

**BLAIR JUNIOR COLLEGE
ESTABLISHED 1897**

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COLORADO SPRINGS

GENERAL CATALOG

1982-1983

April 1982

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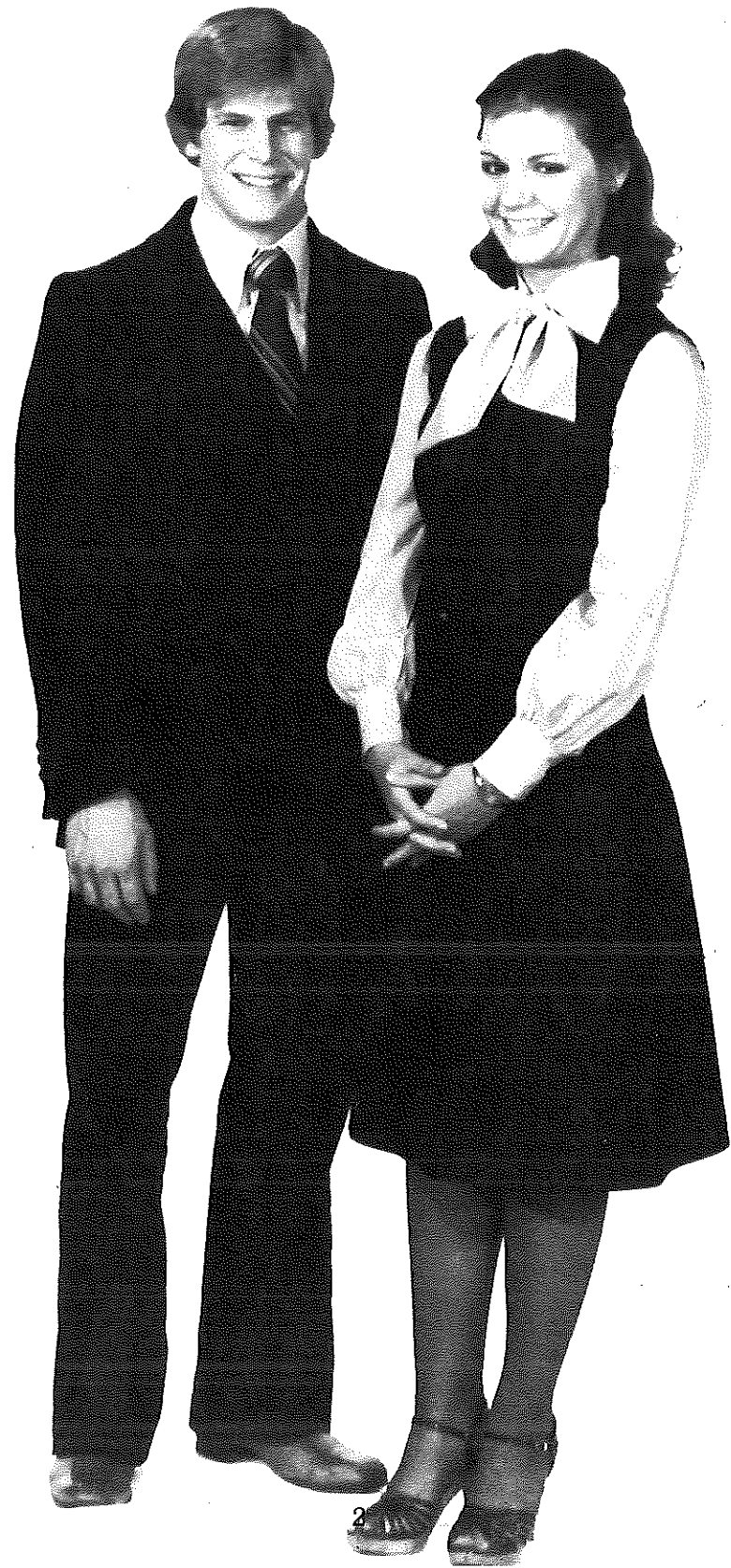


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THIS CATALOG IS INCOMPLETE WITHOUT TUITION SUPPLEMENT

ACADEMIC CALENDAR 1982

January 1	New Year's Day
January 3	Christmas Vacation Ends
January 4	Classes Resume
January 8	Fall Quarter End
January 11	Winter Quarter Begins
February 12	Late Fall Quarter Ends
February 15	Holiday - Wasington's Birthday
February 16	Late Winter Quarter Begins
April 2	Winter Quarter Ends
April 5-9	Spring Vacation
April 12	Spring Classes Begin
May 21	Late Winter Quarter Ends
May 24	Late Spring Quarter Begins
July 2	Spring Quarter Ends
July 5	Summer Quarter Begins
August 2-6	Summer Vacation
August 20	Late Spring Quarter Ends
August 23	Late Summer Quarter Begins
September 6	Labor Day
October 1	Summer Quarter Ends
October 4	Winter Quarter Begins
November 11	Veteran's Day Holiday
November 12	Late Summer Quarter Ends
November 15	Late Fall Quarter Begins
November 25-26	Thanksgiving Holiday
December 20	Christmas Vacation Begins
January 2, 1983	Christmas Vacation Ends
January 3, 1983	Classes Resume

ACADEMIC CALENDAR 1983

January 1	New Year's Holiday
January 3	Classes Resume
January 7	Fall Quarter Ends
January 10	Winter Quarter Begins
February 18	Late Fall Quarter Ends
February 21	Washington's Birthday Holiday
February 22	Late Winter Quarter Begins
April 1	Winter Quarter Ends
April 4-8	Spring Vacation
April 11	Spring Quarter Begins
May 20	Late Winter Quarter Ends
May 23	Late Spring Quarter Begins
May 30	Memorial Day Holiday
July 1	Spring Quarter Ends
July 4	Independence Day Holiday
July 5	Summer Quarter Begins
August 1-5	Summer Vacation
August 19	Late Spring Quarter Ends
August 22	Late Summer Quarter Begins
September 5	Labor Day Holiday
September 30	Summer Quarter Ends
October 3	Winter Quarter Begins
November 10	Late Summer Quarter Ends
November 11	Veteran's Day Holiday
November 14	Late Fall Quarter Begins
November 24-25	Thanksgiving Holiday
December 19, 1983- January 1, 1984	Christmas Vacation
January 2, 1984	Classes Resume
January 6, 1984	Winter Quarter Ends
February 17, 1984	Late Fall Quarter Ends

THE COLLEGE

Blair Junior 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 joined the prestigious and progressive group of Phillips Colleges located in Augusta and Columbus, Georgia; Jackson and Gulfport, Mississippi; New Orleans, Louisiana; and Tulsa, Oklahoma.

In January 1981, Blair Business College changed its name to Blair Junior College to denote collegiate accreditation status as a Recognized Candidate for Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools; and approval of its Associate Degree programs of study by the Colorado State Board of Community Colleges and Occupational Education.



THE COLLEGE FACILITIES

The modern college building, situated on a five acre site, has 22,300 square feet of space, is air conditioned throughout, and has 14 spacious, well-lighted classrooms. A student lounge, equipped with food and beverage vending machines, is maintained for the students' comfort and convenience.

A Learning Resource Center with 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, workbooks, and supplies required for the courses taught.

CURRICULUM

Blair Junior 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 Junior College are interested in an education that 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 Junior 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 Junior 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 Junior 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 Junior 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 Junior College. Those who have satisfied graduation requirements through the General Education Development (GED) test will also be eligible for admission. Individuals who are not high school graduates but are beyond the age of compulsory school attendance and have demonstrated an ability to benefit from the training offered may also be admitted.

