

**BLAIR JUNIOR COLLEGE  
ESTABLISHED 1897**

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**COLORADO SPRINGS**

**GENERAL CATALOG**

**1983-1984**

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## TABLE OF CONTENTS

|   |    |
|---|----|
| Academic Calendar .....                   | 4  |
| The College .....                         | 5  |
| Admissions .....                          | 8  |
| Financial Aid Program .....               | 12 |
| Financial Information .....               | 16 |
| Academic Information .....                | 20 |
| Student Services/Student Activities ..... | 27 |
| Programs of Study .....                   | 32 |
| Course Descriptions .....                 | 56 |
| Administration, Staff and Faculty .....   | 74 |
| Accreditation .....                       | 79 |
| Examination of Student Records .....      | 67 |

THIS CATALOG IS INCOMPLETE WITHOUT TUITION SUPPLEMENT

## ACADEMIC CALENDAR 1983

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

## ACADEMIC CALENDAR 1984

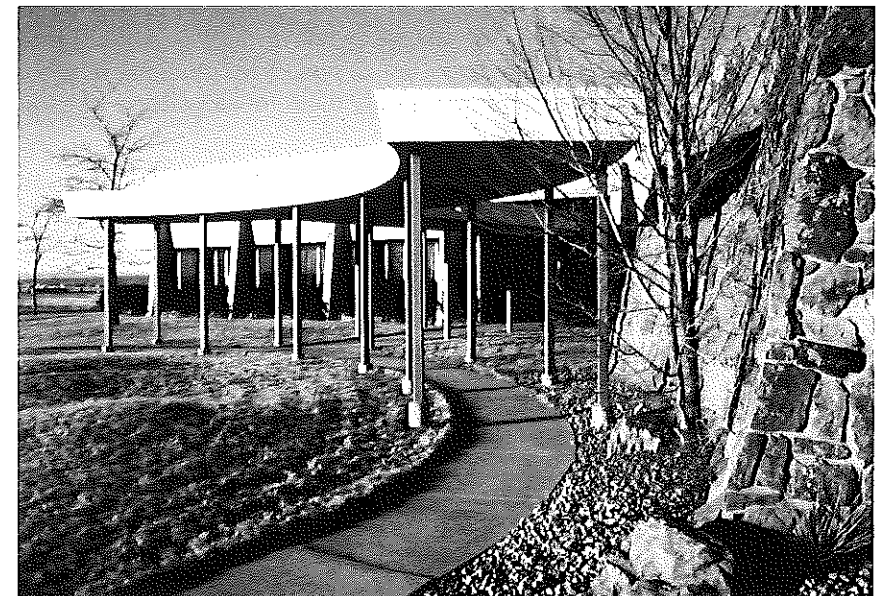
|                                       |                               |
|---------------------------------------|-------------------------------|
| January 2                             | New Year's Day Holiday        |
| January 3                             | Classes Resume                |
| January 6                             | Fall Quarter Ends             |
|                                       | Fall Mini-Quarter Ends        |
| January 9                             | Winter Quarter Begins         |
| February 20                           | Washington's Birthday Holiday |
| February 21                           | Winter Mini-Quarter Begins    |
| March 30                              | Winter Quarter Ends           |
|                                       | Winter Mini-Quarter Ends      |
| April 2-6                             | Spring Vacation               |
| April 9                               | Spring Quarter Begins         |
| May 21                                | Spring Mini-Quarter Begins    |
| May 28                                | Memorial Day Holiday          |
| June 29                               | Spring Quarter Ends           |
|                                       | Spring Mini-Quarter Ends      |
| July 2                                | Summer Quarter Begins         |
| July 4                                | Independence Day Holiday      |
| August 6-10                           | Summer Vacation               |
| August 20                             | Summer Mini-Quarter Begins    |
| September 3                           | Labor Day Holiday             |
| September 28                          | Summer Quarter Ends           |
|                                       | Summer Mini-Quarter Ends      |
| October 1                             | Fall Quarter Begins           |
| November 12                           | Veteran's Day Holiday         |
| November 13                           | Fall Mini-Quarter Begins      |
| November 22-23                        | Thanksgiving Holiday          |
| December 21                           | Fall Quarter Ends             |
|                                       | Fall Mini-Quarter Ends        |
| December 27, 1984-<br>January 6, 1985 | Christmas Vacation            |

## 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 5:30 p.m. to 10:40 p.m., Monday through Thursday, 24 hours per week.



### 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 for any reason (withdrawal after first week or failed), there will be a fixed charge of \$50.00. The charge includes textbook reissue.



## FINANCIAL OBLIGATIONS

Students who fail to make prompt monthly cash payments, issue personal checks that are returned by banks, or fail to make a good faith effort to process their financial aid paper work in a timely basis are subject to college disciplinary action. No records, academic or financial, including transcripts, will be released to any institution or individual until all financial obligations are settled.

## 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<br>WITHDRAWS DURING               | AMOUNT OF TUITION<br>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 academic year (9 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. Students are required to notify the Registrar of their last date of 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 10:40 p.m., Monday through Thursday.

Office hours are from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and from 8:00 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 Students prior to submitting their request to withdraw. Any student having withdrawn from the college twice before, for any reason, will not be readmitted to the college.

## **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 Education, the Registrar, 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 Education, Registrar, or College Director.

## ELECTIVES

The Dean of Education, Dean of the Evening 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 |

The QPA is determined by dividing the number of quarter hours attempted into the total number of quality points earned. Calculation is done on both a quarterly and cumulative basis.

## 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       | 194                                     |

A student who has not attained a cumulative quality point average of 2.0 will be placed on scholastic probation for the next quarter and must earn sufficient quality points for that quarter to bring the cumulative QPA up to minimum standards or be separated for scholastic failure, and cannot apply for re-admission for a full academic year.

## **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 the required 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, Travel and Airline Careers, or Electronics Technology.

## **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 pants suit, 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. Male students are not allowed to wear shorts or half-shirts.

