

**BLAIR BUSINESS COLLEGE
ESTABLISHED 1897**

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COLORADO SPRINGS

**GENERAL CATALOG
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THIS CATALOG IS INCOMPLETE WITHOUT TUITION SUPPLEMENT

ACADEMIC CALENDAR 1980

April 14	Spring Quarter Classes Begin
May 26	Memorial Day Holiday
May 27	Late Spring Quarter Classes Begin
July 4	Independence Day Holiday
July 7	Summer Quarter Classes Begin
August 1	Summer Vacation Begins
August 10	Summer Vacation Ends
August 11	Late Summer Quarter Classes Begin
September 1	Labor Day Holiday
October 6	Fall Quarter Classes Begin
November 11	Veteran's Day Holiday
November 17	Late Fall Quarter Classes Begin
November 27	Thanksgiving Holiday Begins
November 30	Thanksgiving Holiday Ends
December 19	Christmas Vacation Begins
January 4, 1981	Christmas Vacation Ends
January 5, 1981	Classes Resume

ACADEMIC CALENDAR 1981

January 1	New Year's Holiday
January 5	Classes Resume
January 12	Winter Quarter Classes Begin
February 16	Washington's Birthday Holiday
February 23	Late Winter Quarter Classes Begin
April 3	Spring Vacation Begins
April 12	Spring Vacation Ends
April 13	Spring Quarter Classes Begin
May 25	Memorial Day Holiday
May 26	Late Spring Quarter Classes Begin
July 6	Summer Quarter Classes Begin
July 31	Summer Vacation Begins
August 9	Summer Vacation Ends
August 24	Late Summer Quarter Classes Begin
September 7	Labor Day Holiday
October 5	Fall Quarter Classes Begin
November 11	Veteran's Day Holiday
November 16	Late Fall Quarter Classes Begin
November 26	Thanksgiving Holiday Begins
November 29	Thanksgiving Holiday Ends
December 18	Christmas Vacation Begins
January 3, 1982	Christmas Vacation Ends
January 4, 1982	Classes Resume

THE COLLEGE

Blair Business College, Inc. was founded as Skaggs Business College in 1897 and was, along with Brown Business College, purchased in 1918 by Mr. George Blair. It was at that time renamed Blair Business College and it has served Colorado Springs continuously since that date. In 1938, Mr. Floyd Doty assumed ownership and under his guidance in 1953 the college achieved accreditation as a two year school of business. It was in the first group of business colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In October 1979, Mr. Gerald C. Phillips purchased the entire stock of Blair Business College, Inc. With this acquisition, Blair Business College joins the prestigious and progressive group of Phillips Colleges located in Augusta and Columbus, Georgia; Jackson and Gulfport, Mississippi; New Orleans, Louisiana; and Tulsa, Oklahoma.



THE COLLEGE FACILITIES

The modern college building, situated on a one acre site, has 14,500 square feet of space, is air conditioned throughout, and has 13 spacious, well-lighted classrooms. A student lounge, equipped with food and beverage vending machines, is maintained for the students' comfort and convenience.

A library of reference materials is provided. Periodicals helpful in various courses are included, as well as books of fiction and general interest. Other college equipment includes overhead projectors, movie and slide projectors, dictation tape labs, manual and electric typewriters, transcribing machines, and electric adding and calculating machines.

The College also maintains a bookstore which stocks all textbooks, work-books, and supplies required for the courses taught.

LOCATION AND CLIMATE

Blair Business College is conveniently located just east of downtown Colorado Springs at the intersection of Pikes Peak Avenue and Farragut. With an average mid-summer temperature of 72 degrees, Colorado Springs provides the ideal setting for swimming, tennis, fishing, horseback riding or a game of golf. The fall, with the mountains and countryside painted a brilliance all their own, provides its witnesses all the courtesies of a Colorado Indian Summer. Colorado Springs then turns Old Man Winter into a gentle lamb to give hunters a paradise and skiers a dream. With almost 310 sun-filled days, "the Springs" offers an adventure to suit almost everyone's taste.

CURRICULUM

Blair Business College specialized its curriculum to meet the needs of students who are job-and career-oriented. The young men and women who make up the student body of Blair Business College are interested in an education what will prepare them for business careers. They want business skills and training which will qualify them for more immediate employment opportunities at a reasonable expense in terms of time and money.

The diploma programs offered by Blair Business College are made up of courses that are geared to meet the specific needs of the Colorado Springs business community. These programs are designed for students who are interested in intensive training that will qualify them for satisfactory employment in a relatively short time.

The degree programs consist of courses of both general education and business education. These courses are designed to meet the student's need for technical training as well as to develop his language skills, critical thinking, independent study, and social concern.

PURPOSE

The purpose of Blair Business College is to further the education of qualified men and women who desire quality business-related training in order to achieve earning power in a relatively short period of time.

PHILOSOPHY AND OBJECTIVES

The philosophy of education at Blair Business College, which enables us to fulfill our purpose, is as follows:

To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.

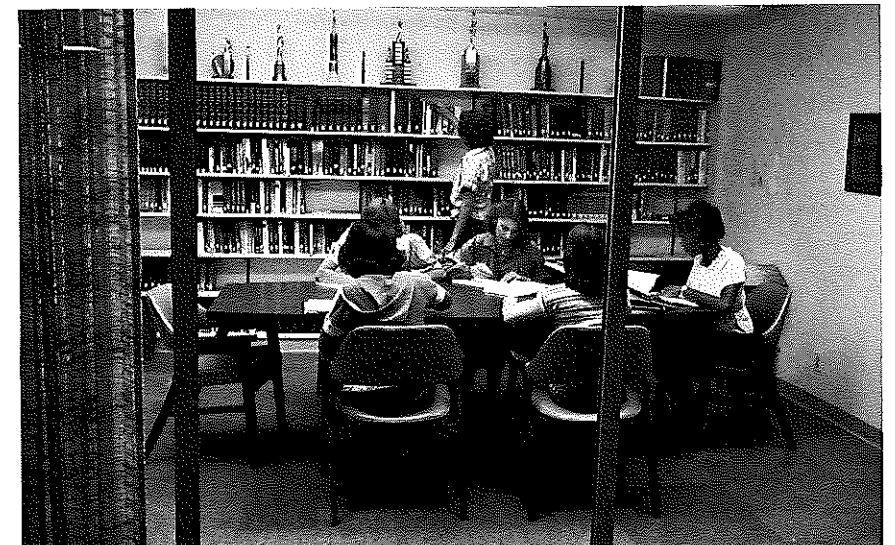
To offer, through a sincere concern on the part of education and experienced teachers, the necessary tools of learning that will help to make the students' future a success.

To assure all students and prospective students that, from the first contact to graduation, the relationship with all college officials will meet the highest standards of education and business ethics.

The primary objective of the college is to offer education at the college level, thus preparing students for business careers.

The two-year associate degree program is designed to prepare the student for a rewarding way of life in a complex society; to offer the student both generalized and specialized subject matter, thus broadening his education; to prepare the student for the possibility of further education, or to obtain immediate employment upon graduation in a semi-professional occupation.

The diploma program is designed to offer specialized education and career training at the college level, preparing students for business careers on the beginning level. The ultimate goal of the program is to educate the student for employment.



Admissions



ADMISSIONS

It is recommended that applicants and their parents or spouse visit Blair Business College so that they may gain a better understanding of the college and view its facilities and equipment. A personal interview should be scheduled with a member of the admissions staff. The applicant should call or write the Admissions Office in advance so that necessary arrangements can be made.

ADMISSIONS REQUIREMENTS

Graduation from high school is the minimum requirement for admission to Blair Business College. Those who have satisfied graduation requirements through the General Education Development (GED) test will also be eligible for admission.

ENTRANCE TEST

E.F. Wonderlic and Associates have developed a personnel test that is used by Blair Business College as an entrance test. All program candidates must take this test.

FOREIGN STUDENTS

Written evidence of competence in the English language is required as a condition of admission. For further information, interested foreign students should communicate with the Admissions Office.

FULL-TIME STUDENTS

A student who is enrolled for 12 or more credit hours per academic quarter is considered a full-time student and is considered to be carrying a normal academic load.

