

# BLAIR JUNIOR COLLEGE

Established 1897

**1993-1995 GENERAL CATALOG**

Volume 16, Number 1

"Leave the dreams of yesterday, take the torch of knowledge, and build the dreams of the future."

- Marie Curie

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## MAILING ADDRESS

Blair Junior College  
828 Wooten Road  
Colorado Springs, CO 80915  
(719) 574-1082

### BLAIR JUNIOR COLLEGE GENERAL CATALOG

Blair Junior College is pledged to uphold equality of opportunity in education and employment in compliance with the Equal Employment Opportunity and Affirmative Action Laws of the United States. Any inquiries or grievances concerning these regulations may be directed to the Office of the Director, Blair Junior College, 828 Wooten Road, Colorado Springs, Colorado, 80915.

Blair Junior College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974, Public Law 93-568.

This catalog is an official publication of Blair Junior College. It is subject to change or revision at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to withdraw a student from the College for cause at any time. The student is entitled to due process in all instances.

Provisions of this publication are not regarded as a contract nor as an offer to contract. Blair Junior College, through appropriate action, reserves the right to change any provision with proper notification and approval.

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

**Course and Program Alterations:** The College reserves the right to change course curricula, schedules, prerequisites and requirements, or cancel a course or program for which there is insufficient enrollment.

**Success of Student:** The student's individual success or satisfaction is not guaranteed, and is dependent upon the student's individual efforts, abilities and application of himself/herself to the requirements of the College.

**Accrediting Agencies:** The College does not imply, promise, nor guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

**This catalog is incomplete without the most recent tuition supplement.**

## **APPROVED PROGRAMS OF STUDY**

**ACCOUNTING  
ADMINISTRATIVE ASSISTANT  
BUSINESS ADMINISTRATION  
COMPUTER SPECIALIST  
LEGAL ASSISTANT/PARALEGAL  
MEDICAL ASSISTING  
TRAVEL & TOURISM MANAGEMENT  
HOSPITALITY MANAGEMENT**

## **COLLEGE HOURS**

Blair Junior College is open from 8:00 a.m. to 10:00 p.m., Monday through Thursday; from 8:00 a.m. to 5:00 p.m. on Friday; and from 9:00 a.m. to 1:00 p.m. on Saturday. The classrooms, labs, and resource center are open for use during most of these hours.

Classes are scheduled to begin from 8:00 a.m. to 2:15 p.m. daily Monday through Thursday, and at 6:00 p.m. in the evenings. Day Classes are an hour and forty minutes in length while evening classes run for three hours and forty minutes (including two 10 minute breaks).

**IMPORTANT INFORMATION:** Though day and evening classes are offered to facilitate individual employment schedules and outside interests, students should understand that restrictive work and personal schedules may require a longer calendar period than normal to complete a two-year degree program. Classes are scheduled to meet the needs of groups of students and not for the convenience of any one individual.

## FROM THE DIRECTOR'S DESK

Welcome to Blair Junior College. You have taken the first step in preparing yourself for a better future. The faculty and staff are here to help you attain your goals by sharpening your skills for the upcoming opportunities and challenges you will encounter in life.

Blair Junior College, "The Career College," was established in 1897. For almost 100 years we have been assisting our graduates with placement in the jobs for which they were trained. Placement assistance is available to our graduates throughout their careers to ensure their success.

Proper training is a key to opening doors to new job opportunities. The self-satisfaction in addition to the up-to-date skills you receive is well worth the amount of time you put into your education. Congratulations on your decision to be an important member of America's workforce!!

Darryl C. Armstrong  
College Director

## 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. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In October 1979, Mr. Gerald C. Phillips purchased the entire stock of Blair Business College, Inc. With this acquisition, Blair Business College joined the prestigious and progressive group of Phillips Colleges located 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 Division of Private Occupational Schools, Department of Higher Education.

## **EDUCATIONAL MISSION AND PURPOSES**

### **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.

To fulfill its mission, the College will offer and continue to develop terminal associate degree programs and other appropriate career programs that will benefit both the student and the community, at large.

### **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 accomplish the following, which are integral to the mission of the college:

1. To maximize educational opportunities through an open door policy of recruitment.
2. To recruit and retain highly qualified teachers who are effective in the classroom.
3. To provide specialized education services on the collegiate level for the Colorado Springs metropolitan area which give predominant emphasis to business and technical education in preparation for immediate job entry.
4. To provide general education; to enable students to develop attitudes, knowledge qualities, and skills necessary to equip themselves with the basic tools of citizenship.
5. To provide complete and effective support services for all students.
6. To graduate students who have developed competent job and interpersonal skills.
7. To assist graduates in finding employment within their chosen job field through effective placement services.



## **PROFESSIONAL RECOGNITION AND ACCREDITATION**

### **BLAIR JUNIOR COLLEGE IS ACCREDITED AS A JUNIOR COLLEGE OF BUSINESS BY:**

Career College Association (CCA), Washington, DC, a national accrediting agency recognized by the United States Department of Education under the provision of public law 82 - 550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that office or an approximation thereof.

Blair Junior College is chartered by:  
The Colorado Secretary of State

Blair Junior College is approved by:  
Colorado State Approval Agency for Veterans and Eligible Dependent Students  
Department of Vocational Rehabilitation  
Immigration and Naturalization Service

Blair Junior College is authorized to grant associate degrees by:  
The Division of Private Occupational Schools, Department of Higher Education, pursuant to rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59 (1) (1)

Blair Junior College is approved and regulated by:  
The Division of Private Occupational Schools, Department of Higher Education, State of Colorado

Blair Junior College Institutional Memberships:  
American Council on Education  
Better Business Bureau of Southern Colorado  
Colorado Springs Chamber of Commerce  
National Association of Student Financial Aid Administrators  
Rocky Mountain Association of Student Financial Aid Administrators

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

## **THE CAMPUS**

### **FACILITIES & EQUIPMENT**

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 and typing 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.

### **HANDICAPPED ACCESS**

The Blair Junior College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, and accessible water fountains.

### **PARKING LOT**

Blair Junior College provides off-street, lighted, free parking. All persons using the parking lot are requested to be courteous in their parking and to keep posted fire lane areas open.

### **STUDENT LOUNGE**

The student lounge is available for students' relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven.

### **LIBRARY AND RESOURCE CENTER**

The library and resource center has books and periodicals of interest to students, staff, and faculty, as well as materials on reserve for classes. A variety of media, including VCR, televisions, and slide projectors are available for in-school use.

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. Students may borrow materials from the Pikes Peak Community College Education Resources Center and the University of Colorado library upon presentation of proper identification. Several other libraries within the Pikes Peak region are also available to Blair Junior College students.

## **GENERAL CONDUCT AND COLLEGE JURISDICTION**

Education is preparation for professional life. Ethics are among the most important qualities that professionals possess. All students are expected to adhere to high ethical standards. Any work produced by dishonest means cannot be accepted.

Blair Junior College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Blair Junior College will strive to maintain a campus free from drug and alcohol abuse.

The manufacture, possession, distribution, or use of illegal drugs or alcohol is prohibited on the campus, including school grounds. Any violation of this policy will warrant disciplinary actions, up to and including expulsion, and may also result in local, state, and/or federal criminal charges.

Students and employees are to notify management of Blair Junior College of any criminal drug statute violation occurring in the institution no later than five days after such violation. The College will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Avenue SW, (ROB3) Washington, DC 20202, of such violation within ten days after receiving such notice.

This school will assist students and employees in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

To ensure safety, security, and productivity, students and employees are to conduct business with the highest ethical standards and treat all students, co-workers, and business associates with fairness and integrity.

The College reserves the right to dismiss a student for the following reasons: failure to maintain satisfactory academic progress as outlined in this catalog, conduct detrimental to the College or other students, and/or absences in violation of the attendance policy as outlined in this catalog.

Students are required to maintain high standards of personal conduct and honesty. Any student whose conduct is considered harmful to others or the reputation of the College may be placed on disciplinary probation or may be suspended or expelled from the College. Under this policy, a student may request due process in the form of an appeal board hearing. For review, the student must submit a written request to the Dean of Education.

## **CAREER PLANNING AND PLACEMENT OFFICE**

One of the many benefits derived from being a graduate from Blair Junior College is the graduate placement service. The Career Placement and Planning Office is a graduate services center, offering placement assistance to graduates throughout their careers.

Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable expectations, and cooperation with the director of the Career Planning and Placement Office.

In their final term, students will attend preparation classes to assist them in the career placement process. Blair Junior College prepares the graduate educationally for employment and assists in their job search; but, like all institutions, it cannot guarantee employment.

# ADMISSIONS

## **ADMISSIONS**

### **APPLICATION**

Applicants should request an appointment for a personal interview with an Admissions Representative of the College. PHONE: 1-719-574-1082.

### **ENTRANCE REQUIREMENTS**

Graduation from high school or the successful completion of the General Education Development (GED) test is the minimum requirement for admission to Blair Junior College.

### **FOREIGN STUDENTS**

Foreign students must present written evidence of competency in English. For information, interested foreign students should contact the Admissions Department.

### **FULL-TIME STUDENTS**

The academic workload is defined as any combination of courses, internship or externship, research or special studies, whether or not for credit, that the institution considers sufficient to classify the student as full time. A student must be enrolled in at least 36 credit or non-credit hours per academic year and 12 credit hours per quarter to be considered full-time. Students who have permission to take less than a full load must understand that financial aid may be reduced.

### **ADMISSIONS ASSESSMENT**

Applicants are required to take a skills inventory assessment prior to admission to the College. The Academic Department will determine appropriate course placement based upon the outcome of the inventory.

### **ACCEPTANCE OF COLLEGE CREDITS**

In most cases, credits earned for the same or equivalent courses at another accredited institution of higher education will be accepted by Blair Junior College if a "c" or better grade was earned in the course and it was taken within the past twelve (12) years. In all cases, an official transcript must be received directly by the Registrar from another educational institution on behalf of the student requesting this consideration. A student, however, may not be credited with more than 48 transfer credits in any degree program, and the last 24 credits

of all programs must be earned on the Blair Junior College campus. There will be no limits imposed on the transfer of credits earned by students coming to Blair Junior College from other Phillips Colleges.

Credits transferred from other educational institutions are never used in calculating a student's cumulative grade point average.

### **TRANSFER OF CREDITS TO OTHER EDUCATIONAL INSTITUTIONS**

If a student intends to transfer from Blair Junior College to another educational institution prior to or upon completion of an associate degree program, the student should contact that educational institution first to inquire about their transferability policy. It is emphasized that all educational institutions have absolute discretion about which credits they will accept from any other educational institution. Those colleges with which Blair Junior College has an articulation agreement will accept all credits of Blair students which are appropriate to their respective programs, providing a "C" or better was earned in the course. While Blair Junior College is a nationally accredited college regulated by the State of Colorado, it cannot imply, promise nor guarantee transferability of its credits to other educational institutions, just as they cannot guarantee transferability of their credits to Blair.

It should be emphasized that the degree programs at Blair Junior College are primarily designed to prepare students to penetrate the local job market upon graduation, rather than to pursue baccalaureate and/or other higher educational programs.

### **CHALLENGING COURSES**

During the first week of classes a student who feels competent in a subject may request credit by examination. This requires that a written request be submitted to the Dean of Education and that a written/oral exam be administered by a Department Chair, or a qualified designate, prior to the end of the first week. The administrative cost of this exam will be \$5.00, which may not be paid through Financial Aid funds. Students must receive a score of 75% or above on this exam to receive credits for the course challenged and will not be allowed a second examination on the same course.

A maximum of 16 credits may be earned toward any degree offered by Blair Junior College through the challenging of courses. Courses successfully challenged will be credited to the student's tuition account.

**FINANCIAL  
AID**



## FINANCIAL AID INFORMATION

It is the goal of Blair Junior College to assist every eligible student in procuring financial aid that enables the student to attend college. The college participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Perkins Loan, Federal Stafford Loan (formerly called the Guaranteed Student Loan), Federal Supplemental Loan for Students (SLS), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rest with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

### CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for Financial aid, a student must:

- \* Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
- \* Have a high school diploma or the equivalent;
- \* Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- \* Have financial need as determined by a need analysis system approved by the Department of Education;
- \* Maintain satisfactory academic progress;
- \* Provide required documentation for the verification process and determination of dependency status;
- \* Not owe a refund on a Pell Grant, SEOG, or state grant previously received from any college;
- \* Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan preciously received from any college;
- \* Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- \* Be registered for the Selective Service, if a male born after December 31, 1959;
- \* Sign the Statement of Educational Purpose.

## **APPLICATION**

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges their aid does not automatically go with them. Each student should check with their new college to find out what steps to take.

## **NEED AND COST OF EDUCATION**

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

## **SATISFACTORY ACADEMIC PROGRESS**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the college.

The student finance office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined on page(s) of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The borrower has a right to:

- \* written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities;
- \* a copy of the promissory note, and return of the note when the loan is paid in full;
- \* before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- \* notification if the loan is sold or transferred to a loan servicer;

- \* federal interest benefits, if qualified;
- \* a grace period, if applicable, and an explanation of what that means;
- \* prepayment of the loan without penalty;
- \* deferment, if the borrower qualifies; and
- \* request forbearance.

The borrower has a responsibility to:

- \* repay the loan in accordance with the repayment schedule, and notify both the college and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- \* notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, or changes name, address, or Social Security Number;
- \* notify the lender if he or she fails to enroll for the period covered by the loan;
- \* notify the College of a change of address; and
- \* attend an exit interview before leaving college.

## **VERIFICATION**

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Phillips Colleges, Inc., verifies all selected applicants (with exception of the PLUS and SLS programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

## **POLICIES AND PROCEDURES FOR VERIFICATION**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.

10. The college will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General or to a State or local or agency.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **FINANCIAL AID TRANSCRIPTS**

Federal regulation requires that Federal Stafford and SLS funds cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant preciously attended. A financial aid transcript is necessary even if the student did not receive any aid.

### **TUITION CHARGES**

The college quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class. The college charges the student's tuition account for tuition at the beginning of each academic year (normally three (3) terms). These expenses are shown in the supplement to this catalog.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is \$145 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is \$258 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$504 per month.

Transportation costs are calculated applying the formula stated below or by use of an average cost.

The calculation for determining transportation costs is the number of one-way trips per week x the number of miles traveled one way x 4.33 weeks per month x .28 cents per mile.

Information on how the average cost was arrived is available in the student finance office.

## **FINANCIAL AID PROGRAMS**

### **GENERAL**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

**SELECTION OF ELIGIBLE APPLICANTS**

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

**FEDERAL PELL GRANT**

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC).

The federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive a Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

**FEDERAL WORK-STUDY PROGRAM (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public or private organization.

Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

**COLORADO STATE GRANT**

Colorado State Grants (CSG) are awards for students with financial need. These funds are for Colorado residents and are reappropriated each fiscal year.

**COLORADO UNDERGRADUATE MERIT AWARDS**

Colorado Undergraduate Merit Awards are funds for students to assist with their post-secondary education. These funds will vary according to academic standing and other criteria. Students must apply for the Merit Award in the Financial Aid Office.

**COLORADO STUDENT INCENTIVE GRANT PROGRAM**

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 financial assistance to students with substantial need. Student grants made under this program are comprised of equal portions of Federal and Colorado State funds. The CSIG program is intended to increase access and choice of post-secondary education opportunities to residents of Colorado who show substantial financial need.

**VETERANS BENEFITS**

The College is approved for Veterans training. Applications for Veterans benefits may be picked up at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

**FEDERAL PERKINS LOAN (FORMERLY NDSL)**

Federal Perkins Loans are low interest rate loans made to students who demonstrate exceptional financial need. The interest rate is 5% and repayment for full- or half-time students begins nine months after the student leaves school.

For less than half-time students, repayment begins on the date of the next scheduled installment payment on any outstanding loan made under the Federal Perkins Loan Program. If the borrower has no outstanding loan, the repayment period begins at the earlier of nine months from the date the loan was made, or the end of a nine-month period that includes the date the borrower ceased to be enrolled as at least a regular half-time student. For students who borrowed under the Direct Loan Program on or after October 1, 1980, the grace period is six months. Repayment may extend up to 10 years, and the minimum monthly payment is \$30 with respect to loans for which the first disbursement is made before October 1, 1992. The minimum monthly payment with respect to loans for which the first disbursement is made on or after October 1, 1992 is \$40.

The maximum annual loan amount limit for an eligible student who has not yet successfully completed a program of undergraduate education is \$3000. The maximum annual loan amount limit for a graduate or professional student is \$5000.

For deferment information contact the Student Finance Office.

**FEDERAL STAFFORD LOANS (FORMERLY GSL)**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct educational expenses.

For students borrowing for the first time on or after July 1, 1988, the interest rate is 8% for the first four years of repayment and 10% thereafter. For students who borrowed Stafford at an interest rate of 7% or 9%, that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 5% origination fee and up to 3% insurance premium deducted from each disbursement. This must be repaid.

For students borrowing for the first time on or after October 1, 1992, the interest rate changes to a variable rate of T-Bill + 3.1% with a cap of 9%.

An undergraduate may borrow up to \$2,625 for the first year of undergraduate study and \$3,500 for the second year of undergraduate study. For a student who has successfully completed the first and second year but has not successfully completed the remainder of a program of undergraduate education, the annual limit is \$5,500. The maximum loan amount at an undergraduate level is \$23,000.

Graduate students may borrow up to \$8,500 per academic year for a total indebtedness of \$65,000 including any Stafford Loans and GSL's made at the undergraduate level.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning their loan. Applications can be obtained from the college's student finance office or from the lender.

For additional deferment information contact the Student Finance Office.

#### **UNSUBSIDIZED FEDERAL STAFFORD LOANS**

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The interest rate for Federal Stafford Loans disbursed after October 1, 1992 to borrowers with no outstanding balance on a loan under the Federal Family Education Loan Program will be a variable rate which may change July 1 or each year. The Federal Stafford Loan variable interest rate will not exceed nine percent (9%).

The student will be charged a 6.5% origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan. The fee will be deducted proportionately from each disbursement and paid to the federal government.

### **FEDERAL PLUS LOANS**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 5% origination fee on a PLUS loan made on or after October 1, 1992 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 10%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's student finance office or from the lender.

For deferment information contact the Student Finance Office.

### **FEDERAL SUPPLEMENTAL LOANS FOR STUDENTS (SLS)**

Federal SLS loans are primarily for independent students but in certain cases may be available to dependent students. Like the Federal PLUS loan the SLS is not based on need but when combined with other resources, cannot exceed the student's cost of education.