ENTRANCE TEST

E.F. Wonderlic and Associates have developed a personnel test that is used by Blair Junior College as an entrance test. This test may be waived for any candidate who submits acceptable ACT/SAT scores or evidence of prior successful collegiate experience.

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 standard academic load.

PART-TIME STUDENTS

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

CLASS HOURS AND ATTENDANCE SCHEDULE

Day Division:

All classes meet on a Monday/Wednesday and Tuesday/Thursday schedule, which offer full-time class hour attendance options as follows:

Options:	Mon.	Tues.	Wed.	Thurs.	Total Hours/Week
I.	6	4	6	4	20
II.	4	6	4	6	20
III.	8	2	8	2	20
IV.	2	8	2	8	20
V.	6	2	6	2	16
VI.	2	6	2	6	16
VII.	4	4	4	4	16
VIII.	2	4	2	4	12
IX.	4	2	4	2	12
X.	6	—	6	—	12

Evening Division:

Evening classes are scheduled from 6:00 p.m. to 9:40 p.m., Monday through Thursday, 16 hours per week.

Weekend Division:

Weekend classes are scheduled Fridays, Saturdays and Sundays on alternating weekends. Class hours are from 5:00 p.m. to 10:00 p.m. Friday; 8:00 a.m. to 6:00 p.m. Saturday; and 8:00 a.m. to 5:00 p.m. Sunday for a total of 48 hours per month.



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



PELL GRANT

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.

NATIONAL DIRECT STUDENT LOANS (NDSL)

These are available to students who have need for them, not to exceed \$3,000 in the first two years. Loans are made through the college, at 5% simple interest yearly. Repayment is made directly to the college or to a billing agency designated by the college. Repayment begins 6 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 9% simple interest rate. Repayment begins 6 months after termination of education. It may be repaid in payments of not less than \$50 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.

VETERANS EDUCATIONAL ASSISTANCE

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

Blair Junior 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.

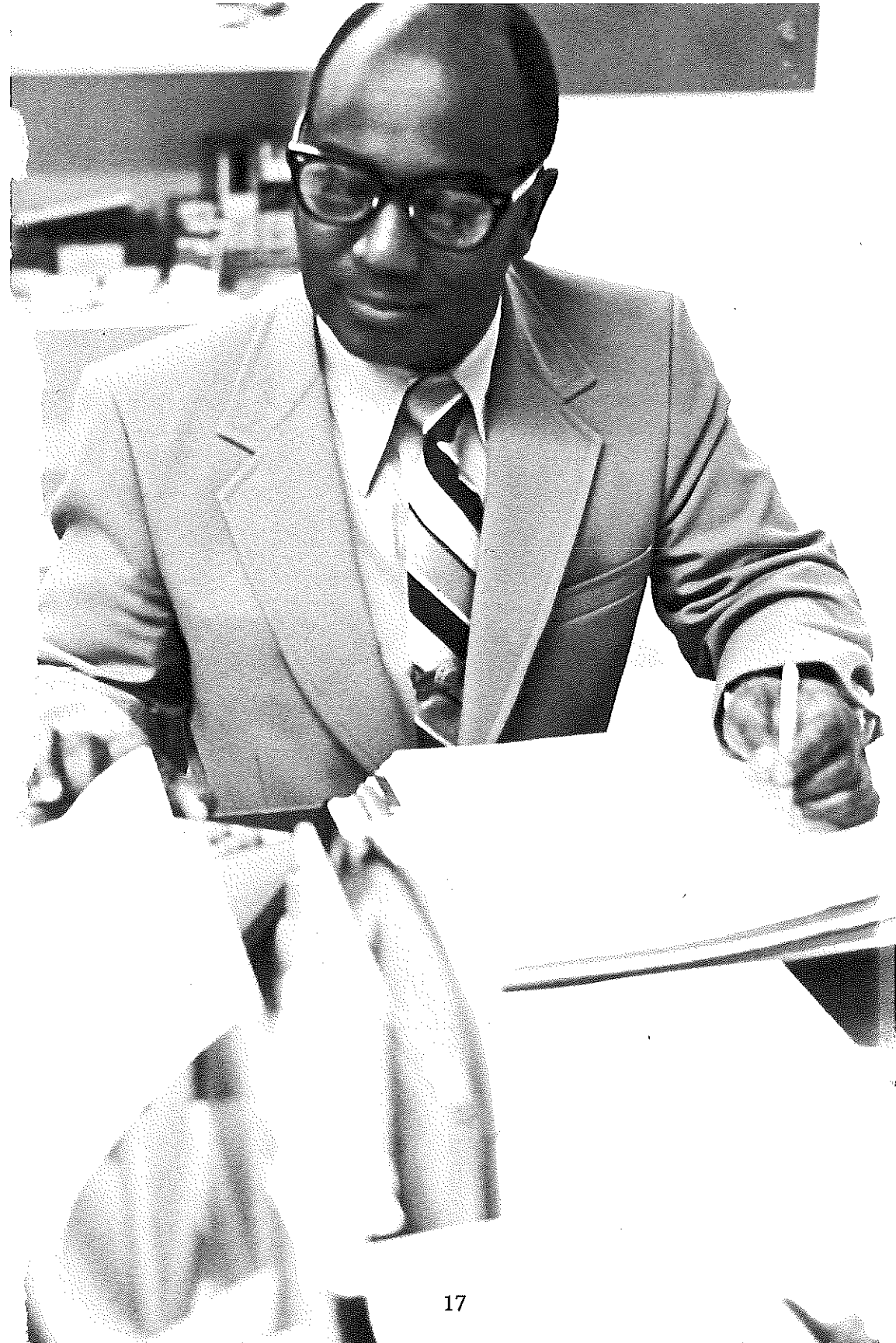
CASH INSTALLMENT PAYMENT

All students are eligible for monthly or quarterly interest free cash payments that may extend over the length of their program. Students are required to sign an installment loan form and make prompt payments.

Because this is an interest-free program, payments must be made within 10 days from the due date.



Financial Information



TUITION CHARGES

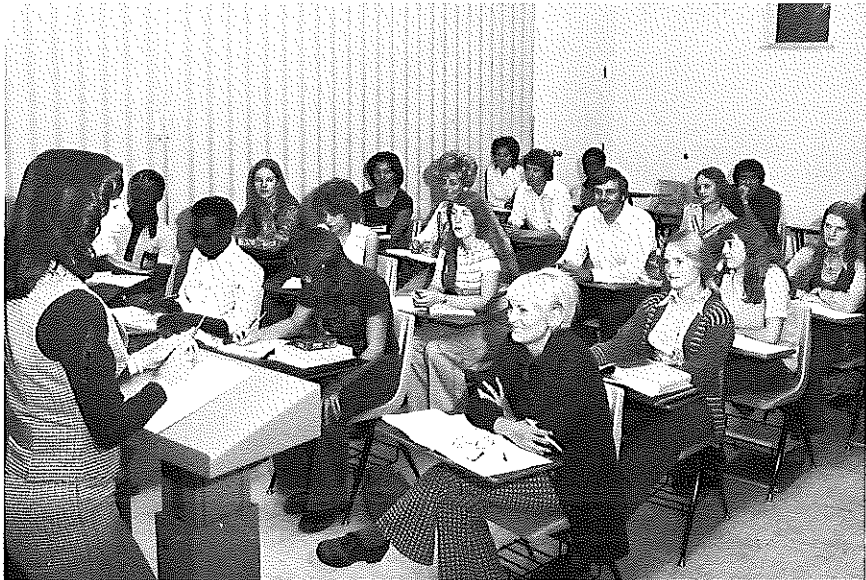
The college quotes standard tuition prices for each regular program offered.
(See Tuition Supplement I)

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 \$50.00 plus textbook cost. (See Tuition Supplement I)

The student must pay the cost of replacement textbooks.