PART-TIME STUDENTS

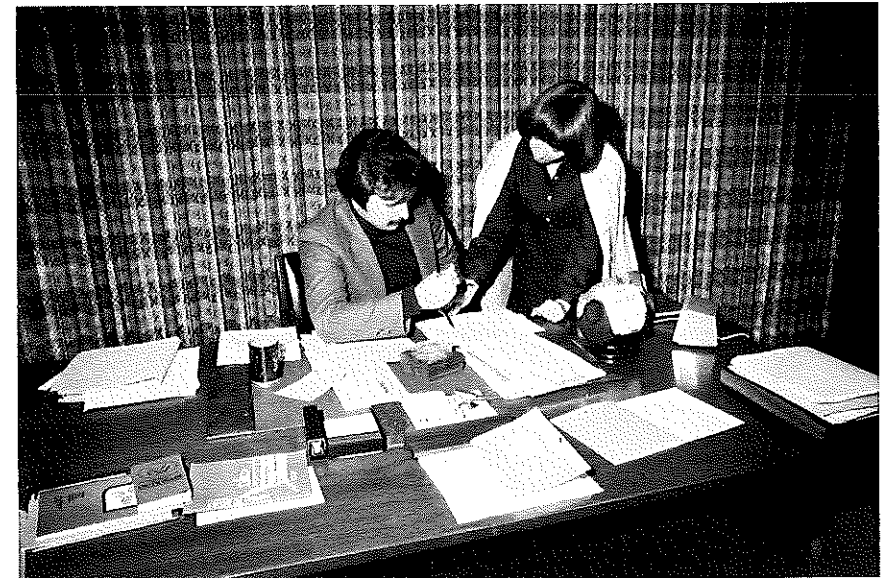
Students enrolled for fewer than 12 credit hours per academic quarter are considered part-time students.

APPLICATION

An applicant is advised to request an appointment for a personal interview at the college or at home and is further advised to discuss pending enrollment with the family.

If there is a continuing mutual interest after the personal interview, an application for enrollment is completed pending final acceptance by the college; and a date is selected to take the college entrance test. The test is designed to insure further that the applicant has the proper educational background to pursue a college-level business program.

If the applicant is accepted by the college, the application for enrollment will be given to the college director for processing, and the school will notify the applicant by mail or telephone regarding registration and scheduling. If the applicant is rejected, he will be notified promptly.



Financial Aid Programs



BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

This is an entitlement, not a financial aid program. Each graduating high school senior is eligible by law to apply for a basic grant to help defray the cost of his post-secondary education.

This program operates in conjunction with any other financial program, governmental or private, the student may be using.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This program is available to those students of exceptionally low adjusted-income families who, without a grant of this kind, would be unable to secure a post-secondary education. The grant may not exceed one-half the cost of the student's program. Application is made through the college and must be based on need.

COLLEGE WORK/STUDY PROGRAM

This is a Federally-sponsored program for students with need to work part-time to help defray the cost of their education. Students will work for a qualified, non-profit organization, public or private. Employment is part-time only. Application is made through the college and is based on exceptional need.

FEDERALLY INSURED STUDENT LOANS (FISL)

The student secures this loan from a bank, savings and loan association, or other lending institution. The loan carries a 7% simple interest rate. Repayment begins 9 to 12 months after termination of education. It may be repaid in payments of not less than \$30.00 per month through the repayment period. Interest is paid by the government until the student begins repayment. Application is made through the college (forms are available). Federally Insured Student Loans have a maximum of \$2,500 per academic year, based on student need, established at time of application.

NATIONAL DIRECT STUDENT LOAN (NDSL)

These are available to students who have need for them, not to exceed \$2,500 in the first two years. Loans are made through the college, at 3% simple interest yearly. Repayment is made directly to the college or to a billing agency designated by the college. Repayment begins nine months after termination of education. Interest begins to accrue when the student begins repayment. Payments may be as low as \$30.00 per month.

COLORADO GUARANTEED STUDENT LOAN PROGRAM (CGSLP)

This is a loan guaranteed by the State of Colorado. The student secures this loan from a bank, savings and loan association, or other lending institution. The loan carries a 7% simple interest rate. Repayment begins 9 months after termination of education. It may be repaid in payments of not less than \$30 per month through the repayment period. Interest is paid by the government until the student begins repayment. Application is made through lending institutions. Colorado Guaranteed Student Loans have a maximum of \$2,500 per academic year for undergraduate study.

SOCIAL SECURITY BENEFITS FOR STUDENTS

The Social Security Law provides monthly benefits to children when a parent on whom they are dependent dies or begins receiving Social Security retirement or disability benefits.

Until 1965 these benefits could not be paid after the child reached age 18 unless he was disabled. Now the payments can be made after age 18 and until age 22, without regard to disability, provided the child is a full-time student in an educational institution.

The student must apply for benefits at his local Social Security office, advise the Social Security office if he withdraws from full-time attendance at the college (if he is readmitted, he must reapply and benefits may be resumed), and advise the Social Security office of other events which affect his benefits.

Certification of full-time attendance by a college official provides the basis for payment of benefits to eligible students. Benefits are not paid to a student until the certification confirming full-time attendance has been received from his school, and benefits end when notice is received that full-time attendance has ended.

VETERANS EDUCATIONAL ASSISTANCE

Blair Business College is approved for education and training under the G.I. Bill. Students may attend Blair Business College in approved full-time or half-time programs of study.

Blair Business College is also approved for war orphans educational benefits. This program provides educational assistance for the education of sons and daughters of veterans who died during, or as a result, of active duty service. Widows, wives, sons and daughters of 100 percent disabled veterans may also be eligible for this program.

Financial Information



TUITION CHARGES

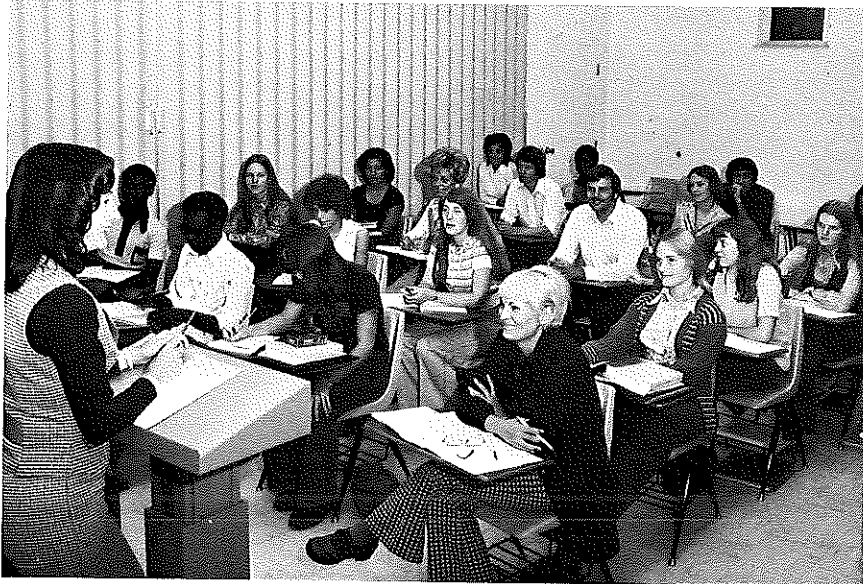
The college quotes standard tuition prices for each regular program offered.
(See Tuition Supplement I)

Rates for special subjects or courses desired by the student will be quoted by the Admissions Office upon request.

EXTRA CHARGES INFORMATION

To repeat a course that has been failed, there will be a fixed charge of \$25.00 plus textbook cost. (See Tuition Supplement I)

The student must pay the cost of replacement textbooks.



REFUND POLICY

Blair Business College is entirely self-supporting. The registration of a student results in the assignment of a class place, the employment of instructors, 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.

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

When tuition is collected in advance of entrance and if the student does not begin classes, \$25.00 is retained by the institution. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

Should the student withdraw from classes, the following table shows the amount of tuition Blair Business College shall be entitled to keep:

IF STUDENT WITHDRAWS DURING	AMOUNT OF TUITION RETAINED BY SCHOOL
First Week	10%
First 10% of Program	10% plus \$100
After 10%, up to and including 20% of Program	20% plus \$100
After 20%, up to and including 40% of Program	40% plus \$100
After 40%, up to and including 60% of Program	60% plus \$100
After 60%, up to and including 80% of Program	80% plus \$100
Remaining 20% of Program	ALL-NO REFUND

Percentage of completion is based on the length of the program in time as stated in the catalog and computed from date of entrance to last date of actual attendance. Time attended, rather than units of credits earned, is the criteria.

Refunds for veterans and eligible dependent students enrolled in Degree Programs are made on a exact pro-rata basis, less 10% of the refundable amount, except for the first \$10.00 of the registration fee. Unissued textbook costs are refunded in full.