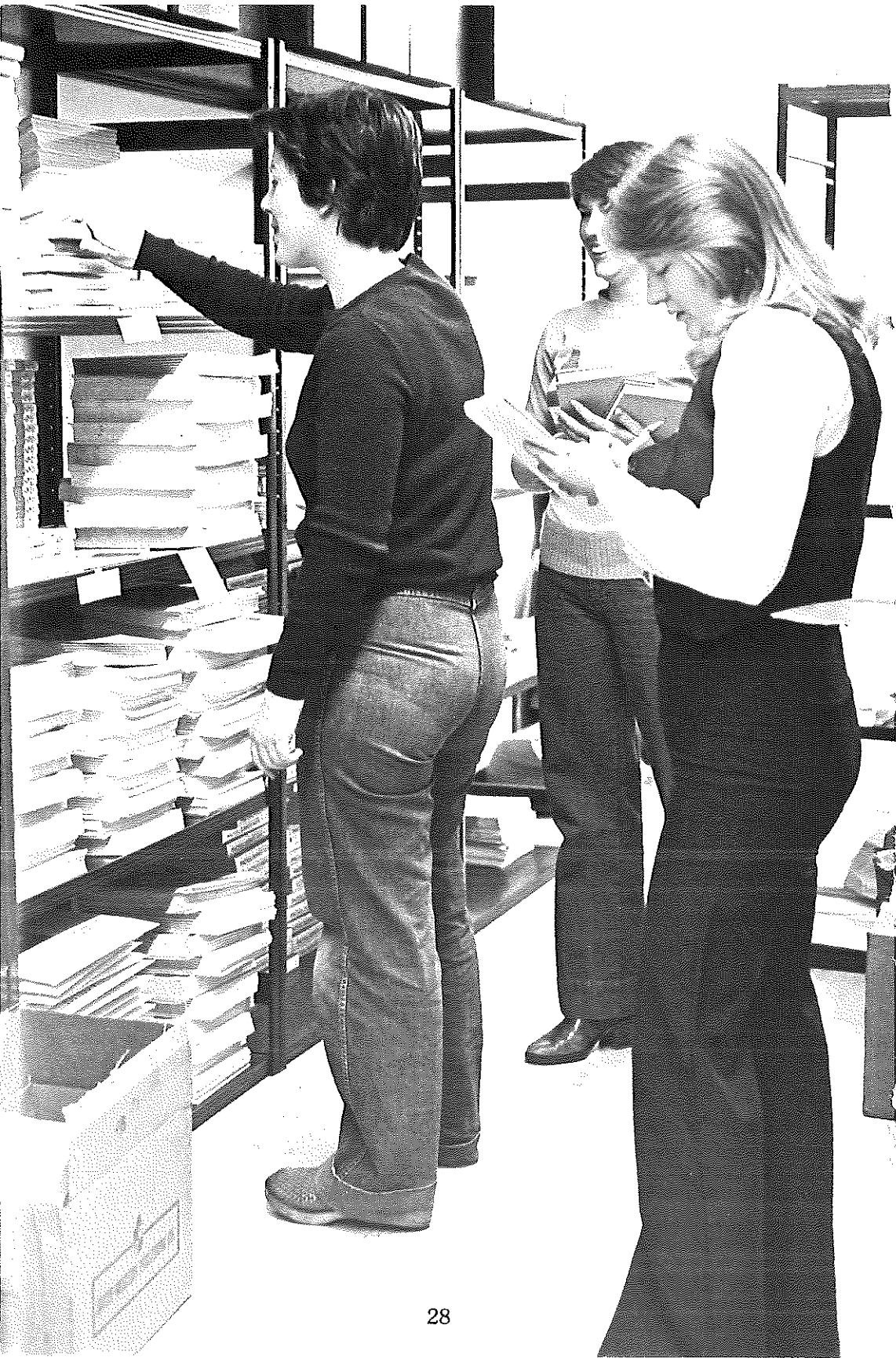
## **CHANGES IN REGULATIONS, PROGRAMS, TUITION, BOOK PRICES, FACULTY**

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.

**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 Student Government Office. 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 Students and Dean of the Evening College, and all instructors are available for private counseling sessions. 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.

## **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**

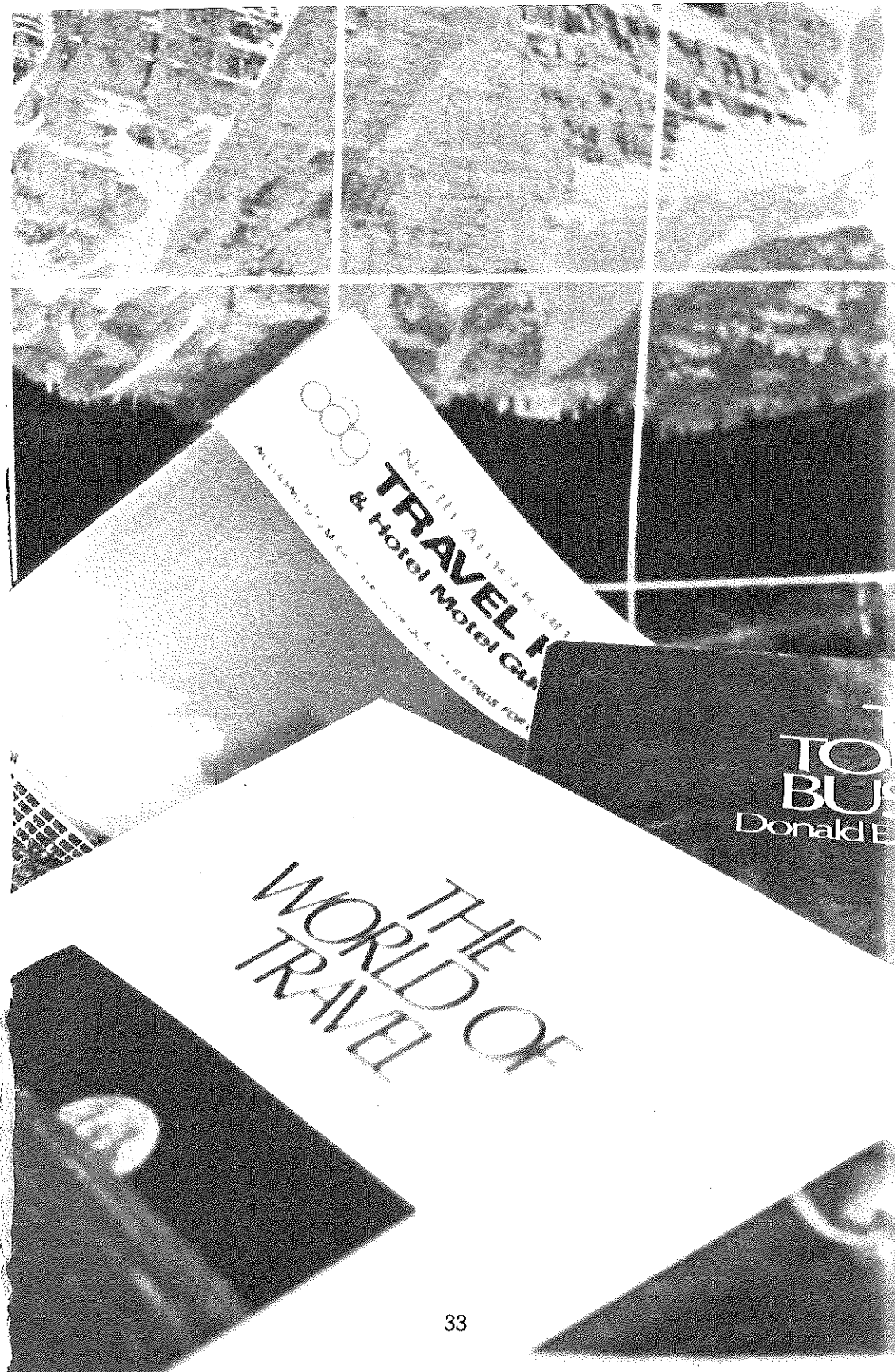
Student activities, both college-sponsored and student-initiated, are encouraged by Blair Junior College. In the past, students have participated in volleyball, ski trips and charity fund-raising activities.

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**





THE  
WORLD OF  
TRAVEL

TO  
BUS  
Donald E.