Students may borrow up to \$4,000 for the first two academic years of study and \$5,000 per year for the remaining undergraduate program with a maximum of \$23,000 for each student. This maximum is for undergraduate level students. There is a 5% origination fee on an SLS loan made on or after October 1, 1992 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 11%.

Repayment begins within 60 days of disbursement unless the student qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50 per month with at least 5 years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's student finance office or from the lender.

For deferment information contact the Student Finance Office.

### **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 Director of Financial Services during regular business hours.

### **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Perkins Loan, Federal Stafford Loan (GLS), and/or Federal SLS be notified concerning their loans. The College



counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

#### **REFUND DISTRIBUTION POLICY**

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Distribution Policy which is required by state regulations:

1. Outstanding balances on FFEL Program loans
2. Outstanding balances on Federal Direct Loans
3. Outstanding balances on Federal Perkins Loans
4. Federal Pell Grant awards
5. Federal SEOG awards
6. Awards under FWS Program
7. Other Title IV student assistance
8. The student

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. The amount refunded to any program may not be greater than the amount the student received from that fund.

Students will be notified for any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any of the Title IV or State programs will be paid within 30 days.

#### **APPROVED PRO-RATA REFUND POLICY LANGUAGE (OVER 30%, FIRST TIME - 9 0 COHORT DEFAULT RATE)**

The passage of Public Law 101-166, resulted in the establishment of an alternate refund policy to pro rate tuition refunds for Federal Stafford, Federal SLS, or Federal PLUS loan recipients who withdraw on or after September 15, 1992. For each student who withdraws on or after September 15, 1992, the college will calculate a pro-rata refund which conforms to U.S. Department of Education regulations pertaining to Federal Stafford, Federal SLS, and Federal PLUS loan recipients. This pro-rata policy will be applied to Federal Stafford, Federal SLS, and Federal PLUS loan recipients who withdraw:

- (A) prior to completing one-half of their program of study, or
- (B) within six months after first enrolling in their program of study, whichever occurs earlier.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

#### **APPROVED 60% PRO-RATA REFUND POLICY LANGUAGE (FOR ALL FIRST TIME STUDENTS)**

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to prorate tuition refunds for all Title IV Funds recipients. For each first time student who withdraws, the College will calculate a pro-rata refund which conforms to U.S. Department of Education regulations. This pro-rata refund policy will be applied to all Title IV Funds recipients who withdraw:

Prior to completing 60% of the period of enrollment.

The term "Pro-Rata Refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid student charges and less a reasonable administrative fee. A reasonable administrative fee is defined as the lesser of 5 percent of the tuition, fees, room and board, and other charges assessed the student, or \$100.00.

The period of enrollment is determined by: (1) For programs measured in credit hours, dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance; (2) For programs measured in clock hours, dividing the total number of the number of clock hours comprising the enrollment period for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as the last recorded day of attendance; and, (3) For a correspondence program, dividing the total number of lessons comprising the enrollment period for which the student has been charged into the total number of lessons not submitted by the student.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

#### **LEAVE OF ABSENCE POLICY**

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Blair Junior College permits students to request a Leave of Absence (LOA) under certain circumstances limited to the following:

**Medical** - planned or emergency medical treatment for self or immediate family including pregnancy;

**Family** - summer child-care concerns for school-age children; family tragedies;

**Employment** - employment-related training; special assignments or shifts;

**Military** - reserve/active duty obligations

All requests for Leave of Absence must be in writing to the Academic Dean. The request must be accompanied by written documentation from an employer, physician, or military orders. All LOA's are subject the recommendation of the Academic Dean and approval of the College president/director.

Students on LOA may not return until the first day of the next scheduled term. Students not returning on the first day of the next scheduled term will be withdrawn from the college.

Students granted LOA must have an exit interview with the Academic Dean and the Student Finance Director. Students on LOA are advised that completion time of their program will be lengthened, and the consequences of loan repayment if they do not return.

#### **DRUG FREE AWARENESS**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Blair Junior College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help center. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

## **STANDARDS OF SATISFACTORY PROGRESS**

Students must meet the academic standards of satisfactory progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College as outlined on page 30.

The Financial Aid Department will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to financial aid personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures.

Students on ACADEMIC PROBATION are eligible to continue receiving federal financial assistance. Students who have been ACADEMICALLY SUSPENDED or DISMISSED are no longer active students of the College and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## **REFUND POLICY - BLAIR JUNIOR COLLEGE**

The College is entirely self-supporting. The registration of students results in the assignment of a class place, the employment of instructors, and other provisions for management that must be contracted for in advance. There will be no refund of tuition except as follows:

### **CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES**

All monies paid by the applicant will be refunded within thirty (30) days if requested within three (3) business days after application to the College provided that the applicant has not commenced training. A full refund will also be given if the applicant is not accepted by the College or in the event that the College discontinues a program during a period of time within which an applicant could have reasonably completed it or in the event that the College ceases operation.

### **WITHDRAWALS AFTER COMMENCEMENT OF CLASSES**

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

- A. For an applicant terminating within the first week of the program, the student shall be entitled to a refund of 100 percent of the program cost.
- B. For a student terminating during the first 10 percent of the

program, the student shall be entitled to a refund of 90 percent of the Academic year cost, less a withdrawal processing fee of \$150.00.

- C. For a student terminating after the first 10 percent or during any portion up to and including 25 percent of the Academic year, the student shall be entitled to a refund of 75 percent of the Academic year cost, less a withdrawal processing fee of \$150.00.
- D. For a student terminating after 25 percent or during any portion up to including 50 percent of the Academic year, the student shall be entitled to a refund of 50 percent of the Academic year, less a withdrawal processing fee of \$150.00.
- E. For a student terminating after 50 percent or during any portion up to and including 75 percent of the Academic year, the student shall be entitled to a refund of 25 percent of the Academic year cost, less a withdrawal processing fee of \$150.00.
- F. A student terminating training after 75 percent of the Academic year will not receive a refund.
- G. Percentage of completion is based on the contact hours completed for the Academic year divided by the total contact hours in the Academic year. Refunds are calculated from the first date of entrance to the last day of recorded attendance.

#### **REFUND ATTRIBUTION POLICY**

The following refund attribution policy will be applied to all students who receive Title IV or state funds. In compliance with the state of Colorado, the refund distribution to any student due a refund upon withdrawal or completion will be as follows:

The refund will be made proportionally between Title IV funds and State funds in accordance with the percentage of total funding received.

#### **Title IV Funds**

1. Stafford Loan (GSL) and/  
or SLS, PLUS
2. Perkins Loan
3. Supplemental Educational  
Opportunity Grant
4. Pell Grant
5. Colorado Student Incentive  
Grant Program
6. Student

#### **State Funds**

1. Colorado Student Grant
2. Colorado Undergraduate  
Merit Award

If the student has Stafford, PLUS, or SLS and Perkins loans and the refund would greatly reduce or pay completely the Perkins Loan, the refund is paid to the Perkins Loan.

The amount repaid 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 Stafford, SLS, or PLUS, the student or parent must receive simultaneous notice of the refund. The refund must be paid within 30 days of the institution's determination that the student has withdrawn.

# STUDENT SERVICES

## **STUDENT SERVICES**

### **MILITARY DRILL REGULATIONS - EXCUSED TIME OFF**

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Dean of Education, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be dropped from classes due to these absences but must be sure to attend all classes regularly at other times in order not violate the attendance policy of the College.

### **SPECIAL RECOGNITION - ACADEMICS**

#### **DEAN'S HONOR ROLL AND DIRECTOR'S ACADEMIC ACHIEVEMENT AWARD**

To recognize and encourage outstanding scholastic performance, a Dean's Honor Roll is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.50 and must have been registered for 12 or more credit hours. The Academic Achievement Award lists all full-time students who have maintained a 4.00 grade point average during the term.

#### **SUMMA CUM LAUDE GRADUATES**

During graduation ceremonies, Blair Junior College recognizes those degree graduates who have achieved Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

### **COUNSELING SERVICES**

Counseling services are available at Blair Junior College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work, and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Any counseling session may be confidential at the student's request.

( 1 ) **FINANCIAL AID.** The Financial Aid Office provides financial counseling to incoming and continuing students to help the students find the best program for financing their educations. Blair Junior College administers a variety of federal and state assistance programs designed to make an education affordable for all students.

( 2 ) **DEPARTMENT CHAIRPERSON.** Questions or concerns regarding the student's program or course of study should be directed to the Department Chairperson.

( 3 ) **DEAN OF EDUCATION.** If the student needs further counseling of an academic nature, the student should consult the Dean of Education.

( 4 ) **DIRECTOR.** Students are encouraged to schedule a meeting with the Director when other services do not appear to resolve their questions or concerns in any area. Students may consult with the Director in a confidential counseling session.



**( 5 ) DRUG COUNSELING.** Blair Junior College does not have on-site counseling. However, the College does offer counseling referral services through the Dean's Office.

**( 6 ) EMERGENCY PHONE NUMBERS**

Any student or employee of Blair Junior College who feels he or she has a problem with alcohol or drugs may contact any of the following community services or consult the Academic Department. 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 Emergency Service - 24 Hours	390-2400 2741 East Las Vegas
Alcoholics Anonymous	634-5020 2609 East St. Vrain
The Ark Drug & Alcohol	684-9486 10930 Hondo Avenue Green Mountain Falls
Cedar Springs	633-4114 2135 Southgate
El Paso County Treatment Clinic Drug & Alcohol	578-3150 710 South Tejon
Riegal Center Penrose Hospital	636-8482 825 East Pikes Peak
Someplace Else (under age 24)	632-3362 179 Parkside Drive

**TUTORING**

Tutoring is available to day and evening students. Arrangements can be made by contacting the student's Program Chairperson.

## **GRADUATION**

Graduation ceremonies are held twice each year - in the spring and in the fall. Students who have completed all requirements for graduation are eligible to participate in the ceremony. A 2.00 cumulative grade point average and clear financial status are requirements for graduation. All eligible students must complete an application for graduation during registration for their final term.

## **HEALTH AND SAFETY**

The College maintains first aid supplies for minor injuries that may be incurred while students are attending classes. A student with a history of an illness requiring special attention should notify the College at the time of enrollment. Any student injured on the premises will be taken to the nearest hospital with all charges billed to the student. The College is not liable for any student injured on campus.

## **HOUSING**

Blair Junior College does not provide housing, although several apartment complexes are within walking distance of the campus.

## **MAKE-UP DAYS**

If the College is unable to hold classes because of weather conditions or unforeseen circumstances, classes may be rescheduled.

# ACADEMICS

# **ACADEMICS**

## **ACADEMIC SESSIONS**

The academic sessions for the degree programs at Blair Junior College are approximately 12 weeks long and are offered four times a year. In addition, a special six week mini term may be offered during several sessions throughout the year for those students who want to get an early start on their educations. Please consult the college calendar for specific dates.

## **DOUBLE MAJORS**

A student wishing to pursue a double major at Blair Junior College must be enrolled in an associate degree program and must complete the requirements for both majors.

## **ATTENDANCE POLICY**

The faculty, staff, and administration of Blair Junior College believe that in order for education to be effective, the student must attend classes regularly. The attendance policy has been developed to reinforce this belief. Students must adhere to the attendance policy to remain in good standing.

### **DAY DIVISION ATTENDANCE POLICY - SIX WEEK MINI-QUARTER**

Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

### **DAY DIVISION ATTENDANCE POLICE - TWELVE WEEK QUARTER**

Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

### **EVENING DIVISION ATTENDANCE POLICY - TWELVE WEEK QUARTER**

Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

### **EVENING DIVISION ATTENDANCE POLICY - SIX WEEK MINI-QUARTER**

Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

## **ABSENCE - PRECAUTIONARY STATEMENT**

Blair Junior College does not categorize absences as either "excused or unexcused." Absences, regardless of the reason, count against the student. However, make-up work over and above the normal required work may be authorized by the instructor in the event of an absence.

This attendance policy will be strictly enforced. All absences are part of the student's permanent record, and a student who is dropped from a class may have to repeat that class in order to successfully complete the program and meet the requirements for graduation.

## **READMITTANCE TO CLASS**

A student who has excessive absences because of medical emergency or other extraordinary circumstances may, with the permission of the Academic Dean, Department Chairperson, and the course instructor, be readmitted to class. The reason for excessive absence may need to be verified.

## **TARDINESS**

Students are expected to be present when classes begin and when they end. If a student is late to class or departs early, his/her attendance record will show one hour missed. The accumulation of these hours will be considered toward being dropped from a class in the same manner as an absence.

## **CHANGE OF PROGRAM**

After entrance into the College, a student may change his or her program of study upon approval of the Financial Aid Department and Academic Department. A change of program requires a new enrollment agreement. Blair Junior College cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean.

## **CLASS PERIOD**

A standard class period for course held in the Day Division is one hour and forty minutes in length. A standard class period for courses held in the Evening Division is three hours and forty minutes which includes appropriate breaks.

## **CLASS SCHEDULES**

Classes may be offered Monday through Saturday from 8:00 a.m. to 9:40 p.m. A student is considered full-time when a course load in excess of 12 credit hours per quarter is carried. Permission from the Dean of Education is required for any student who wishes to carry in excess of 16 credit hours per quarter.

## **CREDIT HOURS**

One quarter credit hour is equal to 10 theory hours, 20 lab hours, or 30 externship hours.

## **ACADEMIC LOAD**

Twelve or more credit hours during a regular quarter is considered a full-time course load. Eight or more credit hours during a six-week quarter is considered a full-time course load. Students who, under unusual circumstances, wish to carry more than sixteen credit hours during a regular quarter must receive approval from Financial Aid, the Academic Dean, and the appropriate Department Chairperson. Students who complete fewer than twelve hours a term may jeopardize their financial aid and graduation date.

## **DIRECTED STUDY**

A student who is in good standing academically and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study is limited to unusual circumstances as described in the Directed Study policy.

## **AUDITING COURSES**

In certain situations students may wish to audit a course. Those wishing to do so must receive written permission from the instructor, Financial Aid Office, and the Academic Dean. Students may be allowed to audit a course only if there is space available. Persons choosing to audit a course will not be listed on the class roster and no attendance will be taken. Regular tuition rate will be charged, but no credit will be awarded for an audited course.

## **CLASS AUDIT REFRESHER EDUCATION**

C.A.R.E. is a benefit for Blair Junior College graduates. It allows them to keep their skills sharp and knowledge updated. Graduates of Blair programs may return to audit a class at no charge if:

1. The graduate has already completed the class and has received a passing grade; and
2. Space permits on the first day of class.

## **DUE PROCESS - STUDENT APPEAL RIGHTS**

Blair Junior College recognizes the rights of students as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If a student wishes to appeal a decision other than a grade, a written statement of appeal must be submitted to the Academic Dean within 15 calendar days of the issue in appeal.

The Academic Dean will convene the Appeal Board to consider the request for appeal within three working days of receipt of the written request. The decision of the Appeal Board is binding and final.

## **STUDENT CONDUCT**

At the time a person becomes a Blair Junior College student, he or she is 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. Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class.

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, 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 Director 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 degree, nor obtain a transcript until he or she has: (1) cleared the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the records.
- ( 8 ) **FIREARMS** - The possession or discharge of firearms or explosives by students on campus is prohibited.
- ( 9 ) **COPY MACHINE** - There is a coin-operated copy machine available to students near the library. Students are not allowed to use the faculty copy machine.
- (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. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere.
- (12) **CHILDREN** - Children are not permitted in instructional areas during scheduled classroom hours, nor are they to be left unattended anywhere on campus. The College assumes no liability for injuries incurred by minors on campus.
- (13) **FOOD and DRINKS** - Beverages and food should not be brought into the classrooms. The smoking and non-smoking lounges are the only areas designated for food and 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 off the student parking lot and the north entrance for those students using public transportation.

## GRADE POINT AVERAGE COMPUTATION (GPA)

The grade point average is computed by multiplying the quality point equivalent for each letter grade times the credit hours assigned for each course, totaling the products, and then dividing this sum by the number of credit hours attempted. Grades of AU,WP,WF, I, TO, or TC are not computed into hours attempted and transfer credits are not included in the calculations of GPA.

Sample computation:

COURSE	GRADE	CREDITS		QUALITY POINTS	
College English	A	4	X	4	= 16
College Mathematics	B	4	X	3	= 12
Humanities	C	4	X	2	= 8
General Psychology	D	4	X	1	= 4
		Total Credits = 16		Total Quality Points	= 40

Grade Point Average = Total Quality Points/Total Credits

Sample: G.P.A. =  $40/16 = 2.5$

## GRADING STANDARDS

Students will be informed of their progress in their courses by grades earned on quizzes, papers, practical hands-on projects, presentations, and tests or as specified in the syllabus. Grades are assigned as follows:

LETTER GRADE		QUALITY POINTS
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
* I	Incomplete	0.0

WP	Withdrawal Passing	0.0
WF	Withdrawal Failing	0.0
TO	Test Out	0.0
TC	Transfer Credit	0.0
AU	Audit	0.0
NC	Non Credit	0.0

\* The "I" grade is given at the discretion of the instructor to students who have been unable to fully complete the course requirements by the end of any term due to special circumstances. By written agreement with the instructor, a student may be allowed up to two weeks following the date of the final exam to satisfactorily complete the course requirements. At that time the "I" grade will be converted to a letter grade. If not completed within the above time frame, the "I" grade will be changed to an "F".

## REGISTRATION FOR CONTINUING STUDENTS

Students currently enrolled in school will register for the new quarter during the last several weeks of the old quarter. It is mandatory that students meet with their Department Chairpersons during this period of time to discuss and complete their class schedules to be submitted to the Registrar's office. It is also essential for students to complete their financial obligations prior to registration. This can be accomplished at the Financial Aid office.

## RECORDS

The College maintains complete records for each student in the Registrar's Office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to properly qualified institutions and individuals upon the written request of students, if they are in good standing with the College. Upon graduation, students receive one free official transcript with their degrees. Additional copies are \$2.00 each. Blair Junior College adheres strictly to the Family Educational Rights and Privacy Act of 1974 and does not release any information regarding any student without the student's written consent.

## REPEATING CLASSES

Students who withdraw from or fail a course may retake that course for a higher grade and accumulative grade point average. Retake courses will be charged according to the current cost per credit hour shown in the tuition supplement.