REFUND PAYMENT

Refunds will be paid within 30 days of separation. In computing refunds, the student will be considered to have been in attendance from the actual date of entrance until the day of his last attendance.

Academic Information



ACADEMIC INFORMATION

ENROLLMENT DATES

As listed in the academic calendar, there are eight starting dates on which students may begin a program of study.

REGISTRATION

Students register for college one week prior to the commencement of classes. Each student will be sent a letter indicating the time they are to report for registration. Registration will involve filling out necessary forms, receiving textbooks and class schedules and being given a tour of the college.

CLASS AND OFFICE HOURS

Classes are scheduled between 8:00 a.m. and 10:20 p.m., Monday through Thursday, and from 8:00 a.m. to 4:20 p.m. Friday.

Office hours are from 7:30 a.m. to 8:30 p.m., Monday through Thursday, and from 7:30 a.m. to 5:00 p.m. Friday.

CLASS ATTENDANCE

Students are expected to attend all class sessions. There is a direct relationship between a student's grades and his attendance. For this reason Blair Business College sets the following attendance policy:

ATTENDANCE POLICY

Regular class attendance is considered essential. Cultivation of correct habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Train yourself to be present for all classes. By forming this important business habit during the training program, you will find it easier to satisfy the employer who demands regular and punctual attendance.

An official record is maintained of each student's attendance covering the entire enrollment period. The college will sometimes find it necessary to drop a student from a subject due to poor attendance.

It is recognized that reasons beyond the control of the student may make it impossible for every student to attend class every day. When absences do occur, a student should notify the college immediately prior to the absence by telephone. This information will become a part of the student's permanent record.

With these factors in mind, Blair Business College sets forth the following minimum attendance standards: Any student who is absent for seven consecutive days and/or nights will be terminated. The last date of attendance shown in the official attendance record will be used in reporting the student's last date of attendance.

TERMINATION POLICY

A student suspended for the second time will be considered terminated from Blair Business College and will not be allowed to re-enter.

WITHDRAWAL POLICY

A student may request withdrawal from the college at any time. Such a request should be in writing, include the reasons for the request, and show the effective date. Each student withdrawing from the college is asked to see the College Director prior to submitting their request to withdraw.

STUDENT CONDUCT

At the time that a person becomes a Blair Business College student, certain behavioral restraints are considered mandatory. In some areas of student conduct, it can be expected that the college will assert authority to the extent that a student might receive a warning, be placed on disciplinary probation, or even be suspended or dismissed from the college.

There will be no arbitrary institutional action. Procedural fair play and due process will be provided for all students.

Proper safeguards for welfare, safety, and educational opportunity will be provided for all students.

Institutional obligations include but are not limited to upholding of the law and maintenance of regulations regarding cheating, prejudicial behavior, or illicit use of drugs or intoxicants.

LIBRARY

The college library is located across from the Admissions Office. It is open Monday through Thursday from 8:00 a.m. to 10:20 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. The library is being continually expanded and updated. Students may use the library for study, research, or as a source of reading material. A trained librarian or an assistant librarian is on duty.

Books are classified by the Dewey Decimal System and a standard check-out and return policy is followed. Audio-visual equipment (such as tape players, etc.) is available for student use in the library.

CHANGE IN PROGRAM

After entrance into the college, changes in the student's program of study may be made only with the approval of the Director of Instruction or the College Director.

Transfers from the day division to evening division and from the evening division to day division may be arranged with the approval of the Director of Instruction or College Director.

CLASS HOUR

A standard class hour is 50 minutes in length.

CREDIT HOURS

One credit hour is equal to twelve class hours of academic instruction or twenty-four laboratory hours of scheduled work per twelve week session.

ACADEMIC SESSION

The academic session for the degree and diploma programs is based on a quarter system. The quarters are twelve weeks in length and begin eight times a year. New students may begin classes at any of these eight starts. Dates for class starts can be found in the academic calendar.

TRANSFER OF CREDIT

Blair Business College will grant full academic and financial credit to those students who have completed, with a grade of C or better, the same or substantially the same subjects on a post-secondary level from a college considered qualified to award such credit. Written verification in the form of an official transcript must be in the student's personal information file before the student will be granted credit. In order for a student to earn a degree from Blair Business College, he must take at least 50 percent of his courses in residence.

ADVANCED PLACEMENT

Students who have studied business subjects in high school, college, or the military may request exemption from certain introductory subjects—such as Typing I or Shorthand I—and qualify for more advanced courses upon approval of the Director of Instruction or College Director.

ELECTIVES

The Director of Instruction or College Director will be responsible for scheduling courses needed to fill elective requirements. The choice of the course will be determined by availability within the overall schedule.

GRADING STANDARDS

Students will be informed of their progress in each course by grades given on tests, papers and other assignments. Final course grades will be posted at the end of every quarter. Grade points which contribute to the student's grade point average (GPA) are earned as explained in the following example:

LETTER GRADE	NUMERICAL GRADE	GRADE POINTS
A Excellent	91 - 100	4.0
B Good	83 - 90	3.0
C Average	75 - 82	2.0
D Below Average	70 - 74	1.0
F Failure	Below 70	0.0

ACADEMIC STANDARDS

A student who fails to maintain a 1.5 G.P.A. during a quarter will be placed on academic probation for the following quarter. During the probationary quarter he will be required to achieve a grade point of 2.0. Failure to do so will cause the student to be suspended. This requirement may be relaxed by a committee on examination for good cause and upon such conditions as the committee may establish. Complete permanent records are kept showing the student's progress in each course. Progress reports are given at the end of the quarter for each course completed.

TRANSCRIPTS

Transcripts of student's records will be sent upon written request, providing the student's account is up to date. There is no charge for the first transcript sent; subsequent transcripts are \$1.00 each.

DRESS CODE

Students are expected to dress neatly and be properly groomed. The preferred dress for females is a pantsuit, skirt and blouse, or dress. Female students are not allowed to wear shorts, halter tops, or midriff tops. The preferred dress for males is slacks and shirt.

CHANGES IN REGULATIONS, PROGRAMS, TUITION, BOOK PRICES, FACULTY

The College reserves the right to change regulations without notice. Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The College, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes; and to modify tuition charges and book prices. Students who are currently enrolled in programs and courses will be protected against any hardship which might arise as a result of any increase in tuition or changes in curriculum.

CANCELLATION OF CLASSES

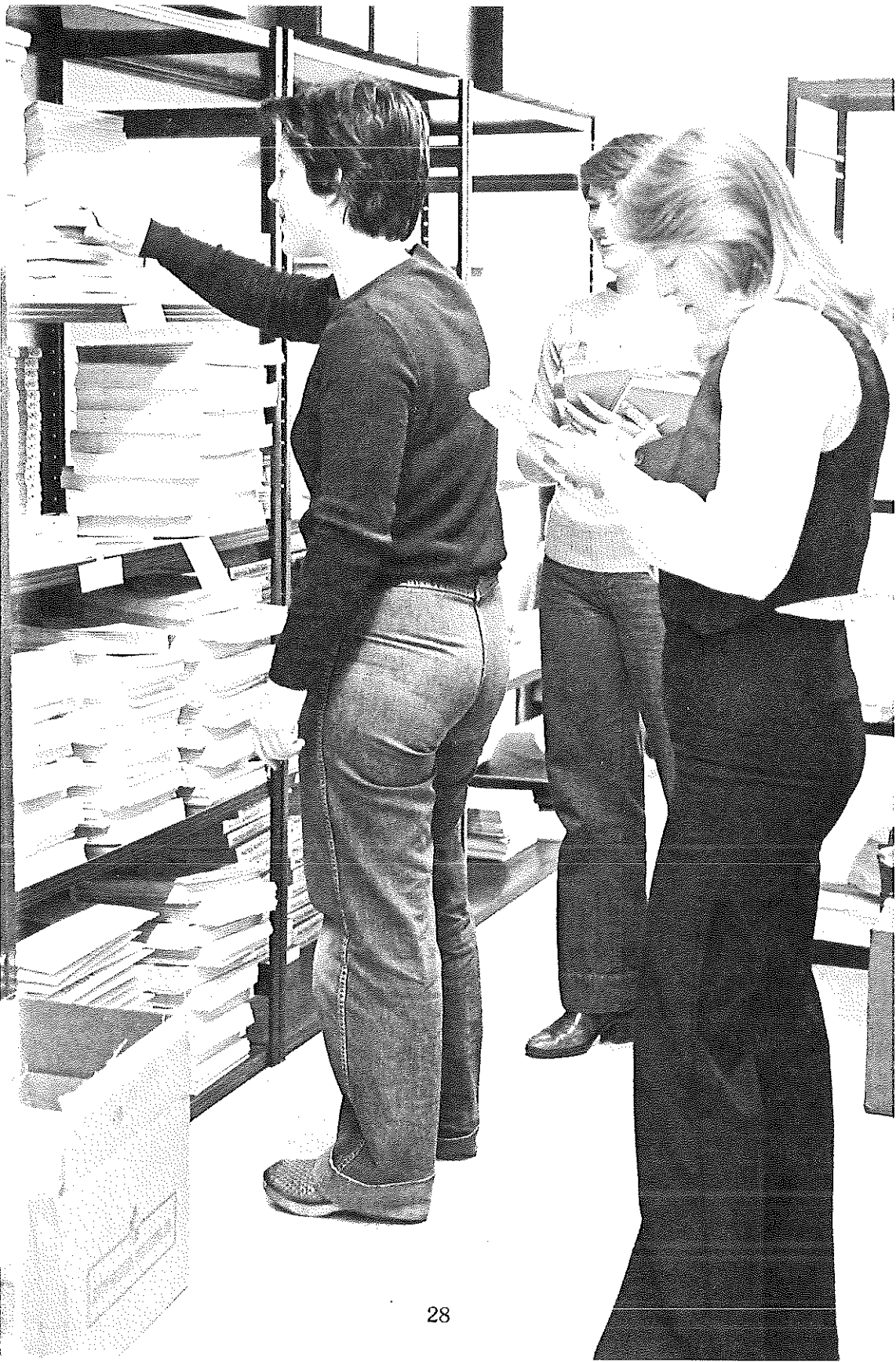
The College reserves the right to cancel any course or program for which there is insufficient enrollment.

