raise his/her GPA or complete the number of credit hours required during the period for which the funds are withheld, the Unsatisfactory Progress designation shall be removed and all financial aid eligibility restored to the beginning of the period.

6. Satisfactory Progress for students receiving disbursements will be determined at the beginning of each period and such designation will continue until any earned grade of accumulated credit hours that shall change that designation.

7. The maximum time frame shall not exceed 1.5 times the normal duration of hours required to complete a program.

8. If a student feels that his/her written appeal for financial aid has not been given fair consideration, he/she may also request a meeting of the Appeal committee. The request must be in writing along with a statement of circumstances. The request should be made to the Director of Platt College.

9. 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 STANDARDS

Grade reports will be filed twice each quarter 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 Warning

If during any one grading period a student's grade point average drops below 2.0 but remains above 1.75 during the first half of his or her program, or drops below 2.0 during the second half of his or her program, the student will be placed on Academic Warning.

Academic Probation

A student whose cumulative grade point average drops below 1.75 during the first half of his or her program 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 if the second grading period falls within the first half of his or her program, or 2.0 if the second grading period falls within the second half of his or her program.

Any student whose cumulative grade point average drops below 2.0 during the second half of his or her program 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 2.0.

Students who are placed on Academic Warning or 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 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.

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

The charge for the repeat of a course will be the full contact 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 removed from 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" grade repeats a course and does not raise the grade, both grades of "F" will be used to calculate the cumulative grade point average.

If a student with a "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 Director of Education'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 Warning or 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 has occurred. The student will receive a grade of "DR." The "DR" grade will have no effect on the student's grade point average.

After 10% of the contact hours for a class has 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" (administrative withdrawal). 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 as to their academic status. Students receive a grade and grade report for each course completed from the instructor. 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.

Definition of a Unit of Credit

Platt College measures student progress in quarter credit hours. Each academic year equals 2 quarters or 36 quarter credit hours. A quarter credit hour is defined as follows: 1 credit hour equals 10 classroom hours of lecture or 20 classroom hours of lab or 30 contact hours of internship. Each academic quarter equals 20 quarter credit hours. 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 has mastered 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 distinguished 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 is 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 the school attendance requirements.

Grade B - Above Average Work

1. The student shows consistent mastery of the course context 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 is submitted punctually.

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

4. The student complies with the 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 the 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 achievment in the course involves developing hand or motor skills, the student displays below average skills, abilities, and performance.

5. The student complies with the 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.

Grading 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
CR	0	0.0	Credit
NC	0	0.0	No Credit
TC	0	0.0	Transfer Credit
DR	0	0.0	Dropped

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 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 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 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 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.

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 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 though 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 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.

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.

Termination Before Completion

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

Residence Requirement

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

Graduation Requirements
(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.

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 3.74 grade point average upon graduation will graduate with honors.

Graduating with High Honors:
Students achieving a 3.75-3.99 grade point average upon completion of the program will graduate with high honors. This is noted on their permanent record.

Graduating with Highest Honors:
Students achieving a 4.0 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 does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, 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 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. Additionally, each student is assigned an advisor who assists in the orientation and adjustment to the new environment.

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 will 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 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 four weeks prior to graduation. This orientation will provide you 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 Placement Assistance 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. 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, see the Advanced Standing section of the catalog. Consult the Director with any questions.

Transcripts

complete set of records, including a tran-
ript of grades, is kept in each student's
rmanent file. Every student is provided one
anscript copy upon graduation. Additional
pies may be obtained from the administra-
e office. See the special fees section.

Complaints

y student complaint should be made to the
hool Director in writing. The student will
eive a response, in writing, within 15
siness days of receipt.

Inclement Weather

att College will cancel classes when inclem-
t weather conditions occur. Students should
sten to local radio stations for announce-
ents in case of inclement weather. See the
udent Handbook for details.

Dress Code

ppropriate attire is required as described in
e Student Handbook.

Parking

dequate complimentary parking is provided
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 evaluation results. The 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 enter class more than one week after the scheduled start date.

Special Admission (Ability-To-Benifit)

Individuals who are 18 years of age or older and are not high school graduates, but have the abilities and qualifications to indicate success and the ability to benefit from training, may be admitted. These individuals must pass an independently administered test approved by the Department of Education prior to being considered for acceptance into one of the diploma programs. These students will receive a certificate of completion rather than a diploma upon completion of the program. Students will be encouraged to complete the GED 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 decison will be made as to continuance or withdrawal.

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 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 of "CR" for that course. 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 initially be interviewed with your family by an admissions representative. The admissions representative strives to determine your qualifications for acceptance in terms of education, good character, deter tion, motivation, and attitude. This is ac plished with the help of the Self-Evaluati Appraisal and the Interest Evaluation. I representative is confident that you have desire and motivation, he or she complete Application for Enrollment and receives t registration charge. The admissions repr tative then schedules you for the second interview and testing. These are conduct Platt College where you and your family escorted on a tour of the school. The train program, facilities, career opportunities, placement assistance are explained in de

You will be informed at this interview as to whether you are accepted, accepted with con tion, or not accepted. If you are not accepted registration charge will be refunded.

Special arrangements can be made for tes and second interviewing, if necessary, due 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 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.