## 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

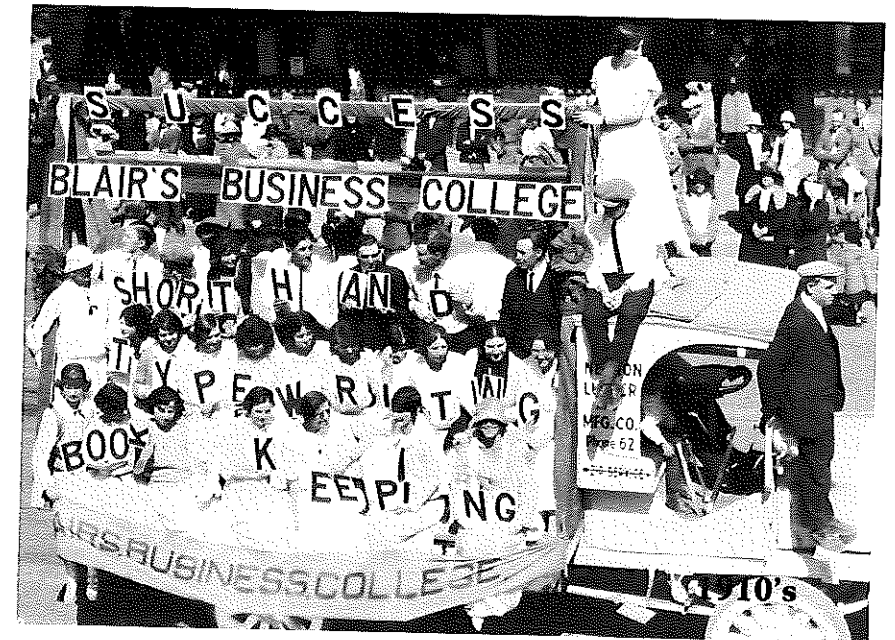
6 Quarters - 8 Quarters

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 212  | Auditing                          | 48              |           | 4            |
| ACC 213  | Advanced Accounting               |                 |           |              |
|  | Theory and Practice I             | 48              |           | 4            |
| ACC 214  | Advanced Accounting               |                 |           |              |
|  | Theory and Practice II            | 48              |           | 4            |
| GENERAL EDUCATION                              |                                   | 29 CREDIT HOURS |           |              |
| PSY 100  | Student Life                      | 12              |           | 1            |
| 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            |
| MGT 204  | Financial Management              | 48              |           | 4            |
| PSY 101  | Introduction to Psychology        | 48              |           | 4            |
| SOC 101  | Introduction to Sociology         | 48              |           | 4            |
| SUPPORT COURSES                                |                                   | 12 CREDIT HOURS |           |              |
| (Take 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 (MICRO) | 48              |           | 4            |

## THE ACCOUNTING PROGRAM

| RECOMMENDED ELECTIVES                          |     | 12 CREDIT HOURS                      |    |    |
|--|-----|--------------------------------------|----|----|
| (Take 12 credit hours from the courses listed) |     |                                      |    |    |
| ECO  | 202 | Introduction to Economics<br>(MACRO) | 48 | 4  |
| GEO  | 111 | Human & Cultural Geography           | 48 | 4  |
| HIS  | 103 | 20th Century American History        | 48 | 4  |
| CSD  | 110 | Introduction to Data Processing      | 48 | 4  |
| CSD  | 120 | Computer Programming<br>(BASIC)      | 24 | 48 |
|  |     |                                      |    | 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          | 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 |              |
| PSY 100  | Student Life                      | 12              | 1            |
| 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            |
| MGT 204  | Financial Management              | 48              | 4            |
| MTH 220  | Statistics                        | 48              | 4            |
| PSY 101  | Introduction to Psychology        | 48              | 4            |
| SUPPORT COURSES                                |                                   | 12 CREDIT HOURS |              |
| (Take 12 credit hours from the courses listed) |                                   |                 |              |
| BSA 211  | Business Law II                   | 48              | 4            |
| ECO 102  | Introduction to Economics (MICRO) | 48              | 4            |
| ECO 202  | Introduction to Economics (MACRO) | 48              | 4            |
| SOC 101  | Introduction to Sociology         | 48              | 4            |
| ACC 205  | Cost Accounting                   | 48              | 4            |

## THE BUSINESS ADMINISTRATION PROGRAM

### RECOMMENDED ELECTIVES

12 CREDIT HOURS

(Take 12 credit hours from the courses listed)

|     |     |                                   |    |   |
|-----|-----|-----------------------------------|----|---|
| GEO | 111 | Human & Cultural Geography        | 48 | 4 |
| HIS | 103 | 20th Century American History     | 48 | 4 |
| CSD | 110 | Introduction to Data Processing   | 48 | 4 |
| ACC | 206 | Intermediate Accounting           | 96 | 8 |
| BSA | 105 | Introduction to Office Technology | 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 |
|--|-----------------------------------|------------------------|--------------|
| <b>CORE COURSES</b>                            |                                   | <b>48 CREDIT HOURS</b> |              |
| ACC 101  | Principles of Accounting I        | 48                     | 4            |
| ACC 102  | Principles of Accounting II       | 48                     | 4            |
| ACC 203  | Principles of Accounting III      | 48                     | 4            |
| CSD 110  | Introduction to Data Processing   | 48                     | 4            |
| CSD 120  | Computer Programming (BASIC)      | 48                     | 4            |
| CSD 210  | Computer Programming (FORTRAN)    | 48                     | 4            |
| CSD 230  | Computer Programming (COBOL I)    | 48                     | 4            |
| CSD 235  | Computer Programming (COBOL II)   | 48                     | 4            |
| CSD 240  | Systems Analysis and Design       | 48                     | 4            |
| MGT 203  | Personnel Management              | 48                     | 4            |
| MKT 201  | Principles of Marketing           | 48                     | 4            |
| MGT 201  | Principles of Management          | 48                     | 4            |
| <b>GENERAL EDUCATION</b>                       |                                   | <b>29 CREDIT HOURS</b> |              |
| PSY 100  | Student Life                      | 12                     | 1            |
| 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 101  | Introduction to Psychology        | 48                     | 4            |
| SOC 101  | Introduction to Sociology         | 48                     | 4            |
| ECO 102  | Introduction to Economics (MICRO) | 48                     | 4            |
| <b>SUPPORT COURSES</b>                         |                                   | <b>12 CREDIT HOURS</b> |              |
| (Take 12 credit hours from the courses listed) |                                   |                        |              |
| MGT 204  | Financial Management              | 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                          |     | 8 CREDIT HOURS                |   |
|--|-----|-------------------------------|---|
| (Take 12 credit hours from the courses listed) |     |                               |   |
| BSA  | 201 | Introduction to Business II   | 4 |
| MTH  | 220 | Statistics                    | 4 |
| MTH  | 120 | Introduction to Algebra       | 4 |
| CSD  | 220 | Computer Programming (PASCAL) | 4 |



1940's

## 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 203  | Office Management (Executive)     | 48              |           | 4            |
| BSA 105  | Introduction to Office Technology | 24              | 48        | 4            |
| GENERAL EDUCATION                              |                                   | 29 CREDIT HOURS |           |              |
| PSY 100  | Student Life                      | 12              |           | 1            |
| 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 101  | Introduction to Psychology        | 48              |           | 4            |
| SOC 101  | Introduction to Sociology         | 48              |           | 4            |
| ECO 102  | Introduction to Economics (MICRO) | 48              |           | 4            |
| SUPPORT COURSES                                |                                   | 12 CREDIT HOURS |           |              |
| (Take 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 |
|--|-----|---------------------------------|----|--------------|
| (Take 12 credit 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        | 48 | 4            |
| MGT  | 203 | Personnel Management            | 48 | 4            |



1920's

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

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

Associate Degree in Applied Science Degree in Business

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            |
| BSA 105                                       | Introduction to Office Technology | 24              | 48        | 4            |
| SEC 203                                       | Office Management (Medical)       | 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 |           |              |
| PSY 100                                       | Student Life                      | 12              |           | 1            |
| 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 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 (MICRO) | 48              |           | 4            |
| SUPPORT COURSES                               |                                   | 8 CREDIT HOURS  |           |              |
| (Take 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  |           |              |
| (Take 8 credit hours from the courses listed) |                                   |                 |           |              |
| BSA 201                                       | Introduction to Business II       | 48              |           | 4            |
| ACC 110                                       | Payroll Accounting                | 48              |           | 4            |
| MGT 201                                       | Principles of Management          | 48              |           | 4            |