GRADUATION REQUIREMENTS

Diploma Programs. A student who has successfully completed his/her prescribed program as outlined in this catalog and maintained a grade point average of 2.0 or more may be recommended by the faculty for a diploma.

Associate Degree Programs. A student who has successfully completed a prescribed program of study as outlined in this catalog, earned 96 credit hours, and maintained a grade point average of 2.0 or more, may be recommended for an Associate Degree in either Accounting, Business Administration, Secretarial Science, Computer Science, Medical Administrative Assisting or Travel and Airline Careers.

Student Services/Student Activities



STUDENT SERVICES/STUDENT ACTIVITIES

PLACEMENT SERVICE

Among the many benefits to be derived from attending Blair Business College, the one most appealing to students is our placement service. While we do not guarantee placement, we are happy to assist our graduates in any way we can to secure good-paying jobs demanding their skills. Furthermore, through our affiliation with the Association of Independent Colleges and Schools, we are able to assist graduates wishing employment in other parts of the nation.

Blair Business College will also assist those students who desire it, and whose grade average and attendance are satisfactory, in finding part-time employment while they are in college.

STUDENT LOUNGE

A lounge is provided for student use during break times and before and after classes. The lounge is the smoking area for the students and contains tables and chairs, food and beverage vending machines.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies are issued at the beginning of each new class session and become the permanent property of the student. Each student should put his name in all books as soon as they are received. If a textbook is lost, the student will be responsible for the replacement cost. All books, pens, pencils, or other supplies left at the college for a 30-day period will be discarded.

LOST AND FOUND

The "Lost and Found" is maintained in the college bookstore. Lost articles may be claimed with proper identification. Lost articles are date tagged and kept for 30 days only; then they are disposed of at the discretion of the office.

HEALTH SERVICES

Blair Business College maintains first-aid supplies for minor injuries that may occur while students are on campus. Students who have a medical history of illness requiring special attention should notify the administrative offices at registration.

STUDENT COUNSELING

The Director of Instruction and Evening Division Director will hold periodic private counseling sessions with all students. In these sessions, the student is given an opportunity to be frank and discuss problems of a personal nature or those that reflect the student's opinion of the college. These sessions are brief and not aimed at problem solving. This will come as a result of the input received in the session. A sufficient number of students are called in for these sessions each week to insure getting around to every one several times during the progress of the program.

STUDENT RECORDS

The college maintains complete records covering areas such as grades, attendance, prior education and training, awards received and subjects studied.

NOTE: See Notice of Examination of Student Records on last page of the catalog.

STUDENT ACTIVITIES

Student activities, both college sponsored and student initiated, are encouraged by Blair Business College. In the past, students have participated in volleyball, ski trips and charity fund-raising activities.

Blair Business College's annual picnic is held in the early fall. Students, staff and faculty all join in for an afternoon of sports activity, eating, relaxing and enjoying the beautiful view of Pikes Peak and the Rockies.

The campus is located less than a half block from Memorial Park, which has been used by our students for many impromptu activities. The park's facilities include a swimming pool, ice rink, lake and jogging paths.

HOUSING

Conveniently located directly across the street from Blair Business College is Farragut Hall, a supervised apartment house for women. Each apartment is tastefully furnished and consists of living room, kitchen, bath, and two or three bedrooms. This facility accommodates 58 students. A resident manager is in charge. Reservations for these apartments should be made in advance of enrollment dates. For complete information contact: Manager, Farragut Hall, 17 North Farragut Avenue, Colorado Springs, CO 80909.

Other housing includes apartments and rooms in all parts of the city. The college will assist students in securing suitable living accommodations.

TRANSPORTATION

Blair Business College is conveniently located just one-half block from the city bus lines, just four blocks from a shopping center, and only 16 blocks from the downtown business center.



Programs of Study



PROGRAMS OF STUDY

THE ACCOUNTING PROGRAM

A sound knowledge of the fundamentals of accounting is essential to success in any economic endeavor. Accounting is the language of business, and accounting procedures and records are the basic ingredients which provide students with a broad and diverse background in professional accounting, making a variety of positions available to accounting students in business, industry, and governmental accounting fields.

Associate Degree in Accounting

6 Quarters

96 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ACC 202	Principles of Accounting II	4
ACC 203	Principles of Accounting III	4
ACC 205	Cost Accounting	4
ACC 206	Intermediate Accounting	8
ACC 210	Payroll Accounting	4
ACC 204	Income Tax Accounting	4
BSA 210	Business Law I	4
BSA 211	Business Law II	4
BSA 101	Introduction to Business I	4
ACC 211	Advanced Accounting	8
ACC 212	Auditing	4
ENG 101	College English I	4
ENG 201	College English II	4
GEO 111	Human & Cultural Geography	4
HIS 103	20th Century American History	4
ECO 201	Introduction to Economics I	4
MTH 101	College Mathematics	4
MTH 201	Mathematics of Finance	4
PSY 101	Introduction to Psychology	4
SOC 101	Introduction to Sociology	4
ENG 203	Speech	4
Total Credit Hours		96

THE BUSINESS ADMINISTRATION PROGRAM

The Business Administration Program is designed to provide the student with a basic management background and the added skill of accounting. The student is given a broad academic background and intensive business training to develop potential for professional growth required of today's young executives. This degree program is recommended for men and women who aspire to business ownership or executive level management positions with government and private industry.

Associate Degree in Business Administration
6 Quarters
96 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ACC 202	Principles of Accounting II	4
ACC 203	Principles of Accounting III	4
ACC 210	Payroll Accounting	4
ACC 204	Income Tax Accounting	4
BSA 101	Introduction to Business I	4
BSA 201	Introduction to Business II	4
BSA 210	Business Law I	4
BSA 211	Business Law II	4
ECO 201	Introduction to Economics I	4
ECO 202	Introduction to Economics II	4
ENG 101	College English I	4
ENG 201	College English II	4
MTH 101	College Mathematics	4
PSY 101	Introduction to Psychology	4
SOC 101	Introduction to Sociology	4
GEO 111	Human and Cultural Geography	4
HIS 103	20th Century American History	4
MGT 203	Personnel Management	4
MKT 201	Principles of Marketing	4
MTH 201	Mathematics of Finance	4
MGT 201	Principle of Management I	4
MTH 210	Statistics	4
ENG 203	Speech	4
Total Credit Hours		96

THE SECRETARIAL SCIENCE PROGRAM

The Secretarial Science Associate Degree curriculum is designed to enable the student to reach the degree of proficiency required by prospective employers and to provide the background for top-level positions in the secretarial profession. The Secretarial Science Associate Degree program stresses high standards of professional ethics, conduct and responsibility toward the employer, the co-workers, and the secretarial profession.