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

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

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 financial assistance available, 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.

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

Scholarships

Each year a minimum of two tuition scholarships in varying amounts from $1,000 to $5,000 are awarded to worthy and/or needy recipients. Selection of the recipients is determined by the Scholarship Committee of the Colorado Private School Association. The applicants must meet the criteria established by this committee which may vary from year to year.

Recipients must meet all requirements of admission at Platt College. Forms and details may be secured by writing to the Director of Platt College or the Colorado Private School Association.

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:

1. 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 School or in the event the School 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 School 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.

2. 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 $75.00.

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

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

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

b. A student terminating training within the first week of training shall be entitled to a refund of 90% of tuition and fees of the course/program less a $150.00 cancellation charge, but in no event shall it exceed $350.00. Books, tools, and supplies received are charged in addition to the $350.00.

c. A student terminating training after the first week, but within the first 10% of training is entitled to a refund of ninety percent of tuition and fees of the course/program less a cancellation charge of $150.00, exclusive of books, tools, and supplies.

d. A student terminating training after 10% or any portion up to and including 25% of the course/program, the student shall be entitled to a refund of seventy-five percent of the tuition and fees of the course/program less a cancellation charge of $150.00, exclusive of books, tools, and supplies.

e. 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 fifty percent of the tuition and fees of the course/program less a cancellation charge of $150.00, exclusive of books, tools, and supplies.

f. 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 twenty-five percent of the tuition and fees of the course/program less a cancellation charge of $150.00, exclusive of books, tools, and supplies.

g. A student who has completed seventy-five percent of the program 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 course/program which constitutes the maximum obligation.

5. Students will be charged for the books, tools, and supplies that are issued or have been used.

6. Percentage of the course/program completed is based on the number of contact hours completed, stated as a percentage of the total contact hours indicated for the program (as listed in the school catalog) 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. 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.

7. For any program longer than one year and which obligates the student for a period of time beyond 12 months, Platt College shall release the student from the obligation to pay beyond the 12 months if the student withdraws during the prior 12 month period, shall refund 100% of any tuition collected for the obligation beyond the 12 months, and shall calculate the refund of the unused portion of the first 12 months' tuition based on the refund formula stated above.

8. 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:

Repeat of Course Fee:
This fee will be assessed for repeating any training for any reason. 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 re-enters 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.

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 $25.00 to change programs after the start date.

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 meetings has occurred. The ten percent date will be determined by the Registrar. If the student drops a class after the ten percent 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 contact 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.

GENERAL INFORMATION

Legal Description

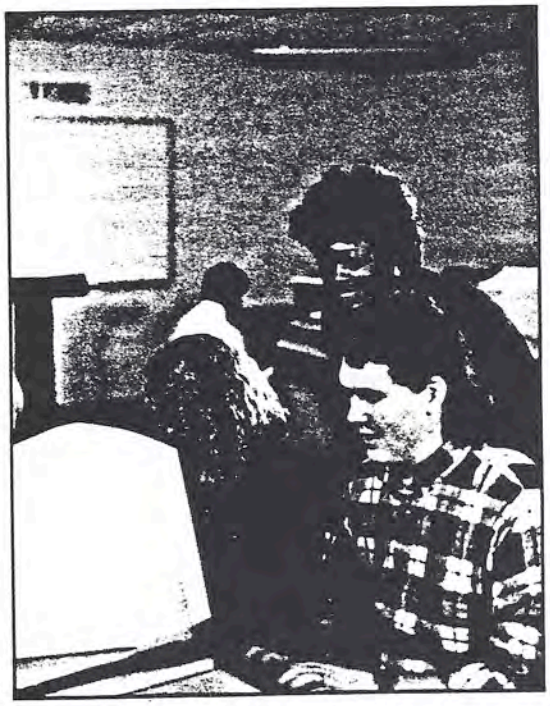
The school is owned by the American Education Development Corporation doing business as Platt College and is incorporated under the laws of the State of Colorado. American Education Development Corporation assumes full responsibility for the educational agreements between the school and the student.

Corporate Officers

Jerald B. Sirbu, President/Treasurer
William E. Winger, Vice President/Secretary

Administrative Staff

Jerald Sirbu, Director
Patricia Simpson, Director of Education
Gary Nelson, Director of Admissions
Suzanne Pimentel, Director of Placement
Margie Rose, Director of Financial Aid
Kim Adamache, Accountant
Trish Todd, Financial Aid Officer
Barbara Underwood, Registrar
Paula Gilmore, Student Services Representative
Julie Malsam, Office Services



ACADEMIC CALENDAR

STARTS	DISCOVERY	GRADUATION
02/22/93	02/15/93	02/25/93
04/05/93	03/29/93	04/08/93
05/17/93	05/10/93	05/20/93
07/12/93	06/21/93	06/24/93
08/23/93	08/16/93	08/26/93
10/04/93	09/08/93	10/07/93
11/15/93	09/27/93	11/18/93

Breaks:

SUMMER BREAK: 06/28/93 to 07/11/93

WINTER BREAK: 12/20/93 to 01/02/94

The Following Holidays Will Be Observed

Memorial Day
Independence Day (Summer Break - 2 weeks)
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas/New Year (Winter Break - 2 weeks)

OUR MISSION:

HELPING YOU HELP YOURSELF

THE PLATT COLLEGE
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...

