

BLAIR JUNIOR COLLEGE



Colorado Springs, Colorado

General Catalog

1988-1990

Volume 14, Number 2

March 1990

828 Wooten Road

Colorado Springs, CO 80915

(719) 574-1082

Blair Junior College reserves the right to change any provision or requirements of this catalog at any time without notice. The College further reserves the right to require a student to withdraw, with applicable refunds, from the College for cause at any time.

Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Admission to, employment by, and promotion in Blair Junior College shall be on the basis of merit, and there shall be no discrimination on the basis of race, color, creed, religion, sex, or national origin.

Blair Junior College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380.

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APPROVED AND REGULATED BY THE COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION.

CATALOG ADDENDUM
Volume 14 Number 2
July 9, 1990

1990 ACADEMIC CALENDAR (p. 9):

December 24-January 6, 1991 Christmas Holidays

ATTENDANCE (p. 34):

Regular class attendance is essential--anything less could affect your financial aid, grades, and classroom performance.

Students will be dropped from classes they have not attended during the preceding twenty (20) calendar days (day students) or twenty-one (21) calendar days (night students). A warning phone call will be made when the student has missed fifteen (15) days, stating that further absenteeism will result in the student being dropped.

Attendance drops will result in an "F" on the transcript.

Any deviations from or appeals to request an exception to this policy will require the approval of the Dean of Education.

DROP/ADD PERIOD (p. 36):

After registration, students may change their schedules for the upcoming term until the Tuesday before the term begins with no financial penalty or record of the change on their transcripts. After the term begins, withdrawal from a course will result in an "F" on the transcript and make the student responsible for the full fee at the time the student re-enrolls in that course.

Exceptions will be made only for documented, extenuating circumstances approved by the Dean of Education.

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Academic Calendar

1988 ACADEMIC CALENDAR

January 4	Classes Resume
January 15	Fall Term Ends
January 18	M.L. King's Birthday -- Holiday
January 19	Winter Term Starts
February 15	Washington's Birthday -- Holiday
February 29	Mid-Term (Winter Odd) Starts
March 21-26	Spring Vacation
April 15	Winter Term Ends
April 18	Spring Term Starts
May 30	Memorial Day -- Holiday
May 31	Mid-Term (Spring Odd) Starts
July 4	Independence Day -- Holiday
July 8	Spring Term Ends
July 11	Summer Term Starts
August 1-6	Summer Vacation
August 29	Mid-Term (Summer Odd) Starts
September 5	Labor Day -- Holiday
October 7	Summer Term Ends
October 10	Fall Term Starts
November 21	Mid-Term (Winter Odd) Starts
November 24	Thanksgiving -- Holiday
December 19-January 1, 1989	Christmas -- Holidays

1989 ACADEMIC CALENDAR

January 2	Classes Resume
January 13	Fall Term Ends
January 16	M.L. King's Birthday -- Holiday
January 17	Winter Term Starts
February 20	Washington's Birthday -- Holiday
February 27	Mid-Term (Winter Odd) Starts
March 27-31	Spring Vacation
April 14	Winter Term Ends
April 17	Spring Term Starts
May 29	Memorial Day -- Holiday
May 30	Mid-Term (Spring Odd) Starts
July 4	Independence Day -- Holiday
July 7	Spring Term Ends
July 10	Summer Term Starts
July 30-August 3	Summer Vacation
August 28	Mid-Term (Summer Odd) Starts
September 4	Labor Day -- Holiday
October 6	Summer Term Ends
October 9	Fall Term Starts
November 20	Mid-Term (Winter Odd) Starts
November 23	Thanksgiving -- Holiday
December 18-January 1, 1990	Christmas -- Holidays

1990 ACADEMIC CALENDAR

January 2	Classes Resume
January 12	Fall Term Ends
January 15	M.L. King's Birthday -- Holiday
January 16	Winter Term Starts
February 19	Washington's Birthday -- Holiday
February 26	Mid-Term (Winter Odd) Starts
March 26-30	Spring Vacation
April 13	Winter Term Ends
April 16	Spring Term Starts
May 28	Memorial Day -- Holiday
May 29	Mid-Term (Spring Odd) Starts
July 4	Independence Day -- Holiday
July 6	Spring Term Ends
July 9	Summer Term Starts
July 30-August 4	Summer Vacation
August 27	Mid-Term (Summer Odd) Starts
September 3	Labor Day -- Holiday
October 5	Summer Term Ends
October 8	Fall Term Starts
November 19	Mid-Term (Winter Odd) Starts
November 22	Thanksgiving -- Holiday
December 17-January 6, 1991	Christmas -- Holidays



General Information

THE COLLEGE

HISTORY

EDUCATIONAL MISSION AND PURPOSE

**ACCREDITATION, APPROVALS,
AND MEMBERSHIPS**

PHYSICAL FACILITIES

THE COLLEGE

As a Junior College of Business, Blair Junior College has produced thousands of successful graduates since it was founded in 1897. Throughout its history, the College has enjoyed a reputation as a progressive institution of higher learning.

Today, Blair Junior College's modern building and up-to-date facilities make it one of the "newest", although one of the oldest, educational institutions in the state of Colorado.

HISTORY

Blair Junior College, Inc. was founded as Skaggs Business College in 1897. Mr. George Blair purchased the school along with Brown Business College in 1918. 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. & 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 throughout the country.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its associate degree programs by the Colorado State Board for Community Colleges and Occupational Educational System.

EDUCATIONAL MISSION AND PURPOSE

MISSION

Blair Junior College is a private, specialized college organized for the purpose of meeting the educational needs of the citizens of the metropolitan Colorado Springs area. The College offers specific and practical educational programs designed to meet the demands of business and technology within the surrounding area.

PURPOSE

In keeping with the needs and background of its students and the changing community which the College serves, the faculty and administration of Blair Junior College are dedicated to the accomplishment of the following purposes:

1. To provide specialized education services on the collegiate level for the Colorado Springs metropolitan area. This objective is reached by offering two types of programs: short-term intensified diploma programs and two-year associate degree programs.
2. To provide in-depth education programs which give predominant emphasis to business and technical education in preparation for immediate job entry.
3. To provide general education; to enable students to develop attitudes, knowledge, qualities, and skills necessary to equip themselves with the basic tools of citizenship.
4. To provide complete and effective support services for all students.

ACCREDITATION

The Accrediting Commission of the Association of Independent Colleges and Schools accredits Blair Junior College as a Junior College of Business. This agency is a nationally recognized accrediting agency of the U.S. Office of Education under the provisions of Public Law 82-550 and subsequent legislation. Accreditation covers both business and technology courses offered by the College.

Accreditation assures students that the institution is nationally recognized as a qualified institution of higher learning, that it offers approved programs of study meeting recognized academic standards, that it employs a professional faculty and has adequate facilities and equipment, and that the financial and organizational structure of the College has stability and permanence in the educational community.

APPROVALS

Approved and regulated by the Colorado State Board for Community Colleges and Occupational Education. The Board also authorizes Blair to grant associate degrees pursuant to its rule-making authority as stated in the Private Occupational Education Act of 1981. Colorado Revised Statutes, Section 12-59-105(1) (1).

MEMBERSHIPS

Better Business Bureau of Southern Colorado
Colorado Association of Financial Aid Administrators
Colorado Springs Chamber of Commerce
Colorado Springs Convention and Visitors Bureau
Colorado Springs Executive Association
Data Processing Management Association
Economic Development Council
Meeting Planners Association of Colorado Springs
Midwestern Business College Association
National Association of Student Financial Aid Administrators
Rocky Mountain Association of Student Financial Aid Administrators

PHYSICAL FACILITIES

Blair Junior College is situated on a five-acre site in eastern Colorado Springs, Colorado. The College occupies a modern, attractive building containing 22,300 square feet of space.

There are spacious classrooms; computer, medical, typing, shorthand, and word processing laboratories; student smoking and non-smoking lounges; library; and administrative and faculty offices. A large classroom located in the center of the building serves as the auditorium.

Laboratory equipment available to students consists of micro-computers for word processing, computer programming and computerized accounting; IBM typewriters, and various other kinds of office equipment.

Classroom equipment is modern and includes an extensive selection of visual aids and educational devices, including equipment capable of producing and replaying video tapes. Sound recording production equipment is available through the library/learning resource center.

A large student/staff parking lot is located next to the Blair Junior College building.

LIBRARY

The Blair Junior College library provides course-related reading and listening materials for students, faculty, and staff as well as offering learning opportunities to individuals of all educational levels. Library hours are:

Monday - Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 4:00 pm

The organization of the book collection follows the Dewey Decimal Classification System. Library services include reference assistance, tape duplication, coin-operated photocopying, and audiovisual services. Books may be borrowed for a period of two weeks with the opportunity for renewal.

Library patrons also have access to the collections of the Pikes Peak Library District particularly through the Holley Branch located within two blocks of the school at the southwest corner of Galley and Murray roads. This system provides a library resource in excess of 385,000 volumes.

Students may borrow materials from the Pikes Peak Community College Educational Resources Center and the University of Colorado library upon presentation of the proper identification. Several other libraries within the Pikes Peak region are also available for use.



Student Services

ORIENTATION

STUDENT COUNSELING

HANDICAP ACCESS

HEALTH SERVICES

COMMUNITY SERVICES

**STUDENT HOUSING, ACTIVITIES
AND ORGANIZATIONS**

GRADUATE EMPLOYMENT SERVICES

GRADUATION

CONDUCT

ORIENTATION

Orientation is scheduled just before the beginning of each term. Students who are starting their first term meet for introduction to the staff and to their Department Chairpersons, for scheduling necessary advising appointments with their Department Chairpersons, for picking up their final class schedules and ID cards, and for completion of any paperwork required for tuition payment, financing, etc. All students about to begin their first term are expected to attend this mandatory meeting at the College. Students may choose either the orientation session held at 1:00 pm or 6:00 pm. Orientation sessions are official College meetings, so students are asked to attend without friends or children.

