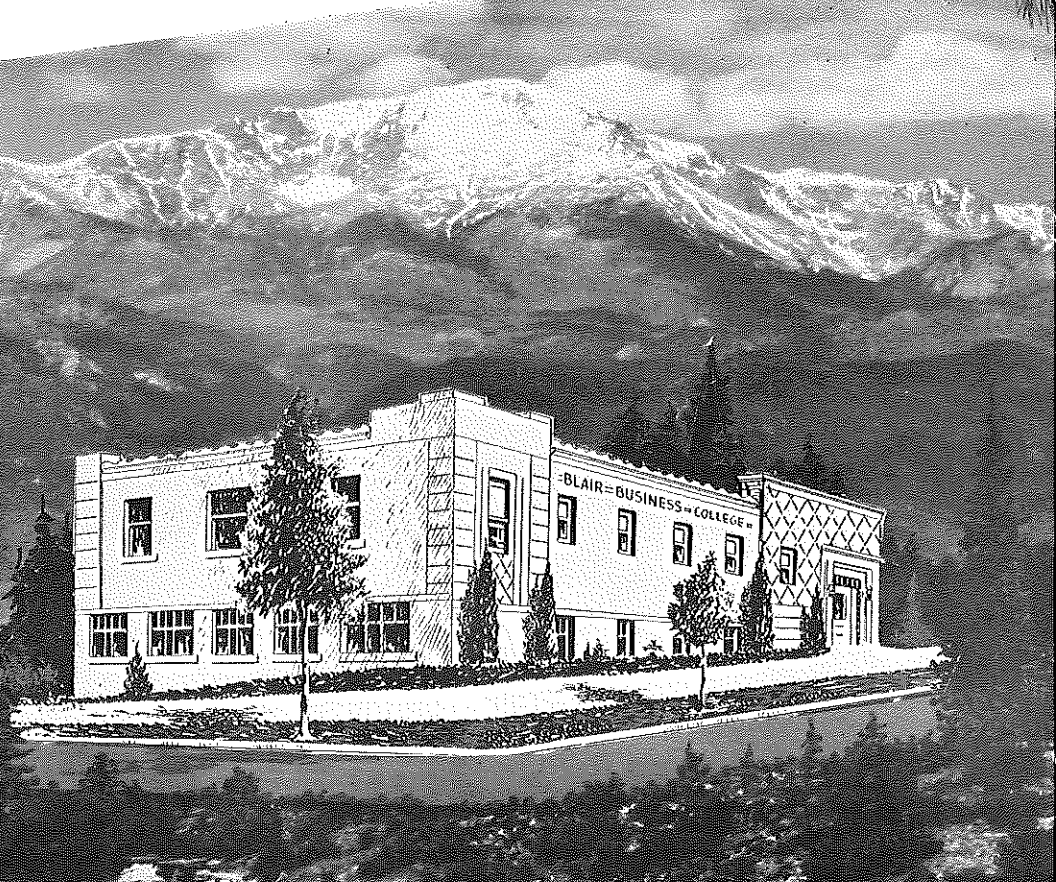


SECURE

*Your
Future*
AT

1954



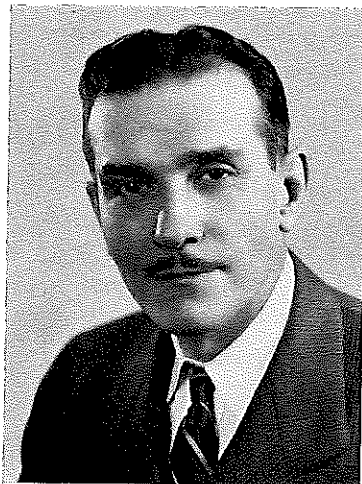
BLAIR BUSINESS COLLEGE

At the Foot of Pikes Peak

• N • WAHSATCH AVENUE COLORADO SPRINGS, COLORADO



Blair
Business College, Inc.



FLOYD A. DOTY
President



25 N. Wahsatch Avenue
Colorado Springs, Colorado
Telephone: Main 1160



*Train for
Security*

BLAIR BUSINESS COLLEGE, Inc.