Upon successful completion of the course, the higher grade for the course will be recorded on the student's final academic transcript. While the first attempt will still be shown on the student's transcript, the cumulative grade point average will be recomputed using only the student's last attempt.

## STANDARDS OF SATISFACTORY PROGRESS

A student who fails to maintain the satisfactory progress requirements listed below will be placed on academic probation for the following term. Failure to meet these standards by the end of the probationary quarter may result in the student's suspension from college.

Occasionally, unusual circumstances may warrant the extension of a student's probation. The Academic Dean and the Director have the authority, under these circumstances, to extend the student's probation period, provided it is fully documented in the student's academic file.

Satisfactory progress will be evaluated at the end of each grading period.

Credit Hours Attempted	Cumulative Grade Point Average
0 - 12	1.50
13 - 24	1.60
25 - 36	1.7
37+	2.00

A 2.00 grade point average is required for graduation from any program.

## PROGRESSION TOWARD COMPLETION OF DEGREE

A student may not receive Title IV funds nor remain academically eligible 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
32 credit hours	48 credit hour

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

### 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. An academic year is nine months. Transfer credits and grades of WP or WF are not counted as successfully completed in determining progression toward completion.

Upon review, a student not successfully completing the minimum percentage of hours will be placed on financial aid probation but may continue to receive Title IV funding. If the minimum percentage of cumulative hours is not successfully completed at the end of the probationary period, the student is not eligible to receive further Title IV funding. A student may appeal to the Financial Aid Committee for an extension of the probationary period due to mitigating circumstances, such as a change of program. Any extension granted must be fully documented in the student's financial aid file.

## **TEXTBOOKS AND COURSE MATERIALS**

Textbooks and course material needed for individual courses are issued to students as part of the textbook loaner program. Students are responsible for the texts until they are returned at the end of the term. Students may purchase textbooks by paying cash to the Bookroom Manager. Students may not be issued textbooks for every course taken.

If a textbook is lost and must be replaced, the student will be responsible for the replacement cost.

## **WITHDRAWAL**

### **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from Blair Junior College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must have an exit interview with both a Financial Aid Officer and the Academic Dean.

### **WITHDRAWAL FROM A COURSE**

When a student withdraws from a class, whether due to violation of the attendance policy or for voluntary reasons, the student will receive one of the following grades:

- **WITHDRAWAL PASSING (WP)** If a student is passing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the six-week quarter, the student will receive a WP. The WP does not affect the student's grade point average.

- **WITHDRAWAL FAILING (WF)** If a student is failing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the six-week quarter, the student will receive a WF. The WF does not affect the student's grade point average.

- **WITHDRAWAL FAILING (F)**

If a student withdraws during weeks eight through twelve of the regular quarter or weeks five through six of the six-week quarter, the student will receive an F. The F does affect the student's grade point average until the class is retaken and a higher grade is given. Students are advised to retake a failed class as soon as possible in order to positively impact their grade point average.

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Financial Aid Officer. Withdrawal may affect the student's financial aid eligibility.

In case of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore withdrawal alternatives.

## **READMISSION - WITHDRAWN STUDENTS**

It is to be clearly understood that readmitted students will be responsible for the program requirements in place at the date of readmission, not those required at the date of original entry to the College. The following steps must be followed by a student who withdraws and then wishes to re-enter Blair Junior College at a later date.

1. The student must request re-entry by petitioning the Readmission Committee. The petition must be in letter form in care of the Dean of Education and address the following issues:
  - a. Why did you discontinue your college studies?
  - b. What has happened since your withdrawal and how has your life situation changed that enables you to accomplish successful completion of your degree at this time?
  - c. What is the probability for the completion of your academic objective and of future success?
2. Upon receiving the petition, the Committee will review the student's academic status to determine eligibility to re-enter based upon the standards of academic progress. Course availability will also be verified.
3. The student's financial status will be reviewed, and it will be determined if the student is fundable and not in default or collection.
4. After the review is complete, an interview with the Committee will be granted to those students determined to be deserving of consideration for re-entry.
5. Questions asked during the interview will include, but are not limited to, the following:
  - a. What was the reason for your withdrawing?
  - b. How have the situations in your life changed since you have withdrawn?
  - c. How can we be sure you will complete your program and not drop from school again?
6. After the interview, a Committee decision is made to accept or deny the student for re-entry.
7. If accepted, a financial aid appointment will be arranged. After the financial package is complete, the student will receive a tentative class schedule.

8. If denied readmission, the student may petition the Committee once more at a later date and proceed through the readmission process again. A student is only allowed to petition for readmission two times.
9. The process for readmission should begin as early as six weeks before a quarter begins and no later than one week before a quarter begins. A student may be readmitted to Blair Junior College two times only.

## **CANCELLATION OF COURSES AND/OR PROGRAMS**

Blair Junior College reserves the right to cancel any course and/or program due to insufficient enrollment.

## **SUBSTITUTION OF COURSES**

The Dean of Education, upon the recommendation of the Department Chairperson, may authorize the substitution of a course(s) not included in the published curriculum of a degree program if it does not adversely impact the integrity of the program of study.

**PROGRAMS  
OF  
STUDY**

## **PROGRAMS OF STUDY**

### **Degree Programs: Associate of Applied Science Degree**

Accounting  
Administrative Assistant  
Business Administration  
Computer Specialist  
Hospitality Management  
Legal Assistant/Paralegal  
Medical Assisting  
Travel and Tourism Management



## ASSOCIATE OF APPLIED SCIENCE DEGREE: ACCOUNTING (BAA)

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.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 205	Cost Accounting	40		4
ACC 207	Computerized Accounting	20	30	4
ACC 208	Income Tax Accounting I	40		4
ACC 209	Income Tax Accounting II	40		4
ACC 217	Spreadsheet Applications	20	30	4
ACC 218	Computerized Payroll	20	30	4
BSA 101	Introduction to Business	40		4
BSA 110	Business Law I	40		4
BSA 210	Business Law II	40		4
CSD 101	Microcomputers in Business	20	30	4
MGT 201	Principles of Management	40		4
MGT 206	Financial Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				<u>4</u>
				96

## ASSOCIATE OF APPLIED SCIENCE DEGREE: ADMINISTRATIVE ASSISTANT (SEA)

The Administrative Assistant 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 and secretarial skills including information systems, office planning and services, speedwriting, transcription, word processing, and desktop publishing.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	30	4
CSD 160	Desktop Publishing	20	30	4
CSD 280	Advanced Micro Application	20	30	4
GEN 285	General Practicum		120*	4
MGT 201	Principles of Management	40		4
SEC 101	Speedwriting I	20	30	4
SEC 103	Introduction to Office Tech	20	30	4
SEC 201	Speedwriting II	20	30	4
SEC 203	Office Management	20	30	4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4
TYP 201	Typing II	20	30	4
TYP 202	Typing III	20	30	4
WDP 105	Word Processing I	20	30	4
WDP 107	Word Processing II	20	30	4

\*Externship Hours

### GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

## ASSOCIATE OF APPLIED SCIENCE DEGREE: BUSINESS ADMINISTRATION (BBA)

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.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 217	Spreadsheet Applications	20	30	4
BSA 101	Introduction to Business	40		4
BSA 110	Business Law I	40		4
BSA 210	Business Law II	40		4
BSA 215	Small Business Management	40		4
CSD 101	Microcomputers in Business	20	30	4
MGT 201	Principles of Management	40		4
MGT 203	Personnel Management	40		4
MGT 205	Production and Operations Management	40		4
MGT 206	Financial Management	40		4
MKT 207	Principles of Marketing	40		4
MKT 210	Principles of Retailing	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

## ASSOCIATE OF APPLIED SCIENCE DEGREE: COMPUTER SPECIALIST (ISA)

This program is designed to prepare students as qualified entry-level business professionals able to pursue careers in the business world, and will grant a basic knowledge of computer programming and data systems. Career possibilities include entry-level positions such as data entry operator, computer operator, data control clerk, data librarian, operations supervisor, and operations manager.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 217	Spreadsheet Applications	20	30	4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	30	4
CSD 160	Desktop Publishing	20	30	4
CSD 220	Programming I	20	30	4
CSD 230	Programming II	20	30	4
CSD 235	Programming III	20	30	4
CSD 240	Systems Analysis & Design	40		4
CSD 246	Database	20	30	4
CSD 247	Operating Systems	40		4
CSD 248	Datacommunications	20	30	4
CSD 280	Advanced Micro Applications	20	30	4
GEN 285	General Practicum		120*	4
MGT 201	Principles of Management	40		4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
MTH 120**	Math Elective	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

\* Externship Hours

\*\*College Mathematics II or Calculus I. Must test out of Math II to take Calculus I.

## ASSOCIATE OF APPLIED SCIENCE DEGREE: HOSPITALITY MANAGEMENT (HRA)

This program is designed to provide fundamental principles of hotel management used the world over and permits the student to continue education after leaving school. Students who successfully complete the course requirements for industry credentials will receive Certificates of Specialization from the Educational Institute of the American Hotel and Motel Association.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	20	30	4
HMM 102	Front Office Procedures	30	15	4
HMM 103	Food & Beverage Management	30	15	4
HMM 105	Housekeeping Management	40		4
HMM 106	Tourism & Hospitality Services	40		4
HMM 107	Physical Plant Management	40		4
HMM 201	Marketing of Hospitality Services	40		4
HMM 202	Hospitality Industry Training	40		4
HMM 203	Hotel/Motel Sales Promotion	40		4
HMM 205	Convention Management & Services	40		4
HMM 206	Hospitality Industry Computer System	30	15	4
HMM 207	Hospitality Industry Training	40		4
MGT 201	Principles of Management	40		4
MGT 203	Personnel Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
LAN 101*	Conversational Spanish	40		4
LAN 102*	Conversational German	40		4
LAN 103*	Conversational French	40		4
MTH 101	College Mathematics	40		4
HUM 100	Humanities Experience	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

\*Students elect one of the language courses

## ASSOCIATE OF APPLIED SCIENCE DEGREE: LEGAL ASSISTANT/PARALEGAL (LPA)

The Legal Assistant/Paralegal Studies Program is designed to provide the student with fundamental knowledge of and skills in the areas of legal terminology, substantive and procedural law, drafting and research. The program prepares the student for employment by the sole practitioner as well as other related occupations in the government, corporate, or real estate fields.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 210	Business Law II	40		4
GEN 285	General Practicum		120*	4
PAR 101	Introduction to Legal Assistant/ Paralegal	40		4
PAR 102	Legal Research and Writing I	40		4
PAR 103	Contract Law	40		4
PAR 104	Tort Law	40		4
PAR 105	Ethics	40		4
PAR 200	Legal Research and Writing II	40		4
PAR 201**	Family Law	40		4
PAR 203	Civil Procedure	40		4
PAR 204	Trial Preparation and Procedure	40		4
PAR 205**	Criminal Procedure/Criminal Law	40		4
PAR 206**	Probate and Estates Law	40		4
PAR 207**	Property and Real Estate Law	40		4
SEC 203	Office Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4
WDP 105	Word Processing I	20	30	4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
LAN 101	Conversational Spanish	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				<u>4</u>
				96

\*\* Students will elect two of these four courses

## ASSOCIATE OF APPLIED SCIENCE DEGREE: MEDICAL ASSISTING (MA)

The Medical Assistant Program prepares the graduate to assist the physician and allied health personnel in clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law and ethics, clinical, laboratory and front office procedures. Graduates of this program are prepared to work as Medical Assistants in private offices and clinics.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
CSD 101	Microcomputers in Business	20	30	4
MED 101	Medical Terminology	40		4
MED 102	Anatomy & Physiology I	40		4
MED 103	Anatomy & Physiology II	40		4
MED 104	Medical Clinical I	20	30	4
MED 105	Medical Office Procedures	20	30	4
MED 106	Medical Office Insurance	20	30	4
MED 204	Medical Clinical II	20	30	4
MED 205	Lab Tech/MA Review	20	30	4
MED 210	Medical Law and Ethics	40		4
MED 215	Pharmacology	20	30	4
MED 222	Aseptic Techniques	20	30	4
MED 236	Telephone Medicine/Human Relations	40		4
MED 240	Medical Transcription		60	4
MED 285	Medical Externship		160*	4
MGT 203	Personnel Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

\*Externship Hours

## ASSOCIATE OF APPLIED SCIENCE DEGREE: TRAVEL AND TOURISM MANAGEMENT (HTA)

The Travel and Tourism Management Program is designed to provide the student with the fundamental knowledge of travel in an operational and management capacity. The program exercises fundamentals of passenger handling, travel and tourism procedures, and current management principles. The program prepares the student for employment in a variety of career choices in the Travel and Tourism industry.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	20	30	4
MGT 201	Principles in Management	40		4
MGT 203	Personnel Management	40		4
TMM 101	Domestic Travel	40		4
TMM 102	International Travel	40		4
TMM 103	Reservations and Sales	40		4
TMM 104	Ticketing and Tariffs	40		4
TMM 105	In-flight Services	40		4
TMM 201	Group Tourism Management	40		4
TMM 202	Travel Agency Management	40		4
TMM 203	Airline Management	40		4
TMM 204	Airport Management	40		4
TMM 205	Aviation Law	40		4
TMM 206	Computerized Reservation Systems	20	30	4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ENG 101	College English	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
LAN 101*	Conversational Spanish	40		4
LAN 102*	Conversational German	40		4
LAN 103*	Conversational French	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

\*Students will elect 1 of these 3 courses



# **COURSE DESCRIPTIONS**

**COURSE CODES**

ACC	Accounting
BSA	Business
CSD	Computer Science
ECO	Economics
ENG	English
GEN	General
HUM	Humanities
LAN	Language
MED	Medical
MGT	Management
MKT	Marketing
MTH	Mathematics
PAR	Paralegal
PSY	Psychology
SEC	Secretarial
TMM	Travel and Tourism
TYP	Typing
WDP	Word Processing

**ACCOUNTING**

- ACC 101 PRINCIPLES OF ACCOUNTING I 4 CREDITS**  
Prerequisite: None. This course develops the fundamental principles of accounting in a proprietorship business. The combined cash journal system of accounting is stressed.
- ACC 102 PRINCIPLES OF ACCOUNTING II 4 CREDITS**  
Prerequisite: ACC 101. This course contains a more detailed study of the accrual books as applied to a mercantile enterprise with emphasis on partnership transactions and an introduction to corporate accounting.
- ACC 203 PRINCIPLES OF ACCOUNTING III 4 CREDITS**  
Prerequisite: ACC 101, 102. This course 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 205 COST ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101, 102, 203. The purpose of this course is to teach the fundamental principles involved in manufacturing accounting and to examine and study some of its distinctive problems. Different methods of cost allocation are practiced, including job-order costing and standard costing.
- ACC 207 COMPUTERIZED ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101, 102, CSD 101. This course is designed to give students with an accounting background familiarity with computers and their role in business situations. The course also gives students hands-on time with automated accounting procedures.
- ACC 208 INCOME TAX ACCOUNTING I 4 CREDITS**  
Prerequisite: ACC 101, ACC 102, ACC 203. This course will explain the procedures needed to prepare income tax returns for individuals, partnerships, and corporations, using the most commonly used tax forms and tables.
- ACC 209 INCOME TAX ACCOUNTING II 4 CREDITS**  
Prerequisite: ACC 101, 102, 203, 208, CSD 101. This course incorporates tax planning and research with the spreadsheet capabilities of Lotus 1-2-3, enabling the student to do tax projections for individuals, partnerships, and corporations.
- ACC 217 SPREADSHEET APPLICATIONS 4 CREDITS**  
Prerequisite: ACC 101, CSD 101. This course expands on the students' basic knowledge of Lotus 1-2-3 and applies their knowledge to solving common financial problems.
- ACC 218 PAYROLL ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101, 102, 207, CSD 101. Payroll Accounting is designed to provide the accounting student with working knowledge of federal and state laws

and methods affecting payroll practices and procedures. Students do actual payroll computation and transactions using a computerized accounting systems.

## **BUSINESS**

- BSA 101 INTRODUCTION TO BUSINESS 4 CREDITS**  
Prerequisite: None. Terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society will be covered in this course.
- BSA 110 BUSINESS LAW I 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to commercial law. Case examples are used to clarify points dealing with contracts, employment, negotiable instruments, personal property and bailments, sale of goods, and court proceedings.
- BSA 210 BUSINESS LAW II 4 CREDITS**  
Prerequisite: BSA 110 or PAR 101. This course is a continuation of BSA 110 emphasizing technical and practical areas of business law. Judicial and legislative law are discussed as to how they apply to business. The course strives to show the business society as related to law.
- BSA 215 SMALL BUSINESS MANAGEMENT 4 CREDITS**  
Prerequisite: BSA 101. This course gives a comprehensive overview of the theory behind the management of a small business and the practical concerns of the manager of a small business.

## **COMPUTER SCIENCE**

- CSD 101 MICROCOMPUTERS IN BUSINESS 4 CREDITS**  
Prerequisite: None. The object of this course is to introduce the student to "business type" computer operations found in a working office. "Hands on" experience utilizing MS DOS, spreadsheet and word processing will be emphasized.
- CSD 160 DESKTOP PUBLISHING 4 CREDITS**  
Prerequisite: CSD 101, CSD 280. As an introductory course to desktop publishing software, a study of desktop publishing applications is presented. Students learn how to create a layout, construct borders, prepare for printing, create tables, import graphics and prepare narrative.



**ENGLISH**

- ENG 101 COLLEGE ENGLISH I 4 CREDITS**  
Prerequisite: None. College English 101 emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Students will be required to write a minimum of five compositions (to include an in-take and exit essay).
- ENG 201 COLLEGE ENGLISH II 4 CREDITS**  
Prerequisite: ENG 101. College English 201 is designed to extend the reading and writing skills obtained in College English 101 through continued interpretation and discussion of literary materials including drama and poetry. The student will also learn the fundamentals of library research and documentation and will write a formal research paper.
- ENG 203 SPEECH 4 CREDITS**  
Prerequisite: None. Verbal communication 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.
- ESL 100 ENGLISH AS A SECOND LANGUAGE 4 CREDITS**  
Prerequisite: None. English as a Second Language is designed to provide special instruction to those students whose native tongue is not English and who need to develop their knowledge and skills in English, e.g. grammar, usage, reading, and writing.

**GENERAL**

- GEN 285 GENERAL PRACTICUM 4 CREDITS**  
Prerequisite: See Program Chairperson. This course is designed to provide students with a practical, professional setting in which to develop and master what they have learned in the classroom. The program is designed to prepare students for gainful employment upon graduation.