Students who have already completed a term or a mid-term at Blair need not attend another orientation.

STUDENT COUNSELING PROGRAM

Counseling services at Blair Junior College are considered a vital part of the total college program and are designed to help students:

1. Develop life goals
2. Make choices and adjustments in conjunction with their growing knowledge
3. Understand themselves and the environment

Admissions -- Student: This service is important to help guide a student into the educational program in which they may be interested or best suited. The Admissions Office has career information available to students in order to make this choice a purposeful one.

Department Chairperson -- Student: If students have a concern or question about their class schedule, about progress within their major, about changing majors, or about other matters, they should request an appointment with their Department Chairperson. Department Chairpersons are general, as well as academic counselors. In cases in which the Department Chairperson is not able to advise the students, the Department Chairperson may, with the student's permission, assist the student in obtaining professional help.

Financial Aid -- Student: The Financial Aid Office provides financial aid advising to all incoming students as part of their acceptance at Blair Junior College. Also, this office provides advising to continuing students on an as-needed basis. Office hours are kept by the Financial Aid Office from 8:00 am to 8:00 pm in order to accommodate both day and evening students.

Instructor -- Student: Students are encouraged to discuss academic difficulties in a particular subject with the instructor. Full-time instructors have posted office hours to meet personally with students. Where office hours are not sufficient, the instructor and student may arrange a pre-designated time.

Registrar -- Student: The Registrar's office handles registration, attendance records, grades, graduation list certification, and additional services related to student records. Students having concerns in this area should contact the Registrar or Student Records Office.

Dean of Education -- Student: If students have not been able to resolve a given problem with the appropriate instructor, Department Chairperson, or administrative officer, an appointment can be made with the Dean of Education. The dean should become involved, however, only after all other methods of resolution have been tried.

HANDICAP ACCESS

Blair Junior College facilities are handicapped accessible to include ramps, restrooms, water fountains, classrooms and laboratories.

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 College administration at the time of enrollment.

COMMUNITY SERVICES

Any student or employee of Blair Junior College who feels they have a problem with alcohol or drugs may contact any of the following community services or consult the Counselor. These agencies provide a variety of services, many of them with a fee schedule commensurate with income. If you need further information, please contact the Dean of Education.

Alcohol Receiving Center	471-8300 1462 E. Fountain
Alcoholics Anonymous	634-5020 30 E. Rio Grande
The Ark Drug & Alcohol	684-9483 10930 Hondo Avenue Green Mountain Falls
CARE Coalition Information & Referral	548-8877 3510 Austin Bluffs, Suite 2
Cedar Springs	633-4114 2135 Southgate Road
El Paso County Treatment Clinic Drug and Alcohol	578-3150 710 S. Tejon
Riegal Center Penrose Hospital	530-5832 2215 N. Cascade
Someplace Else (under age 24)	632-3362 3243 E. Bijou, Suite 207

HOUSING

The College does not provide housing although several apartment complexes are within walking distance of the campus. The campus is also located on public transportation routes.

STUDENT ACTIVITIES

Several student organizations provide a wide variety of opportunities for students to participate in activities which will broaden the students educational experience. The College supports and encourages participation in student organizations to enhance the development of all students. All organizations have one or more staff or faculty sponsor to provide direction while allowing independent student decision making.

STUDENT LOUNGE

Both smoking and non-smoking lounge areas are provided for the students and the College staff. The lounge areas contain tables and chairs as well as food and beverage vending machines.

LOST AND FOUND

The College lost and found is maintained in the College Library. Lost articles may be claimed with proper description and identification. Lost articles are date tagged and kept for 30 days only.

GRADUATE EMPLOYMENT SERVICES

Job Placement and Career Assistance

The Placement Office at Blair Junior College offers lifetime placement assistance for its graduates. Services provided to both graduates and students interested in obtaining employment are comprised of: resume preparation; job development; interviewing skills; counseling to bring together a student's educational background, work experience and personal choice in selecting appropriate positions.

GRADUATION

Students who have successfully completed their prescribed program of study as detailed in this catalog and achieved a cumulative grade point average of 2.0 or more may be recommended by the faculty for a diploma or degree. All students anticipating graduation must also complete the following steps during their final term:

1. Complete an application for graduation.
2. Attend a scheduled pre-graduation financial aid exit interview.
3. Complete a Graduate Checklist by the final week of their last term.

The College cannot be held responsible for the issuance of a degree or diploma without the completion of the steps detailed above.

At least 50% of the credit hours necessary for graduation must be completed at Blair Junior College.

Ceremony

The graduation ceremony marks the successful completion of a student's education. This occasion offers graduates the opportunity to reflect on their accomplishments while anticipating the next stage of their careers.

Blair conducts two formal graduation ceremonies each year: one in the spring and one in the fall. All graduates are scheduled to participate in the ceremony nearest the date of their actual course completion. The dates will be announced well in advance of each ceremony. Various outstanding members of the community deliver the commencement address.

CONDUCT

At the time a person becomes a Blair Junior College student, they are subject to the rules and regulations of the institution. The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty.

The College reserves the right to place on conduct probation, suspend, or expel from the institution any student who willfully violates any rule or regulation of Blair Junior College. Failure to observe the following regulations subjects the student to disciplinary action.

Student Obligations and Regulations:

1. CIVIL LAW -- All students are expected to conform to all local, state and federal laws.

2. PERSONAL BEHAVIOR -- Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the College rules and regulations.

3. DISORDERLY ASSEMBLY -- It is expressly forbidden that any group of students gather in such a manner as to disturb the public peace, do violence to any person or property, or disrupt the function of Blair Junior College or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

4. DISTURBING THE PEACE AND DESTRUCTION OF PROPERTY -- If any student, organization or group of students disturbs the peace, destroys, molests, defaces or removes College property, or does intentional personal injury (including "hazing"), the student, the officers of the organization, if there are such, or other responsible persons may be brought before the President for disciplinary action and assessed damages.

5. ALCOHOLIC BEVERAGES OR ILLEGAL NARCOTICS -- The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus of Blair Junior College or at any function sponsored by or for a student organization is forbidden.

6. FALSIFICATION OF RECORDS -- Any student who knowingly falsifies or is a party to the falsification of any official College records is subject to disciplinary action.

7. PAYMENT OF ACCOUNTS -- Students shall make satisfactory arrangements for the settling of College accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of a College account by the due date will result in either suspension or the placing of a "hold" on the student's records. The student may not re-enroll, receive a diploma or degree, nor obtain a transcript until they have: (1) cleared the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the record.

8. FIREARMS -- The possession or discharge of firearms or explosives by students on campus is prohibited.

9. DUPLICATING EQUIPMENT -- There is a coin operated duplicating machine available to students in the library. Students are not allowed to use the faculty duplicating machines.

10. TELEPHONE CALLS -- Students are not allowed to use school phones for any reason. Public phones are located in the school for their use. Students may not receive incoming calls unless it is an emergency. Every effort will be made to locate the student if an emergency call is received.

11. DRESS CODE -- Employers and other visitors important to your career frequently visit the College. They form an opinion of the students while they are here. Therefore, students are expected to dress neatly and cleanly and be properly groomed at all times. Female students are not allowed to wear shorts, halter tops or midriff tops. Male students are not allowed to wear shorts or half-shirts.

12. CHILDREN -- Children are not allowed in the building at any time or for any reason. Students bringing their children in will be asked to leave. It is far too disruptive and unfair to students who are trying to concentrate in class or study in the building.

13. FOOD & DRINKS -- No beverages or food are allowed in the classrooms or hallways. The smoking and non-smoking lounges are the only areas designated for food or drinks.

14. SMOKING -- Smoking is not allowed at Blair Junior College except in the designated smoking lounge.

15. PARKING -- Student parking is authorized only in the large student parking lot on the south side of the building. Violators are subject to disciplinary action. Illegally parked cars will be towed away at the owner's expense.

16. ENTRANCES -- The students are to use the south entrance located immediately off the student parking lot, and the north entrance for those students using public transportation.



Admissions

ADMISSIONS REQUIREMENTS

ENTRANCE EXAM

FULL-TIME STUDENT STATUS

TUITION

LATE REGISTRATION

TRANSCRIPTS FROM OTHER SCHOOLS

**STUDENT OBLIGATIONS, HOLDS ON
RECORDS, SUSPENSIONS**

ADMISSION

It is recommended that applicants and their parents or spouse visit Blair Junior College so they may gain a better understanding of the school 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 Department in advance so necessary arrangements can be made.

ADMISSIONS REQUIREMENTS

Blair Junior College is an open-door institution, admitting all applicants who have graduated from high school or who have successfully completed the G.E.D. Admission under ability to benefit must be approved by the Dean of Education. Any student admitted to Blair Junior College under ability to benefit will enter into regular counseling. High school students may enroll under special circumstances.

ENTRANCE EXAM

Blair Junior College uses the CPAT as an entrance evaluation. This test may be waived for any candidate who can submit acceptable evidence of prior successful collegiate experience.

FULL-TIME STATUS

A student who is enrolled for twelve (12) credit hours per academic term is considered a full-time student. During a mid-term, eight (8) credit hours is considered full-time.

TUITION

The current tuition rates are contained in the tuition supplement to this catalog. The tuition rate will be quoted by the Admissions Department upon request.

LATE REGISTRATION

The dates for on-going student registration will be posted and announced by the College. No student may register for classes after the first week of the regular term or after the third day of the mid-term. The Dean of Education will be responsible for enforcing these regulations or making exceptions to them.