REFUND POLICY

Blair Junior 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 Junior College shall be entitled to keep:

IF STUDENT WITHDRAWS DURING	AMOUNT OF TUITION REFUNDED BY COLLEGE
First 10% of Program	90%
After 10% up to and including 25% of Program	75%
After 25% up to and including 50% of Program	50%
After 50% up to and including 75% of Program	25%
After 75% of Program	NO REFUND

For programs longer than one year (12 calendar months) in length, 100% of stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period. Unissued textbook costs are refunded in full.

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 7:50 a.m. and 9:40 p.m., Monday through Thursday; 5:00 p.m. to 10:00 p.m. Friday; 8:00 a.m. to 6:00 p.m. Saturday; and 8:00 a.m. to 5:00 p.m. on Sunday.

Office hours are from 7:30 a.m. to 7:00 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 Junior 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 Junior College sets forth the following minimum attendance standards: Any student who is absent from a class for three consecutive days and/or nights will be terminated from the class. If all scheduled classes are missed for three consecutive days and/or nights, the student will be terminated from the college. The last date of attendance shown in the official attendance record will be used in reporting the student's last date of attendance.

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 required to see the Dean of the College prior to submitting their request to withdraw. Any student having withdrawn from the college twice before, for any reason, will not be readmitted to classes.

STUDENT CONDUCT

At the time that a person becomes a Blair Junior 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.

LEARNING RESOURCE CENTER (LRC)

The college Learning Resource Center is open Monday through Thursday from 8:00 a.m. to 9:40 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. The LRC is being continually expanded and updated. Students may use the LRC 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 Learning Resource Center.

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 Dean of the College or the College Director.

CLASS HOUR

A standard class hour is 50 minutes in length. Classes are held in two class hour blocks twice a week.

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 Junior 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 Junior 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 Dean of the College or College Director.

ELECTIVES

The Dean of the College 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. Quality points which contribute to the student's quality point average (QPA) are earned as explained in the following example:

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

ACADEMIC STANDARDS

In order for a student to remain in good standing at Blair Junior College the minimum number of quality points as indicated must be earned.

Quarter	Minimum Number of Quality Points Earned
1	16
2	36
3	60
4	84
5	112
6	144
7	168
8	192

A student who has not earned the minimum number of quality points for that quarter is placed on scholastic probation for the next quarter, and must earn the minimum number of quality points for that quarter or be separated for scholastic failure, and cannot apply for re-admission until the beginning of the next full calendar year.

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 \$2.00 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

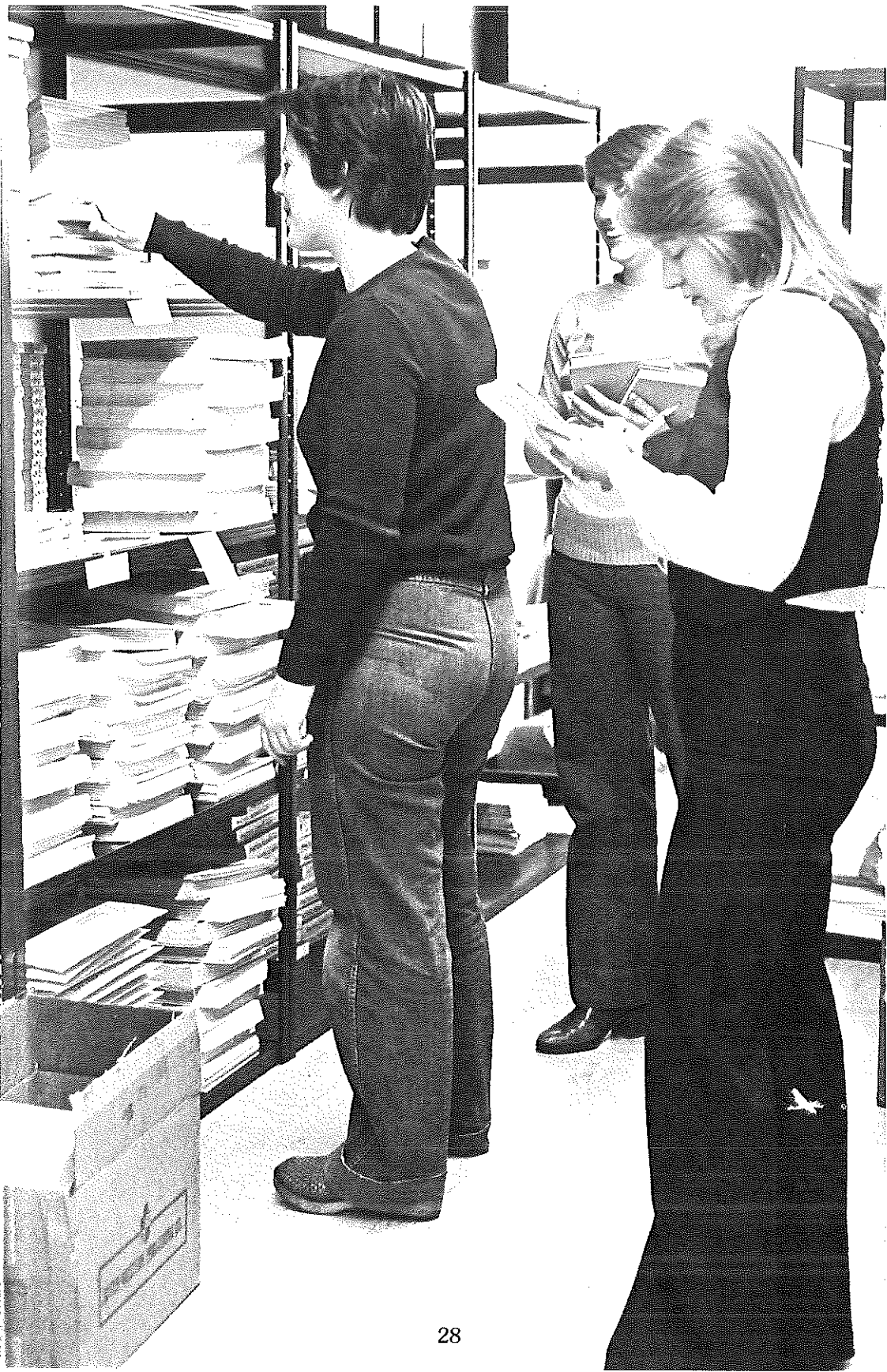
The college reserves the right to cancel any course or program for which there is insufficient enrollment.

GRADUATION REQUIREMENTS

Diploma Programs. A student who has successfully completed his/her prescribed program as outlined in this catalog and maintained a quality 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 97 credit hours, and maintained a quality point average of 2.0 or more, may be recommended for an Associate Degree of Applied Science in Business with majors 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 Junior 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 Junior 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

Textbooks are issued at the beginning of each new class session and become the permanent property of the student. 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 Junior 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 office at registration.

STUDENT COUNSELING

The Dean of the College 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 Junior College. In the past, students have participated in volleyball, ski trips and charity fund-raising activities.

Blair Junior 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.