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

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

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

| Number   | Title                             | Lecture Hours          | Lab Hours | Credit Hours |
|--|-----------------------------------|------------------------|-----------|--------------|
| <b>CORE COURSES</b>                            |                                   | <b>44 CREDIT HOURS</b> |           |              |
| TAC 105  | Introduction to Travel            | 48                     |           | 4            |
| TAC 125  | Ticketing & Tariffs               | 48                     |           | 4            |
| TAC 130  | Reservations I                    | 48                     |           | 4            |
| TAC 225  | Tourism                           | 48                     |           | 4            |
| TAC 230  | Travel Agency Management          | 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 (Executive)     | 48                     |           | 4            |
| <b>GENERAL EDUCATION</b>                       |                                   | <b>29 CREDIT HOURS</b> |           |              |
| PSY 100  | Student Life                      | 12                     |           | 1            |
| 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 101  | Introduction to Psychology        | 48                     |           | 4            |
| SOC 101  | Introduction to Sociology         | 48                     |           | 4            |
| ECO 102  | Introduction to Economics (MICRO) | 48                     |           | 4            |
| <b>SUPPORT COURSES</b>                         |                                   | <b>12 CREDIT HOURS</b> |           |              |
| (Take 12 credit hours from the courses listed) |                                   |                        |           |              |
| ACC 101  | Principles of Accounting I        | 48                     |           | 4            |
| BSA 105  | Introduction to Office Technology | 24                     | 48        | 4            |
| BSA 101  | Introduction to Business I        | 48                     |           | 4            |
| SHD 201  | Advanced Shorthand I              | 24                     | 48        | 4            |
| TAC 205  | International Travel              | 48                     |           | 4            |
| <b>RECOMMENDED ELECTIVES</b>                   |                                   | <b>12 CREDIT HOURS</b> |           |              |
| (Take 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## 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            |
| ACC 101  | Principles of Accounting I        | 48              |           | 4            |
| BSA 105  | Introduction to Office Technology | 24              | 48        | 4            |
| GENERAL EDUCATION                              |                                   | 29 CREDIT HOURS |           |              |
| PSY 100  | Student Life                      | 12              |           | 1            |
| 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            |
| 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 |           |              |
| (Take 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 |           |              |
| (Take 12 credit hours from the courses listed) |                                   |                 |           |              |
| SHD 101  | Shorthand I                       | 48              | 96        | 8            |
| MGT 201  | Principles of Management          | 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## 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 (Executive) | 48              |           | 4            |
| ACC 101  | Principles of Accounting I    | 48              |           | 4            |
| *TYP 101                                       | Typing I                      | 24              | 48        | 4            |
| GENERAL EDUCATION                              |                               | 29 CREDIT HOURS |           |              |
| PSY 100  | Student Life                  | 12              |           | 1            |
| ENG 101  | College English I             | 48              |           | 4            |
| ENG 201  | College English II            | 48              |           | 4            |
| ENG 203  | Speech                        | 48              |           | 4            |
| 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 |           |              |
| (Take 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      | 48              |           | 4            |
| MGT 203  | Personnel Management          | 48              |           | 4            |

## TRAVEL AND AIRLINE CAREER PROGRAM

| RECOMMENDED ELECTIVES                          |     | 12 CREDIT HOURS                 |    |    |   |
|--|-----|---------------------------------|----|----|---|
| (Take 12 credit hours from the courses listed) |     |                                 |    |    |   |
| *SHD   | 101 | Shorthand I                     | 48 | 96 | 8 |
| MKT  | 201 | Principles of Marketing         | 48 |    | 4 |
| MGT  | 204 | Financial Management            | 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

\*\*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 I)  | 48              |           | 4            |
| CSD 235           | Computer Programming (COBOL II) | 48              |           | 4            |
| CSD 240           | Systems 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        | 48              |           | 4            |
| GENERAL EDUCATION |                                 | 29 CREDIT HOURS |           |              |
| PSY 100           | Student Life                    | 12              |           | 1            |
| 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 101           | Introduction to Psychology      | 48              |           | 4            |
| SOC 101           | Introduction to Sociology       | 48              |           | 4            |

## COMPUTER DATA PROCESSING PROGRAM

### SUPPORT COURSES 12 CREDIT HOURS

(Take 12 credit hours from the courses listed)

|      |     |                                   |    |   |
|------|-----|-----------------------------------|----|---|
| BSA  | 101 | Introduction to Business I        | 48 | 4 |
| *TYP | 101 | Typing I                          | 48 | 4 |
| ECO  | 102 | Introduction to Economics (MICRO) | 48 | 4 |
| MTH  | 220 | Statistics                        | 48 | 4 |

### RECOMMENDED ELECTIVES 8 CREDIT HOURS

(Take 8 credit hours from the courses listed)

|     |     |                                      |    |   |
|-----|-----|--------------------------------------|----|---|
| BSA | 201 | Introduction to Business II          | 48 | 4 |
| ECO | 202 | Introduction to Economics<br>(MACRO) | 48 | 4 |
| MGT | 204 | Financial Management                 | 48 | 4 |



\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.



## ELECTRONICS TECHNOLOGY PROGRAM

The Electronics Technology Program is intended to produce technicians competent to address both repair and design in the burgeoning digital system and microprocessor market. Particular attention is paid to electronic communication as related to distributive data and multi-processing. By effecting the combination training in microprocessors, electronic communications, and digital systems, the student is developed to the highest current state of the electronics art.

Associate of Applied Science Degree  
 MAJOR: Electronics Technology  
 6 Quarters - 8 Quarters  
 97 Credit Hours

| Number            | Title                                | Lecture Hours   | Lab Hours | Credit Hours |
|-------------------|--------------------------------------|-----------------|-----------|--------------|
| CORE COURSES      |                                      | 60 CREDIT HOURS |           |              |
| ELT 110           | Fundamentals of Electronics (DC)     | 24              | 48        | 4            |
| ELT 120           | Fundamentals of Electronics (AC)     | 24              | 48        | 4            |
| ELT 130           | Solid State Electronics              | 24              | 48        | 4            |
| ELT 210           | Electronic Communications I          | 24              | 48        | 4            |
| ELT 225           | Advanced Solid State Electronics     | 24              | 48        | 4            |
| ELT 230           | Electronic Communications II         | 24              | 48        | 4            |
| ELT 235           | Circuit Analysis                     | 24              | 48        | 4            |
| ELT 240           | Electronic Control Systems           | 24              | 48        | 4            |
| ELT 245           | Logic, Switching and Automata Theory | 24              | 48        | 4            |
| ELT 250           | Circuit Synthesis and Design         | 24              | 48        | 4            |
| ELT 255           | Microcomputer-Based Digital Systems  | 24              | 48        | 4            |
| ELT 260           | Practicum in Electronics             |                 | 96        | 4            |
| BSA 101           | Introduction to Business I           | 48              |           | 4            |
| BSA 110           | Business Law I                       | 48              |           | 4            |
| BSA 201           | Introduction to Business II          | 48              |           | 4            |
| GENERAL EDUCATION |                                      | 29 CREDIT HOURS |           |              |
| PSY 100           | Student Life                         | 12              |           | 1            |
| ENG 101           | College English I                    | 48              |           | 4            |
| ENG 201           | College English II                   | 48              |           | 4            |
| ENG 203           | Speech                               | 48              |           | 4            |
| HIS 103           | 20th Century American History        | 48              |           | 4            |
| SOC 101           | Introduction to Sociology            | 48              |           | 4            |
| MTH 210           | Technical Mathematics                | 48              |           | 4            |
| ECO 102           | Principles of Economics (MICRO)      | 48              |           | 4            |