TRANSCRIPTS FROM OTHER SCHOOLS

Students are required to have official transcripts of high school records or equivalent and any post-secondary institutions previously attended. All official transcripts must be sent directly to Blair Junior College and must be received by the end of the student's first full quarter. The student's date of graduation and grade point average must be shown on the transcript. These documents become a part of the student's permanent record. By law, they cannot be released to any third party.

STUDENT OBLIGATIONS, HOLDS ON RECORDS, SUSPENSIONS

Each student enrolling at Blair Junior College assumes an obligation to obey all rules and regulations made by properly constituted authorities.

The College may not release records including transcripts for students who have financial or other obligations to the College.

A hold on records or the suspension of a student may be authorized by the President, Dean of Education, Registrar, or Financial Aid Office.



Academics

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ACADEMIC INFORMATION

ACADEMIC RECOGNITION

Dean's List: 3.50 to 3.99 Grade Point Average

Director's List: 4.00 Grade Point Average

All students achieving a term grade point average above 3.50 are eligible to receive academic recognition on one of the above lists. Students must take a minimum of three classes (two for mid-term) to attain recognition.

ACADEMIC SESSION

The academic session for degree and diploma programs is based upon a term system. Terms are twelve weeks in length and begin four times a year. Six-week, mid-term starts are also available for new and continuing students. Dates for class starts can be found in the academic calendar.

ACCEPTANCE OF PRIOR CREDITS

Blair Junior College may grant academic credit to students who have successfully completed the same or substantially the same courses from an accredited college qualified to award such credit. The College makes the final determination as to credits accepted using the following guidelines:

1. All credits must be accepted before the end of the first term of attendance at Blair. The student's responsibility is to provide official transcripts and catalog course descriptions if requested.
2. The student must have earned a grade of "C" or better in a course of four term hours or equivalent.
3. Transfer credits do not count towards the student's grade point average.
4. No more than twenty-four credit hours will be accepted for a diploma; no more than forty-eight for a degree program. Thus, students must complete a minimum of 50% of their program at Blair.

ATTENDANCE

Regular class attendance is essential -- anything less could affect your financial aid, grades, and classroom performance. Additionally, employers often review attendance records to determine reliability and professionalism.

Blair Junior College policy is as follows:

When a student has been absent six (6) times (cumulative or consecutive) for day classes or three (3) times (cumulative or consecutive) for night classes, in either the regular session or the mid-term session:

- the instructor may lower the final grade a minimum of one letter grade even if the student completes all requirements of the course.
- the instructor can recommend that the student be dropped from that class for attendance, if in the instructor's judgment, the student cannot meet all requirements of the course.

Additionally, students will be dropped from classes they have not attended during the preceding twenty-five (25) calendar days. A warning letter will be sent when the student has missed eighteen (18) days, stating that further absenteeism will result in the student being dropped from school.

Any deviations from or appeals of this policy will require the approval of the Dean of Education.

CHANGE IN PROGRAM

Students, except those students receiving VA benefits, may change their program on an appointment basis through Student Records.

Those students receiving VA benefits must submit an application, through the VA work-study, to the Veterans Administration Office for a change of program. Once VA approves a program change, the student must see Student Records to complete a formal program change.

CLASS PERIOD

A standard day class period (Monday - Thursday) is one hour and forty minutes in length. A standard evening and Saturday class period is three and one-half hours in length (except certain skill classes which meet twice a week for one hour and forty minutes).

CLASS SCHEDULES

Day classes meet on a Monday/Wednesday or Tuesday/Thursday sequence from 8:00 am to 5:50 pm. Evening classes meet once a week from 6:00 pm to 9:30 pm. Saturday classes meet for three and one-half hours during the day as individually scheduled.

COURSE CANCELLATION

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

COURSE EXEMPTION

For students whose skills are already well developed in certain subject areas, Blair offers test-outs. Test-outs are similar to taking the final exam in that area and students must exhibit performance of at least a "B" grade to achieve a test-out from a course. A successful test-out results in an "E" (exemption) on the transcript and relieves the student from that graduation requirement. It does not, however, earn the student any credits; the student must take another course approved by the appropriate Department Chairperson to replace the exempted course. Students should work closely with their Department Chairpersons on the test-out procedure.

COURSE SUBSTITUTIONS

The Dean of Education and the Registrar reserve the right to make course substitutions for courses listed on a student's program as circumstances warrant. Every effort will be made to maintain the integrity of programs of study and provide the best courses for assisting students in obtaining jobs in their discipline.

CREDIT HOURS

One credit hour is equal to twelve class hours of academic instruction or twenty-four hours of lab time.

DIRECTED INDIVIDUAL STUDY

The Dean of Education may offer a course as an individualized directed study course under the supervision of a qualified instructor in instances where a student's schedule/program prevents them from taking that course in a normal classroom situation. For a student to be eligible, they cannot be on academic probation or have a cumulative GPA lower than 2.0. The student must also have a good attendance record and have demonstrated personal responsibility. The directing instructor will meet with the student individually an average of once a week and have the student perform in a manner comparable with regular classroom students.

DROP/ADD PERIOD

Students may drop or add courses during the first week of classes with no financial penalty or record on their transcript. After the first week, withdrawal from a course will result in a "W" (withdrawal) on the transcript and make the student responsible for a repeat fee at the time that student re-enrolls in that course.

GENERAL EDUCATION

The purpose of General Education at Blair Junior College is to enhance and expand the student's problem-solving skills so necessary to operate effectively in all endeavors. Specifically, the General Education curriculum and philosophy seeks to accomplish this by:

Expanding the student's base of knowledge.

Improving their abilities to communicate in both written and oral form.

Developing problem-solving skills.

Providing information and training which will allow the individual to function in their career field as a responsible contributing citizen in our complex society.

GRADE POINT AVERAGE (GPA)

A student's grade point average is computed by multiplying the grade point equivalent for each grade on the credit hours given for the course, adding the products, and then dividing this sum by the sum of the credit hours achieved.

An example of determining GPA follows:

Course	Grade		Credits		Grade Points
English I	F = 0	x	4	=	0
Speech	B = 3	x	4	=	12
Mathematics	A = 4	x	4	=	16
			<u>12</u>		<u>28</u>

$$\text{GPA: } 28 \div 12 = 2.33$$

GRADE REPORTS/CHANGES

Blair does not mail grade reports. Instead, when the Student Records Office has tabulated the final grades, individual grade sheets will be available for student pick-up by social security number in the library.

No grade information will be provided to outside parties without the written consent of the student (except in the case of minors where parents/guardians may request a copy of grades).

Instructors are permitted to submit grade changes up to two weeks after the end of the term. The Dean of Education must approve any grade changes after the second week of the new term.

GRADING SYSTEM

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement will be made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. A minimum of a 2.0 average is required for graduation.

A student who fails a subject is permitted to continue as long as they make satisfactory progress towards graduation. Any subject failed must be repeated and passed, unless it is an optional subject for the degree or diploma. Grade definitions are as follows:

- A = Excellent attainment of course objectives.
- B = Highly satisfactory attainment of course objectives.
- C = Satisfactory attainment of course objectives.
- D = Barely attaining course objectives.
- F = Not attaining course objectives. If a course is not dropped properly, an "F" will result.

Blair Junior College uses the system of grade points to give an overall appraisal of a student's level of achievement.

- A = 4 grade points per credit earned
- B = 3 grade points per credit earned
- C = 2 grade points per credit earned
- D = 1 grade point per credit earned
- F = No grade points earned

REGISTRATION FOR CONTINUING STUDENTS

Students currently enrolled can register for the next term or the mid-term when the Registrar/Student Records Office announces the opening of registration for that session. All students will meet with their Department Chairpersons to review their program and schedule courses for the following term prior to giving their registration sheets to Student Records.

SPECIALIZED EDUCATION

Blair Junior College believes that specialty areas of curriculum should provide a depth of knowledge in the chosen occupational discipline. This core of knowledge, combined with general education, should provide the opportunity for students to seek careers in business and industry upon graduation.

SYLLABI

Students receive a syllabus the first class meeting of each course. A syllabus is an outline of a course of study which specifically states what is expected of the student, the textbooks needed, a week-by-week outline of assignments, and the grading criteria the instructor will use. Students are expected to understand and abide by directions provided in the syllabi.

TESTING

Instructors indicate their testing requirements in their individual syllabi. Finals are administered the twelfth week of the term on the first two days in order to have sufficient time for grading, grade posting, and academic performance evaluation prior to the start of the next term.

TEXTBOOK ISSUE

Students will be issued necessary textbooks during the first class meeting. Students will sign a roster indicating receipt of their textbooks. If a student does not attend the first class, they must report to the library to obtain the books. If a student drops a class they must return all textbooks to Student Records to obtain credit for the textbook costs. Books can be returned only if no marks have been made in them.

TRANSCRIPTS

Students who have attended Blair Junior College may request an official copy of their transcript. Requests for transcripts must be made in writing, should be addressed to the Student Records Office, and should indicate the full name used by the student while attending Blair, the dates of attendance, their social security number, what diploma or degree, if any, was awarded, and the name and address where the transcript copy should be sent. The first transcript is free; \$2.00 per request is charged thereafter.

TUTORING

Blair organizes tutoring help for students in subjects where there is sufficient demand. The College Counselor supervises the tutoring program based in the library. Students who feel they could benefit from tutoring should contact the Counselor for information.

WITHDRAWAL FROM SCHOOL

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 Registrar prior to submitting their request to withdraw. Any student having withdrawn from the College twice before, for any reason, may be re-admitted to the College with the approval of the Dean of Education.