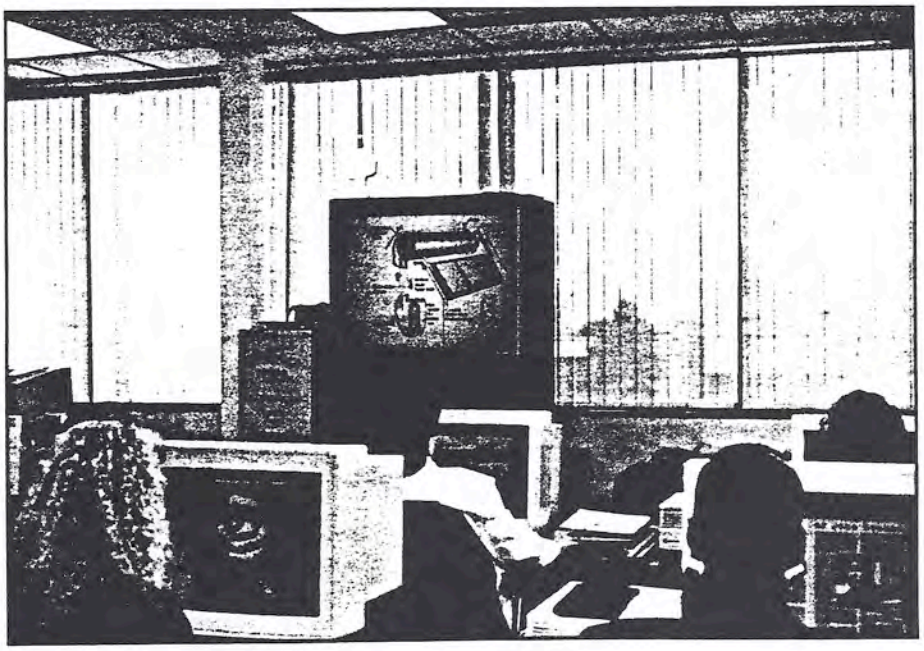
THE NEW YOU

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

Platt College offers programs in five areas leading to the Associate of Applied Science degree. The five major areas are, Financial Management, Management of Human Resources, Administrative Assistant, Commercial Design, and Public Relations and Graphic Communication.

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

Associate of Applied Science Degree Programs offered at Platt College are approved and regulated by The Division of Private Occupational Schools, Department of Higher Education, State of Colorado. The Degree Programs are accredited by the Accrediting Commission of the National Association of Trade and Technical Schools (NATTS).



COLLEGE POLICIES AND ACADEMIC STANDARDS

Admission Policy for Associate of Applied Science Degree Programs

Admission to a Platt College Associate of Applied Science Degree Program is open to high school graduates, and/or those who have been awarded GED (general education development) certificates.

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

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

Admission Procedure

1. All new students must meet with an Admissions Representative to complete all applications, testing, and transcript requests. If you want previous college credits transferred, submit official copies of college transcripts to the Registrar's office no later than two terms preceding the final term of graduation. The college may request your transcripts at any time.

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

b. You should declare your program major on the application for admission form, which is available from an Admissions Representative. If you are undecided about a major, your Admissions Representative will be available to help you.

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 Representative.

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 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.

Transferring Credit To Platt College

1. If you are transferring to Platt College, contact the Director of Education for transcript evaluation. Transcripts should be evaluated before enrolling, 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 44 quarter hours of transfer credit can apply toward a degree program.

Transferability of Credit to Four-Year Institutions

If you are attending Platt College to prepare for transfer to a four-year 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 Director of Education in planning a transferable program study.

In addition, each major field of study at a particular institution has 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 transition to the four-year college or university.

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 90 quarter credit hours of approved course work.

3. Earn a cumulative grade point average of 2.0 ("C" average). Courses to be counted towards the general education curriculum 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 Director of Education regarding the minimum grade point average requirement.

4. Complete a minimum of 51 percent of credits at Platt College in the program area. Exceptions may be approved by the Director of Education.

5. File an "application of graduation" form during the term before 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 degrees have general education requirements. These requirements adhere to goals for general education established by the Board of the Colorado Community College and Occupational Education System:

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.

Degree Awarded

Upon successful completion of all graduation requirements and the satisfaction of all financial obligations, the graduate will be awarded the Associate of Applied Science Degree.

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. Students 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.

FINANCIAL MANAGEMENT

Individuals who are proficient with modern software, have effective people skills, are goal oriented, and have the ability to make sound judgments based on specialized training in accounting have a competitive advantage in the job market.

The Financial Management curriculum is designed to develop professional competence and awareness for business careers in any field or industry.

Financial Management

12 Months - Days
18 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the knowledge and skills necessary for an entry level accountant trainee or accounting clerk position.

Additional emphasis is placed on people skills, critical thinking, and problem solving skills, as well as modern office and accounting technology.