**HOSPITALITY MANAGEMENT**

- HMM 102 FRONT OFFICE PROCEDURES 4 CREDITS**  
Prerequisite: None. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. This course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management.

- HMM 103 FOOD AND BEVERAGE MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management.
- HMM 105 HOUSEKEEPING MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course provides an overview of the fundamentals of housekeeping management. This course describes the management function, tools, and practices required in today's lodging and institutional housekeeping departments.
- HMM 106 TOURISM AND HOSPITALITY INDUSTRY 4 CREDITS**  
Prerequisite: None. The purpose of this course is to provide the student with an instruction to the lodging and food service industry and to explain the complex interrelationships and components involved in the business.
- HMM 107 PHYSICAL PLANT MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course provides an in-depth study of the engineering department and building systems. The student will be introduced to the basic costs associated with the physical plant; management functions of the engineering department; major building engineering systems; major operational systems and their design; and relationship of temperature and humidity to human comfort.
- HMM 201 MARKETING OF HOSPITALITY SERVICES 4 CREDITS**  
Prerequisite: None. This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties.
- HMM 202 HOSPITALITY LAW 4 CREDITS**  
Prerequisite: None. This course provides an awareness of the rights and responsibilities the law grants or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.
- HMM 203 HOTEL/MOTEL SALES PROMOTION 4 CREDITS**  
Prerequisite: None. This course is designed to provide students with a solid background in hospitality sales and advertising. Although marketing concepts are also discussed, the course focuses on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.
- HMM 205 CONVENTION MANAGEMENT AND SERVICE 4 CREDITS**  
Prerequisite: None. This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.

**HMM 206 HOSPITALITY INDUSTRY COMPUTER SYSTEM 4 CREDITS**  
 Prerequisite: None. This course provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions.

**HMM 207 HOSPITALITY INDUSTRY TRAINING 4 CREDITS**  
 Prerequisite: None. Upon completion of this course, the student will have evaluated every facet of training for the new or established hospitality operation.

## HUMANITIES

**HUM 100 HUMANITIES 4 CREDITS**  
 Prerequisite: None. This course offers the student an opportunity to experience the areas of art, music, poetry, and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society.

## LANGUAGE

**LAN 101 CONVERSATIONAL SPANISH 4 CREDITS**  
 Prerequisite: None. This course is designed as an introduction to the Spanish language, people and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

**LAN 102 CONVERSATIONAL GERMAN 4 CREDITS**  
 Prerequisite: None. This course is designed as an introduction to the German language, people and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

**LAN 103 CONVERSATIONAL FRENCH 4 CREDITS**  
 Prerequisite: None. This course is designed as an introduction to the French language, people and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.



**MATHEMATICS**

- MTH 101 COLLEGE MATHEMATICS 4 CREDITS**  
Prerequisite: None. 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 COLLEGE MATHEMATICS II 4 CREDITS**  
Prerequisite: MTH 101. 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.

**MEDICAL**

- MED 101 MEDICAL TERMINOLOGY 4 CREDITS**  
Prerequisite: None. This course introduces the students to the basic structure of medical terms, including word roots, combining vowels and forms, suffixes, and prefixes. Additionally, attention is given to common medical abbreviations and symbols. With this foundation, the student is then exposed to bioorganization of the body with specific terminology as it relates to the anatomy and physiology of the body.
- MED 102 ANATOMY AND PHYSIOLOGY I 4 CREDITS**  
Prerequisite: MED 101. This course provides the student with a basic understanding of the body through the study of physical and life-science principles of bioorganization, the metric system, basic chemistry, metabolism, homeostasis, cells, tissues, membranes, microbiology, disease and immunity processes, and heredity. Once this foundation is laid, the course then explores the anatomy, physiology, and pathology of specific body systems, and basic psychiatry.
- MED 103 ANATOMY AND PHYSIOLOGY II 4 CREDITS**  
Prerequisite: MED 101, MED 102. This course continues the study of the anatomy, physiology, and pathology of specific body systems not previously covered in MED 101.
- MED 104 MEDICAL CLINICAL I 4 CREDITS**  
Prerequisite: MED 101. This course is designed to prepare the student to perform specific clinical skills and procedures performed in the medical office. These skills will include: patient examination, vital signs, positioning draping, and EKG.
- MED 105 MEDICAL OFFICE ADMINISTRATIVE PROCEDURES I 4 CREDITS**  
Prerequisite: MED 101. This competency-based, administrative skills



patients via the telephone. The student shall be exposed to telephone triage, management of time while taking telephone calls, practical time on the telephone in the classroom setting through prepared vignettes, and message taking techniques.

**MED 240 MEDICAL TRANSCRIPTION 4 CREDITS**

Prerequisite: CSD 101, ENG 101, ENG 201, MED 101, MED 102, MED 103, TYP 101. The intent of this course is to introduce the student to basic fundamentals of medical transcription with specific emphasis given to grammar, spelling, punctuation, and different transcription document forms.

**MED 285 MEDICAL PROGRAM EXTERNSHIP 4 CREDITS**

Prerequisite: Completion of all medical classes in respective program; current enrollment in next-to-last or last term before graduation; approval of Medical Department Chairperson. This course is designed to help the medical student make the transition from student to the workplace, by gradually replacing the direct supervision encountered in the classroom with increasing opportunities for independent functioning within the professional setting.

## **PARALEGAL**

**PAR 101 INTRODUCTION TO LEGAL ASSISTANT/  
PARALEGAL STUDIES 4 CREDITS**

Prerequisite: None. This is an introductory course providing an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, skills common to paralegals, and ethical issues. An overview of substantive and procedural law will be covered in summary fashion.

**PAR 102 LEGAL RESEARCH AND WRITING I 4 CREDITS**

Prerequisite: PAR 101. Legal Research and Writing I is designed to give the student a broad and practical approach to problems faced by the paralegal in the legal environment. Emphasis is made on the utilization of basic research tools; statutes, case law, digests, citators, encyclopedias, and dictionaries.

**PAR 103 CONTRACT LAW 4 CREDITS**

Prerequisite: PAR 101. This course is a study of the definition and importance of contracts between individuals, third parties, businesses, and their legal rights, duties, and remedies as they reflect on our society.

**PAR 104 TORT LAW 4 CREDITS**

Prerequisite: PAR 101, PAR 102. This is a basic course in tort law, including negligence, intentional torts, and strict liability with an emphasis on personal injury litigation. The course will also review Colorado no-fault laws and worker's compensation. The student will be introduced to skills involved in legal interviewing, investigation, pre-trial litigation and settlement of tort cases.

- PAR 105 ETHICS 4 CREDITS**  
Prerequisite: PAR 101. This course is designed to make students aware of the ethical considerations involved in the legal profession and in the profession of the paralegal. Students will become acquainted with the Canons of Professional Responsibility and the various proposed canons for the paralegal. Students will use case study to analyze ethical behavior.
- PAR 200 LEGAL RESEARCH AND WRITING II 4 CREDITS**  
Prerequisite: PAR 101, PAR 102. Legal Research and Writing II is designed to give the student continued experience into the problems faced by the paralegal in the legal environment. Emphasis is made on the use of computerized research and on the skills necessary to produce legal briefs and memorandums.
- PAR 201 FAMILY LAW 4 CREDITS**  
Prerequisite: PAR 101. This course is a review of the tasks associated with juveniles and domestic relations matters including preparation of documents such as the petition for dissolution/separation, child support orders and paternity actions.
- PAR 203 CIVIL PROCEDURE 4 CREDITS**  
Prerequisite: PAR 101. This course involves the study of civil procedure in the state and federal courts. It provides an overview of the litigation process with emphasis on the function of the paralegal within that process including assisting in the preparation of documents such as a complaint, answer and pre- and post-trial motions. The basic concepts learned in this course will carry through to other areas of civil law.
- PAR 204 TRIAL PREPARATION AND PROCEDURES 4 CREDITS**  
Prerequisite: PAR 101, PAR 203. This is a summary course of methods of trial procedures, interviewing, investigation, discovery, and trial procedures for the court systems with emphasis on the state system.
- PAR 205 CRIMINAL PROCEDURES/CRIMINAL LAW 4 CREDITS**  
Prerequisite: PAR 101, PAR 203. The student will be introduced to statutory and common law crimes and the accompanying procedural constitutional statutory laws. Emphasis will be placed on criminal law theory, construction and interpretation of criminal law statutes as well as the scope and changes in criminal procedures. There will be a focus on the skills necessary for a paralegal in a criminal law practice.
- PAR 206 PROBATE AND ESTATE 4 CREDITS**  
Prerequisite: PAR 101. The course is designed to allow the student to become familiar with probate and non-probate assets, the law of intestacy, execution, formation and validity of wills. Emphasis will be placed on the Colorado Probate Code, including formal and informal probate proceedings, administration and closing of estates, the tax consequences of a probate proceeding, as well as the preparation of tax returns. In addition, students are introduced to guardianships, conservatorship, and trusts.

- PAR 207 PROPERTY AND REAL ESTATE LAW 4 CREDITS**  
Prerequisite: PAR 101, PAR 103. This course is a study of the law of real property and an in-depth survey of the more common types of real estate transactions and conveyances such as deeds, contracts, leases; drafting problems involving these instruments; special research projects related to the subject matter; study of the system of recording; and search of public documents.

## **PSYCHOLOGY**

- PSY 105 PROFESSIONAL DEVELOPMENT 4 CREDITS**  
Prerequisite: None. This course is designed to enable students to understand and develop mental attitudes, skills and life-related techniques which can lead to more successful personal academic and career experiences in life.
- PSY 110 GENERAL PSYCHOLOGY 4 CREDITS**  
Prerequisite: None. The scientific study of behavior including motivation, emotions, stress and coping, research methods, consciousness, sensations, perceptions, learning, memory, and research methods will be explored.

## **SECRETARIAL**

- SEC 101 SPEEDWRITING I 4 CREDITS**  
Prerequisite: None. This is 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.
- SEC 103 INTRODUCTION TO OFFICE TECHNOLOGY 4 CREDITS**  
Prerequisite: None. This course will present an overview of office technology with emphasis on records management and electronic calculators.
- SEC 201 SPEEDWRITING II 4 CREDITS**  
Prerequisite: SEC 101, TYP 101. This course is a continuation of vocabulary, speed development, and transcription techniques. Final dictation skills will reach a minimum of 70 words per minute.
- SEC 203 OFFICE MANAGEMENT 4 CREDITS**  
Prerequisite: TYP 101. 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, forms control, office layout, and work measurement. the course stresses managerial functions for the office and office personnel. Transcription techniques are also emphasized.

**TRAVEL**

- TMM 101 DOMESTIC TRAVEL 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to the great variety of attractions that exist in the United States. A comprehensive study of each state highlights the sightseeing that is unique to each area.
- TMM 102 INTERNATIONAL TRAVEL 4 CREDITS**  
Prerequisite: None. This course is designed as a destination development course to familiarize students with the great variety of worldwide destinations for travel purposes. A study of each country in the world will be included.
- TMM 103 RESERVATIONS AND SALES 4 CREDITS**  
Prerequisite: None. This course is designed to increase knowledge of procedures for itinerary planning and sales, and to develop good communication skills. Included are operating instructions and use of major reference guides.
- TMM 104 TICKETING AND TARIFFS 4 CREDITS**  
Prerequisite: TMM 103. This course will help the student become more knowledgeable in determining domestic and international airfares through the use of published tariffs and become fluent in writing manual airline tickets and other industry documents.
- TMM 105 IN-FLIGHT SERVICES 4 CREDITS**  
Prerequisite: None. This course provides a basic understanding of what in-flight services training entails. The student will be introduced to the primary duties and responsibilities of a flight attendant, emergency procedures aboard an aircraft, first-aid policies, and customer service.
- TMM 201 GROUP TOURISM AND MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to group travel. Differences between handling individual clients and handling group clients are explored. Expanding the knowledge of potential retail travel and group counselors is achieved by emphasizing research, design, pricing, and managing special tour projects.
- TMM 202 TRAVEL AGENCY MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to the travel agency market, its creation, problem solving techniques, promoting the travel product, and managing an on-site agency.
- TMM 203 AIRLINE MANAGEMENT 4 CREDITS**  
Prerequisite: None. The major focus of this course is on the management functions and organizations of major airlines and general aviation. Important subjects, such as marketing, pricing, scheduling, flight planning, growth strategies, and market segmentation are valuable in understanding the industry and major management functions.

- TMM 204 AIRPORT MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course is designed to make the student aware of airport administrative responsibilities. Planning and developmental tasks of airport operations and the economic importance of airports are among the areas of focus.
- TMM 205 AVIATION LAW 4 CREDITS**  
Prerequisite: None. The purpose of this course is to introduce the fundamental principles of aviation law. The travel student will gain a better understanding of the legal system and will have intuitively acquired a greater appreciation for the legal pitfalls and liabilities inherent in the operational dynamics of the air transportation industry today.
- TMM 206 COMPUTERIZED RESERVATION SYSTEMS 4 CREDITS**  
Prerequisite: TMM 104. This course takes the student from the first elementary steps in building a "Passenger Name Record" to the complicated entries associated with extensive travel itineraries. Although the major concentration of the software highlights Sabre Reservations, multi-access allows review of other airline systems to include Appollo, System One, and Worldspan.

## **TYPING**

- TYP 101 KEYBOARDING FOR TYPEWRITERS AND COMPUTERS 4 CREDITS**  
Prerequisite: None. This is a beginning typewriting course designed to develop touch typing skills to a level that will permit students to use an electric typewriter or computer terminal efficiently. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques so that a high degree of accuracy can be developed at a minimum rate of 25 words per minute.
- TYP 201 TYPING II 4 CREDITS**  
Prerequisite: TYP 101 or Test-out. This is 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. The course is designed to develop correct techniques so that a high degree of accuracy will be achieved at a minimum rate of 45 words per minute.
- TYP 202 TYPING III 4 CREDITS**  
Prerequisite: TYP 201 or Test-out. This course stresses the development of advanced typewriting skills with timed production typewriting. Proofreading and mailability of business projects without direct supervision with components for the executive, legal, medical, accounting, and government secretaries will be emphasized. Students will achieve a minimum rate of 60 words per minute.

**WORD PROCESSING****WDP 105 WORD PROCESSING I****4 CREDITS**

Prerequisite: CSD 101. This course will study the use of the very popular word processing programs. The student will get an introduction to the general features of different word processing programs and the ability to judge which program can satisfy the students' needs. It will also include further development of skills in WordStar and WordPerfect.

**WDP 107 WORD PROCESSING II****4 CREDITS**

Prerequisite: CSD 101, TYP 101, WDP 105. This course will provide the student with a marketable skill in order to obtain an entry-level position as a word processing operator using video display terminal. It will include further development of skills in WordPerfect.



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**PAT VIDIC**

Chair, Medical Assistant Department  
LPN New Hampshire State Board of Nursing Education, NH  
CMA Certifying Board of American Association of Medical Assistants

# ACADEMIC CALENDAR

1993 - 1995

## Spring Quarter 1993

April 19  
May 31  
June 1  
July 5  
July 9  
July 12-16

Quarter Begins  
Memorial Day Holiday  
Min-quarter Begins  
Independence Day Holiday  
Quarter Ends  
Summer Vacation

## Summer Quarter 1993

July 19  
August 30  
September 6  
October 8

Quarter Begins  
Mini-quarter Begins  
Labor Day Holiday  
Quarter Ends

## Fall Quarter 1993

October 11  
November 22  
November 25  
December 20 - January 2, 1994  
January 3, 1994  
January 14, 1994

Quarter Begins  
Mini-quarter Begins  
Thanksgiving Holiday  
Christmas Holiday  
Classes resume  
Quarter Ends

## Winter Quarter 1994

January 17  
January 17  
February 21  
February 28  
March 21-25  
April 15

Quarter Begins  
Martin Luther King, Jr. Holiday  
President's Day Holiday  
Mini-quarter begins  
Spring Vacation  
Quarter Ends

## Spring Quarter 1994

April 18  
May 30  
July 4  
July 8  
July 11-15

Quarter Begins  
Memorial Day  
Independence Day Holiday  
Quarter Ends  
Summer Vacation

BLAIR JUNIOR COLLEGE  
\* TUITION SUPPLEMENT

**ASSOCIATE DEGREE PROGRAMS**

ACCOUNTING.....	\$11,400.00
ADMINISTRATIVE ASSISTANT .....	\$11,400.00
BUSINESS ADMINISTRATION .....	\$11,400.00
COMPUTER SPECIALIST .....	\$11,400.00
HOSPITALITY MANAGEMENT .....	\$11,400.00
LEGAL ASSITANT/PARALEGAL .....	\$11,400.00
MEDICAL ASSISTING .....	\$11,525.00
TRAVEL AND TOURISM MANAGEMENT .....	\$11,400.00

**COURSE COST ON A PER CREDIT HOUR BASIS**

MEDICAL .....	\$120.05 PER CREDIT HOUR
ALL OTHER PROGRAMS .....	\$118.74 PER CREDIT HOUR

AUDIT COSTS ARE CALCULATED ON A PER CREDIT HOUR BASIS

**OTHER COSTS**

REGISTRATION FEE (NON-REFUNDABLE) .....	\$ 25.00
PROGRAM CHANGE (FIRST CHANGE - NO CHARGE).....	\$ 25.00
PLACEMENT EXAMS .....	\$ 5.00
TRANSCRIPT (FIRST TRANSCRIPT FREE) .....	\$ 2.00
DIPLOMA/DEGREE REPLACEMENT .....	\$ 20.00
RETURN CHECK FEE .....	\$ 20.00
WITHDRAWAL FEE .....	\$150.00

**BOOKS**

TEXTBOOKS ARE LOANED TO STUDENTS UNDER THE TEXTBOOK LOANER PROGRAM. HOWEVER, ANYT LOST, STOLEN, OR DAMAGED TEXTBOOKS WILL BE CHARGED TO THE STUDENT.

EFFECTIVE AUGUST 1, 1992

# BLAIR JUNIOR COLLEGE

Established 1897

**1993-1995 GENERAL CATALOG**

Volume 16, Number 1

"Leave the dreams of yesterday, take the torch of knowledge, and build the dreams of the future."