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 of Applied Science Degree in Business

MAJOR: Accounting

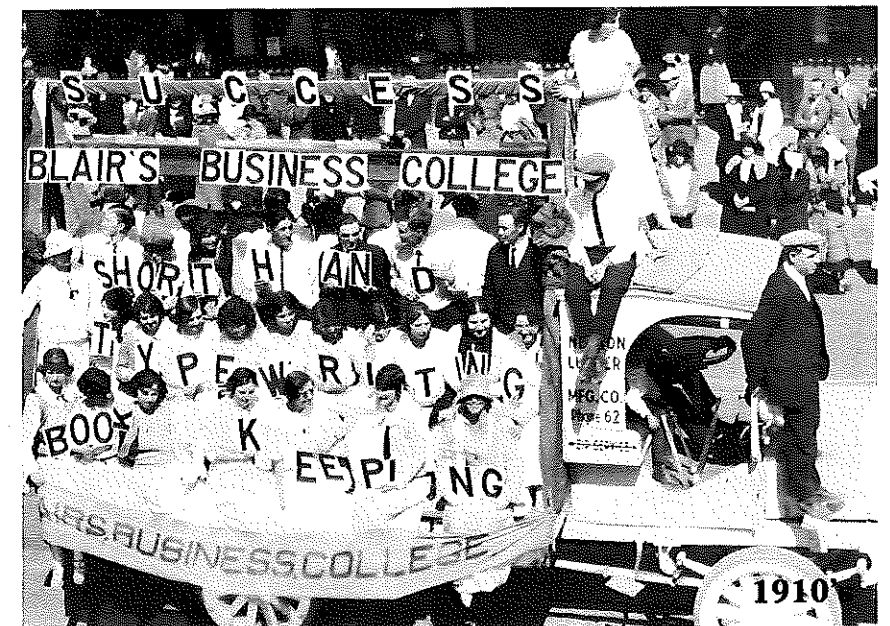
6 Quarters - 8 Quarters

97 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		44 CREDIT HOURS		
✓ACC 101	Principles of Accounting I	48		4
✓ACC 102	Principles of Accounting II	48		4
✓ACC 203	Principles of Accounting III	48		4
ACC 205	Cost Accounting	48		4
ACC 206	Intermediate Accounting	96		8
ACC 110	Payroll Accounting	48		4
✓ACC 204	Income Tax Accounting	48		4
ACC 211	Advanced Accounting	96		8
ACC 212	Auditing	48		4
GENERAL EDUCATION		29 CREDIT HOURS		
✓ENG 101	College English I	48		4
✓ENG 201	College English II	48		4
✓ENG 203	Speech	48		4
✓MTH 101	College Mathematics	48		4
✓MTH 201	Mathematics of Finance	48		4
✓PSY 100	Student Life	12		1
✓PSY 101	Introduction to Psychology	48		4
✓SOC 101	Introduction to Sociology	48		4
SUPPORT COURSES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
✓BSA 110	Business Law I	48		4
✓BSA 211	Business Law II	48		4
✓BSA 101	Introduction To Business I	48		4
✓BSA 201	Introduction to Business II	48		4
✓ECO 102	Introduction to Economics I	48		4

THE ACCOUNTING PROGRAM

RECOMMENDED ELECTIVES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
ECO	202	Introduction to Economics II	48	4
GEO	111	Human & Cultural Geography	48	4
HIS	103	20th Century American History	48	4
CSD	110	Introduction Data Processing	48	4
CSD	120	Computer Programming (BASIC)	24	48
			4	4



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 of Applied Science Degree in Business

MAJOR: Business Administration

6 Quarters - 8 Quarters

97 Credit Hours

Number	Title	Lecture Hours	Credit Hours
CORE COURSES		44 CREDIT HOURS	
✓ACC 101	Principles of Accounting I	48	4
✓ACC 102	Principles of Accounting II	48	4
✓ACC 203	Principles of Accounting III	48	4
✓ACC 110	Payroll Accounting	48	4
✓ACC 204	Income Tax Accounting	48	4
✓MGT 203	Personnel Management	48	4
✓MKT 201	Principles of Marketing	48	4
✓MGT 201	Principles of Management I	48	4
✓BSA 101	Introduction to Business I	48	4
✓BSA 201	Introduction to Business II	48	4
✓BSA 110	Business Law I	48	4
GENERAL EDUCATION		29 CREDIT HOURS	
✓ENG 101	College English I	48	4
✓ENG 201	College English II	48	4
✓ENG 203	Speech	48	4
✓MTH 101	College Mathematics	48	4
✓MTH 201	Mathematics of Finance	48	4
✓MTH 210	Statistics	48	4
✓PSY 100	Student Life	12	1
✓PSY 101	Introduction to Psychology	48	4
SUPPORT COURSES		12 CREDIT HOURS	
(Choose 12 credit hours from the courses listed)			
✓BSA 211	Business Law II	48	4
✓ECO 102	Introduction to Economics I	48	4
✓ECO 202	Introduction to Economics II	48	4
✓SOC 101	Introduction to Sociology	48	4
✓ACC 205	Cost Accounting	48	4

THE BUSINESS ADMINISTRATION PROGRAM

RECOMMENDED ELECTIVES		12 CREDIT HOURS	
(Choose 12 hours from the courses listed)			
GEO	111	Human & Cultural Geography	48 4
HIS	103	20th Century American History	48 4
>CSD	110	Introduction Data Processing	48 4
ACC	206	Intermediate Accounting	96 8
SEC	101	Records Management	48 4



**THE BUSINESS ADMINISTRATION PROGRAM
MINOR IN COMPUTER DATA PROCESSING**

Associate of Applied Science Degree in Business
 MAJOR: Business Administration
 MINOR: Computer Data Processing
 6 Quarters - 8 Quarters
 97 Credit Hours

Number	Title	Lecture Hours	Credit Hours
CORE COURSES		44 CREDIT HOURS	
✓ACC 101	Principles of Accounting I	48	4
✓ACC 202	Principles of Accounting II	48	4
✓ACC 203	Principles of Accounting III	48	4
✓CSD 110	Introduction of Data Processing	48	4
✓CSD 120	Computer Programming (BASIC)	48	4
CSD 210	Computer Programming (FORTRAN)	48	4
CSD 230	Computer Programming (COBOL)	48	4
CSD 235	Computer Programming (COBOL II)	48	4
✓CSD 240	System Analysis & Design	48	4
✓MGT 203	Personnel Management	48	4
✓MKT 201	Principles of Marketing	48	4
✓MGT 201	Principles of Management I	48	4
GENERAL EDUCATION		29 CREDIT HOURS	
✓ENG 101	College English I	48	4
✓ENG 201	College English II	48	4
✓ENG 203	Speech	48	4
✓MTH 101	College Mathematics	48	4
✓PSY 100	Student Life	12	1
✓PSY 101	Introduction to Psychology	48	4
✓SOC 101	Introduction to Sociology	48	4
✓ECO 102	Introduction to Economics I	48	4
SUPPORT COURSES		12 CREDIT HOURS	
(Choose 12 credit hours from the courses listed)			
✓MTH 201	Mathematics of Finance	48	4
✓BSA 110	Business Law I	48	4
✓BSA 101	Introduction to Business I	48	4
CSD 225	Computer Programming (RPG)	48	4

**THE BUSINESS ADMINISTRATION PROGRAM
MINOR IN COMPUTER DATA PROCESSING**

RECOMMENDED ELECTIVES		12 CREDIT HOURS	
(Choose 12 credit hours from the courses listed)			
✓BSA	201	Introduction to Business II	48 4
✓MTH	210	Statistics	48 4
MTH	120	Introduction to Algebra	48 4
CSD	220	Computer Programming (PASCAL)	48 4