FLOYD A. DOTY, R. A., PRESIDENT
25 NORTH WAHSATCH AVENUE
COLORADO SPRINGS, COLORADO

January 2, 1951



*The Emblem
of the
Efficient School*

Dear Future Student:

During these unsettled times we are compelled to be realistic in planning our work and our future. This is a day of SPECIALIZATION: Skilled accountants, skilled secretaries, skilled executives, and skilled office and clerical personnel of every other type are needed now more than ever before in the history of our country.

I firmly believe that the field of Business offers the greatest opportunities for any young person. The Government, Civil Service, and Private Business are desperately in need of men and women properly trained to assume responsibility.

BLAIR BUSINESS COLLEGE is an "all out" school to train you efficiently in the shortest possible time to take your place in this great field.

Individual and personal instruction is given in most subjects, and for that reason you may advance in your studies just as rapidly as your talent and application will permit. Our personal instruction plan enables you to register for either day or evening instruction on any school day, provided that we have sufficient desk space at the time you wish to enter.

Having made up your mind to choose a business career, make application as early as possible, so you can start at once the training which will assure you the security and independence so necessary in these difficult times.

It has been a pleasure to present you with this catalog about Blair Business College. Read it carefully. We hope it answers all your questions, but if not, please feel free to write or call for additional information.

Sincerely yours,

BLAIR BUSINESS COLLEGE, INC.

Floyd A. Doty
Floyd A. Doty, President

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Planning for Success

The great steel magnate Andrew Carnegie once said, "*I advise young men and women to invest the early precious years of their life in securing a business education so that they may start out fully equipped for success.*"

That advice is more sound and valuable now than ever before, for in the business world of today, opportunities are more numerous and more widely varied than at any time in the history of our nation.

Business training not only enables you to get a better position with larger earnings—but also helps you to manage your own affairs better and to assure your future advancement. Thus, the time you spend in business school may well be the most profitable of any period in your life.

In this school your course of study is planned in accordance with your preference, your ability and your budget, to make the most of your natural aptitudes and time available for study. Every facility of the school is directed toward helping you to carry out your plan for success.

You will work and study with other ambitious, progressive young people like yourself, under the direction and inspiration of capable, experienced teachers.

Every aid to efficient study is at your disposal—and in addition you are invited to participate in the outside activities that are an important part of our plan for a full, rounded school life and preparation for a successful career.

The following pages give you facts about business training at this modern school, and show how this training prepares you for a good position in the many attractive fields of business. Read carefully—then come in for a personal interview and get started on your "Training for Success"!

Facts about Blair Business College, Inc.

The school is conveniently situated, and is served by adequate public transportation. Classrooms and offices are modern, and approved lighting makes work and study pleasant.

Desks, typewriters and office machines are of types used in modern business offices, and are maintained in condition for efficient work and practice.

SPECIAL SERVICES

Students are provided with facilities for keeping personal effects and books. Rest room and First Aid are available in case of need during school hours. A library of business volumes is at the disposal of students.

ROOMS FOR OUT-OF-TOWN STUDENTS

We help students from out of town in obtaining suitable living quarters. We maintain a list of registered homes within convenient distance of the school. Rates are moderate and a careful selection assures proper living conditions.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in a healthy social life during their terms of study. Supervised dances and other recreational facilities are available. The friends you make at school are an important part of your school life, and many of these friendships endure for a lifetime.

PART-TIME EMPLOYMENT

It is not easy to earn while studying, but occasionally this is the only way an individual can obtain an education. We make it a point to help such students find part-time work, and to arrange classroom schedules to avoid conflict with work hours.

EMPLOYMENT SERVICE

Available to graduates of all courses is our Free Employment Service. Once registered with this service, you are kept in touch with employment opportunities until you are placed to your satisfaction. Graduates who wish to improve their positions may also take advantage of this service. There is no charge for such help.