Course Number	Course Title	Quarter Credit Hours	Contact Hours
(General Education Requirements)			
CS100	Computer Literacy	3.45	48
PD100	Goal Attainment & Dec. Making	2.6	36
COM100	Business Writing	3.6	48
COM102	Oral Business Communication	3.15	48
PD103	Job Skills	2.4	24
	Sub Total	15.2	204
(Major Requirements)			
ACC100	Accounting 1	3.95	48
ACC200	Accounting 2	4.8	48
ACC201	Accounting 3	3.6	48
ACC300	Payroll Accounting	4.3	48
ACC301	Personal Income Tax Procedures	4.8	48
ECO150	Consumer Economics	4.8	48
ECO201	Introduction to Economics	4.8	48
ACC090	Survey of Accounting Careers	1.0	12
MAT100	Introduction to Mathematics (or)	4.8	72
MAT102	Introduction to Algebra	4.8	72
BUS300	Business Law	4.8	48
BE102	College Keyboarding 1	3.0	48
BUS101	Customer Service	4.8	48
	Sub Total	49.45	588

(Software, two to be chosen from)			
CS102	Computer Graphics	3.15	48
CS103	dBase	3.2	48
CS108	Lotus 123	3.3	48
CS109	WordPerfect	3.0	48
CS112	Desktop Publishing	2.5	48
	Sub Total	5.5-6.5	96
(General Education Electives, choose 24 qtr. hrs. from)			
Social and Behavioral Science			
PSY101	Introduction to Psychology	4.8	48
SOC101	Introduction to Sociology	4.8	48
BUS210	Business Management	4.8	48
BUS220	Human Resource Management	4.8	48
BUS200	Marketing	4.8	48
Math			
MAT100	Introduction to Mathematics	4.8	72
MAT102	Introduction to Algebra	4.8	72
Humanities			
ART100	History of Art	4.8	48
ART101	History of Modern Art	4.8	48
LIT101	Introduction to Literature	4.8	48
COM200	Copywriting	4.8	48
COM300	Public Relations	4.8	48
	Sub Total	24.0	192-240
	Program Totals	94.15-95.15	1128-1176

MANAGEMENT OF HUMAN RESOURCES

A strong demand exists for business managers who have well-developed skills in human relations and analytical skills to meet day-to-day responsibilities. Although this program concentrates primarily on the management of people, it also emphasizes goal setting and attainment, decision making, and modern technological skills to make a well-rounded management candidate.

The continuing need for Human Resource Managers in such diverse fields as health, business, industry, retail, and hospitality makes this program attractive to those who wish to make a career working with people.

Management Of Human Resources

12 Months - Days
18 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the skills and educational background to assume an entry level supervisory management position.

Additional emphasis is placed on people skills, critical thinking, and problem solving skills, as well as up-to-date business technology.

Management of Human Resources

Course Number	Course Title	Quarter Credit Hours	Contact Hours
(General Education Requirements)			
CS100	Computer Literacy	3.45	48
PD100	Goal Attainment & Dec. Making	2.6	36
COM100	Business Writing	3.6	48
COM102	Oral Business Communication	3.15	48
PD103	Job Skills	2.4	24
	Sub Total	15.2	204
(Major Requirements)			
BUS210	Business Management	4.8	48
BUS220	Human Resource Management	4.8	48
BUS101	Customer Service	4.8	48
BUS200	Marketing	4.8	48
BUS201	Salesmanship	3.7	48
BUS300	Business Law	4.8	48
PSY101	Introduction to Psychology	4.8	48
ACC100	Accounting 1	3.95	48
MAT100	Introduction to Mathematics (or)	4.8	72
MAT102	Introduction to Algebra	4.8	72
BE102	College Keyboarding 1	3.0	48
CS101	Data Entry	3.2	48
	Sub Total	47.45	552

(Software, two to be chosen from)			
CS102	Computer Graphics	3.15	48
CS103	dBase	3.2	48
CS108	Lotus 123	3.3	48
CS109	WordPerfect	3.0	48
CS112	Desktop Publishing	2.5	48
	Sub Total	5.5-6.5	96-144
(General Education Electives, choose a min. of 22.4 qtr. hrs.)			
Social and Behavioral Science			
ECO150	Consumer Economics	4.8	48
ECO201	Introduction to Economics	4.8	48
SOC101	Introduction to Sociology	4.8	48
Math and Accounting			
MAT100	Introduction to Mathematics	4.8	72
MAT101	Business Math	3.2	48
MAT102	Introduction to Algebra	4.8	72
ACC200	Accounting 2	4.8	48
ACC201	Accounting 3	3.6	48
ACC300	Payroll Accounting	4.3	48
ACC301	Personal Income Tax Procedures	4.8	48
Humanities			
ART100	History of Art	4.8	48
ART101	History of Modern Art	4.8	48
LIT101	Introduction to Literature	4.8	48
COM200	Copywriting	4.8	48
COM300	Public Relations	4.8	48
	Sub Total	22.4-24.0	240-288
	Program Totals	90.55-94.65	1080-1128

ADMINISTRATIVE ASSISTANT

If you like to be the focal point of communication in an office or business and are dependable, organized, personable, and trustworthy, then you could be in demand as an Administrative Assistant.

Intensive training in technical office equipment and procedures as well as all-important people skills are essential elements of the Administrative Assistant program. The student will gain skills in accounting, word processing, machine transcription, and business communication.