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 of Applied Science Degree in Business

MAJOR: Secretarial Science

6 Quarters - 8 Quarters

97 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		44 CREDIT HOURS		
*SHD 101	Shorthand I	48	96	8
SHD 201	Advanced Shorthand I	24	48	4
SHD 202	Advanced Shorthand II	24	48	4
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
TYP 202	Advanced Typing II	24	48	4
ACC 101	Principles of Accounting I	48		4
SEC 102	Records Management	48		4
SEC 203	Office Management	48		4
GENERAL EDUCATION		29 CREDIT HOURS		
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics	48		4
PSY 100	Student Life	12		1
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
ECO 102	Introduction to Economics I	48		4
SUPPORT COURSES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
ACC 110	Payroll Accounting	48		4
BSA 101	Introduction to Business I	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
HIS 103	20th Century American History	48		4

THE SECRETARIAL SCIENCE PROGRAM

RECOMMENDED ELECTIVES			12 CREDIT HOURS	
(Choose 12 hours from the courses listed)				
GEO	111	Human & Cultural Geography	48	4
ACC	102	Principles of Accounting II	48	4
CSD	110	Introduction to Data Processing	48	4
MGT	201	Principles of Management I	48	4
MGT	203	Personnel Management	48	4



*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 Dean of the College.

**THE SECRETARIAL SCIENCE PROGRAM
MINOR IN MEDICAL ADMINISTRATIVE ASSISTING**

Associate Degree in Applied Science
MAJOR: Secretarial Science
MINOR: Medical Administrative Assisting
6 Quarters - 8 Quarters
102 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		53 CREDIT HOURS		
*SHD 101	Shorthand I	48	96	8
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
SEC 101	Records Management	48		4
SEC 203	Office Management	48		4
MED 105	Medical Science I	36	48	5
MED 110	Medical Science II	36	48	5
MED 205	Medical Science III	36	48	5
MED 210	Medical Science IV	36	48	5
MED 215	Medical Science V	36	48	5
GENERAL EDUCATION		33 CREDIT HOURS		
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics	48		4
PSY 100	Student Life	12		1
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
HIS 103	20th Century American History	48		4
ECO 102	Introduction to Economics I	48		4
SUPPORT COURSES		8 CREDIT HOURS		
(Choose 8 credit hours from the courses listed)				
ACC 101	Principles of Accounting I	48		4
BSA 101	Introduction to Business I	48		4
BSA 110	Business Law I	48		4
RECOMMENDED ELECTIVES		8 CREDIT HOURS		
(Choose 8 credit hours from the courses listed)				
BSA 211	Introduction to Business II	48		4
ACC 110	Payroll Accounting	48		4
MGT 201	Principles of Management I	48		4

* 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 Dean of the College.

**THE SECRETARIAL SCIENCE PROGRAM
MINOR IN TRAVEL & AIRLINE CAREERS**

Associate Degree in Applied Science
MAJOR: Secretarial Science
MINOR: Travel & Airline Careers
6 Quarters - 8 Quarters
97 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		44 CREDIT HOURS		
TAC 105	Introduction to Travel	48		4
TAC 125	Ticketing & Tariffs	48		4
TAC 130	Reservations I	48		4
TAC 230	Travel Agency Management	48		4
TAC 225	Tourism	48		4
*SHD 101	Shorthand I	48	96	8
*TYP 101	Typing I	24	48	4
TYP 201	Advanced Typing I	48	96	8
SEC 203	Office Management	48		4
GENERAL EDUCATION		29 CREDIT HOURS		
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics	48		4
PSY 100	Student Life	12		1
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4
ECO 102	Introduction to Economics I	48		4
SUPPORT COURSES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
ACC 101	Principles of Accounting I	48		4
SEC 101	Records Management	48		4
BSA 101	Introduction to Business I	48		4
SHD 201	Advanced Shorthand I	24	48	4
TAC 205	International Travel	48		4
RECOMMENDED ELECTIVES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
ACC 110	Payroll Accounting	48		4
BSA 110	Business Law I	48		4
HIS 103	20th Century American History	48		4
TAC 135	Reservations II	48		4

* 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 Dean of the College.

THE MEDICAL ADMINISTRATIVE ASSISTING PROGRAM

The Medical Administrative Assisting Program of six quarters will require 98 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 of Applied Science Degree in Business
 MAJOR: Medical Administrative Assisting
 6 Quarters - 8 Quarters
 98 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		45 CREDIT HOURS		
MED 105	Medical Science I	36	48	5
MED 110	Medical Science II	36	48	5
MED 205	Medical Science III	36	48	5
MED 210	Medical Science IV	36	48	5
MED 215	Medical Science V	36	48	5
SEC 203	Office Management (Medical)	48		4
BSA 101	Introduction to Business I	48		4
*TYP 101	Typing I	24	48	4
SEC 101	Records Management	48		4
ACC 101	Principles of Accounting I	48		4
GENERAL EDUCATION		29 CREDIT HOURS		
ENG 101	College English I	48		4
ENG 201	College English II	48		4
MTH 101	College Mathematics	48		4
ENG 203	Speech	48		4
PSY 100	Student Life	12		1
HIS 103	20th Century American History	48		4
SOC 101	Introduction to Sociology	48		4
PSY 101	Introduction to Psychology	48		4
SUPPORT COURSES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
TYP 102	Advanced Typing I	48	96	8
BSA 110	Business Law I	48		4
BSA 201	Introduction to Business II	48		4
ACC 110	Payroll Accounting	48		4
RECOMMENDED ELECTIVES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
SHD 101	Shorthand I	48	96	8
MGT 201	Principles of Management I	48		4
MGT 203	Personnel Management	48		4
BSA 211	Business Law II	48		4

*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 Dean of the College.

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 of Applied Science Degree in Business
 MAJOR: Travel and Airlines Careers
 6 Quarters - 8 Quarters
 97 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		44 CREDIT HOURS		
TAC 105	Introduction to Travel	48		4
TAC 125	Ticketing and Tariffs	48		4
TAC 130	Reservations I	48		4
TAC 135	Reservations II	48		4
TAC 205	International Travel	48		4
TAC 225	Tourism	48		4
TAC 230	Travel Agency Management	48		4
GEO 111	Human & Cultural Geography	48		4
SEC 203	Office Management	48		4
ACC 101	Principles of Accounting I	48		4
*TYP 101	Typing I	24	48	4
GENERAL EDUCATION		29 CREDIT HOURS		
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
PSY 100	Student Life	12		1
PSY 101	Introduction to Psychology	48		4
MTH 101	College Mathematics	48		4
SOC 101	Introduction to Sociology	48		4
HIS 103	20th Century American History	48		4
SUPPORT COURSES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
TYP 102	Advanced Typing I	48	96	8
ACC 110	Payroll Accounting	48		4
BSA 101	Introduction to Business I	48		4
MGT 201	Principles of Management I	48		4
MGT 203	Personnel Management	48		4

TRAVEL AND AIRLINE CAREER PROGRAM

RECOMMENDED ELECTIVES		12 CREDIT HOURS		
(Choose 12 credit hours from the courses listed)				
*SHD	101 Shorthand I	48	96	8
MKT	201 Principles of Marketing	48		4
MTH	201 Mathematics of Finance	48		4
BSA	110 Business Law I	48		4
**TAC	210 International Travel Operations	48		4



*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 Dean of the College.