Financial Information

FINANCIAL AID PROGRAMS

FINANCIAL AID SATISFACTORY PROGRESS

TUITION CHARGES

REFUNDS

**VERIFICATION OF STUDENT AID
APPLICATION INFORMATION**

TRANSFER CREDIT POLICY

FINANCIAL AID PROGRAMS

Blair Junior College participates in a variety of financial aid programs sponsored by the Federal Government and the State of Colorado. The purpose of these programs is to assist the student in completing their post-secondary education. These programs are detailed as follows:

PERKINS LOAN

The National Direct Student Loan has been renamed the Perkins Loan. The Perkins Loan is a low-interest 5 percent loan. These are available to students who have need for them, not to exceed \$4,500 in the first two years. Repayment is made directly to the college or the billing agency designated by the College. Repayment begins six or nine months after the student ceases to be enrolled at least half-time, depending on when the first loan was made. Interest begins to accrue when the student begins repayment. Payments may be as low as \$30 per month.

PELL GRANT

Pell Grants provide a "foundation" of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants don't have to be paid back.

If the student receives a Pell Grant for the first time in the 1987-88 award year or after, Pell Grant eligibility will usually be limited to 5 full years of undergraduate study, not counting remedial course work. (Students can receive a Pell Grant for up to 1 full year of remedial courses.)

Students may receive a Pell Grant for a sixth full year of undergraduate study if enrolled in a program that requires more than four years to complete a bachelor's degree.

The College may waive the limits discussed above if the student becomes ill or injured, or if a relative has died. The College may waive the limits for individual hardship cases.

If the student received a Pell Grant in 1986-87 or earlier, the student may receive Pell Grants until the first bachelor's degree is achieved.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

A Supplemental Educational Opportunity Grant (SEOG) is for undergraduate students with exceptional financial need who also receive a Pell Grant. A SEOG doesn't have to be paid back.

STAFFORD LOANS

The Guaranteed Student Loan (GSL) has been renamed the Stafford Loan. A Stafford Loan is a low-interest loan made by a lender such as a bank, credit union, or savings and loan association.

For new borrowers who obtained a loan before July 1, 1988, the interest rate is 8 percent. For new borrowers who seek loans for periods of enrollment beginning on or after July 1, 1988, the interest rate is 8 percent for the first 4 years of repayment and 10 percent after that. For students who currently have a 7 or 9 percent GSL, the interest rate on additional loans will continue to be 7 or 9 percent. Repayment begins 6 months after the student ceases to be enrolled at least half-time. It may be repaid in payments of not less than \$50.00 per month through the repayment period. Interest is paid by the government until the student begins repayment. Stafford Loans have a maximum of \$2,625 per academic year, based on student need, established at time of application. Application is made through the College.

PLUS LOANS AND SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

PLUS loans are for parent borrowers; SLS's are for student borrowers. Both loans provide additional funds for educational expenses and are made by a lender such as a bank, credit union, or savings and loan association. Before July 1, 1988, interest rates on PLUS loans ranged from 9 to 14 percent, depending on when the loan was made. The interest rate for each loan is shown on the promissory note signed by the borrower when the loan was made.

SLS and PLUS loans disbursed on or after July 1, 1987 will have a variable interest rate, adjusted each year, not to exceed 12%. For the 1988-89 award year, the interest rate is 10.45 percent. The annual loan amount is \$4,000, with an aggregate loan limit of \$20,000. This loan limit does not include amounts borrowed under the Stafford Loan program.

LOAN CONSOLIDATION

Currently there are provisions that allow students with GSL, SLS, PERKINS and/or Health Profession (HPSL) student loans totaling \$5,000 or more to consolidate their loans at certain times, and allow lenders to purchase and consolidate such loans. Contact Financial Aid for more detailed information.

COLLEGE WORK STUDY

The College Work-Study (CWS) Program provides jobs for undergraduate and graduate students who demonstrate financial need. CWS gives students a chance to earn money to help pay their educational expenses.

COLORADO STUDENT INCENTIVE GRANT

The Colorado Student Incentive Grant (CSIG) Program is the name given in Colorado to the Federal Education Grant Program known as the State Student Incentive Grant (SSIG) Program. The Federal SSIG Program makes incentive grants to states to stimulate expansion of grant assistance to undergraduate students with substantial need. Student grants made under this program are comprised of equal portions of federal and non-federal funds.

COLORADO STUDENT GRANT

Colorado Student Grant Program is a financial aid program designed to assist Colorado resident undergraduate students with financial need in attending post-secondary colleges and universities in Colorado.

COLORADO UNDERGRADUATE MERIT AWARD

The Undergraduate Merit Award is a state-wide effort to recognize undergraduate Colorado resident students attending institutions of higher education for outstanding achievement in the academic and talent area. Because of different roles and missions among the participating institutions, the program is designed to permit variation in the areas which are recognized but within a framework of consistently objective and documentable criteria.

COLORADO WORK-STUDY PROGRAM

The Colorado Work-Study Program is an employment program designed to allow Colorado resident undergraduate students to earn funds to assist in attending post-secondary colleges and universities in Colorado.

CASH INSTALLMENT PAYMENT

All students are eligible for monthly or termly interest-free cash payments that may extend over the length of their program. Students are required to sign a promissory note and make prompt payments.

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

FEDERAL ASSISTANCE PROGRAMS

Blair Junior College is eligible to train students under the following programs:

G.I. Bill (Chapter 30): Veterans eligible for education and training under the G.I. Bill are entitled to the usual monthly allowance provided for all veterans in training in schools nationwide.

The amount will vary depending on the number of dependents and will be determined by the current Federal Veteran's Laws.

Dependent's Educational Assistance Benefits (Chapter 35): This program provides financial aid for the education of dependents whose parents are disabled or died during or as a result of active service.

Veteran's Contributory Benefits (VEAP - Chapter 32): Veterans disabled during war-time and under certain peace-time service may be eligible for educational benefits and training. Contact the Veterans Administration.

Other State and Federal Programs: Financial assistance may be available through such governmental programs as Bureau of Indian Affairs (for American Indians), State Vocational Rehabilitation (for handicapped), Work Incentive (WIN) operated through the El Paso County Department of Social Services, and the Air Force Aid Society or Army Educational Assistance Program (for children of military personnel).

Additional consumer information is available in the Financial Aid Department upon request by contacting the Financial Aid Directory during regular business hours.

FINANCIAL AID SATISFACTORY PROGRESS

The college recognizes that many worthy students need Financial Assistance. With this in mind, the college provides Financial Aid services to assist the student in securing loans, grants, and in obtaining any federal or state assistance for which he/she may be eligible. The student may apply for financial aid at the time he/she applies for admission.

In order for students to be eligible for financial aid -- it is necessary for a student to meet minimum level of progress, as outlined in the table below. Students must also maintain a schedule of at least eight (8) credits in a full term and four (4) credits in a mini term at all times.

Academic Progress for 96 Credit Hour Program:

Hours Attempted	Overall GPA Required
12	1.00
24	1.50
36	1.67
48	1.75
60	1.80
72	1.87
84-96	2.00

Academic Progress for 48 Credit Hour (or less) Program:

Hours Attempted	Overall GPA Required
12	1.00
24	1.50
36-48	2.00

Progress Toward Completion for Degree or Certificate

A student may not receive Title IV or state funds for more than 1.5 times the standard program length. For example:

Standard Program Length	Maximum Length
96 Credit Hours	144 Credit Hours
48 Credit Hours	72 Credit Hours
36 Credit Hours	54 Credit Hours

Progression Toward Completion of Degree or Certificate

A student is expected to successfully complete 60% of all hours attempted. Attempted hours are those for which a student is enrolled at the end of the drop/add period.

A determination of this progress will be measured by the following:

- Programs of two or more years in length will be assessed at the end of each academic year.
- Programs of less than two years will be assessed at the half way point of the previously established maximum length of the program.
- Transfer credits and grades of F and W are not counted as successfully completed in determining progression toward completion.

FINANCIAL AID PROBATION

Upon review, a student not successfully completing the minimum percentage of hours will be placed on financial aid probation for the next increment or assessment period. A student on probation may continue to receive Title IV funding. If the minimum percentage of cumulative hours is not successfully completed at the end of the probationary increment, the student is not eligible to receive further Title IV funding.

EXTENDED PROBATION

Occasionally, unusual circumstances will arise that will warrant the extension of a student's probation. The Academic Dean and Director have the authority, under these circumstances, to extend the student's probation period, provided it is not extended beyond the additional grading period, and provided it is fully documented in the student's academic file.

- Satisfactory progress will be evaluated at the end of each grading period.
- Students on probation may receive Title IV financial aid.

APPEAL PROCESS

A student may appeal to the financial aid committee for an extension of the probationary period due to mitigating circumstances, such as transferring from one program to another. Any extension must be fully documented in the student's financial aid file.

TUITION CHARGES

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

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

REFUNDS

The 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 refund of tuition except as follows:

REFUND POLICY

Before Entrance

- A. All monies will be refunded if the student is not accepted by the College.
- B. All monies, including the registration fee (if paid) will be refunded if cancellation notice is received within 3 business days after signing the enrollment contract.
- C. All tuition paid, minus the registration fee (if paid) will be refunded in full if the student cancels after 3 business days but prior to the class beginning date. Also refundable in full is the cost of textbooks issued if returned unused.

Withdrawal After Entrance

Based on Academic Year (9 mos.)