The program provides a thorough preparation for most advanced secretarial positions and can serve as a springboard to executive status.

Administrative Assistant

14 Months - Days
21 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the knowledge and skills necessary for a mid-level secretarial position or an office management trainee position. Additional emphasis is placed on people skills, critical thinking, and problem solving skills, as well as modern office technology.

Administrative Assistant

Course Number	Course Title	Quarter Credit Hours	Contact Hours
(General Education Requirements)			
CS100	Computer Literacy	3.45	48
PD100	Goal Attainment & Dec. Making	2.6	36
COM100	Business Writing	3.6	48
COM102	Oral Business Communication	3.15	48
PD103	Job Skills	2.4	24
	Sub Total	15.2	204
(Major Requirements)			
BE102	College Keyboarding 1	3.0	48
BE103	College Keyboarding 2	2.7	48
BE104	College Keyboarding 3	2.53	48
BE105	Machine Transcription	3.0	48
BE108	Legal Terminology	3.4	48
BE109	Medical Terminology	3.4	48
ACC100	Accounting 1	3.95	48
MAT101	Business Math	3.2	48
BE300	Telephone Skills	.95	12
BE200	Word Processing 1	3.1	48
BE210	Word Processing 2	3.05	48
BUS210	Business Management	4.8	48
BUS300	Business Law	4.8	48
	Sub Total	41.88	588

(Software, two to be chosen from)			
CS102	Computer Graphics	3.15	48
CS103	dBase	3.2	48
CS108	Lotus 123	3.3	48
CS109	WordPerfect	3.0	48
CS112	Desktop Publishing	2.5	48
	Sub Total	5.5-6.5	96
(General Education Electives, choose six from)			
Social and Behavioral Science			
SOC101	Introduction to Sociology	4.8	48
PSY101	Introduction to Psychology	4.8	48
ECO150	Consumer Economics	4.8	48
ECO201	Introduction to Economics	4.8	48
BUS220	Human Resource Management	4.8	48
Math and Accounting			
MAT100	Introduction to Mathematics	4.8	72
MAT102	Introduction to Algebra	4.8	72
ACC200	Accounting 2	4.8	48
ACC201	Accounting 3	3.6	48
Humanities			
ART100	History of Art	4.8	48
ART101	History of Modern Art	4.8	48
LIT101	Introduction to Literature	4.8	48
COM200	Copywriting	4.8	48
COM300	Public Relations	4.8	48
	Sub Total	27.6-28.8	288
	Program Totals	92.15-92.9	1100-1136

COMMERCIAL DESIGN

If you are creative, imaginative, like to draw, or have an artistic flair, you possess the distinguishing characteristics of a Commercial Designer.

The Commercial Design program students learn basic design principles and layout techniques used by professionals. You will learn to think creatively and visualize graphically.

There are many avenues to pursue as a Commercial Designer in the graphic arts field, such as advertising, printing, newspapers, magazines, and corporate art departments.

Commercial Design

12 Months - Days
18 Months - Evenings

VOCATIONAL OBJECTIVE

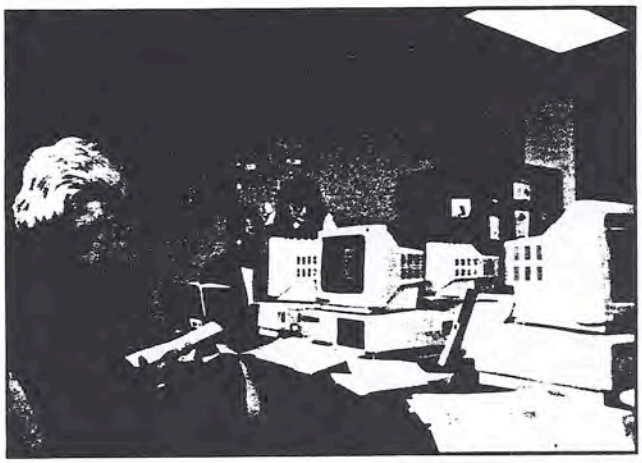
Upon successful completion of this program the graduate should possess the skills to obtain a position as a graphic designer or a print shop management trainee.

Additional emphasis is placed on people skills, critical thinking, and problem solving skills, as well as current graphic design techniques and technology.

Course Number	Course Title	Quarter Credit Hours	Contact Hours
(General Education Requirements)			
CS100	Computer Literacy	3.45	48
PD100	Goal Attainment & Dec. Making	2.6	36
COM100	Business Writing	3.6	48
COM102	Oral Business Communication	3.15	48
	Sub Total	12.5	180
(Major Requirements)			
GD104	Rendering	6.4	100
GD103	Typography	6.35	100
GD100	Production Art	12.5	200
GD101	Advertising	6.25	100
GD102	Studio Design	3.25	50
GD200	Job Skills	2.85	42
GD300	Design Practicum	5.0	100
BE102	College Keyboarding 1	3.0	48
ART100	History of Art	4.8	48
ART101	History of Modern Art	4.8	48
	Sub Total	55.2	836

(General Education Electives, choose a min. of 23.55 qtr. hrs.)