## ELECTRONICS TECHNOLOGY PROGRAM

| RECOMMENDED ELECTIVES |     | 8 CREDIT HOURS                  |    |    |
|-----------------------|-----|---------------------------------|----|----|
| CSD                   | 110 | Introduction to Data Processing | 48 | 4  |
| CSD                   | 120 | Computer Programming<br>(BASIC) | 24 | 48 |
| CSD                   | 240 | Systems Analysis and Design     | 48 | 4  |
| CSD                   | 255 | Computers and Management        | 48 | 4  |
| MTH                   | 101 | College Mathematics             | 48 | 4  |

**COMPUTER SCIENCES PROGRAM**  
**Minor in Electronics Technology**

Associate Degree in Applied Science  
 MAJOR: Computer Science  
 MINOR: Electronics Technology  
 6 Quarters - 8 Quarters  
 97 Credit Hours

| Number            | Title                                 | Lecture Hours   | Lab Hours | Credit Hours |
|-------------------|---------------------------------------|-----------------|-----------|--------------|
| CORE COURSES      |                                       | 56 CREDIT HOURS |           |              |
| CSD 110           | Introduction to Data Processing       | 48              |           | 4            |
| CSD 120           | Computer Programming (BASIC)          | 24              | 48        | 4            |
| CSD 130           | Computer Programming (PASCAL)         | 24              | 48        | 4            |
| CSD 230           | Computer Programming (COBOL I)        | 24              | 48        | 4            |
| CSD 235           | Computer Programming (COBOL II)       | 24              | 48        | 4            |
| CSD 240           | Systems Analysis and Design           | 48              |           | 4            |
| CSD 245           | Management Information Systems        | 48              |           | 4            |
| ELT 110           | Fundamentals of Electronics (DC)      | 24              | 48        | 4            |
| ELT 120           | Fundamentals of Electronics (AC)      | 24              | 48        | 4            |
| ELT 130           | Solid State Electronics               | 24              | 48        | 4            |
| ELT 210           | Electronics Communications I          | 24              | 48        | 4            |
| ELT 235           | Circuit Analysis                      | 24              | 48        | 4            |
| ELT 245           | Logic, Switching, and Automata Theory | 24              | 48        | 4            |
| ELT 255           | Microcomputer-Based Digital Systems   | 24              | 48        | 4            |
| GENERAL EDUCATION |                                       | 33 CREDIT HOURS |           |              |
| PSY 100           | Student Life                          | 12              |           | 1            |
| ENG 101           | College English I                     | 48              |           | 4            |
| ENG 201           | College English II                    | 48              |           | 4            |
| ENG 203           | Speech                                | 48              |           | 4            |
| MTH 210           | Technical Mathematics                 | 48              |           | 4            |
| SOC 101           | Introduction to Sociology             | 48              |           | 4            |
| ECO 102           | Principles of Economics (MICRO)       | 48              |           | 4            |
| BSA 101           | Introduction to Business I            | 48              |           | 4            |
| BSA 110           | Business Law I                        | 48              |           | 4            |

## COMPUTER SCIENCES PROGRAM

### Minor in Electronics Technology

| RECOMMENDED ELECTIVES |   | 8 CREDIT HOURS |    |   |
|-----------------------|---|----------------|----|---|
| CSD                   | 250 Data Base Design                    | 24             | 48 | 4 |
| MGT                   | 260 Management of Complex Organizations | 48             |    | 4 |
| MTH                   | 101 College Mathematics                 | 48             |    | 4 |
| CSD                   | 120 Computer Programming (FORTRAN)      | 24             | 48 | 4 |

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## 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 202  | 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 (Executive)     | 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            |
| BSA 105  | Introduction to Office Technology | 24              | 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 (MICRO) | 48              |           | 4            |
| MGT 201  | Principles of Management          | 48              |           | 4            |

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## 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 Junior 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 - 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            |
| BSA 105  | Introduction to Office Technology | 24            | 48        | 4            |
| SEC 203  | Office Management (Executive)     | 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            |
| PSY 100  | Student Life                      | 12            |           | 1            |



\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## JUNIOR ACCOUNTING

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

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            |
| MGT 204  | Financial Management              | 48              |           | 4            |
| PLUS 24 CREDIT HOURS FROM COURSES LISTED BELOW |                                   |                 |           |              |
| ECO 102  | Introduction to Economics (MICRO) | 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          | 48              |           | 4            |
| CSD 110  | Introduction to Data Processing   | 48              |           | 4            |

\* Students who have had previous shorthand and/or typing training and can successfully challenge SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## 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 - 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            |
| MGT 204  | Financial Management              | 48            |           | 4            |
| ACC 210  | Payroll Accounting                | 48            |           | 4            |
| ENG 101  | College English I                 | 48            |           | 4            |
| ENG 201  | College English II                | 48            |           | 4            |
| BSA 101  | Introduction to Business I        | 48            |           | 4            |
| BSA 105  | Introduction to Office Technology | 24            | 48        | 4            |
| *TYP 101 | Typing I                          | 24            | 48        | 4            |
| TYP 102  | Advanced Typing I                 | 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.



**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               | 12              |           | 1            |
| 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## 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                                  |                             | 46 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            |
| SEC 203                                       | Office Management (Medical) | 48              |           | 4            |
| MED 105                                       | Medical Science I           | 36              | 48        | 5            |
| 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## INFORMATION PROCESSING SPECIALIST

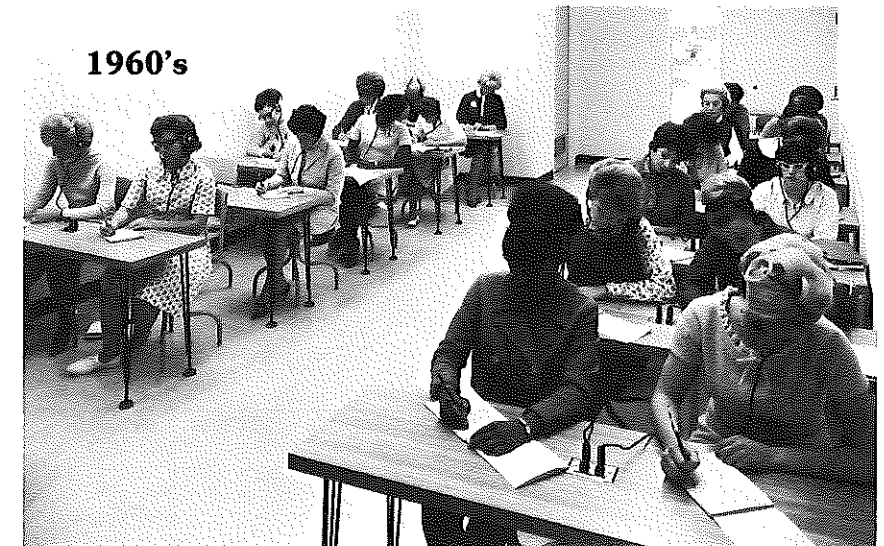
With the increased usage of word processing equipment in the office, secretaries whose training includes the ability to understand the concepts involved and the technical expertise to operate the equipment are becoming an essential element in the office of the future. This program is designed to meet the needs of business and professional people who use this equipment.

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            |
| BSA 105  | Introduction to Office Technology | 24            | 48        | 4            |
| SEC 203  | Office Management (Executive)     | 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 SHD 101 and/or TYP 101 by passing the final examination may take an elective(s) or receive tuition credit. If the elective is not a part of the student's program, it must be approved by the Dean of Education.