- Marie Curie

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Blair Junior College  
828 Wooten Road  
Colorado Springs, CO 80915  
(719) 574-1082

### BLAIR JUNIOR COLLEGE GENERAL CATALOG

Blair Junior College is pledged to uphold equality of opportunity in education and employment in compliance with the Equal Employment Opportunity and Affirmative Action Laws of the United States. Any inquiries or grievances concerning these regulations may be directed to the Office of the Director, Blair Junior College, 828 Wooten Road, Colorado Springs, Colorado, 80915.

Blair Junior College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974, Public Law 93-568.

This catalog is an official publication of Blair Junior College. It is subject to change or revision at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to withdraw a student from the College for cause at any time. The student is entitled to due process in all instances.

Provisions of this publication are not regarded as a contract nor as an offer to contract. Blair Junior College, through appropriate action, reserves the right to change any provision with proper notification and approval.

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

**Course and Program Alterations:** The College reserves the right to change course curricula, schedules, prerequisites and requirements, or cancel a course or program for which there is insufficient enrollment.

**Success of Student:** The student's individual success or satisfaction is not guaranteed, and is dependent upon the student's individual efforts, abilities and application of himself/herself to the requirements of the College.

**Accrediting Agencies:** The College does not imply, promise, nor guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.



**This catalog is incomplete without the most recent tuition supplement.**

## **APPROVED PROGRAMS OF STUDY**

**ACCOUNTING  
ADMINISTRATIVE ASSISTANT  
BUSINESS ADMINISTRATION  
COMPUTER SPECIALIST  
LEGAL ASSISTANT/PARALEGAL  
MEDICAL ASSISTING  
TRAVEL & TOURISM MANAGEMENT  
HOSPITALITY MANAGEMENT**

## **COLLEGE HOURS**

Blair Junior College is open from 8:00 a.m. to 10:00 p.m., Monday through Thursday; from 8:00 a.m. to 5:00 p.m. on Friday; and from 9:00 a.m. to 1:00 p.m. on Saturday. The classrooms, labs, and resource center are open for use during most of these hours.

Classes are scheduled to begin from 8:00 a.m. to 2:15 p.m. daily Monday through Thursday, and at 6:00 p.m. in the evenings. Day Classes are an hour and forty minutes in length while evening classes run for three hours and forty minutes (including two 10 minute breaks).

**IMPORTANT INFORMATION:** Though day and evening classes are offered to facilitate individual employment schedules and outside interests, students should understand that restrictive work and personal schedules may require a longer calendar period than normal to complete a two-year degree program. Classes are scheduled to meet the needs of groups of students and not for the convenience of any one individual.

## FROM THE DIRECTOR'S DESK

Welcome to Blair Junior College. You have taken the first step in preparing yourself for a better future. The faculty and staff are here to help you attain your goals by sharpening your skills for the upcoming opportunities and challenges you will encounter in life.

Blair Junior College, "The Career College," was established in 1897. For almost 100 years we have been assisting our graduates with placement in the jobs for which they were trained. Placement assistance is available to our graduates throughout their careers to ensure their success.

Proper training is a key to opening doors to new job opportunities. The self-satisfaction in addition to the up-to-date skills you receive is well worth the amount of time you put into your education. Congratulations on your decision to be an important member of America's workforce!

Darryl C. Armstrong  
College Director

## 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. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In October 1979, Mr. Gerald C. Phillips purchased the entire stock of Blair Business College, Inc. With this acquisition, Blair Business College joined the prestigious and progressive group of Phillips Colleges located 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 Division of Private Occupational Schools, Department of Higher Education.

## **EDUCATIONAL MISSION AND PURPOSES**

### **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.

To fulfill its mission, the College will offer and continue to develop terminal associate degree programs and other appropriate career programs that will benefit both the student and the community, at large.

### **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 accomplish the following, which are integral to the mission of the college:

1. To maximize educational opportunities through an open door policy of recruitment.
2. To recruit and retain highly qualified teachers who are effective in the classroom.
3. To provide specialized education services on the collegiate level for the Colorado Springs metropolitan area which give predominant emphasis to business and technical education in preparation for immediate job entry.
4. To provide general education; to enable students to develop attitudes, knowledge qualities, and skills necessary to equip themselves with the basic tools of citizenship.
5. To provide complete and effective support services for all students.
6. To graduate students who have developed competent job and interpersonal skills.
7. To assist graduates in finding employment within their chosen job field through effective placement services.

## **PROFESSIONAL RECOGNITION AND ACCREDITATION**

### **BLAIR JUNIOR COLLEGE IS ACCREDITED AS A JUNIOR COLLEGE OF BUSINESS BY:**

Career College Association (CCA), Washington, DC, a national accrediting agency recognized by the United States Department of Education under the provision of public law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that office or an approximation thereof.

Blair Junior College is chartered by:  
The Colorado Secretary of State

Blair Junior College is approved by:  
Colorado State Approval Agency for Veterans and Eligible Dependent Students  
Department of Vocational Rehabilitation  
Immigration and Naturalization Service

Blair Junior College is authorized to grant associate degrees by:  
The Division of Private Occupational Schools, Department of Higher Education, pursuant to rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59 (1) (1)

Blair Junior College is approved and regulated by:  
The Division of Private Occupational Schools, Department of Higher Education, State of Colorado

Blair Junior College Institutional Memberships:  
American Council on Education  
Better Business Bureau of Southern Colorado  
Colorado Springs Chamber of Commerce  
National Association of Student Financial Aid Administrators  
Rocky Mountain Association of Student Financial Aid Administrators

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

## **THE CAMPUS**

### **FACILITIES & EQUIPMENT**

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 and typing 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.

### **HANDICAPPED ACCESS**

The Blair Junior College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, and accessible water fountains.

### **PARKING LOT**

Blair Junior College provides off-street, lighted, free parking. All persons using the parking lot are requested to be courteous in their parking and to keep posted fire lane areas open.

### **STUDENT LOUNGE**

The student lounge is available for students' relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven.

### **LIBRARY AND RESOURCE CENTER**

The library and resource center has books and periodicals of interest to students, staff, and faculty, as well as materials on reserve for classes. A variety of media, including VCR, televisions, and slide projectors are available for in-school use.

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. Students may borrow materials from the Pikes Peak Community College Education Resources Center and the University of Colorado library upon presentation of proper identification. Several other libraries within the Pikes Peak region are also available to Blair Junior College students.

## **GENERAL CONDUCT AND COLLEGE JURISDICTION**

Education is preparation for professional life. Ethics are among the most important qualities that professionals possess. All students are expected to adhere to high ethical standards. Any work produced by dishonest means cannot be accepted.

Blair Junior College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Blair Junior College will strive to maintain a campus free from drug and alcohol abuse.

The manufacture, possession, distribution, or use of illegal drugs or alcohol is prohibited on the campus, including school grounds. Any violation of this policy will warrant disciplinary actions, up to and including expulsion, and may also result in local, state, and/or federal criminal charges.

Students and employees are to notify management of Blair Junior College of any criminal drug statute violation occurring in the institution no later than five days after such violation. The College will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Avenue SW, (ROB3) Washington, DC 20202, of such violation within ten days after receiving such notice.

This school will assist students and employees in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

To ensure safety, security, and productivity, students and employees are to conduct business with the highest ethical standards and treat all students, co-workers, and business associates with fairness and integrity.

The College reserves the right to dismiss a student for the following reasons: failure to maintain satisfactory academic progress as outlined in this catalog, conduct detrimental to the College or other students, and/or absences in violation of the attendance policy as outlined in this catalog.

Students are required to maintain high standards of personal conduct and honesty. Any student whose conduct is considered harmful to others or the reputation of the College may be placed on disciplinary probation or may be suspended or expelled from the College. Under this policy, a student may request due process in the form of an appeal board hearing. For review, the student must submit a written request to the Dean of Education.

## **CAREER PLANNING AND PLACEMENT OFFICE**

One of the many benefits derived from being a graduate from Blair Junior College is the graduate placement service. The Career Placement and Planning Office is a graduate services center, offering placement assistance to graduates throughout their careers.

Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable expectations, and cooperation with the director of the Career Planning and Placement Office.

In their final term, students will attend preparation classes to assist them in the career placement process. Blair Junior College prepares the graduate educationally for employment and assists in their job search; but, like all institutions, it cannot guarantee employment.

# ADMISSIONS



## **ADMISSIONS**

### **APPLICATION**

Applicants should request an appointment for a personal interview with an Admissions Representative of the College. PHONE: 1-719-574-1082.

### **ENTRANCE REQUIREMENTS**

Graduation from high school or the successful completion of the General Education Development (GED) test is the minimum requirement for admission to Blair Junior College.

### **FOREIGN STUDENTS**

Foreign students must present written evidence of competency in English. For information, interested foreign students should contact the Admissions Department.

### **FULL-TIME STUDENTS**

The academic workload is defined as any combination of courses, internship or externship, research or special studies, whether or not for credit, that the institution considers sufficient to classify the student as full time. A student must be enrolled in at least 36 credit or non-credit hours per academic year and 12 credit hours per quarter to be considered full-time. Students who have permission to take less than a full load must understand that financial aid may be reduced.

### **ADMISSIONS ASSESSMENT**

Applicants are required to take a skills inventory assessment prior to admission to the College. The Academic Department will determine appropriate course placement based upon the outcome of the inventory.

### **ACCEPTANCE OF COLLEGE CREDITS**

In most cases, credits earned for the same or equivalent courses at another accredited institution of higher education will be accepted by Blair Junior College if a "c" or better grade was earned in the course and it was taken within the past twelve (12) years. In all cases, an official transcript must be received directly by the Registrar from another educational institution on behalf of the student requesting this consideration. A student, however, may not be credited with more than 48 transfer credits in any degree program, and the last 24 credits

of all programs must be earned on the Blair Junior College campus. There will be no limits imposed on the transfer of credits earned by students coming to Blair Junior College from other Phillips Colleges.

Credits transferred from other educational institutions are never used in calculating a student's cumulative grade point average.

### **TRANSFER OF CREDITS TO OTHER EDUCATIONAL INSTITUTIONS**

If a student intends to transfer from Blair Junior College to another educational institution prior to or upon completion of an associate degree program, the student should contact that educational institution first to inquire about their transferability policy. It is emphasized that all educational institutions have absolute discretion about which credits they will accept from any other educational institution. Those colleges with which Blair Junior College has an articulation agreement will accept all credits of Blair students which are appropriate to their respective programs, providing a "C" or better was earned in the course. While Blair Junior College is a nationally accredited college regulated by the State of Colorado, it cannot imply, promise nor guarantee transferability of its credits to other educational institutions, just as they cannot guarantee transferability of their credits to Blair.

It should be emphasized that the degree programs at Blair Junior College are primarily designed to prepare students to penetrate the local job market upon graduation, rather than to pursue baccalaureate and/or other higher educational programs.

### **CHALLENGING COURSES**

During the first week of classes a student who feels competent in a subject may request credit by examination. This requires that a written request be submitted to the Dean of Education and that a written/oral exam be administered by a Department Chair, or a qualified designate, prior to the end of the first week. The administrative cost of this exam will be \$5.00, which may not be paid through Financial Aid funds. Students must receive a score of 75% or above on this exam to receive credits for the course challenged and will not be allowed a second examination on the same course.

A maximum of 16 credits may be earned toward any degree offered by Blair Junior College through the challenging of courses. Courses successfully challenged will be credited to the student's tuition account.

**FINANCIAL  
AID**

## FINANCIAL AID INFORMATION

It is the goal of Blair Junior College to assist every eligible student in procuring financial aid that enables the student to attend college. The college participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Perkins Loan, Federal Stafford Loan (formerly called the Guaranteed Student Loan), Federal Supplemental Loan for Students (SLS), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rest with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

### CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for Financial aid, a student must:

- \* Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
- \* Have a high school diploma or the equivalent;
- \* Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- \* Have financial need as determined by a need analysis system approved by the Department of Education;
- \* Maintain satisfactory academic progress;
- \* Provide required documentation for the verification process and determination of dependency status;
- \* Not owe a refund on a Pell Grant, SEOG, or state grant previously received from any college;
- \* Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan preciously received from any college;
- \* Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- \* Be registered for the Selective Service, if a male born after December 31, 1959;
- \* Sign the Statement of Educational Purpose.

### **APPLICATION**

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges their aid does not automatically go with them. Each student should check with their new college to find out what steps to take.

### **NEED AND COST OF EDUCATION**

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

### **SATISFACTORY ACADEMIC PROGRESS**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the college.

The student finance office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or student finance personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined on page(s) of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The borrower has a right to:

- \* written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities;
- \* a copy of the promissory note, and return of the note when the loan is paid in full;
- \* before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- \* notification if the loan is sold or transferred to a loan servicer;

- \* federal interest benefits, if qualified;
- \* a grace period, if applicable, and an explanation of what that means;
- \* prepayment of the loan without penalty;
- \* deferment, if the borrower qualifies; and
- \* request forbearance.

The borrower has a responsibility to:

- \* repay the loan in accordance with the repayment schedule, and notify both the college and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- \* notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, or changes name, address, or Social Security Number;
- \* notify the lender if he or she fails to enroll for the period covered by the loan;
- \* notify the College of a change of address; and
- \* attend an exit interview before leaving college.

## **VERIFICATION**

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. Phillips Colleges, Inc., verifies all selected applicants (with exception of the PLUS and SLS programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

## **POLICIES AND PROCEDURES FOR VERIFICATION**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within thirty (30) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.

10. The college will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General or to a State or local or agency.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **FINANCIAL AID TRANSCRIPTS**

Federal regulation requires that Federal Stafford and SLS funds cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant preciously attended. A financial aid transcript is necessary even if the student did not receive any aid.

### **TUITION CHARGES**

The college quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of class. The college charges the student's tuition account for tuition at the beginning of each academic year (normally three (3) terms). These expenses are shown in the supplement to this catalog.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is \$145 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is \$258 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$504 per month.

Transportation costs are calculated applying the formula stated below or by use of an average cost.

The calculation for determining transportation costs is the number of one-way trips per week x the number of miles traveled one way x 4.33 weeks per month x .28 cents per mile.

Information on how the average cost was arrived is available in the student finance office.

## **FINANCIAL AID PROGRAMS**

### **GENERAL**

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

**SELECTION OF ELIGIBLE APPLICANTS**

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

**FEDERAL PELL GRANT**

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC).

The federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student finance office of the College or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients.

In determining student eligibility, the college will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive a Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

**FEDERAL WORK-STUDY PROGRAM (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public or private organization.

Application for the FWS program may be made through the student finance office and eligibility is based on financial need and the availability of funds. The college will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

**COLORADO STATE GRANT**

Colorado State Grants (CSG) are awards for students with financial need. These funds are for Colorado residents and are reappropriated each fiscal year.

**COLORADO UNDERGRADUATE MERIT AWARDS**

Colorado Undergraduate Merit Awards are funds for students to assist with their post-secondary education. These funds will vary according to academic standing and other criteria. Students must apply for the Merit Award in the Financial Aid Office.



**COLORADO STUDENT INCENTIVE GRANT PROGRAM**

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 financial assistance to students with substantial need. Student grants made under this program are comprised of equal portions of Federal and Colorado State funds. The CSIG program is intended to increase access and choice of post-secondary education opportunities to residents of Colorado who show substantial financial need.

**VETERANS BENEFITS**

The College is approved for Veterans training. Applications for Veterans benefits may be picked up at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

**FEDERAL PERKINS LOAN (FORMERLY NDSL)**

Federal Perkins Loans are low interest rate loans made to students who demonstrate exceptional financial need. The interest rate is 5% and repayment for full- or half-time students begins nine months after the student leaves school.

For less than half-time students, repayment begins on the date of the next scheduled installment payment on any outstanding loan made under the Federal Perkins Loan Program. If the borrower has no outstanding loan, the repayment period begins at the earlier of nine months from the date the loan was made, or the end of a nine-month period that includes the date the borrower ceased to be enrolled as at least a regular half-time student. For students who borrowed under the Direct Loan Program on or after October 1, 1980, the grace period is six months. Repayment may extend up to 10 years, and the minimum monthly payment is \$30 with respect to loans for which the first disbursement is made before October 1, 1992. The minimum monthly payment with respect to loans for which the first disbursement is made on or after October 1, 1992 is \$40.

The maximum annual loan amount limit for an eligible student who has not yet successfully completed a program of undergraduate education is \$3000. The maximum annual loan amount limit for a graduate or professional student is \$5000.

For deferment information contact the Student Finance Office.

**FEDERAL STAFFORD LOANS (FORMERLY GSL)**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct educational expenses.

For students borrowing for the first time on or after July 1, 1988, the interest rate is 8% for the first four years of repayment and 10% thereafter. For students who borrowed Stafford at an interest rate of 7% or 9%, that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 5% origination fee and up to 3% insurance premium deducted from each disbursement. This must be repaid.

For students borrowing for the first time on or after October 1, 1992, the interest rate changes to a variable rate of T-Bill + 3.1% with a cap of 9%.

An undergraduate may borrow up to \$2,625 for the first year of undergraduate study and \$3,500 for the second year of undergraduate study. For a student who has successfully completed the first and second year but has not successfully completed the remainder of a program of undergraduate education, the annual limit is \$5,500. The maximum loan amount at an undergraduate level is \$23,000.

Graduate students may borrow up to \$8,500 per academic year for a total indebtedness of \$65,000 including any Stafford Loans and GSL's made at the undergraduate level.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning their loan. Applications can be obtained from the college's student finance office or from the lender.

For additional deferment information contact the Student Finance Office.

#### **UNSUBSIDIZED FEDERAL STAFFORD LOANS**

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The interest rate for Federal Stafford Loans disbursed after October 1, 1992 to borrowers with no outstanding balance on a loan under the Federal Family Education Loan Program will be a variable rate which may change July 1 or each year. The Federal Stafford Loan variable interest rate will not exceed nine percent (9%).

The student will be charged a 6.5% origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan. The fee will be deducted proportionately from each disbursement and paid to the federal government.

**FEDERAL PLUS LOANS**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 5% origination fee on a PLUS loan made on or after October 1, 1992 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 10%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's student finance office or from the lender.

For deferment information contact the Student Finance Office.

**FEDERAL SUPPLEMENTAL LOANS FOR STUDENTS (SLS)**

Federal SLS loans are primarily for independent students but in certain cases may be available to dependent students. Like the Federal PLUS loan the SLS is not based on need but when combined with other resources, cannot exceed the student's cost of education.

Students may borrow up to \$4,000 for the first two academic years of study and \$5,000 per year for the remaining undergraduate program with a maximum of \$23,000 for each student. This maximum is for undergraduate level students. There is a 5% origination fee on an SLS loan made on or after October 1, 1992 and up to 3 percent insurance premium may be deducted from the loan principal. The interest rate is variable but has a maximum of 11%.