If Student Withdraws

During:	Amount of Tuition Charged:	Amount of Tuition Refunded:
First week of classes	0% + \$150 withdrawal fee	100%
After first week of classes up to and including 10% of Academic Year	10% + \$150 withdrawal fee	90%
After 10% up to and including 25% of Academic Year	25% + \$150 withdrawal fee	75%
After 25% up to and including 50% of Academic Year	50% + \$150 withdrawal fee	50%
After 50% up to and including 75% of Academic Year	75% + \$150 withdrawal fee	25%
After 75% of Academic Year ..	100% + \$150 withdrawal fee*	NO REFUND

(*Not to exceed contract price)

(The above percentage figures do not include the cost of books or fees.)

(Unused portions of books and lab fees will be returned)

Refund percentages apply to the academic year in which the student withdrew. For programs longer than one academic year (9 calendar months) in length, 100% of stated course price attributable to the period beyond the Academic Year in which they withdrew will be refunded. Unissued textbook costs are refunded in full.

The official date of withdrawal or termination of a student will be the date the college receives written notice of the student's intent to discontinue the training program **or** the date on which the student violates school policy which provides for termination. Refunds will be made within 30 days of official date of termination.

Percentage of completion is based on the length of the program in time as stated on this contract and computed from the date of entrance to the last date of actual attendance.

NOTE: Time attended, rather than units of credit earned is the criteria.

A full refund of tuition and fees paid will be made in the event the college discontinues a program of education during a period of time within which a student could have reasonably completed the same, except this provision shall not apply in the event that the college ceases operation.

ACTIVE DUTY MILITARY: If the student, their spouse, or a dependent student's parents receive change of station orders out of the Colorado Springs metropolitan area, the refund will be calculated on an exact pro rata basis. The withdrawal fee of \$150 will be waived with documentation of said orders.

SPECIAL STUDENTS (Non-degree seeking students): Refunds will be calculated on an exact pro rata basis. The withdrawal fee of \$150 does not apply to special students.

REFUND ATTRIBUTION POLICY

The Following refund attribution policy will be applied to all students who receive Title IV and/or State funds and withdraw with a refund due.

TITLE IV

1. SLS, PLUS or Stafford Loan
2. Perkins Loan
3. SEOG
4. CSIG
5. Pell Grant
6. Student

STATE

1. CSG
2. Undergraduate Merit

The percentage of refund due federal and state financial aid programs will be calculated as follows;

TITLE IV PROGRAMS

$$\frac{\text{Total Title IV Aid (Minus work earnings)}}{\text{Total Aid (minus work earnings)}}$$

STATE PROGRAM

$$\frac{\text{Total State Aid (minus work earnings)}}{\text{Total Aid (minus work earnings)}}$$

Total amount of refund x Title IV percentage = Title IV portion
Total amount of refund x State percentage = State portion

The method for determining the amount each program will receive will be a 100% allocation to the program in priority order as stated above.

The amount refunded to any program may not be greater than the amount the student received from that fund.

If the refund is made to the lender for a SLS, PLUS or Stafford Loan, the student or parent must receive simultaneous notice of the refund. The refund must be paid within 30 days of the student's last date of attendance.

REPAYMENT

The following repayment attribution policy will be applied to all students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw. (SLS, PLUS, Stafford Loan and CWS are excluded from this calculation).

To determine if the student received an overpayment, the institution must determine that the funds the student received for non-direct educational costs exceeded the non-direct educational costs for the portion of the payment period for which the student was enrolled. If any portion of the cash payment cannot be attributed to the cost of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event that the student received cost payment from more than one fund, any overpayment would be returned in the following order:

1. SEOG
2. CSG
3. CSIG
4. Perkins Loan
5. Pell Grant

REQUEST FOR REFUND

The refund will be paid within 30 days from the date the school determines the student is no longer in attendance. In computing refunds, the student will be considered to have been in attendance from the date of entrance until the actual day of their last attendance.

VERIFICATION OF STUDENT AID APPLICATION INFORMATION

The verification procedures that follow are required by the Department of Education for all students receiving financial assistance.

1. The student must provide the necessary documentation for verification within 30 days from the date the student starts school or in the case of a student currently enrolled in school within 30 days from being selected for verification.

2. If the student fails to provide the required documentation for verification within the established time frame, then the student will be treated as a cash paying student. If the student is not capable of paying cash, then the student will be dismissed from school.
3. The Financial Aid Office does reserve the right to make exceptions to the above stated policies due to specific circumstances on a case by case basis.
4. A student will be advised by a financial aid officer when that student is selected for verification. During this advising session the student will be given a clear explanation of the documentation needed to satisfy the verification requirements. During this session the student will also be informed of their responsibilities with respect to the verification of application information including the school's deadline for completion of any actions on the student's part and the consequences of failing to complete these required actions.
5. The Financial Aid Office will notify the student by a normal means of communication of the results of verification. Preferably this will be in the form of an advising session.
6. If application information needs to be corrected, then the student will be contacted by a normal means of communication and action will be taken as outlined in the previous five policies. If after the corrected documentation is submitted, the financial aid awards change, then the school will adjust the awards as outlined in the regulation.
7. The Financial Aid Office, if necessary, will contact the regional office of the Department of Education concerning referrals under sections 668.14(g).

TRANSFER CREDIT POLICY

An official transcript must be received by the Registrar in order to verify and grant transfer credit. Acceptable credits will be posted to the transcript upon receipt. Monetary credit will be recognized at midpoint of the program. Actual dollar credit will be granted upon completion of the program.



Programs of Study

ACCOUNTING DEGREE

BUSINESS ADMINISTRATION DEGREE

**COMPUTER SCIENCE WITH BUSINESS
EMPHASIS DEGREE**

**COMPUTER SCIENCE WITH SCIENTIFIC
EMPHASIS DEGREE**

**MEDICAL ADMINISTRATIVE
ASSISTING DEGREE**

PARALEGAL STUDIES DEGREE

SECRETARIAL SCIENCE DEGREE

**TRAVEL AND TOURISM
CAREERS DEGREE**

JUNIOR ACCOUNTING DIPLOMA

**MEDICAL OFFICE
SPECIALIST DIPLOMA**

SECRETARIAL SCIENCE DIPLOMA

TRAVEL AND TOURISM DIPLOMA

**WORD PROCESSING
SPECIALIST DIPLOMA**

PROGRAMS OF STUDY

In its program of study, the College fosters an attitude of professionalism. The College encourages graduates to continue their pursuit of knowledge through the study of manuals, and publications, membership in professional organizations, and advanced training courses. The College strives to provide the student with knowledge, values and skills to prepare each for their vocation, for participation in our technical society, and for further academic study.

Not all courses will be taught each term, and those taught will not always be taught in the order listed in the catalog. However, sufficient required and elective courses are offered to enable a student to complete a program within the standard time period. The College reserves the right to select which related and required courses are offered each term and to substitute other courses for those listed in the program of study which do not substantially alter the integrity of the program. It is at the discretion of the Dean of Education whether or not a course may be substituted. The College reserves the right to cancel any course or program for which there is insufficient enrollment.

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Accounting
96 CREDIT HOURS

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. A variety of positions are available to accounting graduates in business, industrial, and governmental accounting fields.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
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 207	Computerized Accounting	24	48	4
ACC 215	Accounting Practicum		96	4
ACC 217	Advanced Computerized Accounting	24	48	4
ACC 218	Computerized Payroll Accounting	24	48	4
BSA 101	Introduction to Business	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
MGT 201	Principles of Management	48		4
MGT 204	Financial Management	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE				
		48		4
		984	336	96

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Business Administration
96 CREDIT HOURS

The Business Administration Program is designed to provide the student with a foundation in business management. The student is given a broad academic background including computer science and accounting principles. This degree program is recommended for those who aspire to positions in business, industry, and government.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
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 207	Computerized Accounting	24	48	4
BSA 101	Introduction to Business	48		4
BSA 201	Business II	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
MGT 201	Principles of Management	48		4
MGT 203	Personnel Management	48		4
MGT 204	Financial Management	48		4
MKT 200	Fundamentals of Sales	48		4
MKT 201	Principles of Marketing	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE				
		48		4
		1080	144	96

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Computer Science with Business Emphasis
96 CREDIT HOURS

This Computer Science Program is designed with a business emphasis to provide the student with the necessary skills and knowledge to obtain an entry-level position in the computer field with a business emphasis.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
ACC 101	Principles of Accounting I	48		4
ACC 102	Principles of Accounting II	48		4
ACC 203	Principles of Accounting III	48		4
BSA 101	Introduction to Business	48		4
BSA 110	Business Law I	48		4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
CSD 200	ADA Programming	24	48	4
CSD 230	Computer Programming (COBOL I)	24	48	4
CSD 235	Computer Programming (COBOL II)	24	48	4
CSD 240	System Analysis & Design I	48		4
CSD 242	File Management Techniques	48		4
CSD 246	Data Structures	48		4
CSD 247	Fundamentals of Operating Systems	48		4
CSD 250	Microcomputers in Business	24	48	4
MGT 201	Principles of Management	48		4
MTH 120	Algebra	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics II	48		4
PSY 105	Professional Development	48		4
		<u>1008</u>	<u>288</u>	<u>96</u>

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Computer Science with Scientific Emphasis
96 CREDIT HOURS

This Computer Science Program is designed to provide the student with the necessary skills and knowledge to obtain an entry-level position in the computer field with companies which require a scientific emphasis.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
BSA 101	Introduction to Business	48		4
BSA 110	Business Law I	48		4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
CSD 125	Advanced BASIC	24	48	4
CSD 200	ADA Programming	24	48	4
CSD 210	Computer Programming (FORTRAN)	24	48	4
CSD 220	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	System Analysis & Design I	48		4
CSD 246	Data Structures	48		4
CSD 247	Fundamentals of Operating Systems	48		4
CSD 250	Microcomputers in Business	24	48	4
MTH 120	Algebra	48		4
MTH 210	Technical Mathematics	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics II	48		4
PSY 105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE				
		48		4
		936	432	96