Social and Behavioral Science			
SOC101	Introduction to Sociology	4.8	48
PSY101	Introduction to Psychology	4.8	48
ECO150	Consumer Economics	4.8	48
ECO201	Introduction to Economics	4.8	48
BUS210	Business Management	4.8	48
BUS220	Human Resource Management	4.8	48
BUS300	Business Law	4.8	48
BUS101	Customer Service	4.8	48
BUS200	Marketing	4.8	48
BUS201	Salesmanship	3.7	48
Math and Accounting			
MAT100	Introduction to Mathematics	4.8	72
MAT101	Business Math	3.2	48
MAT102	Introduction to Algebra	4.8	72
ACC100	Accounting 1	3.95	48
ACC200	Accounting 2	4.8	48
ACC201	Accounting 3	3.6	48
ACC300	Payroll Accounting	4.3	48
ACC301	Personal Income Tax Procedures	4.8	48
Humanities			
LIT101	Introduction to Literature	4.8	48
COM200	Copywriting	4.8	48
COM300	Public Relations	4.8	48
	Sub Total	23.55-24.0	240-288
	Program Total	90.18-91.63	1256-1304



PUBLIC RELATIONS AND GRAPHIC COMMUNICATION

If you have the imaginative and creative abilities of the graphic artist, along with the communication skills of the copywriter and the people skills of a good business administrator, Public Relations and Graphic Communication could be the field for you.

This program teaches all the production art skills of the commercial designer, enabling the student to produce graphic artwork as well as communicate effectively with other artists and the printing industry.

In addition, the student will gain the skills of effective public relations including using the various media, planning P.R. programs, and producing publications.

Graduates of this program will be in demand in the printing, publishing, and advertising fields. As you gain experience and mastery in your field, advancement and income potential will also increase.

Public Relations And Graphic Communication

16 Months - Days
24 Months - Evenings

VOCATIONAL OBJECTIVE

Upon successful completion of this program the graduate should possess the technical knowledge and creative skills necessary to function successfully in entry level positions in the public relations, printing, and publishing fields. The program emphasizes skills in typography, production art, advertising, copywriting, and customer service.

Public Relations & Graphic Communication

		Quarter Credit Hours	Contact Hours
(General Education Requirements)			
CS100	Computer Literacy	3.45	48
PD100	Goal Attainment & Dec. Making	2.6	36
COM100	Business Writing	3.6	48
COM102	Oral Business Communication	3.15	48
PD103	Job Skills	2.4	24
MAT100	Introduction to Mathematics (or)	4.8	72
MAT101	Business Math (or)	3.2	48
MAT102	Introduction to Algebra	4.8	72
PSY101	Introduction to Psychology	4.8	48
SOC101	Introduction to Sociology	4.8	48
	Sub Total	24.85-26.45	348-372
(Major Requirements)			
GD103	Typography	6.35	100
GD100	Production Art	12.5	200
GD101	Advertising	6.25	100
GD102	Studio Design	3.25	50
COM200	Copywriting	4.8	48
COM300	Public Relations	4.8	48
BUS101	Customer Service	4.8	48
BUS200	Marketing	4.8	48

BUS201	Salesmanship	3.7	48
BUS300	Business Law	4.8	48
BE102	College Keyboarding 1	3.0	48
GD311	Survey of the Printing Industry	4.8	48
GD312	Paper and Printing Estimating	4.8	36
(Software, two to be chosen from)			
CS102	Computer Graphics	3.15	48
CS103	dBase	3.2	48
CS108	Lotus 123	3.3	48
CS109	WordPerfect	3.0	48
GD105	Desktop Publishing/Graphic Designers	3.2	48
	Sub Total	70.00-70.35	966
	Program Totals	100.65-102.5	1314-1338

Catalog 1993 - Volume III, Number I

PLATT COLLEGE

CATALOG ADDENDUM

1993 Catalog

Volume III, Number I

Effective February, 23 1993

AFFILIATIONS

Approved and Regulated By:

The Division of Private Occupational Schools,
Department of Higher Education, State of Colorado.

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

Schedule of Fees
Effective November 11, 1992

Office Technology

Tuition	$4,131.00
Lab Fees	175.00
Supplies	55.00
Sales Tax	4.02
Reg. Charge	75.00
TOTAL	$4,440.02
Books (approx.)	350.00

Computer Accounting

Tuition	$5,655.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$5,995.48
Books (approx.)	750.00

Info/Word Processing

Tuition	$4,350.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$4,690.48
Books (approx.)	350.00

Production Art

Tuition	$2,992.00
Lab Fees	150.00
Supplies	150.00
Sales Tax	10.95
Reg. Charge	75.00
TOTAL	$3,377.95
Books/Tools (approx.)	495.00

Graphic Design

Tuition	$4,995.00
Lab Fees	175.00
Supplies	290.00
Sales Tax	21.17
Reg. Charge	75.00
TOTAL	$5,556.17
Books/Tools (approx.)	495.00

Computer Graphics

Tuition	$3,100.00
Lab Fees	375.00
Supplies	135.00
Sales Tax	9.86
Reg. Charge	75.00
TOTAL	$3,694.86
Books (approx.)	50.00

Computer Secretary

Tuition	$6,786.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$7,126.48
Books (approx.)	650.00