Repayment begins within 60 days of disbursement unless the student qualifies for and is granted a deferment by the lender. Although the minimum payment amount is \$50 per month with at least 5 years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's student finance office or from the lender.

For deferment information contact the Student Finance Office.

**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 Director of Financial Services during regular business hours.

**ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Perkins Loan, Federal Stafford Loan (GLS), and/or Federal SLS be notified concerning their loans. The College

counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the college, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

#### **REFUND DISTRIBUTION POLICY**

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due, unless the institution has a Refund Distribution Policy which is required by state regulations:

1. Outstanding balances on FFEL Program loans
2. Outstanding balances on Federal Direct Loans
3. Outstanding balances on Federal Perkins Loans
4. Federal Pell Grant awards
5. Federal SEOG awards
6. Awards under FWS Program
7. Other Title IV student assistance
8. The student

If the student has more than one loan and the refund would greatly reduce or pay completely one of the loans, the refund is paid to that loan. The amount refunded to any program may not be greater than the amount the student received from that fund.

Students will be notified for any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any of the Title IV or State programs will be paid within 30 days.

#### **APPROVED PRO-RATA REFUND POLICY LANGUAGE (OVER 30%, FIRST TIME - 90 COHORT DEFAULT RATE)**

The passage of Public Law 101-166, resulted in the establishment of an alternate refund policy to pro rate tuition refunds for Federal Stafford, Federal SLS, or Federal PLUS loan recipients who withdraw on or after September 15, 1992. For each student who withdraws on or after September 15, 1992, the college will calculate a pro-rata refund which conforms to U.S. Department of Education regulations pertaining to Federal Stafford, Federal SLS, and Federal PLUS loan recipients. This pro-rata policy will be applied to Federal Stafford, Federal SLS, and Federal PLUS loan recipients who withdraw:

- (A) prior to completing one-half of their program of study, or
- (B) within six months after first enrolling in their program of study, whichever occurs earlier.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

#### **APPROVED 60% PRO-RATA REFUND POLICY LANGUAGE (FOR ALL FIRST TIME STUDENTS)**

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to prorate tuition refunds for all Title IV Funds recipients. For each first time student who withdraws, the College will calculate a pro-rata refund which conforms to U.S. Department of Education regulations. This pro-rata refund policy will be applied to all Title IV Funds recipients who withdraw:

Prior to completing 60% of the period of enrollment.

The term "Pro-Rata Refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid student charges and less a reasonable administrative fee. A reasonable administrative fee is defined as the lesser of 5 percent of the tuition, fees, room and board, and other charges assessed the student, or \$100.00.

The period of enrollment is determined by: (1) For programs measured in credit hours, dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance; (2) For programs measured in clock hours, dividing the total number of the number of clock hours comprising the enrollment period for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as the last recorded day of attendance; and, (3) For a correspondence program, dividing the total number of lessons comprising the enrollment period for which the student has been charged into the total number of lessons not submitted by the student.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

#### **LEAVE OF ABSENCE POLICY**

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Blair Junior College permits students to request a Leave of Absence (LOA) under certain circumstances limited to the following:

**Medical** - planned or emergency medical treatment for self or immediate family including pregnancy;

**Family** - summer child-care concerns for school-age children; family tragedies;

**Employment** - employment-related training; special assignments or shifts;

**Military** - reserve/active duty obligations

All requests for Leave of Absence must be in writing to the Academic Dean. The request must be accompanied by written documentation from an employer, physician, or military orders. All LOA's are subject the recommendation of the Academic Dean and approval of the College president/director.

Students on LOA may not return until the first day of the next scheduled term. Students not returning on the first day of the next scheduled term will be withdrawn from the college.

Students granted LOA must have an exit interview with the Academic Dean and the Student Finance Director. Students on LOA are advised that completion time of their program will be lengthened, and the consequences of loan repayment if they do not return.

#### **DRUG FREE AWARENESS**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Blair Junior College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help center. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

## **STANDARDS OF SATISFACTORY PROGRESS**

Students must meet the academic standards of satisfactory progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College as outlined on page 30.

The Financial Aid Department will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to financial aid personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures.

Students on ACADEMIC PROBATION are eligible to continue receiving federal financial assistance. Students who have been ACADEMICALLY SUSPENDED or DISMISSED are no longer active students of the College and are ineligible for any aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## **REFUND POLICY - BLAIR JUNIOR COLLEGE**

The College is entirely self-supporting. The registration of students results in the assignment of a class place, the employment of instructors, and other provisions for management that must be contracted for in advance. There will be no refund of tuition except as follows:

### **CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES**

All monies paid by the applicant will be refunded within thirty (30) days if requested within three (3) business days after application to the College provided that the applicant has not commenced training. A full refund will also be given if the applicant is not accepted by the College or in the event that the College discontinues a program during a period of time within which an applicant could have reasonably completed it or in the event that the College ceases operation.

### **WITHDRAWALS AFTER COMMENCEMENT OF CLASSES**

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

- A. For an applicant terminating within the first week of the program, the student shall be entitled to a refund of 100 percent of the program cost.
- B. For a student terminating during the first 10 percent of the

program, the student shall be entitled to a refund of 90 percent of the Academic year cost, less a withdrawal processing fee of \$150.00.

- C. For a student terminating after the first 10 percent or during any portion up to and including 25 percent of the Academic year, the student shall be entitled to a refund of 75 percent of the Academic year cost, less a withdrawal processing fee of \$150.00.
- D. For a student terminating after 25 percent or during any portion up to including 50 percent of the Academic year, the student shall be entitled to a refund of 50 percent of the Academic year, less a withdrawal processing fee of \$150.00.
- E. For a student terminating after 50 percent or during any portion up to and including 75 percent of the Academic year, the student shall be entitled to a refund of 25 percent of the Academic year cost, less a withdrawal processing fee of \$150.00.
- F. A student terminating training after 75 percent of the Academic year will not receive a refund.
- G. Percentage of completion is based on the contact hours completed for the Academic year divided by the total contact hours in the Academic year. Refunds are calculated from the first date of entrance to the last day of recorded attendance.

#### **REFUND ATTRIBUTION POLICY**

The following refund attribution policy will be applied to all students who receive Title IV or state funds. In compliance with the state of Colorado, the refund distribution to any student due a refund upon withdrawal or completion will be as follows:

The refund will be made proportionally between Title IV funds and State funds in accordance with the percentage of total funding received.

#### **Title IV Funds**

1. Stafford Loan (GSL) and/  
or SLS, PLUS
2. Perkins Loan
3. Supplemental Educational  
Opportunity Grant
4. Pell Grant
5. Colorado Student Incentive  
Grant Program
6. Student

#### **State Funds**

1. Colorado Student Grant
2. Colorado Undergraduate  
Merit Award



If the student has Stafford, PLUS, or SLS and Perkins loans and the refund would greatly reduce or pay completely the Perkins Loan, the refund is paid to the Perkins Loan.

The amount repaid 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 Stafford, SLS, or PLUS, the student or parent must receive simultaneous notice of the refund. The refund must be paid within 30 days of the institution's determination that the student has withdrawn.

# STUDENT SERVICES

## **STUDENT SERVICES**

### **MILITARY DRILL REGULATIONS - EXCUSED TIME OFF**

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Dean of Education, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be dropped from classes due to these absences but must be sure to attend all classes regularly at other times in order not violate the attendance policy of the College.

### **SPECIAL RECOGNITION - ACADEMICS**

#### **DEAN'S HONOR ROLL AND DIRECTOR'S ACADEMIC ACHIEVEMENT AWARD**

To recognize and encourage outstanding scholastic performance, a Dean's Honor Roll is published at the end of each term. To be eligible for this honor, a student must have earned a grade point average of at least 3.50 and must have been registered for 12 or more credit hours. The Academic Achievement Award lists all full-time students who have maintained a 4.00 grade point average during the term.

#### **SUMMA CUM LAUDE GRADUATES**

During graduation ceremonies, Blair Junior College recognizes those degree graduates who have achieved Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

## **COUNSELING SERVICES**

Counseling services are available at Blair Junior College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work, and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Any counseling session may be confidential at the student's request.

**( 1 ) FINANCIAL AID.** The Financial Aid Office provides financial counseling to incoming and continuing students to help the students find the best program for financing their educations. Blair Junior College administers a variety of federal and state assistance programs designed to make an education affordable for all students.

**( 2 ) DEPARTMENT CHAIRPERSON.** Questions or concerns regarding the student's program or course of study should be directed to the Department Chairperson.

**( 3 ) DEAN OF EDUCATION.** If the student needs further counseling of an academic nature, the student should consult the Dean of Education.

**( 4 ) DIRECTOR.** Students are encouraged to schedule a meeting with the Director when other services do not appear to resolve their questions or concerns in any area. Students may consult with the Director in a confidential counseling session.

**( 5 ) DRUG COUNSELING.** Blair Junior College does not have on-site counseling. However, the College does offer counseling referral services through the Dean's Office.

**( 6 ) EMERGENCY PHONE NUMBERS**

Any student or employee of Blair Junior College who feels he or she has a problem with alcohol or drugs may contact any of the following community services or consult the Academic Department. 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 Emergency Service - 24 Hours	390-2400 2741 East Las Vegas
Alcoholics Anonymous	634-5020 2609 East St. Vrain
The Ark Drug & Alcohol	684-9486 10930 Hondo Avenue Green Mountain Falls
Cedar Springs	633-4114 2135 Southgate
El Paso County Treatment Clinic Drug & Alcohol	578-3150 710 South Tejon
Riegal Center Penrose Hospital	636-8482 825 East Pikes Peak
Someplace Else (under age 24)	632-3362 179 Parkside Drive

**TUTORING**

Tutoring is available to day and evening students. Arrangements can be made by contacting the student's Program Chairperson.

## **GRADUATION**

Graduation ceremonies are held twice each year - in the spring and in the fall. Students who have completed all requirements for graduation are eligible to participate in the ceremony. A 2.00 cumulative grade point average and clear financial status are requirements for graduation. All eligible students must complete an application for graduation during registration for their final term.

## **HEALTH AND SAFETY**

The College maintains first aid supplies for minor injuries that may be incurred while students are attending classes. A student with a history of an illness requiring special attention should notify the College at the time of enrollment. Any student injured on the premises will be taken to the nearest hospital with all charges billed to the student. The College is not liable for any student injured on campus.

## **HOUSING**

Blair Junior College does not provide housing, although several apartment complexes are within walking distance of the campus.

## **MAKE-UP DAYS**

If the College is unable to hold classes because of weather conditions or unforeseen circumstances, classes may be rescheduled.

# ACADEMICS

# ACADEMICS

## ACADEMIC SESSIONS

The academic sessions for the degree programs at Blair Junior College are approximately 12 weeks long and are offered four times a year. In addition, a special six week mini term may be offered during several sessions throughout the year for those students who want to get an early start on their educations. Please consult the college calendar for specific dates.

## DOUBLE MAJORS

A student wishing to pursue a double major at Blair Junior College must be enrolled in an associate degree program and must complete the requirements for both majors.

## ATTENDANCE POLICY

The faculty, staff, and administration of Blair Junior College believe that in order for education to be effective, the student must attend classes regularly. The attendance policy has been developed to reinforce this belief. Students must adhere to the attendance policy to remain in good standing.

### DAY DIVISION ATTENDANCE POLICY - SIX WEEK MINI-QUARTER

Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

### DAY DIVISION ATTENDANCE POLICE - TWELVE WEEK QUARTER

Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

### EVENING DIVISION ATTENDANCE POLICY - TWELVE WEEK QUARTER

Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

### EVENING DIVISION ATTENDANCE POLICY - SIX WEEK MINI-QUARTER

Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

## **ABSENCE - PRECAUTIONARY STATEMENT**

Blair Junior College does not categorize absences as either "excused or unexcused." Absences, regardless of the reason, count against the student. However, make-up work over and above the normal required work may be authorized by the instructor in the event of an absence.

This attendance policy will be strictly enforced. All absences are part of the student's permanent record, and a student who is dropped from a class may have to repeat that class in order to successfully complete the program and meet the requirements for graduation.

## **READMITTANCE TO CLASS**

A student who has excessive absences because of medical emergency or other extraordinary circumstances may, with the permission of the Academic Dean, Department Chairperson, and the course instructor, be readmitted to class. The reason for excessive absence may need to be verified.

## **TARDINESS**

Students are expected to be present when classes begin and when they end. If a student is late to class or departs early, his/her attendance record will show one hour missed. The accumulation of these hours will be considered toward being dropped from a class in the same manner as an absence.

## **CHANGE OF PROGRAM**

After entrance into the College, a student may change his or her program of study upon approval of the Financial Aid Department and Academic Department. A change of program requires a new enrollment agreement. Blair Junior College cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean.

## **CLASS PERIOD**

A standard class period for course held in the Day Division is one hour and forty minutes in length. A standard class period for courses held in the Evening Division is three hours and forty minutes which includes appropriate breaks.

## **CLASS SCHEDULES**

Classes may be offered Monday through Saturday from 8:00 a.m. to 9:40 p.m. A student is considered full-time when a course load in excess of 12 credit hours per quarter is carried. Permission from the Dean of Education is required for any student who wishes to carry in excess of 16 credit hours per quarter.



## **CREDIT HOURS**

One quarter credit hour is equal to 10 theory hours, 20 lab hours, or 30 externship hours.

## **ACADEMIC LOAD**

Twelve or more credit hours during a regular quarter is considered a full-time course load. Eight or more credit hours during a six-week quarter is considered a full-time course load. Students who, under unusual circumstances, wish to carry more than sixteen credit hours during a regular quarter must receive approval from Financial Aid, the Academic Dean, and the appropriate Department Chairperson. Students who complete fewer than twelve hours a term may jeopardize their financial aid and graduation date.

## **DIRECTED STUDY**

A student who is in good standing academically and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study is limited to unusual circumstances as described in the Directed Study policy.

## **AUDITING COURSES**

In certain situations students may wish to audit a course. Those wishing to do so must receive written permission from the instructor, Financial Aid Office, and the Academic Dean. Students may be allowed to audit a course only if there is space available. Persons choosing to audit a course will not be listed on the class roster and no attendance will be taken. Regular tuition rate will be charged, but no credit will be awarded for an audited course.

## **CLASS AUDIT REFRESHER EDUCATION**

C.A.R.E. is a benefit for Blair Junior College graduates. It allows them to keep their skills sharp and knowledge updated. Graduates of Blair programs may return to audit a class at no charge if:

1. The graduate has already completed the class and has received a passing grade; and
2. Space permits on the first day of class.

## **DUE PROCESS - STUDENT APPEAL RIGHTS**

Blair Junior College recognizes the rights of students as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If a student wishes to appeal a decision other than a grade, a written statement of appeal must be submitted to the Academic Dean within 15 calendar days of the issue in appeal.

The Academic Dean will convene the Appeal Board to consider the request for appeal within three working days of receipt of the written request. The decision of the Appeal Board is binding and final.

## **STUDENT CONDUCT**

At the time a person becomes a Blair Junior College student, he or she is 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. Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class.

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, 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 Director 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 degree, nor obtain a transcript until he or she has: (1) cleared the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the records.
- ( 8 ) **FIREARMS** - The possession or discharge of firearms or explosives by students on campus is prohibited.
- ( 9 ) **COPY MACHINE** - There is a coin-operated copy machine available to students near the library. Students are not allowed to use the faculty copy machine.
- (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. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere.
- (12) **CHILDREN** - Children are not permitted in instructional areas during scheduled classroom hours, nor are they to be left unattended anywhere on campus. The College assumes no liability for injuries incurred by minors on campus.
- (13) **FOOD and DRINKS** - Beverages and food should not be brought into the classrooms. The smoking and non-smoking lounges are the only areas designated for food and 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 off the student parking lot and the north entrance for those students using public transportation.

## GRADE POINT AVERAGE COMPUTATION (GPA)

The grade point average is computed by multiplying the quality point equivalent for each letter grade times the credit hours assigned for each course, totaling the products, and then dividing this sum by the number of credit hours attempted. Grades of AU,WP,WF, I, TO, or TC are not computed into hours attempted and transfer credits are not included in the calculations of GPA.

Sample computation:

COURSE	GRADE	CREDITS		QUALITY POINTS	
College English	A	4	X	4	= 16
College Mathematics	B	4	X	3	= 12
Humanities	C	4	X	2	= 8
General Psychology	D	4	X	1	= 4
		Total Credits = 16		Total Quality Points = 40	

Grade Point Average = Total Quality Points/Total Credits

Sample: G.P.A. =  $40/16 = 2.5$

## GRADING STANDARDS

Students will be informed of their progress in their courses by grades earned on quizzes, papers, practical hands-on projects, presentations, and tests or as specified in the syllabus. Grades are assigned as follows:

LETTER GRADE		QUALITY POINTS
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
* I	Incomplete	0.0

WP	Withdrawal Passing	0.0
WF	Withdrawal Failing	0.0
TO	Test Out	0.0
TC	Transfer Credit	0.0
AU	Audit	0.0
NC	Non Credit	0.0

\* The "I" grade is given at the discretion of the instructor to students who have been unable to fully complete the course requirements by the end of any term due to special circumstances. By written agreement with the instructor, a student may be allowed up to two weeks following the date of the final exam to satisfactorily complete the course requirements. At that time the "I" grade will be converted to a letter grade. If not completed within the above time frame, the "I" grade will be changed to an "F".

## REGISTRATION FOR CONTINUING STUDENTS

Students currently enrolled in school will register for the new quarter during the last several weeks of the old quarter. It is mandatory that students meet with their Department Chairpersons during this period of time to discuss and complete their class schedules to be submitted to the Registrar's office. It is also essential for students to complete their financial obligations prior to registration. This can be accomplished at the Financial Aid office.

## RECORDS

The College maintains complete records for each student in the Registrar's Office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to properly qualified institutions and individuals upon the written request of students, if they are in good standing with the College. Upon graduation, students receive one free official transcript with their degrees. Additional copies are \$2.00 each. Blair Junior College adheres strictly to the Family Educational Rights and Privacy Act of 1974 and does not release any information regarding any student without the student's written consent.

## REPEATING CLASSES

Students who withdraw from or fail a course may retake that course for a higher grade and accumulative grade point average. Retake courses will be charged according to the current cost per credit hour shown in the tuition supplement.