Approved Standards of Instruction

Approved standards of teaching and administration are an important part of the school's policy. This means that you will receive instruction by accredited teachers in courses designed to give you maximum preparation. And as a graduate, you may go forth with full confidence that your qualifications are adequate to perform the work in which you have won your diploma.

Our Faculty consists of thoroughly qualified instructors, in sufficient numbers so that none of them is overburdened by too heavy a schedule. Thus each student may benefit from personal supervision and assistance.

Courses of study have been carefully planned in accord with knowledge gained over many years and in many fields of business and education. Details of standard diploma courses are listed in following pages. In addition, specialized courses may be planned in accordance with the particular abilities and ambitions of the individual student.

Admission standards insure acceptance of students who are capable of pursuing these courses successfully, and arrangement of schedules is such as to make maximum use of the hours spent in school. Complete records of the progress of all students are maintained at all times.

As to the classrooms and equipment of the school, they are arranged to meet requirements for safety, hygiene, floor space, ventilation, heating and lighting. In addition, all equipment is kept in first-class condition, and new equipment is provided as it becomes needed and available.

Upon satisfactory completion of the courses listed herein, or of special courses which may be arranged, a diploma is issued as evidence of the student's competence in his particular field.

Stenographic Training

Employment of trained stenographers has done much to make modern American business firms the most progressive and successful in the world. For stenography, through the use of symbols, makes possible the rapid and accurate translation into typewritten form of the ideas, instructions, orders and reports of the business executive.



A stenographer's value, and hence her salary, is based upon thorough training and skill in typewriting and shorthand. Aspirants to this type of position must be able to take and transcribe dictation rapidly and accurately; and in addition may be expected to recognize and correct errors, and to produce a finished letter, form or report in good taste and correct style.

A stenographer who is more than just a "writing machine" is valuable to any organization and is often called upon to fill a vacancy in a more important position.

Hence, in addition to the basic subjects of Shorthand and Typewriting, we include in this course English, Spelling and Vocabulary Building, Filing and Indexing, and Office Machines. These subjects give the stenographer a well-rounded fund of knowledge and skill that enable her to take advantage of opportunity for advancement.

Secretarial Training

Greater variety of duties as well as larger salary distinguish the secretary from the stenographer. And it is this increase in earning capacity that may be the determining factor in whether to select the more complete secretarial course.

We are accustomed to think of the secretary as a young woman, yet there are in this field many opportunities for young men to begin a career which may lead to truly exceptional rewards as a business leader.

It is assumed, of course, that the secretary will have mastered the skills necessary to the work of stenography, for this will comprise a large portion of actual working time and duties. The student will therefore first acquire capability in Shorthand and Typewriting, and competence in English, Spelling and Vocabulary, Filing and Indexing, and Office Machines.

From here the secretary branches out into the field of figures, with Secretarial Accounting and Business Mathematics. In many small businesses and with most professional men, the secretary is required to handle the simple bookkeeping, banking and billing operations that record the day-to-day transactions of the business.

To prepare further for such duties, the student receives instruction in Secretarial Duties and Functions, including such business procedures as handling of mail, making appointments, receiving callers, care of office supplies, gathering of information through various reference sources, and other work necessary to the proper organization and operation of an office or business.

Graduation in this course qualifies a young man or woman for a position in an extremely broad and varied field. You may decide that a small business offers a good chance for obtaining a foundation in the many branches of knowledge desirable for

advancement. Or some particular business which is expanding rapidly may give you the opportunity to "get in on the ground floor" and grow along with it.

Some individuals may prefer to take a secretarial position in a large establishment, because of a liking for some special industry or the desire for immediate contact with leaders in a certain field.

Others will wish to investigate the professions, and may find in the office of a doctor, an architect, a lawyer or a government official the type of work especially agreeable to their talents and personalities.

No matter in what field you select your position, the chances are you will find satisfying work, pleasant surroundings and substantial earnings as a private secretary. And with your innate ability and ambition, plus thorough training, you should attain advancement and security.



In addition to the technical subjects, secretarial training includes development of personality, instruction in business etiquette, and proper dress. The graduate may thus go forth with complete confidence in ability to qualify for a desirable position.