**Additional tuition charge is required for TAC 210.

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 of Applied Science Degree in Business

MAJOR: Computer Science

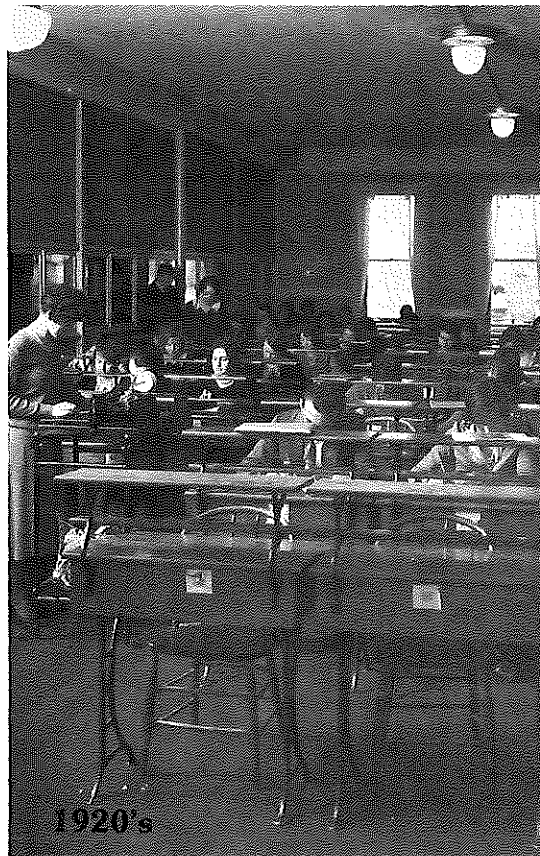
6 Quarters - 8 Quarters

97 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		48 CREDIT HOURS		
CSD 110	Introduction to Data Processing	48		4
CSD 120	Computer Programming (BASIC)	48		4
CSD 210	Computer Programming (FORTRAN)	48		4
CSD 220	Computer Programming (PASCAL)	48		4
CSD 225	Computer Programming (RPG)	48		4
CSD 230	Computer Programming (COBOL)	48		4
CSD 235	Computer Programming (COBOL II)	48		4
CSD 240	System Analysis and Design	48		4
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 203	Principles of Accounting III	48		4
MGT 201	Principles of Management I	48		4
GENERAL EDUCATION		29 CREDIT HOURS		
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics	48		4
MTH 120	Introduction to Algebra	48		4
PSY 100	Student Life	12		1
PSY 101	Introduction to Psychology	48		4
SOC 101	Introduction to Sociology	48		4

COMPUTER DATA PROCESSING PROGRAM

SUPPORT COURSES		12 CREDIT HOURS	
(Choose 12 credit hours from the courses listed)			
BSA	101	Introduction to Business I	4
*TYP	101	Typing I	4
ECO	102	Introduction to Economics I	4
MTH	210	Statistics	4
RECOMMENDED ELECTIVES		8 CREDIT HOURS	
(Choose 8 credit hours from the courses listed)			
BSA	201	Introduction to Business II	4
ECO	202	Introduction to Economics II	4
MTH	201	Mathematics of Finance	4



*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 Dean of the College.

ADVANCED SECRETARIAL

The purpose of the Advanced Secretarial Program at Blair Junior 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 - 5 Quarters
 73 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		49 CREDIT HOURS		
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
TYP 102	Advanced Typing II	24	48	4
*SHD 101	Shorthand I	48	96	8
SHD 201	Advanced Shorthand I	24	48	4
SHD 202	Advanced Shorthand II	24	48	4
SEC 203	Office Management	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
MTH 101	College Mathematics	48		4
PSY 100	Student Life	12		1
PLUS 24 CREDIT HOURS FROM COURSES LISTED BELOW				
ACC 101	Principles of Accounting I	48		4
ACC 210	Payroll Accounting	48		4
ENG 203	Speech	48		4
SEC 102	Records Management	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
BSA 101	Introduction to Business I	48		4
ECO 102	Introduction to Economics I	48		4
MGT 201	Principles of Management I	48		4

*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 Dean of the College.

SECRETARIAL

Diploma—Secretary
 3 Quarters - 4 Quarters
 57 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
ENG 101	College English I	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics	48		4
SEC 102	Records Management	48		4
SEC 203	Office Management	48		4
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
*SHD 101	Shorthand I	48	96	8
SHD 201	Advanced Shorthand I	24	48	4
BSA 101	Introduction to Business I	48		4
ACC 101	Principles of Accounting I	48		4
ENG 201	College English II	48		4
PSY 100	Student Life	12		1



* 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 Dean of the College.

JUNIOR ACCOUNTING

Diploma—Junior Accounting
 4 Quarters - 5 Quarters
 73 Credit Hours

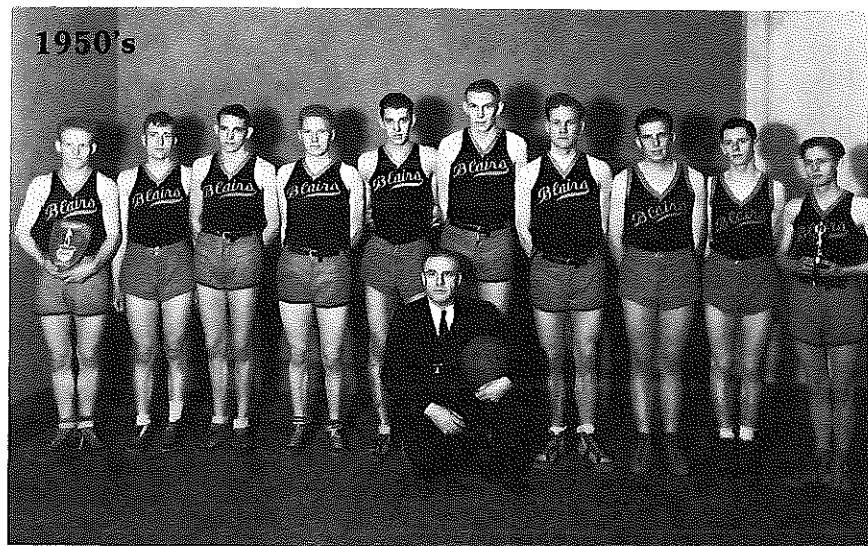
Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		49 CREDIT HOURS		
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 203	Principles of Accounting III	48		4
ACC 204	Income Tax Accounting	48		4
ACC 205	Cost Accounting	48		4
ACC 206	Intermediate Accounting	96		8
ACC 110	Payroll Accounting	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
PSY 100	Student Life	12		1
MTH 101	College Mathematics	48		4
MTH 201	Mathematics of Finance	48		4
PLUS 24 CREDIT HOURS FROM COURSES LISTED BELOW				
ECO 102	Introduction to Economics I	48		4
BSA 101	Introduction to Business I	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
*TYP 101	Typing I	24	48	4
ENG 203	Speech	48		4
MGT 203	Personnel Management	48		4
MGT 201	Principles of Management I	48		4
CSD 110	Introduction to Data Processing	48		4

*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 Dean of the College.

BOOKKEEPING

Diploma—Basic Accounting
 3 Quarters - 4 Quarters
 57 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 203	Principles of Accounting III	48		4
MTH 101	College Mathematics	48		4
MTH 201	Mathematics of Finance	48		4
ACC 210	Payroll Accounting	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
SEC 102	Records Management	48		4
BSA 101	Introduction to Business I	48		4
*TYP 101	Typing I	24	48	4
TYP 102	Typing II	48	96	8
BSA 110	Business Law I	48		4
PSY 100	Student Life	12		1



*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 Dean of the College.