Upon successful completion of the course, the higher grade for the course will be recorded on the student's final academic transcript. While the first attempt will still be shown on the student's transcript, the cumulative grade point average will be recomputed using only the student's last attempt.

## STANDARDS OF SATISFACTORY PROGRESS

A student who fails to maintain the satisfactory progress requirements listed below will be placed on academic probation for the following term. Failure to meet these standards by the end of the probationary quarter may result in the student's suspension from college.

Occasionally, unusual circumstances may warrant the extension of a student's probation. The Academic Dean and the Director have the authority, under these circumstances, to extend the student's probation period, provided it is fully documented in the student's academic file.

Satisfactory progress will be evaluated at the end of each grading period.

Credit Hours Attempted	Cumulative Grade Point Average
0 - 12	1.50
13 - 24	1.60
25 - 36	1.7
37+	2.00

A 2.00 grade point average is required for graduation from any program.

## PROGRESSION TOWARD COMPLETION OF DEGREE

A student may not receive Title IV funds nor remain academically eligible 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
32 credit hours	48 credit hour

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

### 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. An academic year is nine months. Transfer credits and grades of WP or WF are not counted as successfully completed in determining progression toward completion.

Upon review, a student not successfully completing the minimum percentage of hours will be placed on financial aid probation but may continue to receive Title IV funding. If the minimum percentage of cumulative hours is not successfully completed at the end of the probationary period, the student is not eligible to receive further Title IV funding. A student may appeal to the Financial Aid Committee for an extension of the probationary period due to mitigating circumstances, such as a change of program. Any extension granted must be fully documented in the student's financial aid file.

## **TEXTBOOKS AND COURSE MATERIALS**

Textbooks and course material needed for individual courses are issued to students as part of the textbook loaner program. Students are responsible for the texts until they are returned at the end of the term. Students may purchase textbooks by paying cash to the Bookroom Manager. Students may not be issued textbooks for every course taken.

If a textbook is lost and must be replaced, the student will be responsible for the replacement cost.

## **WITHDRAWAL**

### **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from Blair Junior College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must have an exit interview with both a Financial Aid Officer and the Academic Dean.

### **WITHDRAWAL FROM A COURSE**

When a student withdraws from a class, whether due to violation of the attendance policy or for voluntary reasons, the student will receive one of the following grades:

- **WITHDRAWAL PASSING (WP)** If a student is passing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the six-week quarter, the student will receive a WP. The WP does not affect the student's grade point average.

- **WITHDRAWAL FAILING (WF)** If a student is failing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the six-week quarter, the student will receive a WF. The WF does not affect the student's grade point average.

- **WITHDRAWAL FAILING (F)**

If a student withdraws during weeks eight through twelve of the regular quarter or weeks five through six of the six-week quarter, the student will receive an F. The F does affect the student's grade point average until the class is retaken and a higher grade is given. Students are advised to retake a failed class as soon as possible in order to positively impact their grade point average.

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Financial Aid Officer. Withdrawal may affect the student's financial aid eligibility.

In case of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore withdrawal alternatives.

## **READMISSION - WITHDRAWN STUDENTS**

It is to be clearly understood that readmitted students will be responsible for the program requirements in place at the date of readmission, not those required at the date of original entry to the College. The following steps must be followed by a student who withdraws and then wishes to re-enter Blair Junior College at a later date.

1. The student must request re-entry by petitioning the Readmission Committee. The petition must be in letter form in care of the Dean of Education and address the following issues:
  - a. Why did you discontinue your college studies?
  - b. What has happened since your withdrawal and how has your life situation changed that enables you to accomplish successful completion of your degree at this time?
  - c. What is the probability for the completion of your academic objective and of future success?
2. Upon receiving the petition, the Committee will review the student's academic status to determine eligibility to re-enter based upon the standards of academic progress. Course availability will also be verified.
3. The student's financial status will be reviewed, and it will be determined if the student is fundable and not in default or collection.
4. After the review is complete, an interview with the Committee will be granted to those students determined to be deserving of consideration for re-entry.
5. Questions asked during the interview will include, but are not limited to, the following:
  - a. What was the reason for your withdrawing?
  - b. How have the situations in your life changed since you have withdrawn?
  - c. How can we be sure you will complete your program and not drop from school again?
6. After the interview, a Committee decision is made to accept or deny the student for re-entry.
7. If accepted, a financial aid appointment will be arranged. After the financial package is complete, the student will receive a tentative class schedule.



8. If denied readmission, the student may petition the Committee once more at a later date and proceed through the readmission process again. A student is only allowed to petition for readmission two times.
9. The process for readmission should begin as early as six weeks before a quarter begins and no later than one week before a quarter begins. A student may be readmitted to Blair Junior College two times only.

## **CANCELLATION OF COURSES AND/OR PROGRAMS**

Blair Junior College reserves the right to cancel any course and/or program due to insufficient enrollment.

## **SUBSTITUTION OF COURSES**

The Dean of Education, upon the recommendation of the Department Chairperson, may authorize the substitution of a course(s) not included in the published curriculum of a degree program if it does not adversely impact the integrity of the program of study.

**PROGRAMS  
OF  
STUDY**

## **PROGRAMS OF STUDY**

### **Degree Programs: Associate of Applied Science Degree**

Accounting

Administrative Assistant

Business Administration

Computer Specialist

Hospitality Management

Legal Assistant/Paralegal

Medical Assisting

Travel and Tourism Management

## ASSOCIATE OF APPLIED SCIENCE DEGREE: ACCOUNTING (BAA)

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.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 205	Cost Accounting	40		4
ACC 207	Computerized Accounting	20	30	4
ACC 208	Income Tax Accounting I	40		4
ACC 209	Income Tax Accounting II	40		4
ACC 217	Spreadsheet Applications	20	30	4
ACC 218	Computerized Payroll	20	30	4
BSA 101	Introduction to Business	40		4
BSA 110	Business Law I	40		4
BSA 210	Business Law II	40		4
CSD 101	Microcomputers in Business	20	30	4
MGT 201	Principles of Management	40		4
MGT 206	Financial Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				<u>4</u>
				96

## ASSOCIATE OF APPLIED SCIENCE DEGREE: ADMINISTRATIVE ASSISTANT (SEA)

The Administrative Assistant 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 and secretarial skills including information systems, office planning and services, speedwriting, transcription, word processing, and desktop publishing.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	30	4
CSD 160	Desktop Publishing	20	30	4
CSD 280	Advanced Micro Application	20	30	4
GEN 285	General Practicum		120*	4
MGT 201	Principles of Management	40		4
SEC 101	Speedwriting I	20	30	4
SEC 103	Introduction to Office Tech	20	30	4
SEC 201	Speedwriting II	20	30	4
SEC 203	Office Management	20	30	4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4
TYP 201	Typing II	20	30	4
TYP 202	Typing III	20	30	4
WDP 105	Word Processing I	20	30	4
WDP 107	Word Processing II	20	30	4

\*Externship Hours

### GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

## ASSOCIATE OF APPLIED SCIENCE DEGREE: BUSINESS ADMINISTRATION (BBA)

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.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 217	Spreadsheet Applications	20	30	4
BSA 101	Introduction to Business	40		4
BSA 110	Business Law I	40		4
BSA 210	Business Law II	40		4
BSA 215	Small Business Management	40		4
CSD 101	Microcomputers in Business	20	30	4
MGT 201	Principles of Management	40		4
MGT 203	Personnel Management	40		4
MGT 205	Production and Operations Management	40		4
MGT 206	Financial Management	40		4
MKT 207	Principles of Marketing	40		4
MKT 210	Principles of Retailing	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				<u>4</u>
				96

## ASSOCIATE OF APPLIED SCIENCE DEGREE: COMPUTER SPECIALIST (ISA)

This program is designed to prepare students as qualified entry-level business professionals able to pursue careers in the business world, and will grant a basic knowledge of computer programming and data systems. Career possibilities include entry-level positions such as data entry operator, computer operator, data control clerk, data librarian, operations supervisor, and operations manager.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 217	Spreadsheet Applications	20	30	4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	30	4
CSD 160	Desktop Publishing	20	30	4
CSD 220	Programming I	20	30	4
CSD 230	Programming II	20	30	4
CSD 235	Programming III	20	30	4
CSD 240	Systems Analysis & Design	40		4
CSD 246	Database	20	30	4
CSD 247	Operating Systems	40		4
CSD 248	Datacommunications	20	30	4
CSD 280	Advanced Micro Applications	20	30	4
GEN 285	General Practicum		120*	4
MGT 201	Principles of Management	40		4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
MTH 120**	Math Elective	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				96

\* Externship Hours

\*\*College Mathematics II or Calculus I. Must test out of Math II to take Calculus I.

## ASSOCIATE OF APPLIED SCIENCE DEGREE: HOSPITALITY MANAGEMENT (HRA)

This program is designed to provide fundamental principles of hotel management used the world over and permits the student to continue education after leaving school. Students who successfully complete the course requirements for industry credentials will receive Certificates of Specialization from the Educational Institute of the American Hotel and Motel Association.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	20	30	4
HMM 102	Front Office Procedures	30	15	4
HMM 103	Food & Beverage Management	30	15	4
HMM 105	Housekeeping Management	40		4
HMM 106	Tourism & Hospitality Services	40		4
HMM 107	Physical Plant Management	40		4
HMM 201	Marketing of Hospitality Services	40		4
HMM 202	Hospitality Industry Training	40		4
HMM 203	Hotel/Motel Sales Promotion	40		4
HMM 205	Convention Management & Services	40		4
HMM 206	Hospitality Industry Computer System	30	15	4
HMM 207	Hospitality Industry Training	40		4
MGT 201	Principles of Management	40		4
MGT 203	Personnel Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
LAN 101*	Conversational Spanish	40		4
LAN 102*	Conversational German	40		4
LAN 103*	Conversational French	40		4
MTH 101	College Mathematics	40		4
HUM 100	Humanities Experience	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

\*Students elect one of the language courses



## ASSOCIATE OF APPLIED SCIENCE DEGREE: LEGAL ASSISTANT/PARALEGAL (LPA)

The Legal Assistant/Paralegal Studies Program is designed to provide the student with fundamental knowledge of and skills in the areas of legal terminology, substantive and procedural law, drafting and research. The program prepares the student for employment by the sole practitioner as well as other related occupations in the government, corporate, or real estate fields.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 210	Business Law II	40		4
GEN 285	General Practicum		120*	4
PAR 101	Introduction to Legal Assistant/ Paralegal	40		4
PAR 102	Legal Research and Writing I	40		4
PAR 103	Contract Law	40		4
PAR 104	Tort Law	40		4
PAR 105	Ethics	40		4
PAR 200	Legal Research and Writing II	40		4
PAR 201**	Family Law	40		4
PAR 203	Civil Procedure	40		4
PAR 204	Trial Preparation and Procedure	40		4
PAR 205**	Criminal Procedure/Criminal Law	40		4
PAR 206**	Probate and Estates Law	40		4
PAR 207**	Property and Real Estate Law	40		4
SEC 203	Office Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4
WDP 105	Word Processing I	20	30	4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
LAN 101	Conversational Spanish	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				<u>4</u>
				96

\*\* Students will elect two of these four courses

## ASSOCIATE OF APPLIED SCIENCE DEGREE: MEDICAL ASSISTING (MA)

The Medical Assistant Program prepares the graduate to assist the physician and allied health personnel in clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law and ethics, clinical, laboratory and front office procedures. Graduates of this program are prepared to work as Medical Assistants in private offices and clinics.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
CSD 101	Microcomputers in Business	20	30	4
MED 101	Medical Terminology	40		4
MED 102	Anatomy & Physiology I	40		4
MED 103	Anatomy & Physiology II	40		4
MED 104	Medical Clinical I	20	30	4
MED 105	Medical Office Procedures	20	30	4
MED 106	Medical Office Insurance	20	30	4
MED 204	Medical Clinical II	20	30	4
MED 205	Lab Tech/MA Review	20	30	4
MED 210	Medical Law and Ethics	40		4
MED 215	Pharmacology	20	30	4
MED 222	Aseptic Techniques	20	30	4
MED 236	Telephone Medicine/Human Relations	40		4
MED 240	Medical Transcription		60	4
MED 285	Medical Externship		160*	4
MGT 203	Personnel Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				96

\*Externship Hours

## ASSOCIATE OF APPLIED SCIENCE DEGREE: TRAVEL AND TOURISM MANAGEMENT (HTA)

The Travel and Tourism Management Program is designed to provide the student with the fundamental knowledge of travel in an operational and management capacity. The program exercises fundamentals of passenger handling, travel and tourism procedures, and current management principles. The program prepares the student for employment in a variety of career choices in the Travel and Tourism industry.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB/ THEORY HOURS	CREDIT HOURS
AOC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	20	30	4
MGT 201	Principles in Management	40		4
MGT 203	Personnel Management	40		4
TMM 101	Domestic Travel	40		4
TMM 102	International Travel	40		4
TMM 103	Reservations and Sales	40		4
TMM 104	Ticketing and Tariffs	40		4
TMM 105	In-flight Services	40		4
TMM 201	Group Tourism Management	40		4
TMM 202	Travel Agency Management	40		4
TMM 203	Airline Management	40		4
TMM 204	Airport Management	40		4
TMM 205	Aviation Law	40		4
TMM 206	Computerized Reservation Systems	20	30	4
TYP 101	Keyboarding for Typewriters and Computers	20	30	4

### GENERAL EDUCATION

ENG 101	College English	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
LAN 101*	Conversational Spanish	40		4
LAN 102*	Conversational German	40		4
LAN 103*	Conversational French	40		4
MTH 101	College Mathematics	40		4
PSY 105	Professional Development	40		4
PSY 110	General Psychology	40		4
				4
				96

\*Students will elect 1 of these 3 courses

# **COURSE DESCRIPTIONS**

**COURSE CODES**

ACC	Accounting
BSA	Business
CSD	Computer Science
ECO	Economics
ENG	English
GEN	General
HUM	Humanities
LAN	Language
MED	Medical
MGT	Management
MKT	Marketing
MTH	Mathematics
PAR	Paralegal
PSY	Psychology
SEC	Secretarial
TMM	Travel and Tourism
TYP	Typing
WDP	Word Processing

**ACCOUNTING**

- ACC 101 PRINCIPLES OF ACCOUNTING I 4 CREDITS**  
Prerequisite: None. This course develops the fundamental principles of accounting in a proprietorship business. The combined cash journal system of accounting is stressed.
- ACC 102 PRINCIPLES OF ACCOUNTING II 4 CREDITS**  
Prerequisite: ACC 101. This course contains a more detailed study of the accrual books as applied to a mercantile enterprise with emphasis on partnership transactions and an introduction to corporate accounting.
- ACC 203 PRINCIPLES OF ACCOUNTING III 4 CREDITS**  
Prerequisite: ACC 101, 102. This course 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 205 COST ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101, 102, 203. The purpose of this course is to teach the fundamental principles involved in manufacturing accounting and to examine and study some of its distinctive problems. Different methods of cost allocation are practiced, including job-order costing and standard costing.
- ACC 207 COMPUTERIZED ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101, 102, CSD 101. This course is designed to give students with an accounting background familiarity with computers and their role in business situations. The course also gives students hands-on time with automated accounting procedures.
- ACC 208 INCOME TAX ACCOUNTING I 4 CREDITS**  
Prerequisite: ACC 101, ACC 102, ACC 203. This course will explain the procedures needed to prepare income tax returns for individuals, partnerships, and corporations, using the most commonly used tax forms and tables.
- ACC 209 INCOME TAX ACCOUNTING II 4 CREDITS**  
Prerequisite: ACC 101, 102, 203, 208, CSD 101. This course incorporates tax planning and research with the spreadsheet capabilities of Lotus 1-2-3, enabling the student to do tax projections for individuals, partnerships, and corporations.
- ACC 217 SPREADSHEET APPLICATIONS 4 CREDITS**  
Prerequisite: ACC 101, CSD 101. This course expands on the students' basic knowledge of Lotus 1-2-3 and applies their knowledge to solving common financial problems.
- ACC 218 PAYROLL ACCOUNTING 4 CREDITS**  
Prerequisite: ACC 101, 102, 207, CSD 101. Payroll Accounting is designed to provide the accounting student with working knowledge of federal and state laws

and methods affecting payroll practices and procedures. Students do actual payroll computation and transactions using a computerized accounting systems.

## **BUSINESS**

- BSA 101 INTRODUCTION TO BUSINESS 4 CREDITS**  
Prerequisite: None. Terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society will be covered in this course.
- BSA 110 BUSINESS LAW I 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to commercial law. Case examples are used to clarify points dealing with contracts, employment, negotiable instruments, personal property and bailments, sale of goods, and court proceedings.
- BSA 210 BUSINESS LAW II 4 CREDITS**  
Prerequisite: BSA 110 or PAR 101. This course is a continuation of BSA 110 emphasizing technical and practical areas of business law. Judicial and legislative law are discussed as to how they apply to business. The course strives to show the business society as related to law.
- BSA 215 SMALL BUSINESS MANAGEMENT 4 CREDITS**  
Prerequisite: BSA 101. This course gives a comprehensive overview of the theory behind the management of a small business and the practical concerns of the manager of a small business.

## **COMPUTER SCIENCE**

- CSD 101 MICROCOMPUTERS IN BUSINESS 4 CREDITS**  
Prerequisite: None. The object of this course is to introduce the student to "business type" computer operations found in a working office. "Hands on" experience utilizing MS DOS, spreadsheet and word processing will be emphasized.
- CSD 160 DESKTOP PUBLISHING 4 CREDITS**  
Prerequisite: CSD 101, CSD 280. As an introductory course to desktop publishing software, a study of desktop publishing applications is presented. Students learn how to create a layout, construct borders, prepare for printing, create tables, import graphics and prepare narrative.