Associate Degree in Secretarial Science

6 Quarters

96 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ACC 210	Payroll Accounting	4
ENG 101	College English I	4
MTH 101	College Mathematics	4
SEC 201	Records Management	4
SEC 203	Office Management	4
ENG 201	College English II	4
ECO 201	Introduction to Economics I	4
BSA 101	Introduction to Business I	4
BSA 210	Business Law I	4
BSA 211	Business Law II	4
PSY 101	Introduction to Psychology	4
SOC 101	Introduction to Sociology	4
*SHD 101	Shorthand I	8
SHD 201	Shorthand II	4
SHD 202	Shorthand III	4
*TYP 101	Typing I	4
TYP 201	Typing II	8
TYP 202	Typing III	4
GEO 111	Human & Cultural Geography	4
HIS 103	20th Century American History	4
ENG 203	Speech	4
Total Credit Hours		96

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

THE MEDICAL ADMINISTRATIVE ASSISTING PROGRAM

The Medical Administrative Assisting Program of six quarters will require 97 quarter hours of credit. The graduate will be qualified to help the physician examine and treat patients and take care of the secretarial office management duties necessary within the private practice.

Associate Degree in Medical Administrative Assisting
 6 Quarter
 97 Credit Hours

Number	Title	Credit Hours
MED 105	Medical Science I	5
ENG 101	College English I	4
SEC 201	Records Management	4
MTH 101	College Mathematics	4
MED 110	Medical Science II	5
ENG 201	College English II	4
PSY 101	Introduction to Psychology	4
MED 205	Medical Science III	5
*SHD 101	Shorthand I	8
*TYP 101	Typing I	4
TYP 201	Typing II	8
BSA 101	Introduction to Business I	4
MED 210	Medical Science IV	5
HIS 103	20th Century American History	4
BSA 210	Business Law I	4
MED 215	Medical Science V	5
SEC 203	Office Management	4
ACC 101	Principles of Accounting I	4
SOC 101	Introduction to Sociology	4
ACC 210	Payroll Accounting	4
ENG 203	Speech	4
Total Credit Hours		97

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

TRAVEL AND AIRLINE CAREER PROGRAM

The Travel and Airline Career program combines general business and secretarial courses with specialized training for employment within the travel or airline industry. This program offers the Associate Degree and prepares the graduate for interesting and profitable positions including reservationist, receptionist, travel agency manager, or reservation computer operator.

Associate Degree in Travel and Airlines Careers

6 Quarters

96 Credit Hours

Number	Title	Credit Hours
TAC 105	Introduction to Travel	4
ENG 101	College English I	4
PSY 101	Introduction to Psychology	4
TAC 125	Ticketing and Tariffs	4
TAC 130	Reservations	4
TAC 205	International Travel	4
TAC 225	Tourism	4
TAC 230	Travel Agency Management	4
ENG 203	Speech	4
MTH 101	College Mathematics	4
GEO 111	Human & Cultural Geography	4
*TYP 101	Typing I	4
TYP 201	Typing II	8
*SHD 101	Shorthand I	8
SEC 203	Office Management	4
ACC 101	Principles of Accounting I	4
ENG 201	College English II	4
SOC 101	Introduction to Sociology	4
HIS 103	20th Century American History	4
ECO 201	Introduction to Economics I	4
BSA 101	Introduction to Business I	4
ACC 210	Payroll Accounting	4
Total Credit Hours		96

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

COMPUTER DATA PROCESSING PROGRAM

The Computer Data Processing Program is a six-quarter program leading to an Associate Degree in Computer Science. This program is designed to provide a specialized education for various entry level positions in the computer data processing field such as computer programmer.

Associate Degree in Computer Science
6 Quarters
96 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ENG 101	College English I	4
MTH 101	College Mathematics	4
DPC 120	Computer Concepts I	4
ACC 202	Principles of Accounting II	4
MTH 120	Introduction to Algebra	4
DPC 125	Computer Concepts II	4
ENG 201	College English II	4
DPC 140	Introduction to Mini-Computers	4
BSA 101	Introduction to Business I	4
DPC 210	Computer Programming (FORTRAN)	4
ENG 203	Speech	4
ACC 203	Accounting Principles III	4
*TYP 101	Typing I	4
ECO 201	Introduction to Economics I	4
DPC 225	Computer Programming (RPG)	4
PSY 101	Introduction to Psychology	4
MTH 210	Statistics	4
DPC 240	System Analysis and Design	4
DPC 230	Computer Programming (COBOL)	4
ACC 205	Cost Accounting	4
DPC 250	Data Processing File Organization and Management	4
SOC 101	Introduction to Sociology	4
BSA 201	Introduction to Business II	4
Total Credit Hours		96

*Students who have had previous shorthand and /or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

ADVANCED SECRETARIAL

The purpose of the Advanced Secretarial Program at Blair Business College is to prepare the student for a position in some of the very top secretarial jobs available to our graduates. Additional accounting and skill courses as well as Business Law are included in this program.

Diploma—Advanced Secretary
4 Quarters
72 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ACC 210	Payroll Accounting	4
ENG 101	College English I	4
ENG 201	College English II	4
ENG 203	Speech	4
MTH 101	College Mathematics	4
SEC 201	Records Management	4
SEC 203	Office Management	4
TYP 101	Typing I	4
TYP 201	Typing II	8
TYP 202	Typing III	4
SHD 101	Shorthand I	8
SHD 201	Shorthand II	4
SHD 202	Shorthand III	4
BSA 210	Business Law I	4
BSA 101	Introduction to Business I	4

Total Credit Hours 72

*Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

SECRETARIAL

Business and Professional men are depending more and more on the services of well trained secretaries—those who have the training beyond the routine work of clerical employees or even stenographers. Such positions require a secretary who is not only adequately trained in the basic skills but who also shows initiative, interest, tact, poise, and a willingness to work. The Blair Business College program for the development of the secretary is designed to equip the graduate to meet any requirements from a one-person office to the largest corporation.

Diploma—Secretary
3 Quarters
56 Credit Hours

Number	Title	Credit Hours
ENG 101	College English I	4
ENG 203	Speech	4
MTH 101	College Mathematics	4
SEC 201	Records Management	4
SEC 203	Office Management	4
TYP 101	Typing I	4
TYP 201	Typing II	8
SHD 101	Shorthand I	8
SHD 201	Shorthand II	4
BSA 101	Introduction to Business I	4
ACC 210	Payroll Accounting	4
ENG 201	College English II	4
Total Credit Hours		56

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

JUNIOR ACCOUNTING

The Junior Accounting Program provides the student with a detailed background in accounting, general business and business law subjects to prepare him for an entry level job as a junior accountant or accounting clerk.

Diploma—Junior Accounting
4 Quarters
72 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ACC 202	Principles of Accounting II	4
ACC 203	Principles of Accounting III	4
ACC 206	Intermediate Accounting	8
ACC 205	Cost Accounting	4
ACC 204	Income Tax Accounting	4
ACC 210	Payroll Accounting	4
ENG 101	College English I	4
MTH 101	College Mathematics	4
MTH 201	Mathematics of Finance	4
ENG 201	College English II	4
ECO 201	Introduction to Economics I	4
BSA 101	Introduction to Business I	4
BSA 210	Business Law I	4
BSA 211	Business Law II	4
TYP 101	Typing I	4
ENG 203	Speech	4

Total Credit Hours 72

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

BOOKKEEPING

The Bookkeeping Program is designed to qualify the graduate to perform basic accounting duties in business as a general bookkeeping clerk.

Diploma—Basic Accounting
3 Quarters
56 Credit Hours

Number	Title	Credit Hours
ACC 101	Principles of Accounting I	4
ACC 202	Principles of Accounting II	4
ACC 203	Principles of Accounting III	4
MTH 101	College Mathematics	4
MTH 201	Mathematics of Finance	4
ACC 210	Payroll Accounting	4
ENG 101	College English I	4
ENG 201	College English II	4
SEC 201	Records Management	4
BSA 101	Introduction to Business I	4
TYP 101	Typing I	4
TYP 201	Typing II	8
BSA 210	Business Law I	4

Total Credit Hours 56

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

GENERAL BUSINESS

The General Business Program is a short-term program designed to qualify an individual for a wide range of general office work. The graduate will be qualified for receptionist assignments as well as those involving preparing reports, records management, and shorthand. The employment objective is a clerk—general office.