## **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

**ELT**—Electronics Technology

**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.

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| ACC 101               | Principles of Accounting I<br><br>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<br>Prerequisite—ACC 101<br>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<br><br>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<br>Prerequisites—ACC 101, 102<br><br>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<br><br>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                   |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| ACC 205               | <p>Cost Accounting<br/>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<br/>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 212               | <p>Auditing<br/>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                   |
| ACC 213               | <p>Advanced Accounting Theory and Practice I<br/>Prerequisite—ACC 206</p> <p>This course examines accounting methods, trends, and practices of selected topics including authoritative actions and directives of the American Institute of Certified Public Accountants.</p>   | 4                   |
| ACC 214               | <p>Advanced Accounting Theory and Practice II<br/>Prerequisite—ACC 213</p> <p>This course is a continuation of ACC 213 which examines accounting methods, trends, and practices of selected topics including authoritative actions and directives of the American Institute of Certified Public Accountants.</p>   | 4                   |



| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| BSA 101               | Introduction to Business I<br><br>Terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society.   | 4                   |
| BSA 105               | Introduction to Office Technology<br><br>This course is an overview of office technology with an emphasis on records management, office machines, keyboarding, and word processing. The course is designed for management, accounting, secretarial students.  | 4                   |
| BSA 110               | Business Law I<br><br>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.                      | 4                   |
| BSA 201               | Introduction to Business II<br>Prerequisite—BSA 101<br><br>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. | 4                   |
| BSA 211               | Business Law II<br>Prerequisite—BSA 110<br><br>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.                                       | 4                   |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| CSD 105               | <p>Introduction to Word Processing<br/>Prerequisite—Typing I &amp; II and/or current typing speed of 45 words per minute</p> <p>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.</p>   | 4                   |
| CSD 110               | <p>Introduction to Data Processing</p> <p>This course will introduce the students to mini-computers. The student will be exposed to operational characteristics and programming techniques peculiar to mini-computers.</p>  | 4                   |
| CSD 120               | <p>Computer Programming (BASIC)<br/>Prerequisite—CSD 110</p> <p>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.</p> | 4                   |
| CSD 210               | <p>Computer Programming (FORTRAN)<br/>Prerequisite—CSD 120</p> <p>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.</p>   | 4                   |
| CSD 220               | <p>Computer Programming (PASCAL)<br/>Prerequisite—CSD 110</p> <p>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.</p>            | 4                   |

| <b>Subject Number</b> |     | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|-----|---|---------------------|
| CSD                   | 225 | Computer Programming (RPG)<br>Prerequisite—CSD 120  | 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.  |                     |
| CSD                   | 230 | Computer Programming (COBOL I)<br>Prerequisite—CSD 120  | 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.   |                     |
| CSD                   | 235 | Computer Programming (COBOL II)<br>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 | Systems Analysis and Design<br>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.                      |                     |
| CSD                   | 245 | Management Information Systems<br>Prerequisite—Must be in last 2 quarters.  | 4                   |
|                       |     | This course is intended to provide the computer student with an understanding of the specific business applications of subject matter presented separately in the area of information systems. It will bind together such subjects as data base design, distributive data communications, multi-processing, and multi-programing. |                     |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| CSD 250               | Data Base Design<br>Prerequisite—Must be in last 2 quarters.<br><br>This course undertakes to develop the computer science student in both the development of a relevant data base from existing data files and the creation of a new data base system.  | 4                   |
| CSD 255               | Computers and Management<br>Prerequisite—Must be in last 2 quarters.<br><br>This course will provide a basic understanding of computers and how they can be applied to the operation and management of the business firm. The social implications of the “computer revolution” will be considered.   | 4                   |
| ECO 102               | Introduction to Economics (MICRO)<br><br>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 (MACRO)<br>Prerequisite—ECO 102<br><br>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                   |
| ELT 110               | Fundamentals of Electronics (DC)<br><br>This course assumes no prior knowledge of electronics on the part of the student. It begins with an introduction to atomic structure, magnetism, current and voltage, and acquaints the student with basic terminology, Ohm’s Law, resistance, and simple series circuits. Emphasis is placed on establishing a sound basis in fundamental concepts. The course then proceeds to more complex DC circuitry, including parallel circuits, and an introduction to meters and test equipment. | 4                   |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| ELT 120               | <p>Fundamentals of Electronics (AC)<br/>Prerequisite—ELT 110</p> <p>This course begins with a review of magnetism and an introduction to AC power sources and sine wave generation. It proceeds through inductance and capacitance, explaining the phase shifts caused by both, and introduces tuned circuits (RLC). Various devices (diodes, vacuum tubes, transistors) are introduced, together with their typical circuit applications. Amplifiers and oscillators are presented, including pulse generators and flip-flops.</p> | 4                   |
| ELT 130               | <p>Solid State Electronics<br/>Prerequisites—ELT 110 and ELT 120</p> <p>This course provides the students with a detailed, in-depth, introduction to fundamental solid state physics; types of semi-conductors; basic devices such as diodes, zener diodes, and bipolar transistors; biasing circuits, small-signal amplifiers, and Class A, B, and C amplifiers. It supplies a firm basis for further work in solid state devices and circuits.</p>  | 4                   |
| ELT 210               | <p>Electronic Communications I<br/>Prerequisites—ELT 110, ELT 120, and ELT 130</p> <p>This course presents the basics of electronic transmission and reception, from tuned circuits, oscillators and amplifiers, through AM and FM transmitters and receivers, including a discussion of antennas, transmission lines, and RF fields. This course, together with ELT 230, is designed to enable a student to pass satisfactorily any FCC license examination.</p>   | 4                   |
| ELT 225               | <p>Advanced Solid State Electronics<br/>Prerequisites—ELT 110, ELT 120, and ELT 130</p> <p>This course is a continuation of ELT 130, and it leads students progressively through field-effect transistors, MOS field effect devices and circuitry, power formulas, frequency effects, an introduction to integrated circuits, positive and negative feedback, op-amps, the Fourier series, modulation and mixing.</p>   | 4                   |

| Subject Number | Title & Subject Synopsis   | Credit Hours |
|----------------|--|--------------|
| ELT 230        | Electronic Communications II<br>Prerequisite—ELT 210   | 4            |
|                | This course presents broadcast systems, radar, RDF, navigation systems, digital devices, and culminates with an extensive discussion of FCC regulations, radiotelegraph operations, and amateur radio. The student, upon completion of this course, will be in a position to apply for any FCC license, including radio endorsement, radiotelephone and radiotelegraph permits, and broadcast endorsement. |              |
| ELT 235        | Circuit Analysis<br>Prerequisites—ELT 110 and ELT 120  | 4            |
|                | This course provides techniques for analyzing complex circuitry in the simplest possible mathematical terms. Included are fundamental laws and theorems, and an introduction to elementary topology. Systematic analysis of circuits, with an emphasis on troubleshooting, is taught.  |              |
| ELT 240        | Electronic Control Systems<br>Prerequisites—ELT 110, ELT 120, and ELT 130  | 4            |
|                | This course undertakes to present requisite training to technicians involved in the development and maintenance of high performance electronic control systems. Both linear and non-linear systems are presented from the viewpoint of testing, calibration, maintenance, and standardized design.   |              |
| ELT 245        | Logic, Switching, and Automata Theory<br>Prerequisites—ELT 110, ELT 120, and ELT 130   | 4            |
|                | This course undertakes a modern approach to digital design using both logic circuit and microcomputer implementation. The first half of the course emphasizes sequential circuit design while the second half focuses on assembler language and microcomputer applications.  |              |