- CSD 220 PROGRAMMING I 4 CREDITS**  
Prerequisite: CSD 101, MTH 101. This course is designed to be an introduction to programming concepts using, the Pascal programming language. Students will gain familiarity with sequence selection, and iteration structures, and modular programming procedures.
- CSD 230 PROGRAMMING II 4 CREDITS**  
Prerequisite: CSD 101, CSD 220. This course teaches the additional concepts and techniques for writing programs using an advanced programming language.
- CSD 235 PROGRAMMING III 4 CREDITS**  
Prerequisite: CSD 101, CSD 220, CSD 230. This is an advanced course. Students will develop further developing skills and techniques to employ more complex practical applications of an advanced programming language.
- CSD 240 SYSTEMS ANALYSIS AND DESIGN 4 CREDITS**  
Prerequisite: CSD 101. This course includes the concepts and techniques used in system analysis and design. Special emphasis will be placed in the phases of data gathering, data analysis, design and implementation. Students will get practical experience developing a case study.
- CSD 246 DATABASE 4 CREDITS**  
Prerequisite: CSD 101. An understanding and application of database concepts for practical use in information systems with an emphasis on database software development using Structured Query Language.
- CSD 247 OPERATING SYSTEMS 4 CREDITS**  
Prerequisite: CSD 101. This course provides students with the concepts and principles behind the design and functioning of modern computer operating systems.
- CSD 280 ADVANCED MICRO APPLICATIONS 4 CREDITS**  
Prerequisite: CSD 101. This course will introduce the principles of networking, the latest version of Microsoft Windows and Microsoft Excel for Windows.

## **ECONOMICS**

- ECO 102 ECONOMICS 4 CREDITS**  
Prerequisite: None. This is a survey course including an introduction to principles of macro- and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system.



**ENGLISH**

- ENG 101 COLLEGE ENGLISH I 4 CREDITS**  
Prerequisite: None. College English 101 emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Students will be required to write a minimum of five compositions (to include an in-take and exit essay).
- ENG 201 COLLEGE ENGLISH II 4 CREDITS**  
Prerequisite: ENG 101. College English 201 is designed to extend the reading and writing skills obtained in College English 101 through continued interpretation and discussion of literary materials including drama and poetry. The student will also learn the fundamentals of library research and documentation and will write a formal research paper.
- ENG 203 SPEECH 4 CREDITS**  
Prerequisite: None. Verbal communication 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.
- ESL 100 ENGLISH AS A SECOND LANGUAGE 4 CREDITS**  
Prerequisite: None. English as a Second Language is designed to provide special instruction to those students whose native tongue is not English and who need to develop their knowledge and skills in English, e.g. grammar, usage, reading, and writing.

**GENERAL**

- GEN 285 GENERAL PRACTICUM 4 CREDITS**  
Prerequisite: See Program Chairperson. This course is designed to provide students with a practical, professional setting in which to develop and master what they have learned in the classroom. The program is designed to prepare students for gainful employment upon graduation.

**HOSPITALITY MANAGEMENT**

- HMM 102 FRONT OFFICE PROCEDURES 4 CREDITS**  
Prerequisite: None. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement. This course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management.

- HMM 103 FOOD AND BEVERAGE MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management.
- HMM 105 HOUSEKEEPING MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course provides an overview of the fundamentals of housekeeping management. This course describes the management function, tools, and practices required in today's lodging and institutional housekeeping departments.
- HMM 106 TOURISM AND HOSPITALITY INDUSTRY 4 CREDITS**  
Prerequisite: None. The purpose of this course is to provide the student with an instruction to the lodging and food service industry and to explain the complex interrelationships and components involved in the business.
- HMM 107 PHYSICAL PLANT MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course provides an in-depth study of the engineering department and building systems. The student will be introduced to the basic costs associated with the physical plant; management functions of the engineering department; major building engineering systems; major operational systems and their design; and relationship of temperature and humidity to human comfort.
- HMM 201 MARKETING OF HOSPITALITY SERVICES 4 CREDITS**  
Prerequisite: None. This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties.
- HMM 202 HOSPITALITY LAW 4 CREDITS**  
Prerequisite: None. This course provides an awareness of the rights and responsibilities the law grants or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.
- HMM 203 HOTEL/MOTEL SALES PROMOTION 4 CREDITS**  
Prerequisite: None. This course is designed to provide students with a solid background in hospitality sales and advertising. Although marketing concepts are also discussed, the course focuses on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.
- HMM 205 CONVENTION MANAGEMENT AND SERVICE 4 CREDITS**  
Prerequisite: None. This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.

**HMM 206 HOSPITALITY INDUSTRY COMPUTER SYSTEM 4 CREDITS**  
Prerequisite: None. This course provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions.

**HMM 207 HOSPITALITY INDUSTRY TRAINING 4 CREDITS**  
Prerequisite: None. Upon completion of this course, the student will have evaluated every facet of training for the new or established hospitality operation.

## HUMANITIES

**HUM 100 HUMANITIES 4 CREDITS**  
Prerequisite: None. This course offers the student an opportunity to experience the areas of art, music, poetry, and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society.

## LANGUAGE

**LAN 101 CONVERSATIONAL SPANISH 4 CREDITS**  
Prerequisite: None. This course is designed as an introduction to the Spanish language, people and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

**LAN 102 CONVERSATIONAL GERMAN 4 CREDITS**  
Prerequisite: None. This course is designed as an introduction to the German language, people and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

**LAN 103 CONVERSATIONAL FRENCH 4 CREDITS**  
Prerequisite: None. This course is designed as an introduction to the French language, people and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

**MATHEMATICS**

- MTH 101 COLLEGE MATHEMATICS 4 CREDITS**  
Prerequisite: None. 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 COLLEGE MATHEMATICS II 4 CREDITS**  
Prerequisite: MTH 101. 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.

**MEDICAL**

- MED 101 MEDICAL TERMINOLOGY 4 CREDITS**  
Prerequisite: None. This course introduces the students to the basic structure of medical terms, including word roots, combining vowels and forms, suffixes, and prefixes. Additionally, attention is given to common medical abbreviations and symbols. With this foundation, the student is then exposed to bioorganization of the body with specific terminology as it relates to the anatomy and physiology of the body.
- MED 102 ANATOMY AND PHYSIOLOGY I 4 CREDITS**  
Prerequisite: MED 101. This course provides the student with a basic understanding of the body through the study of physical and life-science principles of bioorganization, the metric system, basic chemistry, metabolism, homeostasis, cells, tissues, membranes, microbiology, disease and immunity processes, and heredity. Once this foundation is laid, the course then explores the anatomy, physiology, and pathology of specific body systems, and basic psychiatry.
- MED 103 ANATOMY AND PHYSIOLOGY II 4 CREDITS**  
Prerequisite: MED 101, MED 102. This course continues the study of the anatomy, physiology, and pathology of specific body systems not previously covered in MED 101.
- MED 104 MEDICAL CLINICAL I 4 CREDITS**  
Prerequisite: MED 101. This course is designed to prepare the student to perform specific clinical skills and procedures performed in the medical office. These skills will include: patient examination, vital signs, positioning draping, and EKG.
- MED 105 MEDICAL OFFICE ADMINISTRATIVE PROCEDURES I 4 CREDITS**  
Prerequisite: MED 101. This competency-based, administrative skills



patients via the telephone. The student shall be exposed to telephone triage, management of time while taking telephone calls, practical time on the telephone in the classroom setting through prepared vignettes, and message taking techniques.

**MED 240 MEDICAL TRANSCRIPTION 4 CREDITS**  
Prerequisite: CSD 101, ENG 101, ENG 201, MED 101, MED 102, MED 103, TYP 101. The intent of this course is to introduce the student to basic fundamentals of medical transcription with specific emphasis given to grammar, spelling, punctuation, and different transcription document forms.

**MED 285 MEDICAL PROGRAM EXTERNSHIP 4 CREDITS**  
Prerequisite: Completion of all medical classes in respective program; current enrollment in next-to-last or last term before graduation; approval of Medical Department Chairperson. This course is designed to help the medical student make the transition from student to the workplace, by gradually replacing the direct supervision encountered in the classroom with increasing opportunities for independent functioning within the professional setting.

## **PARALEGAL**

**PAR 101 INTRODUCTION TO LEGAL ASSISTANT/  
PARALEGAL STUDIES 4 CREDITS**  
Prerequisite: None. This is an introductory course providing an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, skills common to paralegals, and ethical issues. An overview of substantive and procedural law will be covered in summary fashion.

**PAR 102 LEGAL RESEARCH AND WRITING I 4 CREDITS**  
Prerequisite: PAR 101. Legal Research and Writing I is designed to give the student a broad and practical approach to problems faced by the paralegal in the legal environment. Emphasis is made on the utilization of basic research tools; statutes, case law, digests, citators, encyclopedias, and dictionaries.

**PAR 103 CONTRACT LAW 4 CREDITS**  
Prerequisite: PAR 101. This course is a study of the definition and importance of contracts between individuals, third parties, businesses, and their legal rights, duties, and remedies as they reflect on our society.

**PAR 104 TORT LAW 4 CREDITS**  
Prerequisite: PAR 101, PAR 102. This is a basic course in tort law, including negligence, intentional torts, and strict liability with an emphasis on personal injury litigation. The course will also review Colorado no-fault laws and worker's compensation. The student will be introduced to skills involved in legal interviewing, investigation, pre-trial litigation and settlement of tort cases.

- PAR 105 ETHICS 4 CREDITS**  
Prerequisite: PAR 101. This course is designed to make students aware of the ethical considerations involved in the legal profession and in the profession of the paralegal. Students will become acquainted with the Canons of Professional Responsibility and the various proposed canons for the paralegal. Students will use case study to analyze ethical behavior.
- PAR 200 LEGAL RESEARCH AND WRITING II 4 CREDITS**  
Prerequisite: PAR 101, PAR 102. Legal Research and Writing II is designed to give the student continued experience into the problems faced by the paralegal in the legal environment. Emphasis is made on the use of computerized research and on the skills necessary to produce legal briefs and memorandums.
- PAR 201 FAMILY LAW 4 CREDITS**  
Prerequisite: PAR 101. This course is a review of the tasks associated with juveniles and domestic relations matters including preparation of documents such as the petition for dissolution/separation, child support orders and paternity actions.
- PAR 203 CIVIL PROCEDURE 4 CREDITS**  
Prerequisite: PAR 101. This course involves the study of civil procedure in the state and federal courts. It provides an overview of the litigation process with emphasis on the function of the paralegal within that process including assisting in the preparation of documents such as a complaint, answer and pre- and post-trial motions. The basic concepts learned in this course will carry through to other areas of civil law.
- PAR 204 TRIAL PREPARATION AND PROCEDURES 4 CREDITS**  
Prerequisite: PAR 101, PAR 203. This is a summary course of methods of trial procedures, interviewing, investigation, discovery, and trial procedures for the court systems with emphasis on the state system.
- PAR 205 CRIMINAL PROCEDURES/CRIMINAL LAW 4 CREDITS**  
Prerequisite: PAR 101, PAR 203. The student will be introduced to statutory and common law crimes and the accompanying procedural constitutional statutory laws. Emphasis will be placed on criminal law theory, construction and interpretation of criminal law statutes as well as the scope and changes in criminal procedures. There will be a focus on the skills necessary for a paralegal in a criminal law practice.
- PAR 206 PROBATE AND ESTATE 4 CREDITS**  
Prerequisite: PAR 101. The course is designed to allow the student to become familiar with probate and non-probate assets, the law of intestacy, execution, formation and validity of wills. Emphasis will be placed on the Colorado Probate Code, including formal and informal probate proceedings, administration and closing of estates, the tax consequences of a probate proceeding, as well as the preparation of tax returns. In addition, students are introduced to guardianships, conservatorship, and trusts.





**TRAVEL**

- TMM 101 DOMESTIC TRAVEL 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to the great variety of attractions that exist in the United States. A comprehensive study of each state highlights the sightseeing that is unique to each area.
- TMM 102 INTERNATIONAL TRAVEL 4 CREDITS**  
Prerequisite: None. This course is designed as a destination development course to familiarize students with the great variety of worldwide destinations for travel purposes. A study of each country in the world will be included.
- TMM 103 RESERVATIONS AND SALES 4 CREDITS**  
Prerequisite: None. This course is designed to increase knowledge of procedures for itinerary planning and sales, and to develop good communication skills. Included are operating instructions and use of major reference guides.
- TMM 104 TICKETING AND TARIFFS 4 CREDITS**  
Prerequisite: TMM 103. This course will help the student become more knowledgeable in determining domestic and international airfares through the use of published tariffs and become fluent in writing manual airline tickets and other industry documents.
- TMM 105 IN-FLIGHT SERVICES 4 CREDITS**  
Prerequisite: None. This course provides a basic understanding of what in-flight services training entails. The student will be introduced to the primary duties and responsibilities of a flight attendant, emergency procedures aboard an aircraft, first-aid policies, and customer service.
- TMM 201 GROUP TOURISM AND MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to group travel. Differences between handling individual clients and handling group clients are explored. Expanding the knowledge of potential retail travel and group counselors is achieved by emphasizing research, design, pricing, and managing special tour projects.
- TMM 202 TRAVEL AGENCY MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course is designed to introduce students to the travel agency market, its creation, problem solving techniques, promoting the travel product, and managing an on-site agency.
- TMM 203 AIRLINE MANAGEMENT 4 CREDITS**  
Prerequisite: None. The major focus of this course is on the management functions and organizations of major airlines and general aviation. Important subjects, such as marketing, pricing, scheduling, flight planning, growth strategies, and market segmentation are valuable in understanding the industry and major management functions.

- TMM 204 AIRPORT MANAGEMENT 4 CREDITS**  
Prerequisite: None. This course is designed to make the student aware of airport administrative responsibilities. Planning and developmental tasks of airport operations and the economic importance of airports are among the areas of focus.
- TMM 205 AVIATION LAW 4 CREDITS**  
Prerequisite: None. The purpose of this course is to introduce the fundamental principles of aviation law. The travel student will gain a better understanding of the legal system and will have intuitively acquired a greater appreciation for the legal pitfalls and liabilities inherent in the operational dynamics of the air transportation industry today.
- TMM 206 COMPUTERIZED RESERVATION SYSTEMS 4 CREDITS**  
Prerequisite: TMM 104. This course takes the student from the first elementary steps in building a "Passenger Name Record" to the complicated entries associated with extensive travel itineraries. Although the major concentration of the software highlights Sabre Reservations, multi-access allows review of other airline systems to include Appollo, System One, and Worldspan.

## **TYPING**

- TYP 101 KEYBOARDING FOR TYPEWRITERS AND COMPUTERS 4 CREDITS**  
Prerequisite: None. This is a beginning typewriting course designed to develop touch typing skills to a level that will permit students to use an electric typewriter or computer terminal efficiently. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques so that a high degree of accuracy can be developed at a minimum rate of 25 words per minute.
- TYP 201 TYPING II 4 CREDITS**  
Prerequisite: TYP 101 or Test-out. This is 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. The course is designed to develop correct techniques so that a high degree of accuracy will be achieved at a minimum rate of 45 words per minute.
- TYP 202 TYPING III 4 CREDITS**  
Prerequisite: TYP 201 or Test-out. This course stresses the development of advanced typewriting skills with timed production typewriting. Proofreading and mailability of business projects without direct supervision with components for the executive, legal, medical, accounting, and government secretaries will be emphasized. Students will achieve a minimum rate of 60 words per minute.

**WORD PROCESSING****WDP 105 WORD PROCESSING I****4 CREDITS**

Prerequisite: CSD 101. This course will study the use of the very popular word processing programs. The student will get an introduction to the general features of different word processing programs and the ability to judge which program can satisfy the students' needs. It will also include further development of skills in WordStar and WordPerfect.

**WDP 107 WORD PROCESSING II****4 CREDITS**

Prerequisite: CSD 101, TYP 101, WDP 105. This course will provide the student with a marketable skill in order to obtain an entry-level position as a word processing operator using video display terminal. It will include further development of skills in WordPerfect.

## FACULTY and STAFF

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**PAT VIDIC**

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LPN New Hampshire State Board of Nursing Education, NH  
CMA Certifying Board of American Association of Medical Assistants

## ACADEMIC CALENDAR

1993 - 1995

### Spring Quarter 1993

April 19

May 31

June 1

July 5

July 9

July 12-16

Quarter Begins

Memorial Day Holiday

Min-quarter Begins

Independence Day Holiday

Quarter Ends

Summer Vacation

### Summer Quarter 1993

July 19

August 30

September 6

October 8

Quarter Begins

Mini-quarter Begins

Labor Day Holiday

Quarter Ends

### Fall Quarter 1993

October 11

November 22

November 25

December 20 - January 2, 1994

January 3, 1994

January 14, 1994

Quarter Begins

Mini-quarter Begins

Thanksgiving Holiday

Christmas Holiday

Classes resume

Quarter Ends

### Winter Quarter 1994

January 17

January 17

February 21

February 28

March 21-25

April 15

Quarter Begins

Martin Luther King, Jr. Holiday

President's Day Holiday

Mini-quarter begins

Spring Vacation

Quarter Ends

### Spring Quarter 1994

April 18

May 30

July 4

July 8

July 11-15

Quarter Begins

Memorial Day

Independence Day Holiday

Quarter Ends

Summer Vacation

BLAIR JUNIOR COLLEGE  
\* TUITION SUPPLEMENT

**ASSOCIATE DEGREE PROGRAMS**

ACCOUNTING.....	\$11,400.00
ADMINISTRATIVE ASSISTANT .....	\$11,400.00
BUSINESS ADMINISTRATION .....	\$11,400.00
COMPUTER SPECIALIST .....	\$11,400.00
HOSPITALITY MANAGEMENT .....	\$11,400.00
LEGAL ASSITANT/PARALEGAL .....	\$11,400.00
MEDICAL ASSISTING .....	\$11,525.00
TRAVEL AND TOURISM MANAGEMENT .....	\$11,400.00

**COURSE COST ON A PER CREDIT HOUR BASIS**

MEDICAL .....	\$120.05 PER CREDIT HOUR
ALL OTHER PROGRAMS .....	\$118.74 PER CREDIT HOUR

AUDIT COSTS ARE CALCULATED ON A PER CREDIT HOUR BASIS

**OTHER COSTS**

REGISTRATION FEE (NON-REFUNDABLE) .....	\$ 25.00
PROGRAM CHANGE (FIRST CHANGE - NO CHARGE).....	\$ 25.00
PLACEMENT EXAMS .....	\$ 5.00
TRANSCRIPT (FIRST TRANSCRIPT FREE) .....	\$ 2.00
DIPLOMA/DEGREE REPLACEMENT .....	\$ 20.00
RETURN CHECK FEE .....	\$ 20.00
WITHDRAWAL FEE .....	\$150.00

**BOOKS**

TEXTBOOKS ARE LOANED TO STUDENTS UNDER THE TEXTBOOK LOANER PROGRAM. HOWEVER, ANYT LOST, STOLEN, OR DAMAGED TEXTBOOKS WILL BE CHARGED TO THE STUDENT.

EFFECTIVE AUGUST 1, 1992