LEGAL SECRETARIAL

As the legal profession expands, attorneys are requiring the services of well-trained secretaries—those whose training goes beyond the routine work of an office. The legal secretarial program is designed to develop a secretary who is adequately trained in the basic skills as well as the fundamentals of law and legal office procedures.

Diploma—Legal Secretarial
 3 Quarters - 4 Quarters
 53 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		45 CREDIT HOURS		
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
*SHD 101	Shorthand I	48	96	8
SHD 201	Advanced Shorthand I	24	48	4
SEC 203	Office Management (Legal)	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
PSY 100	Student Life	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
PLUS 8 CREDIT HOURS FROM COURSES LISTED BELOW				
TYP 202	Advanced Typing II	24	48	4
SHD 202	Advanced Shorthand II	24	48	4
MTH 101	College Mathematics	48		4
ACC 101	Principles of Accounting I	48		4

* 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 Dean of the College.

MEDICAL SECRETARIAL

Due to the increased expansion of medical services, secretaries whose training goes beyond the routine work of an office are becoming essential to the smooth operation of the business. The medical secretarial program is designed to develop a secretary in the basic clerical skills as well as the fundamentals of medical records technology and office procedures.

Diploma—Medical Secretary
 3 Quarters - 4 Quarters
 54 Credit Hours

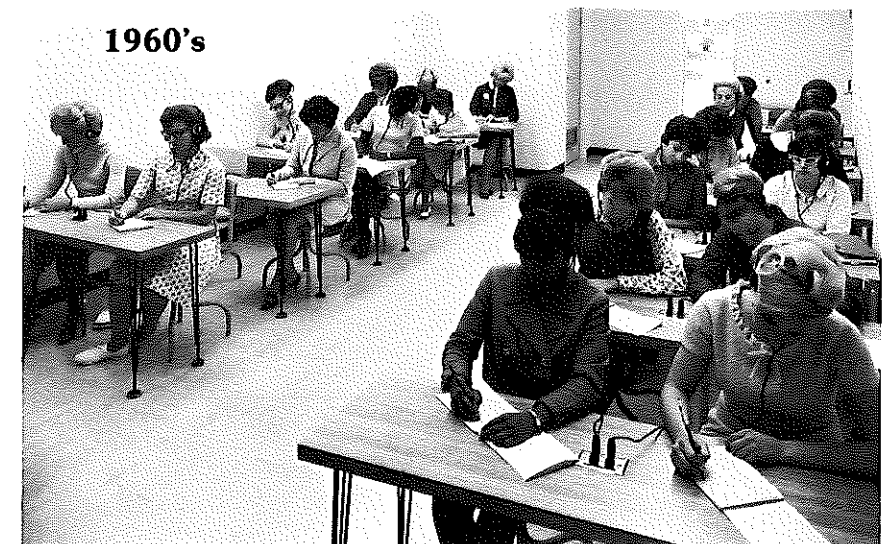
Number	Title	Lecture Hours	Lab Hours	Credit Hours
CORE COURSES		45 CREDIT HOURS		
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
*SHD 101	Shorthand I	48	96	8
SHD 201	Advanced Shorthand I	24	48	4
PSY 100	Student Life	12		1
ENG 101	College English I	48		4
ENG 201	College English II	48		4
MED 101	Medical Records Technology	48		4
MED 203	Office Management (Medical)	48		4
MED 105	Medical Science I	36	48	4
PLUS 8 CREDIT HOURS FROM COURSES LISTED BELOW				
TYP 202	Advanced Typing II	24	48	4
SHD 202	Advanced Shorthand II	24	48	4
MTH 101	College Mathematics	48		4
ACC 101	Principles of Accounting I	48		4

* 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 Dean of the College.

INFORMATION PROCESSING SPECIALIST

Diploma—Information Processing
 3 Quarters - 4 Quarters
 57 Credit Hours

Number	Title	Lecture Hours	Lab Hours	Credit Hours
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics	48		4
SEC 102	Records Management	48		4
SEC 203	Office Management	48		4
PSY 100	Student Life	12		1
*TYP 101	Typing I	24	48	4
TYP 102	Advanced Typing I	48	96	8
*SHD 101	Shorthand I	48	96	8
ACC 101	Principles of Accounting I	48		4
BSA 101	Introduction to Business I	48		4
CSD 105	Introduction to Word Processing	24	48	4



* 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 Dean of the College.

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

CSD-Computer Science

ECO-Economics

ENG-English

GEO-Geography

HIS-History

MED-Medical Science

MGT-Management

MKT-Marketing

MTH-Mathematics

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 102	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 110	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 203	Principles of Accounting III Prerequisites—ACC 101, 102 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, 102, and 203</p> <p>The purpose of this course is to teach the fundamental principals 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, 102, 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, 102, 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, 102, 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 110	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 110	4
	A continuation of BSA 110 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.	
CSD 105	Introduction to Word Processing Prerequisite—Typing I & II and/or current typing speed of 45 words per minute	4
	To provide the student with a marketable skill in order to obtain an entry-level position as a word processing operator using a video display terminal.	
CSD 110	Introduction to Data Processing	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.	

Subject Number	Title & Subject Synopsis	Credit Hours
CSD 120	Computer Programming (BASIC) Prerequisite—CSD 110 Introduction to Data Processing By the end of this course the student will be able to demonstrate their familiarity with each of the topics listed, such as, loops, functions, and subscripted variables. That familiarity should be demonstrated by listing facts, defining terms and concepts, flowcharting and coding computer programs.	4
CSD 210	Computer Programming (FORTRAN) Prerequisite—CSD 120 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.	4
CSD 220	Computer Programming (PASCAL) Prerequisite—CSD 110 Introduction to Data Processing Since the principle strength of the PASCAL language rests with its structure, emphasis will be placed on the control structure, loop structure and block structuring. The objectives are to learn structure, coding, and formatting. PASCAL as a machine independent language will be stressed.	4
CSD 225	Computer Programming (RPG) Prerequisite—CSD 120 This course includes the concepts involved in writing programs in RPG. Special emphasis will be placed on coding techniques, diagnosis, debugging, and table handling.	4
CSD 230	Computer Programming (COBOL) Prerequisite—CSD 120 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.	4

Subject Number		Title & Subject Synopsis	Credit Hours
CSD	235	Computer Programming (COBOL II) Prerequisite—CSD 230	4
		This course is a continuation of the concepts involved in writing programs in COBOL as well as coding rules and basic input/output operations. Construction of the four divisions of COBOL and the purpose of each division will be emphasized.	
CSD	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.	
ECO	102	Introduction to Economics I	4
		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.	
ECO	202	Introduction to Economics II Prerequisite—ECO 102	4
		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.	
ENG	101	College English I	4
		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.	

Subject Number	Title & Subject Synopsis	Credit Hours
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
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.	5

Subject Number	Title & Subject Synopsis	Credit Hours
	Medical Science Lab I introduces the student to the hematological laboratory procedures which are routinely performed in the doctor's office.	
MED 110	Medical Science II Prerequisite—MED 105	5
	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.	
	Medical Science II Lab introduces the student to the serum chemistry tests that are routinely performed in the doctor's office.	
MED 205	Medical Science III Prerequisite—MED 105	5
	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.	
	Medical Science Lab III is to familiarize the students with routine urinalysis, serum kidney function tests, and urine tests for pregnancy.	
MED 210	Medical Science IV Prerequisite—MED 105	5
	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.	
	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.	