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Medical Administrative Assisting
96 CREDIT HOURS

This Medical Administrative Assisting Program prepares the graduate to assist the physician and allied health personnel. The program teaches the fundamentals of patient care, laboratory procedures, and current medical office management.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
ACC 101	Principles of Accounting I	48		4
BSA 101	Introduction to Business	48		4
BSA 105	Introduction to Office Technology	48		4
BSA 110	Business Law I	48		4
CSD 105	Word Processing I	24	48	4
CSD 110	Introduction to Computers	48		4
MED 101	Medical Terminology	48		4
MED 105	Medical Science I	48		4
MED 110	Medical Science II	48		4
MED 205	Medical Science III	48		4
MED 210	Medical Science IV	48		4
MED 215	Medical Science V	48		4
MED 220	Medical Assisting Skills	24	48	4
MED 230	Medical Office Procedures	24	48	4
MGT 203	Personnel Management	48		4
SHD 101	Shorthand I	24	48	4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE		<u>48</u>	<u> </u>	<u>4</u>
		1032	240	96

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Paralegal Studies
96 CREDIT HOURS

The Paralegal Studies Program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting and research. The program prepares the student for employment by attorneys or in other legal related occupations such as corporate, real estate or government agencies.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
ACC 101	Principles of Accounting	48		4
BSA 105	Introduction to Office Technology	48	4	4
CSD 105	Word Processing I	24	48	4
CSD 107	Word Processing II	24	48	4
CSD 110	Introduction to Computers	48		4
PAR 101	Introduction to Paralegal Studies	48		4
PAR 102	Legal Research and Writing I	48		4
PAR 103	Contract Law	48		4
PAR 104	Torts and Insurance Law	48		4
PAR 200	Legal Research and Writing II	48		4
PAR 201	Wills, Probate and Family Law	48		4
PAR 202	Bankruptcy, Property and Real Estate Law	48		4
PAR 203	Civil Procedure	48		4
PAR 204	Trial Preparation and Procedures	48		4
PAR 205	Paralegal Studies Internship	0	96-144	4
SEC 203	Office Management	48	5	4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 100	College Math I	48		4
PSY 105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE		<u>48</u>	<u>0-96</u>	<u>4</u>
		1032	249-393	96

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Secretarial Science
96 CREDIT HOURS

The Secretarial Science Associate Degree Program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management skills including information systems, office planning and services, speedwriting and word processing.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS				
ACC 101	Principles of Accounting I	48		4
BSA 101	Introduction to Business	48		4
BSA 105	Introduction to Office Technology	48		4
BSA 110	Business Law I	48		4
CSD 105	Word Processing I	24	48	4
CSD 107	Word Processing II	24	48	4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
MGT 201	Principles of Management	48		4
MGT 203	Personnel Management	48		4
SEC 203	Office Management (Executive)	48		4
SHD 101	Shorthand I	24	48	4
SHD 201	Shorthand II	24	48	4
SHD 202	Shorthand III	24	48	4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
TYP 102	Typing II	24	48	4
TYP 202	Typing III	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE				
		48		4
		<u>936</u>	<u>432</u>	<u>96</u>

ASSOCIATE OF APPLIED SCIENCE DEGREE
MAJOR: Travel and Tourism Careers
96 CREDIT HOURS

The Travel and Tourism Program combines general business and office management courses with specialized training for employment with hotels, travel agencies, cruise ships, airline companies, and the general hospitality industry.

Listing of Courses in the Program:

Number		Title	Lecture Hours	Lab Hours	Credit Hours
68 CREDIT HOURS -- PROGRAM REQUIREMENTS					
ACC	101	Principles of Accounting I	48		4
BSA	101	Introduction to Business	48		4
BSA	110	Business Law I	48		4
CSD	110	Introduction to Computers	48		4
GEO	111	Geography	48		4
MGT	203	Personnel Management	48		4
MKT	200	Fundamentals of Sales	48		4
MKT	201	Marketing	48		4
TAC	105	Introduction to Travel	48		4
TAC	125	Ticketing and Tariffs	48		4
TAC	130	Reservations I	48		4
TAC	135	Reservations II	24	48	4
TAC	140	Reservations III	24	48	4
TAC	205	International Travel	48		4
TAC	225	Tourism	48		4
TAC	230	Travel Operations	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
24 CREDIT HOURS -- GENERAL EDUCATION					
ECO	102	Economics	48		4
ENG	101	College English I	48		4
ENG	201	College English II	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
4 CREDIT HOURS -- ELECTIVE			<u>48</u>	<u>144</u>	<u>4</u>
			1080	144	96

JUNIOR ACCOUNTING DIPLOMA 48 CREDIT HOURS

The Junior Accounting Program provides the student with a background in accounting and general business subjects to prepare graduates for accounting positions.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
32 CREDIT HOURS -- PROGRAM REQUIREMENTS				
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 207	Computerized Accounting	24	48	4
BSA 101	Introduction to Business	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
16 CREDIT HOURS -- GENERAL EDUCATION				
ENG 101	College English I	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	<u>48</u>		<u>4</u>
		528	96	48

MEDICAL OFFICE SPECIALIST DIPLOMA 48 CREDIT HOURS

This concentrated medical/business program prepares the graduate for positions in medical offices or health care facilities.

Listing of Courses in the Program:

Number		Title	Lecture Hours	Lab Hours	Credit Hours
32 CREDIT HOURS -- PROGRAM REQUIREMENTS					
ACC	101	Principles of Accounting I	48		4
MED	101	Medical Terminology	48		4
MED	105	Medical Science I	48		4
MED	110	Medical Science II	48		4
MED	205	Medical Science III	48		4
MED	210	Medical Science IV	48		4
MED	230	Medical Office Procedures	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
16 CREDIT HOURS -- GENERAL EDUCATION					
ENG	101	College English I	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
			<u>552</u>	<u>48</u>	<u>48</u>

SECRETARIAL SCIENCE DIPLOMA

48 CREDIT HOURS

The Secretarial Science Diploma Program focuses on general office skills. The graduate will have competency in the use of state-of-the-art office machines, as well as typing, speedwriting, and office administration. This program is designed to prepare graduates to meet the challenges of the modern office.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
32 CREDIT HOURS -- PROGRAM REQUIREMENTS				
ACC 101	Principles of Accounting I	48		4
BSA 105	Introduction to Office Technology	48		4
CSD 105	Word Processing I	24	48	4
SEC 203	Office Management (Executive)	48		4
SHD 101	Shorthand I	24	48	4
SHD 201	Shorthand II	24	48	4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
TYP 102	Typing II	24	48	4
16 CREDIT HOURS -- GENERAL EDUCATION				
ENG 101	College English I	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	48		4
		456	240	48

TRAVEL AND TOURISM DIPLOMA

48 CREDIT HOURS

The Travel and Tourism Diploma Program combines general business and office management courses with specialized training in travel and tourism and prepares the graduate for a variety of career choices in the hospitality industry.

Listing of Courses in the Program:

Number		Title	Lecture Hours	Lab Hours	Credit Hours
32 CREDIT HOURS -- PROGRAM REQUIREMENTS					
GEO	111	Geography	48		4
TAC	105	Introduction to Travel	48		4
TAC	125	Ticketing and Tariffs	48		4
TAC	130	Reservations I	48		4
TAC	135	Reservations II	24	48	4
TAC	205	International Travel	48		4
TAC	225	Tourism	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
16 CREDIT HOURS -- GENERAL EDUCATION					
ENG	101	College English I	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
			<u>528</u>	<u>96</u>	<u>48</u>

WORD PROCESSING SPECIALIST DIPLOMA

48 CREDIT HOURS

The Word Processing Specialist Diploma Program is designed to provide not only technical expertise but also a basic understanding of the concepts involved in the word processing field.

Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
32 CREDIT HOURS -- PROGRAM REQUIREMENTS				
ACC 101	Principles of Accounting I	48		4
BSA 105	Introduction to Office Technology	24	48	4
CSD 105	Word Processing I	24	48	4
CSD 107	Word Processing II	24	48	4
CSD 110	Introduction to Computers	24	48	4
SEC 203	Office Management	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
TYP 102	Typing II	24	48	4
16 CREDIT HOURS -- GENERAL EDUCATION				
ENG 101	College English I	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	<u>48</u>		<u>4</u>
		432	<u>288</u>	<u>48</u>



Course Descriptions

COURSE DESCRIPTIONS

DEFINITION OF COURSE IDENTIFICATION SYSTEM

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

ACC	--	Accounting
BSA	--	Business Administration
CSD	--	Computer Science
ECO	--	Economics
ENG	--	English
GEO	--	Geography
MED	--	Medical Science
MGT	--	Management
MKT	--	Marketing
MTH	--	Mathematics
PAR	--	Paralegal Studies
PSY	--	Psychology
SEC	-	Secretarial Science
SHD	--	Shorthand
TAC	--	Travel and Tourism
TYP	--	Typing

100 level courses are primarily freshman courses.

200 level courses are primarily sophomore courses.

General Education courses, while mainly numbered as first-year courses, can be taken during either the first or second year.

ACC 101 Principles of Accounting I
4 Credit Hours

This unit develops the fundamental principles of accounting as they may be applied in a proprietorship business. Upon completion of this course the student will be familiar with the accounting cycle, basic accounting records, closing entries, trial balance, and worksheet. The student will be able to utilize special journals and subsidiary ledgers, understand payroll procedures and records.

ACC 102 Principles of Accounting II
4 Credit Hours
Prerequisite -- ACC 101

This unit contains a more detailed study of the actual books of accounting as applied to a mercantile enterprise with emphasis on partnership transactions and with an introduction to corporation accounting. The emphasis is on the departmental system of accounting for wholesale types of business organizations.