| Subject Number |     | Title & Subject Synopsis  | Credit Hours |
|----------------|-----|---|--------------|
| ELT            | 250 | Circuit Synthesis and Design<br>Prerequisites—ELT 110, ELT 120, and ELT 130<br><br>The course undertakes to impart an understanding of available components to include microprocessor chips, memory chips, and IO chips. The course will also address the algorithmic process. Hardware, software, and firmware design tradeoffs will be considered.  | 4            |
| ELT            | 255 | Microprocessor-Based Digital Systems<br><br>This course covers material ranging from simple digital devices and circuits to, and including, prototyping and troubleshooting of MP-based systems such as the 8080A, the MC6800-based EPROM programmer, and other microcomputer applications. Included is a section dealing with highly specialized and sensitive test equipment used in digital systems, and lab training in troubleshooting techniques. Students also receive instruction and experience in programming MP-based systems using assembly language, and an introduction to high-level languages is provided.  | 4            |
| ELT            | 260 | Practicum in Electronics<br>Prerequisite—Last quarter of the program.<br><br>Students will spend two hours per day, four days per week on a revolving basis for 12 weeks in a work environment provided by a local firm using knowledge and skills acquired in class and lab. Students will be exposed to current manufacturing techniques and standards, quality control procedures, and state-of-the-art test and measurement equipment and routines.<br>Control of the course is provided by instructors, in cooperation with firm personnel. Instructors will be on-site not less than once every two weeks for consultation with students and their immediate supervisors. | 4            |
| ENG            | 101 | College English I<br><br>The student reviews basic English grammar emphasizing principles of punctuation, capitalization, building sentence structure, and correct grammatical usage. The course intro-   | 4            |

| Subject Number | Title & Subject Synopsis   | Credit Hours |
|----------------|--|--------------|
|                | duces expository writing by a movement from writing of unified and coherent paragraphs to the writing of a well-developed theme.   |              |
| ENG 201        | College English II<br>Prerequisite—ENG 101   | 4            |
|                | 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.  |              |
| ENG 203        | Speech   | 4            |
|                | 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.  |              |
| GEO 111        | Human and Cultural Geography   | 4            |
|                | 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.   |              |
| HIS 103        | Twentieth Century American History   | 4            |
|                | 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. |              |



| Subject Number |     | Title & Subject Synopsis   | Credit Hours |
|----------------|-----|--|--------------|
| MED            | 101 | Medical Records Technology<br><br>This course familiarizes the student with the various types of records used in a medical office and terms used by professionals in the medical field.  | 4            |
| MED            | 105 | Medical Science I<br><br>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.<br><br>Medical Science Lab I introduces the student to the hematology laboratory procedures which are routinely performed in the doctor's office.   | 5            |
| MED            | 110 | Medical Science II<br>Prerequisite—MED 105<br><br>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.<br><br>Medical Science II Lab introduces the student to the serum chemistry tests that are routinely performed in the doctor's office. | 5            |
| MED            | 205 | Medical Science III<br>Prerequisite—MED 105<br><br>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.<br><br>Medical Science Lab III is to familiarize the students with routine urinalysis, serum kidney function tests, and urine tests for pregnancy.   | 5            |

*course*

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| MED 210               | <p>Medical Science IV<br/>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                   |
| MED 215               | <p>Medical Science V<br/>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<br/>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<br/>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                   |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| MGT 204               | <p>Financial Management<br/>Prerequisites—BSA 101, MTH 101, and ACC 101</p> <p>This course is designed as an introductory course in financial management. The main objective will be to show how financial decisions will affect society as a whole and more precisely to show how optimal financial decision making is necessary for a business to be efficient.</p>   | 4                   |
| MGT 230               | <p>Human Relations</p> <p>The course undertakes to present the “Human Use of Human Resources.” The focus is on providing employees the opportunity for personal and economic growth in a profit making environment.</p>   | 4                   |
| MGT 250               | <p>Operations Management<br/>Prerequisite—Must have approval of the instructor, Program Supervisor, or the Dean of Academics</p> <p>The course is intended to develop industrial, manufacturing, production, and quality managers. Operations is treated as a major functional area of business along with marketing and finance functions, product and process management, and quality planning and control.</p>                   | 4                   |
| MGT 260               | <p>Management of Complex Organizations</p> <p>This course is intended as a preparatory element in the development of mid- and top-level managers. To this end, the traditional division of the management science into personnel, production, financial, and scientific elements is abandoned. Rather, an holistic, interdisciplinary approach involving application of relevant elements of the social sciences is undertaken.</p> | 4                   |

| Subject Number | Title & Subject Synopsis  | Credit Hours |
|----------------|---|--------------|
| MGT            | 265 Quality Management<br>Prerequisites—Must have approval of the instructor, Program Supervisor, or the Dean of Academics<br><br>This course is a part of the Blair Management Series. The role of quality control, quality assurance, and reliability engineering is one of substantial, and increasing importance on the American business scene given the increasing incursion of multi-national competitors using the issue of quality as an entrée. | 4            |
| MKT            | 201 Principles of Marketing<br>Prerequisite—BSA 101<br><br>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.   | 4            |
| MTH            | 050 Introduction to College Mathematics<br><br>This course is a study of natural numbers, integers, and rational numbers and is designed to prepare a student for higher levels of college mathematics and to aid those students needing assistance in the basics of mathematics.<br>NOTE: This course does not count towards credit hours required for graduation.   | 4            |
| MTH            | 101 College Mathematics<br><br>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            |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| MTH 120               | Introduction to Algebra<br><br>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               | Technical Mathematics<br>Prerequisite—MTH 101 or equivalent<br><br>This course is intended to strengthen the math ability of those students involved in the study of electronics. It reviews pre-algebra and algebra, and introduces geometry and trigonometry. The course goes into proportions, factoring, exponents, and more advanced algebra and trig. The course also focuses on graphing functions and slopes as well as graphing trig. Vectors are introduced during the final week of the course.                             | 4                   |
| MTH 220               | Statistics<br>Prerequisite—MTH 101<br><br>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<br><br>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                   |

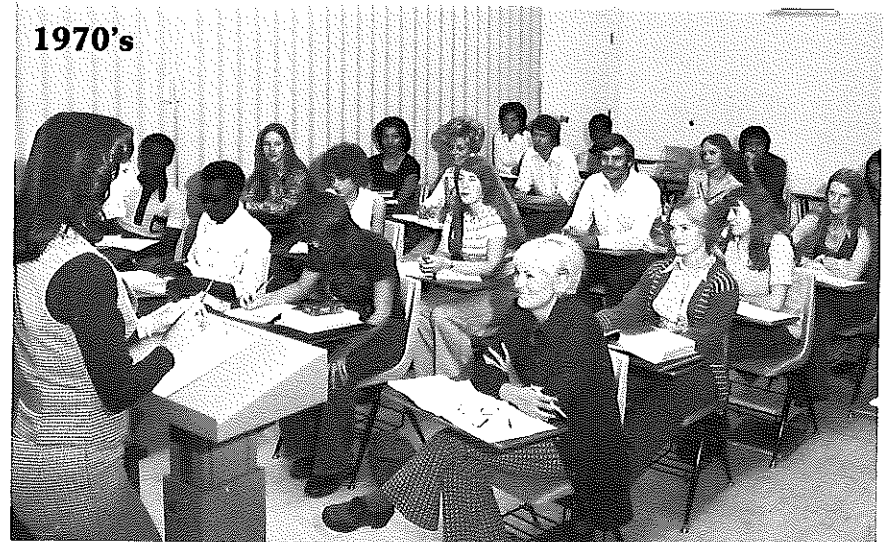
| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| PSY 101               | Introduction to Psychology<br><br>The study of human behavior with special reference to perception, learning, memory, thinking, emotional 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                   |
| SEC 203               | Office Management with Medical, Legal or Executive Secretary components<br><br>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<br><br>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<br>Prerequisite—SHD 101 or Equivalent<br><br>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<br>Prerequisite—SHD 201 or Equivalent<br><br>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                   |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>   | <b>Credit Hours</b> |
|-----------------------|---|---------------------|
| SOC 101               | Introduction to Sociology<br><br>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<br><br>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<br><br>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<br><br>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<br>Prerequisite—TAC 130<br><br>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                   |

| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| TAC 205               | International Travel<br>Prerequisite—TAC 105, 125, 130<br><br>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                   |
| TAC 210               | International Travel Operations<br>Prerequisite—TAC 105, 125, 130<br><br>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.  | 4                   |
| TAC 225               | Tourism<br>Prerequisite—TAC 105, 125, 130<br><br>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.  | 4                   |
| TAC 230               | Travel Agency Management<br>Prerequisite—TAC 105, 125, 130<br><br>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.   | 4                   |



| <b>Subject Number</b> | <b>Title &amp; Subject Synopsis</b>  | <b>Credit Hours</b> |
|-----------------------|--|---------------------|
| 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<br/>Prerequisite—TYP 101</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.</p>  | 8                   |
| TYP 202               | <p>Advanced Typing II<br/>Prerequisite—TYP 102</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.</p> | 4                   |



## **Administration, Staff and Faculty**



## ADMINISTRATION, STAFF AND FACULTY

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

### ADMINISTRATION

- Mr. F. Bradley Landenberger ..... College Director  
B.A. Gettysburg College  
J.D. Tulane University
- Mr. Theodore Null ..... Dean of Education  
B.S. Western Michigan University
- Mr. Thomas J. Twardowski ..... Dean of Admissions  
B.S. Southern Illinois University  
M.S. Southern Illinois University
- Mr. Bruce E. Williams ..... Dean of Administration  
B.S.B.A. University of Southern Colorado  
M.P.A. University of Colorado

### ADMISSIONS

- Ms. Polly Boehm ..... Admissions Representative  
B.S. University of Iowa
- Mr. Chuck Collins ..... Admissions Representative
- Ms. Debra Y. Maunu ..... Admissions Representative  
A.A. University of Maryland
- Ms. Marla Stephenson ..... Admissions Representative

### STAFF

- Mr. Phillip Aldridge ..... Registrar  
A.A.S. Blair Junior College
- Ms. Beryle Bourns ..... Assistant to the Librarian
- Ms. Michelle Garner ..... Financial Aid Counselor
- Ms. Deborah Guarino ..... Financial Aid Counselor
- Mr. Daniel A. Kaelin ..... Dean of the Evening College  
B.A. Duquesne University  
M.S. University of Southern California
- Ms. Sabrina Lai ..... College Receptionist
- Ms. Jill Landenberger ..... Associate Dean of Students  
B.S. Louisiana State University, Baton Rouge
- Mr. Berkley Larson ..... Librarian  
B.S. University of Wisconsin  
B.A. University of Wisconsin  
M.S.L. Western Michigan University  
M.A. University of Northern Colorado
- Ms. D. Sue Mohr ..... Accounting Technician  
A.A.S. Blair Junior College
- Ms. Leslie Moore-Smith ..... Assistant to the Director of the Career Development Center  
A.A.S. Blair Junior College
- Mr. Philip Shrode ..... Director of Student Financial Aid  
B.A. University of Colorado
- Ms. Louise Taylor ..... Assistant to the Registrar

Ms. Linda Waggoner .....Director of the Career Development Center  
 Ms. Melissa Wilson .....Accounting Technician  
 A.A.S. Blair Junior College

**FACULTY**

Mr. Allen Anderson .....Business/Management  
 B.A. Bethany College  
 Ms. Laurie Baltzer .....English  
 B.A. University of Northern Colorado  
 M.A. Western State College  
 Ms. Rita Beard .....English  
 B.A. University of Northern Colorado  
 Ms. Emily Bruce .....English/Math  
 B.A. DePauw University  
 Mr. John Brunk .....Computer Science  
 B.S. University of Nebraska  
 M.S. University of Northern Colorado  
 Mr. James Burns .....Math/Computer Science  
 A.A. San Diego City College  
 B.A. San Diego State University  
 Mr. Donald Carpenter .....Electronics/Math  
 B.S. University of Maryland  
 M.S. Air Force Institute of Technology  
 Ph.D. Iowa State University  
 Mr. Nelson Cutter .....Business  
 B.S. California Polytechnic State University  
 M.B.A. California Lutheran College  
 J.D. Pepperdine University School of Law  
 Mr. Danny Davids .....Computer Science  
 A.A. Blair Junior College  
 Mr. Dan Davis .....Law/Social Science  
 B.A. University of Colorado  
 M.B.A. University of Colorado  
 J.D. University of Colorado  
 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  
 Ms. Judy Hart .....Travel  
 B.S. Indiana University  
 M.S. Indiana University  
 Mr. John Keene .....Accounting/Business  
 B.S. University of Kansas  
 C.P.A. State of New Mexico  
 C.P.A. State of Colorado  
 C.P.A. State of Kansas  
 Mr. Robert Kirk .....Accounting  
 B.A. Colorado College  
 M.B.A. University of Denver  
 Mr. Gregory Kramer .....Computer/Science  
 B.S. National College  
 Ms. Helen Krieger .....Business/English  
 B.S. University of Colorado  
 Program Supervisor  
 Ms. Beverly Lemmert .....Special Instructor-Travel  
 Ms. Ann Luke .....Secretarial Science  
 B.S. University of Southern Colorado  
 Ms. Wendy Lyon-Ammeraal .....Accounting  
 B.S. Fordham University  
 Ms. Deborah Martin .....Special Instructor-Travel

Mr. Bernard Quinn .....Computer Science  
A.A.S. Blair Junior College

Ms. Cheryl Ray .....English  
B.A. Drake University  
M.A. Drake University

Ms. Peggy Reiff .....Business/Social Science  
B.S. Kent State University

Ms. Diane Rexroad .....Laboratory Instructor-Medical  
A.A.S. Blair Junior College

Mr. Roger Salters .....Electronics/Math  
B.S. Colorado State University  
M.S. Northeastern University

Mr. Steven Schwartz .....Business/Management/Electronics  
B.S. University of Omaha  
M.S. Inter-American University

Ms. Rebecca Simoneaux .....English  
B.S. Ball State University  
M.A. Ball State University

Mr. S. Keith Smith .....Computer Science/Management  
A.A.S. Blair Junior College  
B.A. Ohio State University

Mr. John Solomon .....Management/Business  
B.A. Emory and Henry College

Mr. Gregory Sudkamp .....Electronics  
B.S. University of New Orleans

Ms. Lynn Terry .....Secretarial Science  
B.A. Hastings College .....Program Supervisor

Ms. Donna Thompson .....Medical  
R.N. Mercy School of Nursing  
B.S. College of St. Francis

Ms. Joan Thompson .....Business/Sociology  
B.S. University of Alabama

Ms. Catherine Tkacik .....Secretarial Science  
B.A. University of Northern Colorado

Mr. James Tygard .....Accounting  
B.A. National College

Mr. George Webb .....Math  
B.A. Carthage College  
M.A. University of Southern Colorado

Mr. Michael Witherspoon .....Math  
B.S. United States Air Force Academy  
M.B.A. Louisiana Tech

## Accreditation







**ACCREDITED AS A 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 Registrar 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 contents 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 counsellor 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, 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.