A.O.S. Degree in Advanced Computer Graphic Design

Tuition	$11,995.00
Lab Fees	650.00
Supplies	685.00
Sales Tax	50.00
Reg. Charge	75.00
TOTAL	$13,455.00
Books (approx.)	150.00
Kit (approx.)	495.00

Data Entry

Tuition	$4,611.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$4,951.48
Books (approx.)	495.00

Info/Business Management

Tuition	$5,655.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$5,995.48
Books (approx.)	795.00

Receptionist

Tuition	$2,600.00
Lab Fees	175.00
Supplies	45.00
Sales Tax	3.29
Reg. Charge	75.00
TOTAL	$2,898.29
Books (approx.)	225.00

Access

Tuition	$2,600.00
Lab Fees	175.00
Supplies	45.00
Sales Tax	3.29
Reg. Charge	75.00
TOTAL	$2,898.29
Books (approx.)	225.00

Applied Computer Graphic Design

C.G.

Tuition	$8,095.00
Lab Fees	610.00
Supplies	440.00
Sales Tax	32.12
Reg. Charge	75.00
TOTAL	$9252
Books (approx.)	50.00
Kit (approx.)	495.00

Advanced Graphic Design

G.E.

Tuition	$7995.00
Lab Fees	175.00
Supplies	420.00
Sales Tax	30.66
Reg. Charge	75.00
TOTAL	$8695.66
Books (approx.)	50.00
Kit (approx.)	495.00

Computer Graphics / Production

E.C.

Tuition	$6100.00
Lab Fees	375.00
Supplies	265.00
Sales Tax	19.35
Reg. Charge	75.00
TOTAL	$6834.35
Books (approx.)	100.00
Kit (approx.)	-0-

Commercial Computer Graphic Design & Production

C.C.

Tuition	$9092.00
Lab Fees	525.00
Supplies	425.00
Sales Tax	31.02
Reg. Charge	75.00
TOTAL	$10148.02
Books (approx.)	100.00
Kit (approx.)	495.00

Electonic Prepress Technology

Module of 6 Courses

E.P.

Tuition	$3020.00
Lab Fees	40.00
Supplies	140.00
Sales Tax	10.22
Reg. Charge	75.00
TOTAL	$3285.22
Books (approx.)	50.00

ASSOCIATE OF APPLIED SCIENCE DEGREES

Human Resource Management

Tuition	$8,742.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$9,082.48
Books (approx.)	875.00

Financial Management

Tuition	$9,114.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$9,454.48
Books (approx.)	895.00

Administrative Assistant

Tuition	$8,804.00
Lab Fees	185.00
Supplies	75.00
Sales Tax	5.48
Reg. Charge	75.00
TOTAL	$9,144.48
Books (approx.)	850.00

Commercial Design

Tuition	$10,432.00
Lab Fees	185.00
Supplies	320.00
Sales Tax	23.36
Reg. Charge	75.00
TOTAL	$11,035.36
Books (approx.)	530.00
Kit (approx.)	495.00

Public Relations and Graphic Communication

Tuition	$10,704.00
Lab Fees	240.00
Supplies	350.00
Sales Tax	25.55
Reg. Charge	75.00
TOTAL	$11,394.55
Books (approx.)	530.00
Kit (approx.)	495.00

Revision:

Electives – You must chose at lease one course from each of the General Education areas of the Social Behavioral Sciences, Math and Humanities.

COMMERCIAL COMPUTER GRAPHIC DESIGN & PRODUCTION

10.5 Months Days
11.5 Months Evenings

Vocational Objective:

Upon successful completion of this program the student with previous art and design skills but no practical production art skills will have acquired the technical and creative skills necessary to obtain an entry level position in the graphic design industry.

COURSE NUMBER	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
GD 100	Production Art	200	12.50
GD 103	Typography	100	6.35
GD 200	Job Skills	42	2.85
EPT 100	Prepress Technology/Software	30	3.00
EPT 110	Registration	30	3.00
EPT 200	Color Prepress	80	8.00
EPT 300	Image Halftones	80	8.00
EPT 310	Input/Output	40	4.00
EPT 320	Proofing/Image Setting	40	4.00
CG 100	Introduction to the Field of Computer Graphics	25	1.90
CG 200	Design and Production with Computer Graphics	180	11.85
CG 300	Advanced Layout Design and Production with Computer Graphics	95	6.25
		942	71.70

COMPUTER GRAPHICS PRODUCTION

7.5 Months Days
7.5 Months Evenings

Vocational Objective:

Upon successful completion of this program the graduating graphic designer will have gained the technical knowledge and skills to apply the personal computer as an effective production medium in his or her industry. The vocational level of entry will depend on the graduate's previous experience as a graphic designer.