Diploma—General Business
2 Quarters
44 Credit Hours

Number	Title	Credit Hours
ENG 101	College English I ✓	4
SEC 201	Records Management ✓	4
SEC 203	Office Management ✓	4
ACC 210	Payroll Accounting ✓	4
TYP 101	Typing I ✓	4
TYP 201	Typing II ✓	8
SHD 101	Shorthand I ✓	8
MTH 101	College Mathematics ✓	4
ENG 203	Speech —	4
Total Credit Hours		44

* Students who have had previous shorthand and/or typing training and can successfully challenge TYP 101 and/or SHD 101 by passing the final examination must take an elective(s) approved by the Director of Instruction.

Course Descriptions



COURSE DESCRIPTIONS

Definition of Course Identification System

The course identification system consists of a three (3) letter and three (3) digit combination for each course. The letters indicate the field of study.

ACC-Accounting

BSA-Business Administration

DPC-Data Processing/Computers

ECO-Economics

ENG-English

GEO-Geography

HIS-History

MED-Medical Science

MGT-Management

MKT-Marketing

MTH-Mathematics

OMC-Office Machines/Calculators

PSY-Psychology

SEC-Secretarial Science

SHD-Shorthand

SOC-Sociology

TAC-Travel Airline Careers

TYP-Typing

100 level courses are primarily freshman courses.

200 level courses are primarily sophomore courses.

Subject Number	Title & Subject Synopsis	Credit Hours
ACC 101	Principles of Accounting I This unit develops the fundamental principles of accounting as they may be applied in a proprietorship business. The combined cash journal system of accounting is stressed.	4
ACC 210	Payroll Accounting Payroll accounting is designed to provide the student with a working knowledge of federal and state laws affecting payroll practice and with actual experience in payroll computation and accounting procedures. The student is also introduced to printing calculators common to most offices.	4
ACC 202	Principles of Accounting II Prerequisite—ACC 101 This unit contains a more detailed study of the accrual books of accounting as applied to a merchantile enterprise with emphasis on partnership transactions and with an introduction to corporation accounting. The emphasis in this part is on the departmental system of accounting for wholesale types of business organizations.	4
ACC 203	Principles of Accounting III Prerequisites—ACC 101, 202 This unit is devoted to corporation accounting with an emphasis on the manufacturing type of enterprise. There is detailed treatment of accounting for capital stock, bonds, surplus, and dividends.	4
ACC 204	Income Tax Accounting A study of the principles of taxation, both federal and state, taxable and non-taxable income, deductible and non-deductible expenses, individual returns for net income, excess profit, tax returns, and miscellaneous returns. Also, old age, unemployment, and payroll taxes are fully covered.	4

Subject Number	Title & Subject Synopsis	Credit Hours
ACC 205	<p>Cost Accounting Prerequisites—ACC 101, 202, and 203</p> <p>The purpose of this course is to teach the fundamental principles involved in factory accounting and to examine and study some of its distinctive problems. Actual practice in the preparation of vouchers, checks, financial statements, time sheets, cost sheets, perpetual inventories, and overhead distributions are also included.</p>	4
ACC 206	<p>Intermediate Accounting Prerequisites—ACC 101, 202, and 203</p> <p>This is an intensive study of accounting theory as it relates to everyday practice. Each disclosure usually appearing in a balance sheet will be thoroughly covered. Writing and analyzing financial statements will be emphasized.</p>	8
ACC 211	<p>Advanced Accounting Prerequisites—ACC 101, 202, and 203</p> <p>This is an intensive study of accounting principles pertaining to partnership, joint ventures, branch operations, consolidated statements, estates and trusts, and a study of actuarial principles.</p>	8
ACC 212	<p>Auditing Prerequisites—ACC 101, 202, and 203</p> <p>A study of standards and responsibilities of the auditor, internal control and periodic tests, objectives, reporting, and procedures.</p>	4
BSA 101	<p>Introduction to Business I</p> <p>Terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society.</p>	4

Subject Number	Title & Subject Synopsis	Credit Hours
BSA 201	Introduction to Business II Prerequisite—BSA 101	4
	A continuation of BSA 101 going more in-depth as to the various aspects of a business. Included are discussions on capitalistic, socialistic, and communistic societies, and on various business functions such as marketing, management, and advertising.	
BSA 210	Business Law I	4
	A course designed to introduce students to Commercial Codes. Case examples are used to clarify points dealing with contracts, agencies, employment, negotiable instruments, personal property and bailments, sale of goods, agencies of convenience and court proceedings.	
BSA 211	Business Law II Prerequisite—BSA 210	4
	A continuation of BSA 210 emphasizing technical and practical areas of Business Law. Judicial and legislative are discussed as to how they apply to business. The course strives to show the business society as related to law.	
DPC 120	Computer Concepts I	4
	This course will provide students with a basic understanding of computer systems and their use in industry. Emphasis will be placed on data input/output operations and software and hardware developments. Components of a computer system such as tape drives, disk drives, card readers, and printers will also be covered.	
DPC 125	Computer Concepts II Prerequisite—DPC 120	4
	This course will provide students with operational training on equipment. The student will write simple programs with documentation.	

Subject Number		Title & Subject Synopsis	Credit Hours
DPC	140	Introduction to Mini-Computers Prerequisite—DPC 125	4
		This course will introduce the students to mini-computers. The student will be exposed to operational characteristics and programming techniques peculiar to mini-computers.	
DPC	210	Computer Programming (FORTRAN) Prerequisite—DPC 125	4
		This course includes the concepts involved in writing programs in FORTRAN. Special emphasis will be placed on coding rules, data representation, and basic input/output operations. Students will flow-chart, code, and debug programs using FORTRAN.	
DPC	225	Computer Programming (RPG) Prerequisite—DPC 125	4
		This course includes the concepts involved in writing programs in RPG. Special emphasis will be placed on coding techniques, diagnosis, debugging, and table handling.	
DPC	230	Computer Programming (COBOL) Prerequisite—DPC 125	4
		This course includes the concepts involved in writing programs in COBOL. Emphasis will be placed on coding rules, construction of the four divisions of COBOL, the purpose of each division, and basic input/output operations.	
DPC	240	System Analysis and Design Prerequisite—Terminal Year	4
		This course includes the techniques used in system analysis and design. Special emphasis will be placed on study organization, documentation methods and standards, data file characteristics, hardware and software considerations, operating system selection, and conversion planning and implementation.	

Subject Number	Title & Subject Synopsis	Credit Hours
DPC 250	Data Processing File Organization and Management Prerequisite—DPC 230 This course will present efficient file organization techniques. Special emphasis will be placed on file organization for both input and output.	4
ECO 201	Introduction to Economics I Prerequisite—BSA 101 The emphasis of this course is on the factors that govern the economic system as a whole. The circular flow of the economy, the banking system, national income, inflation, and unemployment are areas of study.	4
ECO 202	Introduction to Economics II Prerequisite—ECO 101 A study of economics pertaining to supply and demand, the competitive market, and employment. Other areas included in the course are determination of the level of national income and prices and growth within the system.	4
ENG 101	College English I The student reviews basic English grammar emphasizing principles of punctuation, capitalization, building sentence structure, and correct grammatical usage. The course introduces expository writing by a movement from writing of unified and coherent paragraphs to the writing of a well-developed theme.	4
ENG 201	College English II Prerequisite—ENG 101 The course stresses the mastery of several different techniques of writing as well as logical thinking and organization. The students learn the fundamentals of outlining and organizing an effective paper, writing business reports, letters, and memoranda through examinations of samples, theoretical understanding, and practice.	4

Subject Number		Title & Subject Synopsis	Credit Hours
ENG	203	Speech A study of the basic principles of the communicative process with emphasis on improving verbal skills. Practical exercises are designed to develop the student's confidence and poise in verbal situations. The ability to select, research, organize, and present a subject orally will be an integral part of the course.	4
GEO	111	Human and Cultural Geography The study of the earth's physical surface in relationship to the resulting cultures and the use of available resources is utilized to gain a better knowledge of this land that we live upon. Emphasis is placed upon population distribution, resources, regional conditions, and related problems.	4
HIS	103	Twentieth Century American History This course will emphasize a study of recent American History, from the beginning of the twentieth century to the present day, with an emphasis on the political, sociological, and economic factors that dictate life in modern-day America. Some pre-twentieth century information will be discussed to help lay the groundwork from which events of the twentieth century sprang.	4
MED	105	Medical Science I Medical Science I is an introduction to the field of medical administrative assisting and an overview of the science of medicine. Included are cell and tissue structure, classifications of disease, and methods of diagnosis and treatment. Medical Science Lab I introduces the student to the hematological laboratory procedures which are routinely performed in the doctor's office.	5