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 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
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
PSY 100	Student Life The purpose of this course is to assist the student in adjusting to college life. The students will learn about the workings of the college as it pertains to student life. They will also learn study skills, time management, methods of test taking, communication and listening skills. Career goals and employer expectations will also be covered. At completion, the student will have had the opportunity to develop skills that will assist them in the successful attainment of their educational goals.	1
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 101	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 with components (Medical, Legal and Executive Secretary) An analysis of the nature of office work and the functions of office management with components in the specific areas. Special attention is given to career opportunities, public relations and office duties and responsibilities, office correspondence and terminology.	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	Advanced Shorthand I 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	Advanced Shorthand II 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 I 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 135	Reservations II Prerequisite—Reservations I This course is designed to equip the student with the necessary skills required in the travel industry for scheduling and handling passenger requests for assistance in making travel arrangements.	4

Subject Number	Title & Subject Synopsis	Credit Hours
TAC 205	International Travel Prerequisite—TAC 105, 125, 130	4
	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.	
TAC 210	International Travel Operations/Mexico Prerequisite—TAC 105, 125, 130	4
	To provide the student with detailed information regarding the operating procedures of international travel from within another country and to view these procedures first-hand. Course covers tour planning, governmental offices, employment in international travel, hotels and cruise lines.	
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.	

Subject Number	Title & Subject Synopsis	Credit Hours
TYP 101	<p>Typing I</p> <p>A beginning typewriting course designed for students who do not have 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.</p>	4
TYP 102	<p>Advanced Typing I</p> <p>A self-paced course designed with problem solving and production in the areas of varied business styles, technical papers, reports, and forms. Students will achieve a minimum speed of 45 words per minute. (Prerequisite: Typing 101)</p>	8
TYP 202	<p>Advanced Typing II</p> <p>The development of advanced typewriting skills with time production typewriting, emphasis on proofreading and mailability of business projects with components for the executive, legal and medical secretaries. Students will achieve a minimum speed of 60 words per minute. (Prerequisite: Typing 102)</p>	4



Administration, Staff and Faculty



ADMINISTRATION, STAFF AND FACULTY

Blair Junior 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
 Mr. Steve TuckerDean of the College
 B.A. University of Southern Colorado
 Mr. James BrewerDean of Financial Affairs
 B.S. University of Colorado
 M.B.A. University of Colorado
 Dr. Ron LaScalaDean of Admissions
 B.A. Baylor University
 M.A. Baylor University
 Ph.D. United States International University
 Mr. Charles McPhersonEvening Division Director
 B.A. University of Northern Colorado

STAFF:

Mrs. Barbara ThedeLibrarian
 B.S. Texas Womens University
 M.L.S. Texas Womens University
 Mrs. Charlene BallanceDirector of Placement
 B.S. University of Nebraska at Omaha and Career Development
 M.A. University of Northern Colorado
 Mr. Phillip AldridgeRegistrar
 A.A.S. Blair Junior College
 Miss Ethel MakonyDirector of Financial Aid
 Mrs. Janice TeskeAssistant Financial Aid Officer
 Miss Ann FaulknerAssistant Financial Aid Officer
 Mrs. Susan SoquesFiscal Officer
 B.A. California State College
 Mrs. Barbara GilesAssistant to the Dean
 B.S. Tuskegee Institute of the College
 M.E. Auburn University
 Miss Mary WatermanSecretary
 Mrs. Michelle CormierSecretary
 Mrs. Mary HoffmanSecretary

ADMISSIONS DEPARTMENT:

Mr. Chuck CollinsAssistant Director of Admissions
 Mrs. Pam BergAdmissions Representative
 B.S. Madison College
 Mrs. Mary TinsleyAdmissions Representative
 B.S. University of Colorado
 Miss Marla StephensonAdmissions Representative
 Mrs. Sandy MillerPublic Relations
 B.S. Southeast Missouri State University

FACULTY—FULL TIME:

DEPARTMENT

Mrs. Alma Smith	Secretarial Science
B.A. University of Southern Colorado		
Mrs. Daisy Foxx	Business
B.S. University of North Carolina		
M.B.A. University of North Carolina		
Mrs. Donna Thompson	Medical
B.S. College of St. Francis		
R.N. Mercy School of Nursing		
Mr. Tom Huffaker	Computer Science/Mathematics
B.A. University of Colorado		
M.B.A. University of Colorado		
Mrs. Patty Nickerson	Mathematics
B.S. University of Alabama		
M.A. George Washington University		
Ms. Sara Zeff-LaScala	Travel/Psychology
B.A. West Chester State College		
M.A. University of Colorado		
Ms. Helen Krieger	Business/English
B.S. University of Colorado		
Mrs. Deborah Martin	Special Instructor-Travel
Mr. Stephen Jamison	Department Chairperson
B.S. University of Nebraska		
M.A. University of Southern California		
Mrs. Diane Rexroad	Special Instructor-Medical
Mr. Robert Rhule	Accounting
B.A. University of Southern Colorado		
Mrs. Lynn Terry	Secretarial Science
B.A. Hastings College		
Mrs. Joan Thompson	Business/Sociology
B.S. University of Alabama		
Mrs. Jean Wiese	English
B.S. Baylor University		
M.S. Baylor University		
Mrs. Ann Luke	Secretarial Science/
B.S. University of Southern Colorado		
		Department Chairperson
		Business Studies
Ms. Dorothy Arveson	Accounting
B.S. Colorado State University		

FACULTY—PART-TIME:

Mrs. Vivian Patton	Secretarial Science
B.S. Emporia State University		
M.S. University of Nebraska		
Mrs. Pam Millet	Secretarial Science
B.A. University of Northern Colorado		
Mr. Charles Greene	Business
B.S. Western Michigan University		
Mr. William 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		
Mr. Robert Kirk	Accounting
B.A. Colorado College		
M.B.A. University of Denver		
Mrs. Wendy Ammeraal	Business
B.S. Fordham University		
Mr. Donald Baca	Accounting
B.S. Woodbury University		
B.S. East Texas University		

Mrs. Susan FaraoneSecretarial Science
 A.A. Mohawk Valley Community College
 B.A. Voldosta State College
 Mr. Frank FrenchmoreHistory/Sociology
 A.A. Trinidad State Junior College
 B.A. Adams State College
 M.A. Adams State College
 Mr. John KeeneAccounting/Business
 B.S. University of Kansas
 C.P.A. State of New York
 Mr. Charles LindellTravel
 B.A. Colorado College
 Mrs. Aletha MelzerMath/Accounting
 B.S. Southwestern State College
 Mrs. Donna MillerEnglish
 A.A. Casper Junior College
 B.A. University of Wyoming
 Mr. Brett SchrieverComputer Science
 B.A. Shaminade College
 Ms. Marian BanfieldMath
 B.A. Transylvania College
 Mr. Dan DavisLaw
 B.A. University of Colorado
 M.B.A. University of Colorado
 J.D. University of Colorado
 Ms. Diane LawsonTravel
 B.S. Brigham Young University
 Mr. John R. LewisMath
 B.S. United States Military Academy/West Point
 Ms. Barbara MayoTravel
 B.A. Miami University College - Ohio
 Mr. Thayne ShankComputer Data Processing
 B.A. Ottawa University
 Mr. Robert WilcoxManagement
 B.A. University of Kentucky
 M.A. University of North Dakota
 Ms. Arlene WymanBusiness/Management
 B.S. University of Colorado
 Mr. Robin CampbellComputer Science/Management
 B.A. University of Southern Colorado

Accreditation





**ACCREDITED AS A RECOGNIZED CANDIDATE FOR
JUNIOR COLLEGE OF BUSINESS 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

Midwestern Business Association

Better Business Bureau of Colorado Springs

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.