COURSE NUMBER	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
EPT 100	Prepress Technology/Software	30	3.00
EPT 110	Registration	30	3.00
EPT 200	Color Prepress	80	8.00
EPT 300	Image Halftones	80	8.00
EPT 310	Input/Output	40	4.00
EPT 320	Proofing/Image Setting	40	4.00
CG 100	Introduction to the Field of Computer Graphics	25	1.90
CG 200	Design and Production with Computer Graphics	180	11.85
CG 300	Advanced Layout Design and Production with Computer Graphics	95	6.25
		600	50.00

APPLIED COMPUTER GRAPHIC DESIGN

10.5 Months Days
12.0 Months Evenings

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	CONTACT HOURS	QUARTER CREDIT HOURS
GD 100	Production Art	200	12.50
GD 101	Advertising	100	6.25
GD 102	Studio Design	50	3.25
GD 103	Typography	100	6.35
GD 104	Rendering	100	6.40
GD 200	Job Skills	42	2.85
PD 100	Goal Attainment/Decision Making	36	2.60
CG 100	Introduction to the Field of Computer Graphics	25	1.90
CG 200	Design & Production with Computer Graphics	180	11.85
CG 300	Advanced Layout Design/ Production with Computer Graphics	95	6.25
		928	60.20

ADVANCED GRAPHIC DESIGN

10.5 Months Days
12.0 Months Evenings

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 graphic design industry. The program addresses the ongoing changes in the printing/graphic design industries with respect to the new field of electronic prepress.

COURSE NUMBER	COURSE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
GD 100	Production Art	200	12.50
GD 101	Advertising	100	6.25
GD 102	Studio Design	50	3.25
GD 103	Typography	100	6.35
GD 104	Rendering	100	6.40
GD 200	Job Skills	42	2.85
PD 100	Goal Attainment/Decision Making	36	2.60
EPT 100	Prepress Technology/Software	30	3.00
EPT 110	Registration	30	3.00
EPT 200	Color Prepress	80	8.00
EPT 300	Image Halftones	80	8.00
EPT 310	Input/Output	40	4.00
EPT 320	Proofing/Image Setting	40	4.00

ELECTRONIC PREPRESS TECHNOLOGY

EPT 100 Prepress Technology & Software **3 Credits**

This course gives students an understanding of the prepress process, as well as the different types of computer graphic software, image manipulation and special effects.

EPT 110 Registration **3 Credits**

This course is designed to give students a thorough understanding of electronic registration, including trapping techniques.

EPT 200 Color Prepress **8 Credits**

This course provides students with an understanding of color theory as applied to computer generated graphics and an understanding of monitor calibration, color selection, color separation, undercolor removal (UCR) and gray color replacement (GCR).

EPT 300 Image Halftones **8 Credits**

This course gives students an understanding of computer generated halftones, screen angles, gradations, halftoning images, scanning and storage.

EPT 310 Input & Output **4 Credits**

This course provides students with an understanding of the use of different computer graphic file formats and how to handle file formats' input and output.

EPT 320 Proofing & Image Setting **4 Credits**

This course gives students an opportunity to develop an understanding of all the different types of proofs and the requirements for image setting film or paper output.

Unit Outline	Hrs. Lec.	Hrs. Lab.	Cr. Hrs.
EPT 100 Prepress Technology & Software	30	0	3
EPT 110 Registration	30	0	3
EPT 200 Color Prepress	80	0	8
EPT 300 Image Halftones	80	0	8
EPT 310 Input & Output	40	0	4
EPT 320 Proofing & Imagesetting	40	0	4
Unit Totals	**300**	**0**	**30**

A.O.S. Degree in Advanced Computer Graphic Design:

Days	15.5 Months	AM	7:30 am. – 12:30 pm. (M–F)
Nights	17.0 Months	PM	1:00 pm. – 5:30 pm. (M–F)
95.20 Quarter Credit Hours		N	5:30 pm. – 10:30 pm. (M–F)
1328 Contact Hours			

Program Length:

Information Word Processing

Days – 7.5 months (five terms of six weeks each)
Evenings – 10.5 months

Data Entry

Days – 7.5 months (five terms of six weeks each)
Evenings – 10.5 months

Graphic Design

Days – 7.5 months
Evenings – 9.5 months

Refund Policy:

Effective July 23, 1992, all refunds to students who drop out of school prior to completion will be calculated using three (3) different formulas:

1. The State of Colorado
2. The Federal Pro-Rata up to 60% completion
3. The Accrediting Commission (ACTTS)

The outcome of the three calculations which is most favorable to the student will be used to make the refund.

This Catalog Addedum accompanies and is an integral part of the Platt College Catalog.

There are certain items the student may need during the course of a program that are not included in the SUPPLIES catagory and which may be purchased independently like additional floppy disks, pens, pencils, etc. This cost averages about $30.00 per program.

Prices are subject to change without notice. The tuition and fees total will not be greater than the price of the student contract.

CATALOG REVISIONS

Attendance Policy

Page 29, Paragraph 2, Sentence 3:

Exceeding that figure may cause a lowering of the course grade.

Page 29, Paragraph 5, Sentence 1:

Should a student miss two 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.

Leave of Absence

Page 30, Item #7

The length of time that a student is on a leave of absence is not included in the calculation of the 1.5 Maximum Time Frame period.

Residence Requirement

Page 36

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.

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.

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 a copy of the pertinent transcripts to the Director of Education and/or the School Director, one of the two individuals will review your appeal and determine if an exception to this policy will be made.

All students, however, must be in residence at the time of graduation in order to receive a diploma.

3100 SOUTH PARKER ROAD
AURORA, CO 80014
(303) 369-5151