Subject Number	Title & Subject Synopsis	Credit Hours
MED 110	<p>Medical Science II Prerequisite—MED 105</p> <p>Medical Science II presents the cardiovascular and respiratory systems and serves as an introduction to the science of hematology. Included are the anatomy and physiology of the cardiovascular and respiratory systems and the study of the major diseases and treatment techniques pertaining to both systems. Components of blood formation and major blood pathologies are also discussed.</p> <p>Medical Science II Lab introduces the student to the serum chemistry tests that are routinely performed in the doctor's office.</p>	5
MED 205	<p>Medical Science III Prerequisite—MED 105</p> <p>Medical Science III introduces the students to three of the body systems, that is obstetrics and gynecology, renal system, and the endocrine system. It covers the anatomy and physiology of these body systems and pathological conditions.</p> <p>Medical Science Lab III is to familiarize the students with routine urinalysis, serum kidney function tests, and urine tests for pregnancy.</p>	5
MED 210	<p>Medical Science IV Prerequisite—MED 105</p> <p>Medical Science IV introduces the Allied Health Student to the organs in the digestive system and orthopedics. Included are the organs and their functions, pathology articulations, and the relationship between the muscles, bones, ligaments, and cartilages.</p> <p>Medical Science Lab IV is to familiarize the student with the principles of blood-typing techniques and also with office procedures to aid in the diagnosis of microbial infections.</p>	5

Subject Number	Title & Subject Synopsis	Credit Hours
MED 215	<p>Medical Science V Prerequisite—MED 105</p> <p>Medical Science V will consist of lecture and discussion of neurology, psychology, and dermatology.</p> <p>Medical Science Lab V consists of clinical and laboratory techniques in first aid and bandaging, leading to Red Cross certification, CPR certification, participation in a EKG seminar, blood pressure, and TPR.</p>	5
MGT 201	<p>Principles of Management I Prerequisite—BSA 101</p> <p>Presentation of the functions of management in our society including planning, organizing, actuating and controlling with emphasis on the management contributions in encouraging effective products and services to the public.</p>	4
MGT 203	<p>Personnel Management Prerequisite—BSA 101</p> <p>A personnel manager, his function and responsibilities are the core of this course. Beginning with recruitment of personnel, the personnel process is discussed, including training, evaluations of employees, wage and salary administration and some basics of labor law. Conflict management and discipline programs are also included in the course work.</p>	4
MKT 201	<p>Principles of Marketing Prerequisite—BSA 101</p> <p>A general survey of the nature, significance, and scope of marketing. Emphasis is placed on the channels of distributions; the marketing of consumer, shopping, specialty, and other goods; service marketing; middlemen; wholesaling; shipping and warehousing; standardization, grading, and pricing and governmental regulation of competition.</p>	4

Subject Number	Title & Subject Synopsis	Credit Hours
MTH 101	College Mathematics This course is a study of natural numbers, integers, rational numbers, and variables. Topics studied include operations and expressions, first and second degree equations, radicals and exponentials.	4
MTH 120	Introduction to Algebra This course is a study of the basic concepts of Algebra. It includes such topics as arithmetic with signed numbers, elementary operations with polynomials, first-degree equations and word problems, and factoring.	4
MTH 210	Statistics Prerequisite—MTH 101 This course includes applications to various discipline areas. Topics include arithmetic mean, standard deviation, probability functions, and the normal distribution.	4
MTH 201	Mathematics of Finance Prerequisite—MTH 101 This course is designed to extend the arithmetic skills of mathematics to the math of accounting. The mathematics of buying, pricing and selling, payroll, insurance, and depreciation are studied.	4
OMC 101	Calculating Machines This course provides instruction and practice on different models of printing calculators common to most offices.	4
PSY 101	Introduction to Psychology The study of human behavior with special reference to perception, learning, memory, thinking, emotional life, and individual differences in personality. Emphasis is placed upon the scientific nature of psychological investigations. Research methods are discussed and results are related to daily life.	4

Subject Number	Title & Subject Synopsis	Credit Hours
SEC 201	Records Management A course designed for the study of filing procedures found in most offices. The control of business records from their inception to disposition, stressing alphabetic, numeric, geographic, alphanumeric and soundex systems.	4
SEC 203	Office Management An analysis of the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout, and work measurement. The course stresses the managerial functions of the office and office personnel.	4
SHD 101	Shorthand I—Speedwriting A beginning alphabetic shorthand course designed for students with no previous shorthand experience. Basic theory is taught through drill, tests, reading and writing. Final dictation skills enable the student to attain a minimum speed of 60 words per minute.	8
SHD 201	Shorthand II Prerequisite—SHD 101 or Equivalent This course is a continuation of vocabulary, speed development and transcription techniques. Final dictation skills should reach a minimum of 80 words per minute.	4
SHD 202	Shorthand III Prerequisite—SHD 201 or Equivalent This course provides an increase in shorthand vocabulary, mailability techniques and speed development. Final dictation skills should reach a minimum of 100 words per minute.	4

Subject Number	Title & Subject Synopsis	Credit Hours
SOC 101	Introduction to Sociology The study of organized social life in forms of interaction of heredity, the physical environment, the group and culture, and an overview of the content and methodology of sociology. Its relationship to the other social sciences and to the natural sciences is undertaken in this introductory course.	4
TAC 105	Introduction to Travel A brief introduction to career opportunities in the travel industry, and the history of travel. The weather, climate, physical characteristics, and major tourist attractions are discussed.	4
TAC 125	Ticketing and Tariffs This course will cover domestic and international airline schedules; airline passenger tariffs, rules, and procedures; and setting up itineraries. The issuance of airline tickets for domestic and international travel will also be covered.	4
TAC 130	Reservations This course will cover the operating instructions and use of the North American and Worldwide Editions of the Official Airline Guide. This course will increase the student's knowledge of procedures for preparing worldwide itineraries and scheduling flights as well as understanding and using other information in the two OAG's.	4
TAC 205	International Travel Prerequisite—TAC 105, 125, 130 This course will include operating instructions and use of the OAG Travel Planner and Hotel/Motel Guide; and the use of the Worldwide Cruise and Shipline Guide; and the use of the Worldwide Tour Guide. Students will work with materials from travel agencies and the text and reference materials included in the travel learning kit to actually plan an international tour to include air transportation, ground transportation, accommodations, sightseeing, shopping, meals, and all other aspects of an international tour. International business travel and independent travel abroad will also be discussed.	4

Subject Number		Title & Subject Synopsis	Credit Hours
TAC	225	Tourism Prerequisite—TAC 105, 125, 130	4
		A comprehensive course designed to explore the dynamics of worldwide tourism. The course deals with tourism as it relates to food services, lodging, the carriers, the communities seeking to attract the tourist and the many other businesses that offer services directly or indirectly to the visitor.	
TAC	230	Travel Agency Management Prerequisite—TAC 105, 125, 130	4
		A study of travel agency management requirements. Orientation to regulatory agencies, reporting and administrative forms, sales agreements, and agency appointment procedures, inter-relationship of the travel agency with airline and steamship companies, railroads, wholesalers, tour companies and operations, methods of charter and group travel promotion.	
TYP	101	Typewriting I	4
		A beginning typewriting course designed for students who have not had previous typewriting instructions. Keyboard techniques and skill development are stressed. Basic problems are introduced. Students will achieve a minimum speed of 30 words per minute.	
TYP	201	Typewriting II Prerequisite—TYP 101 or Equivalent	8
		Continued skill development with emphasis on speed. Problem typewriting includes varied business letter styles, technical papers, reports and forms. Students will achieve a minimum speed of 45 words per minute	
TYP	202	Typewriting III Prerequisite—TYP 201 or Equivalent	4
		The development of advanced typewriting skills with time production typewriting, emphasis on proofreading and mailability of business projects. Students will achieve a minimum speed of 60 words per minute.	