ACC 203 Principles of Accounting III
4 Credit Hours
Prerequisite -- ACC 102

This unit is devoted to corporation accounting with an emphasis on the manufacturing type of enterprise. There is detailed treatment of accounting for capital stock, bonds, surplus, and dividends.

ACC 204 Income Tax Accounting
4 Credit Hours
Prerequisite -- ACC 101

This course studies 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. Old age, unemployment and payroll taxes are also fully covered.

ACC 205 Cost Accounting
4 Credit Hours
Prerequisite -- ACC 203

The purpose of this course is to teach the fundamental principles involved in factory accounting and to examine and study some of its distinctive problems. Actual practice in the preparation of vouchers, checks, financial statements, time sheets, cost sheets, perpetual inventories, and overhead distributions are also included.

ACC 207 Computerized Accounting
4 Credit Hours
Prerequisite -- ACC 102

This course will allow the student to gain experience with a computerized accounting system. The students will apply basic accounting principles to practical accounting problems using the computer.

ACC 215 Accounting Practicum
4 Credit Hours
Prerequisite -- ACC 205 or permission from the Dean of Education

This is a vocational field experience that provides students with the opportunity to develop in knowledge and training in their chosen field. This practicum consists of 96 hours minimum on the job and a one hour per week seminar with their Program Director.

ACC 217 Advanced Computerized Accounting
4 Credit Hours
Prerequisite -- ACC 207

This course uses Lotus 1-2-3 for practical advanced accounting applications. The student learns to construct and design spreadsheets that are useful for accounting.

ACC 218 Computerized Payroll Accounting
4 Credit Hours
Prerequisite -- ACC 217

Payroll accounting will provide the student with practical knowledge of federal and state payroll laws. The student will do actual payroll computations, transactions and forms using both a computerized and manual system.

BSA 101 Introduction to Business I
4 Credit Hours

This course concentrates on terminology, functions and procedures related to the organization and operations of a business enterprise as an institution in an economic society.

BSA 105 Introduction to Office Technology
4 Credit Hours

This course introduces the student to the different methods of business filing, the capabilities of an office calculator, a knowledge of electronic mail and an introduction to a personal computer.

BSA 110 Business Law I
4 Credit Hours

A course designed to introduce students to Commercial Codes. Case examples are used to clarify points dealing with contract, negotiable instruments, personal property and bailments, sale of goods, agencies of convenience and court proceedings.

BSA 201 Introduction to Business II
4 Credit Hours
Prerequisite -- BSA 101

A continuation of BSA 101 which provides more detailed knowledge of business. Included are discussions of capitalistic, socialistic, and communistic societies, and of various business functions such as marketing, management and advertising.

BSA 211 Business Law II
4 Credit Hours
Prerequisite -- BSA 110

A continuation of BSA 110 emphasizing technical and practical areas of business law. Judicial and legislative actions are discussed as to how they apply to business. The course explores the business society as related to law.

CSD 105 Word Processing I
4 Credit Hours
Prerequisites -- TYP 101 or current typing speed of 45 wpm

This course provides the student with an overview of word processing procedures, systems and equipment used in today's work field. WordStar and Word Perfect programs are introduced.

CSD 107 Word Processing II
4 Credit Hours
Prerequisite -- CSD 105

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. Includes further development of skills in WordStar and Word Perfect.

CSD 110 Introduction to Computers
4 Credit Hours

This is the beginning course in data processing. Students will be introduced to computer concepts and techniques and receive a broad overview of computer hardware and software.

CSD 120 Computer Programming (BASIC)
4 Credit Hours
Prerequisite -- CSD 110

This course teaches the principles of computer programming using BASIC language. Students will learn the program development process and get hands-on experience with microcomputers.

CSD 125 Advanced BASIC
 4 Credit Hours
 Prerequisite -- CSD 120

A continuation of CSD 120 which provides more detailed knowledge of basic programming of computers. Students will learn more sophisticated techniques for creating and using data files in an interactive processing mode.

CSD 200 ADA Programming
 4 Credit Hours
 Prerequisites -- FORTRAN or PASCAL Programming Course

This course will be required for computer students and will be open to all students meeting the prerequisites or with approval of the Department Chairperson. This course will give students an understanding of software engineering concepts using ADA Language. Students will demonstrate proficiency by writing ADA programs which incorporate software engineering concepts.

CSD 210 Computer Programming (FORTRAN)
 4 Credit Hours
 Prerequisite -- CSD 110

This course teaches the concepts and techniques for writing programs in FORTRAN. Special emphasis will be placed on coding rules, data representation and basic input/output operations. Students will get practical experience by writing and testing programs on microcomputers.

CSD 215 Advanced FORTRAN
 4 Credit Hours
 Prerequisite -- CSD 210

A continuation of CSD 210 which provides more detailed knowledge of programming of computers for solving mathematical and scientific problems.

CSD 220 Computer Programming (Pascal)
4 Credit Hours
Prerequisite -- CSD 110

This course teaches programming using the Pascal Language with emphasis 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.

CSD 223 Advanced Pascal
4 Credit Hours
Prerequisite -- CSD 220

A continuation of CSD 220 which provides more detailed knowledge of Pascal programming of computers using structured programming techniques.

CSD 230 Computer Programming (COBOL I)
4 Credit Hours
Prerequisite -- CSD 110

This course teaches the concepts and techniques for 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. Students will get practical experience in writing and testing programs for business applications on microcomputers.

CSD 235 Computer Programming (COBOL II)
4 Credit Hours
Prerequisite -- CSD 230

This course is a continuation of the concepts involved in writing programs in COBOL as well as coding rules and basic input/output operations for more complex business problems.

CSD 240 Systems Analysis and Design I
4 Credit Hours
Prerequisite -- CSD 110

This course includes the concepts and techniques used in system analysis and design. Special emphasis will be placed on the phases of data gathering, data analysis, design and implementation. Students will get practical experience by use of the case method.

CSD 242 File Management Techniques
4 Credit Hours
Prerequisite -- CSD 110 and any Programming Language

This course teaches the concepts and techniques for improving input/output and file design. Common storage devices are discussed as well as different access methods.

CSD 246 Data Structures
4 Credit Hours
Prerequisite -- CSD 220

This course identifies and analyzes the major forms of structuring data that are implementable using the DBASE III Plus Language. The structure includes creating a data base, an index file, and a sorted file. The structures are utilized in storing, retrieving, sorting and searching for data through the use of programs written.

CSD 247 Fundamentals of Operating Systems
4 Credit Hours
Prerequisite -- CSD 110 and any Programming Language

This course provides students with the concepts, principles behind the design, and functioning of modern computer operating systems.

CSD 250 Microcomputers in Business
4 Credit Hours
Prerequisites -- CSD 110, CSD 120

This course will introduce students to the use of microcomputers. Students will learn what constitutes a microcomputing system, how to use application software packages (e.g., WORDSTAR, Dbase, and SUPERCALC), and how to evaluate hardware and software for use in the business environment.

ECO 102 Introduction to Economics
4 Credit Hours

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.

ENG 101 English I
4 Credit Hours

This course covers fundamentals of sentence construction, grammar, punctuation and basic usage; the course stresses practical application of these fundamentals to effective writing.

ENG 201 English II
4 Credit Hours
Prerequisite -- English 101

Practical written communication skills for business are studied in this advanced course. Mechanics and principles of effective letter and memo writing are stressed with the focus on a better understanding of writing styles appropriate to the business world.

ENG 203 Speech
4 Credit Hours

Verbal communications skills are the focus of this course. Practical exercises are designed to develop the student's confidence and poise. The ability to select, research, organize and present a subject orally will be an integral part of this course.

GEN 285 Vocational Practicum
4 Credit Hours

Prerequisites -- Last quarter or next to last quarter; Program Director approval.

The student works in an externship (outside the college in their chosen field) or in an internship (inside the college) under the direction of their Program Director to gain actual, hands-on experience in their chosen field.

GEO 111 Human and Cultural Geography
4 Credit Hours

This course studies the earth's physical surface in relationship to the resulting cultures and the use of available resources. Emphasis is placed upon population distribution, resources, regional conditions, and related problems.

MED 101 Medical Terminology
4 Credit Hours

This course shall introduce the student to general principles concerning the language of the medical field and word structure. Emphasis is given to medically related word roots, prefixes and suffixes along with presentation of terminology specific to the body systems: anatomy, physiology, pathology and diagnostic procedures.

MED 105 Medical Science I
4 Credit Hours
Prerequisite for all Medical Science Courses

This course is designed to introduce the student to basic principles of human anatomy, physiology, pathological states and diagnostic procedures. It shall include concepts of bio-organization, chemistry, microbiology and a general overview of the body's anatomical systems and their relationships to each other. Upon completion of this course, the student shall have a fundamental knowledge of the body and its function in order to understand, relate and apply further medical learning in the work setting.

MED 110 Medical Science II
4 Credit Hours
Prerequisite -- MED 105

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 studied.

MED 205 Medical Science III
4 Credit Hours
Prerequisite -- MED 105

Medical Science III introduces the student to three of the body systems: obstetrics and gynecology, the renal system and the endocrine system. It covers the anatomy and physiology of these body systems and pathological conditions.

MED 210 Medical Science IV
4 Credit Hours
Prerequisite -- MED 105

Medical Science IV introduces the student to the anatomy of the digestive system, nervous system and musculoskeletal. Included are the organs and their functions, pathology, and the relationship between the muscles, bones, ligaments and cartilages.

MED 215 Medical Science V
4 Credit Hours
Prerequisite -- MED 105

Medical Science V consists of pharmacology, medical law and ethics. The student will become familiar with various drugs, drug administration and medical law as it pertains to the medical office.