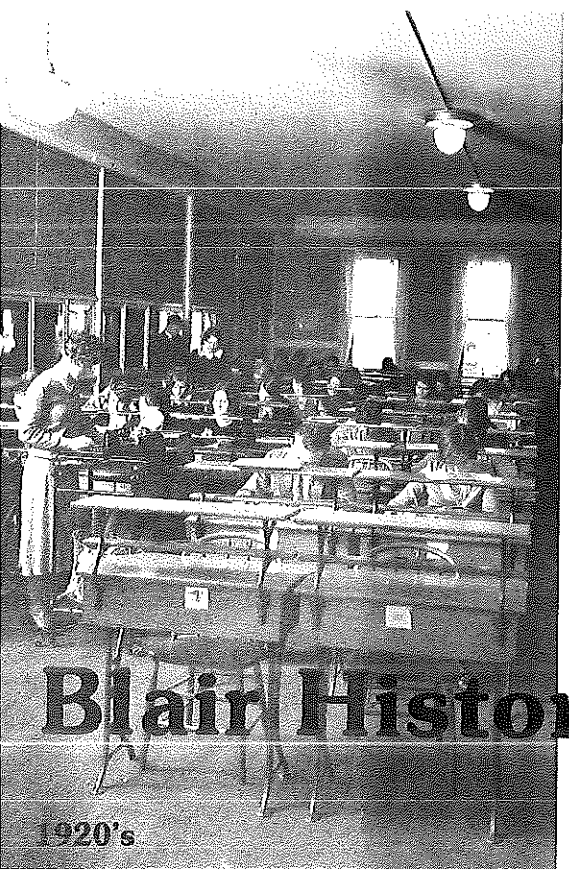
1890's



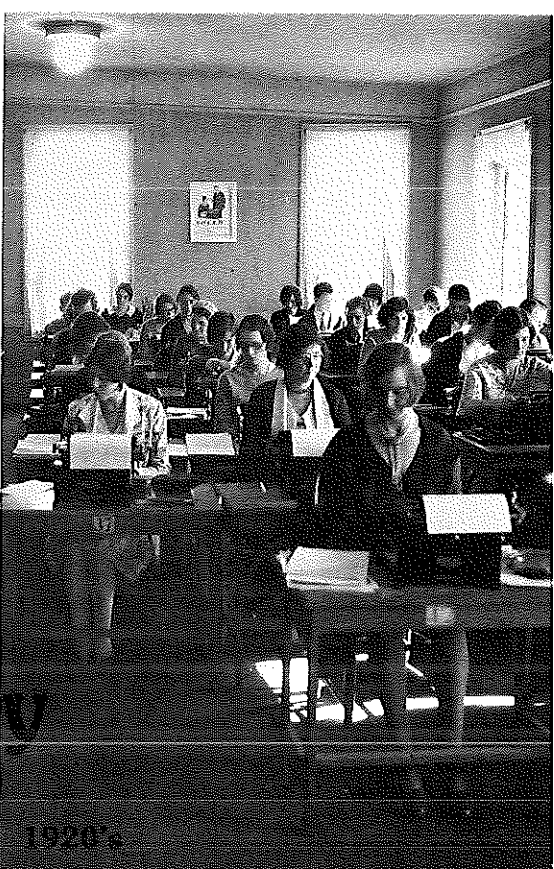
1920's



1910's



1920's



1920's

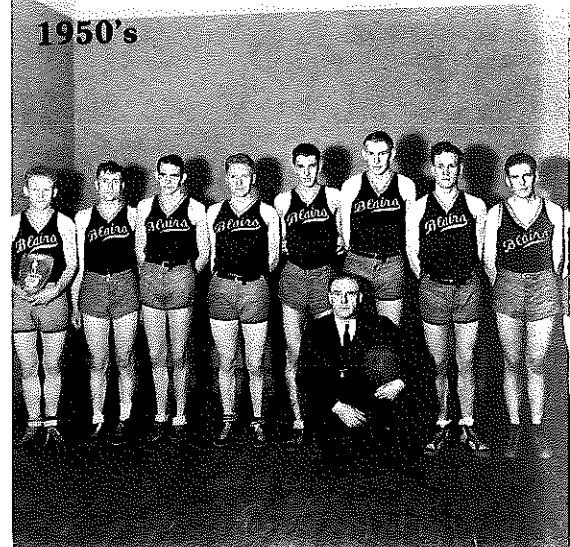
Blair History



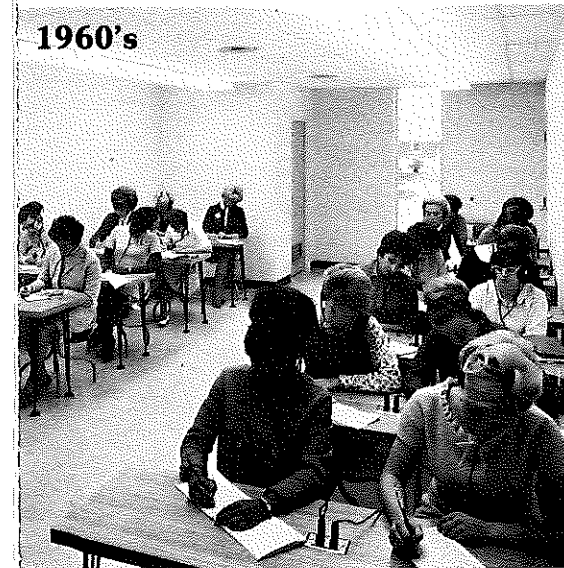
1930's



1940's



1950's



1960's



1970's

Administration, Staff and Faculty



ADMINISTRATION, STAFF AND FACULTY

Blair Business College, Inc., is a private coeducational college of business incorporated under the laws of the State of Colorado.

CORPORATE OFFICERS:

Mr. Gerald C. PhillipsPresident
Mrs. Ary C. PhillipsVice President
Mrs. Gerald C. PhillipsSecretary/Treasurer
Mr. Earl P. CrewsController

COLLEGE ADMINISTRATION:

Mr. Michael A. SchledornCollege Director and
B.A. University of Colorado Chief Executive Officer
M.A. Texas Christian University

Miss Mary Anne MarracciniDirector of Instruction
B.S. Shippensburg State College

Mr. Thomas HuffakerEvening Division Director
B.A. University of Colorado
M.B.A. University of Colorado

Mr. David L. StephensonDirector of Admissions
B.S. Wayne State University

STAFF:

Miss Ethel MakonyFinancial Aid Officer
Mrs. Jane FriesFiscal Officer
B.S. University of Connecticut
Mrs. Janice TeskeAssistant Financial Aid Officer
Mrs. Marilyn SandersSecretary
B.S. University of Missouri

ADMISSIONS DEPARTMENT:

Mrs. Mary TinsleyAdmissions Representative
B.S. University of Colorado
Miss Jackie SandersAdmissions Representative
Mr. Steve TuckerPublic Relations/Placement Officer
B.A. University of Southern Colorado

FACULTY—FULL TIME:**DEPARTMENT**

Mrs. Alma Smith Secretarial Science
 B.A. University of Southern Colorado

Mrs. Cathy Tkacik Business
 B.S. University of Northern Colorado

Mrs. Ann Luke Secretarial Science
 B.A. University of Southern Colorado

Mrs. Cheryl Warren Accounting
 B.A. Kansas State University

Mr. Robert Kirk Accounting
 B.A. Colorado College
 M.B.A. University of Denver

Mrs. Carol Anne Dickson Business/English
 B.A. University North Carolina
 B.S. Fontbonne College
 M.A. Wake Forest College
 M.S. Ohio State University
 Ph.D. Ohio State University

FACULTY—PART-TIME:

Mr. Mel Hill Law
 L.L.B. University of Arizona

Mrs. Thelma Wiebke Accounting
 B.S. Central Missouri State College

Mrs. Sharon Gast English
 B.S. Wittenberg University

Mrs. Jean Ellerbe English
 B.A. East Carolina State University

Mr. William T. Davis Law/Accounting
 B.S. University of Illinois,
 J.D. University of Illinois,
 C.P.A. State of Missouri,
 C.P.A. State of Illinois

Mrs. Peggy Reiff Secretarial Science
 B.S. Kent State University

Accreditation





ACCREDITED BY:

Accrediting Commission of the
Association of Independent Colleges & Schools

(A nationally recognized accrediting agency by the U.S. Office of Education under the provision of Public Law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that office or an approximation thereof.)

Approved By:

Colorado State Approval Agency
for Veterans' Education
Colorado State Board for Community Colleges
and Occupational Education
Colorado State Department of Vocational Rehabilitation
Social Security Administration
United States Department of the Interior
Bureau of Indian Affairs
United States Department of Justice
Immigration and Naturalization Service
for the Training of Foreign Students

Member of:

Association of Independent Colleges & Schools
Washington, D.C.

Colorado Private School Association

Colorado Springs Chamber of Commerce

Examination Of Student Records

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

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

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

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

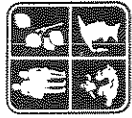
(a) The instructor and/or counselor involved will review the written challenge and if desirable meet with the student and then make a determination to retain, change or delete the disputed data.

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

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

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

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



Blair Business

College

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Colorado Springs, Colorado-80909

Pop Warner Rd

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