MED 220 Medical Assisting Skills
4 Credit Hours

This course is designed to train the student in clinical and laboratory skills routinely performed in the medical office. Skills shall include, but not be limited to, laboratory procedures (blood, urine, culture), pharmacology and medication administration, microbial control (sterile and antiseptic techniques), vital signs (temperature, pulse, respirations, blood pressure, height and weight), EKGs, first aid procedures, examination preparations and assisting the physician in various procedures (i.e., suturing, casting).

MED 230 Medical Office Procedures
4 Credit Hours
Prerequisites -- ENG 101 & TYP 101

This course is designed to train the student in those administrative skills necessary for the efficient operation of the medical office. Skills presented shall include insurance documentation, preparation and submission, maintenance and ordering of office supplies, filing, appointment scheduling, and communication skills -- both written and verbal.

MGT 201 Principles of Management
4 Credit Hours
Prerequisite -- BSA 101

Presentation of the functions of management in our society including planning, organizing, directing and controlling with emphasis on the management contributions in encouraging effective products and services to the public.

MKT 200 Fundamentals of Sales
4 Credit Hours

A survey of the many aspects of selling which include characteristics of the customer, buying motives, the approach, the presentation, product demonstration, handling objectives, closing the sale, suggestive selling, and follow up. Additional areas include selling self (job interviews) and selling ideas.

MKT 201 Principles of Marketing
4 Credit Hours
Prerequisite -- BSA 101

A general survey of the nature, significance, and scope of marketing. Emphasis is placed on the channels of distribution, the marketing of consumer shopping, speciality, and other goods. Service marketing, middleman, wholesaling, shipping, and warehouse standardization, grading and pricing and governmental regulation of competition are covered in the class.

MGT 203 Personnel Management
4 Credit Hours
Prerequisite -- BSA 101

A personnel manager's functions and responsibilities are the core of this course. The student studies recruitment of personnel, the personnel process is discussed, including training, evaluation of employees, benefit and salary administration and some basics of labor law. Conflict management and discipline programs are also included.

MGT 204 Financial Management
4 Credit Hours
Prerequisites -- BSA 101, MTH 100

This course is designed as an introduction to 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.

MTH 100 College Mathematics
4 Credit Hours

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 exponents.

MTH 101 College Mathematics II
4 Credit Hours

This course is a study of natural numbers, integers, rational numbers, and variables. Topics studied include operations on expressions, first and second degree equations, radicals, exponents, polynomials and word problems.

MTH 120 Algebra
4 Credit Hours
Prerequisite -- MTH 100

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, word problems and factoring.

MTH 210 Technical Mathematics
4 Credit Hours
Prerequisite -- MTH 120

This course is intended to strengthen the math ability of those students involved in the study of electronics and computers. It reviews pre-algebra and algebra, and it introduces geometry and trigonometry. The course investigates proportions, factoring, exponents and more advanced algebra and trigonometry. The course also focuses on graphing functions and slopes, as well as graphing trigonometry.

PAR 101 Introduction to Paralegal Studies
4 Credit Hours

This course is designed to familiarize students with American law and the legal system, legal reasoning and terminology, the purpose and duties of legal assistants, law firm organization, and the law library.

PAR 102 Legal Research and Writing I
4 Credit Hours
Prerequisite -- PAR 101

This course is the study of legal research and bibliography, research problems, sources, legal drafting and writing, preparation of memorandum and briefs.

PAR 103 Contract Law
4 Credit Hours
Prerequisite -- PAR 101

This course is a study of the definition of contracts between individuals, third parties, businesses, and their legal rights, duties, and remedies as they reflect on our society.

PAR 104 Torts and Insurance
4 Credit Hours
Prerequisite -- PAR 101

This course acquaints students with torts against both person and property, negligence, products liability, defamation, defense and damages, and the applicability of modern insurance principles and practices to tort law.

PAR 200 Legal Research and Writing II
4 Credit Hours
Prerequisite -- PAR 102

This course is the study of legal research with an emphasis on sources which include law libraries, court records, state and federal statutes, and computerized legal research, writing memoranda and briefs.

PAR 201 Wills, Probate and Family Law
4 Credit Hours
Prerequisite -- PAR 101

This course covers the nature of personal property, bailment, landlord-tenant relationships, wills, trusts and estates. It also includes the study of laws relating to marriage, divorce, separation, custody, adoption, guardianship, support and settlement agreements.

PAR 202 Bankruptcy, Property and Real Estate Law
4 Credit Hours
Prerequisite -- PAR 101

This course familiarizes the student with bankruptcy and creditor's right, agency and employment, and business organization. It also includes the study of real estate, fixtures, easements, ownership interests, legal descriptions and their forms.

PAR 203 Civil Procedure
4 Credit Hours
Prerequisite -- PAR 101

This course analyzes civil procedure to include the role of the legal assistant in civil litigation, court systems for civil litigation, case preparation, commencement of lawsuits, discovery, trial and post-trial proceedings, and settlement.

PAR 204 Trial Preparation and Procedures
4 Credit Hours
Prerequisite -- PAR 203

A summary course of methods of pretrial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, methods and organization for effective trial presentation.

PAR 205 Paralegal Studies Internship
4 Credit Hours
Prerequisite -- student must be in last term of program

This course will provide students with actual work experience in legal office, insurance companies, banks, consulting firms, government agencies and real estate developers.

PSY 105 Professional Development
4 Credit Hours

The students will have the opportunity to develop skills that will assist them in the successful attainment of their educational and career goals. They will also learn study skills, time management, methods of test taking, communication and listening skills. Resume writing, interviewing techniques and employer expectations are also covered.

SEC 203 Office Management
4 Credit Hours

Prerequisites -- TYP 101 and BSA 105 or permission of the Program Director

This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout, and work measurement. The course stresses the managerial functions for the office and office personnel.

SHD 101 Shorthand I
4 Credit Hours

A beginning alphabetic shorthand course designed for students with no previous shorthand experience. Basic speedwriting theory is taught through drill, tests, reading and writing. Final dictation skill enables the student to attain a minimum speed of 60 words per minute.

SHD 201 Shorthand II
4 Credit Hours

Prerequisites -- SHD 101 or Equivalent Corequisite -- TYP 101 or 35 wpm

This course is a continuation of vocabulary speed development and transcription techniques. Final dictation skill should reach a minimum of 80 words per minute.

SHD 202 Shorthand III
4 Credit Hours
Prerequisite -- SHD 201 or Equivalent

This course provides an increase in shorthand vocabulary, mailability techniques, office style dictation, and speed development. Final dictation skills should reach a minimum of 100 words per minute.

TAC 105 Introduction to Travel
4 Credit Hours
Prerequisite for all Travel Courses

A brief introduction to career opportunities in the travel industry and the history of travel. Introduction to references used as a travel professional will also be covered.

TAC 125 Ticketing and Tariffs
4 Credit Hours
Prerequisite -- TAC 105

This course will cover domestic and international airline schedules; airline passenger tariffs, rules and procedures; setting up itineraries. The issuance of airline tickets for domestic and international travel will also be covered.

TAC 130 Reservations I
4 Credit Hours
Prerequisite -- TAC 105

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.

TAC 135 Reservations II
4 Credit Hours
Prerequisite -- TAC 130

This course is designed to equip the student with the necessary computer skills required in the travel industry. It covers scheduling and handling passenger requests for assistance in making travel arrangements using the SABRE computer system.

TAC 140 Reservations III
4 Credit Hours
Prerequisite -- TAC 135

This course will expand the student's knowledge of the use of a computer terminal and its special functions. Becoming familiar with live computer usage as opposed to lessons and building complete records are goals for this class.

TAC 205 International Travel
4 Credit Hours
Prerequisite -- TAC 130

This course will cover the operating instructions and use of the OAG Travel Planner and Hotel/Motel Guide, 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 to actually plan an international tour to include air transportation, ground transportation, accommodations, sight-seeing, shopping, meals, and all other aspects of tour. International business travel and independent travel abroad will also be discussed. An extensive international itinerary will be planned by each student.

TAC 225 Tourism
4 Credit Hours
Prerequisite -- TAC 105

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. A mid-term project explores the ways of selling Colorado Springs to visitors.

TAC 230 Travel Operations
4 Credit Hours
Prerequisites -- TAC 125, 130

A study of travel agency management requirements. Orientation to regulatory agencies, reporting and appointment procedures, interrelationship of the travel agency with airline and steamship companies, railroads, wholesalers, tour companies and operations, methods of charter and group travel promotion. The opportunities for travel-related careers are also covered extensively.

TYP 101 Keyboarding for Typewriting and Personalized Computer
4 Credit Hours

A beginning typewriting course designed for students who do not have previous typewriting instructions. Keyboard techniques and skill development are stressed. Basic features of personal and business letters, reports, and tables are introduced. Students will achieve a minimum speed of 30 words per minute.

TYP 102 Typing II
4 Credit Hours
Prerequisite -- TYP 101 or Test-Out

A course designed to develop high-level document production skill with emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports and forms. Students will achieve a minimum speed of 45 words per minute.

TYP 202 Typing III
4 Credit Hours
Prerequisite -- TYP 102

The development of advanced typewriting skills with time production typewriting, emphasis on proofreading and mailability of business projects without direct supervision with components for the executive, legal, medical, accounting and government secretaries. Students will achieve a minimum speed of 60 words per minute.



**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.

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B.S. University of Oklahoma	
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Meridian Travel School	
Cheryl Brindle	General Education
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Statement of Governance

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Blair Junior College is a private coeducational college incorporated under the laws of the State of Colorado. Blair Junior College is a taxpaying, non-subsidized institution of higher learning dedicated to the principles of free enterprise.

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