Executive Secretarial Training

Among the business leaders and career men and women of today, an impressive number began as private secretaries. Many of tomorrow's executives will rise from similar positions. Indeed, your chances of advancement are even greater now, because of the vast postwar expansion in all fields of commerce and industry.

There is almost no limit to the possible range of choice, nor to the advancement attainable with ability and proper training . . . and this applies both to young men and young women.



The private secretary is the executive's right hand—accepting many of his responsibilities, presiding over his post when he is absent, ready at any time to aid in handling special situations—and all the while learning inside facts about business which can be acquired only by actual experience and contact with leaders.

Thorough preparation is required for qualification as an executive secretary—and the rewards are great. Salaries are higher, working conditions are more desirable, duties are more varied and interesting, chances for advancement are better. And

Young men and women with leadership and initiative may supplement these talents with Executive Secretarial Training as a basis for advancement to highly responsible positions.



The great expansion programs of established industries, plus the ever-increasing development of new lines of business, make executive secretarial positions more attractive than ever before. Those young executive-trainees who enter business within the next few years will have an unprecedented opportunity for a brilliant future.

there is more opportunity for learning a particular business in which you are interested and for planning a career in that field.

The details necessary to efficient and profitable management have greatly increased in recent years. More attention must be given to matters of personnel and labor relations, to problems of production and raw materials, to new processes and new products, and to more effective financing and distribution. These increasing demands on the time and energy of top executives have, in turn, enlarged the opportunities for younger men and women in executive secretarial positions.

Thorough familiarity with the material embodied in courses in English, Spelling and Vocabulary, Filing and Indexing, Office Machines and Secretarial Duties and Functions goes without saying. Training in Shorthand and Typewriting are carried to a higher point. The executive secretary must be able to take dictation at a high rate of speed in order to meet today's demands in handling a larger volume of correspondence and reports, and in taking notes during meetings or conferences. Higher proficiency in Typewriting must also be attained, both as to speed and accuracy, and familiarity with a greater variety of special assignments.

Advanced work in Secretarial Accounting includes laboratory practice in the handling of a complete set of books, and is planned to familiarize students with the requirements of their special fields of interest.

And finally, the executive secretary receives training in Business Law, Business Psychology, and Economics. This instruction makes possible the handling of broader responsibilities and the performance of duties involving a knowledge of the fundamentals of these important subjects. Such elective subjects as Advertising, Effective Speaking and others may be added, depending on the specific goal of the student.

Completion of the Executive Secretarial Course prepares you to accept a desirable position with confidence in your ability to win success and advancement.

Junior Accounting

Specialized training in a field where your aptitudes are strong, means specialized work at better salary. To a large degree you free yourself from competition when you acquire sound training in Accounting.

Often you can choose your own particular business field, from among many opportunities for employment—and this means you will be happier in your work, and in all probability will make better progress. The experience you gain, supplemented if necessary by additional training, will make you increasingly valuable to your firm, and you will get ever more satisfaction from your job.

The demand for competent bookkeepers and accountants has increased largely in recent years, and is still growing. The creation of new industries based on wartime developments and discoveries, and the expansion of present business, will require large numbers of young people trained in accounting procedure. Opportunities are constantly available in every conceivable field of commerce and industry.

The Junior Accounting Course is planned to give you the skill and knowledge to take immediate advantage of these opportunities upon graduation, and at the same time to give you a foundation on which your own initiative and experience can build a real future.

Of primary importance is the time devoted to Accounting, from elementary theory and simple recording of transactions, through complete handling of a set of books, preparation of financial statements, cost accounting, payrolls, inventory and other problems relating to factory accounting. Along with these studies are grouped Business Mathematics and Penmanship.

Since the junior accountant must be prepared to dictate

correspondence and to handle numerous office details not strictly confined to accounting, this course includes important ground-work in English, Typewriting, Spelling and Vocabulary Building, and Filing and Indexing.

Some familiarity with basic elements of Business Law is also required for the junior accountant. This subject includes such topics as contracts, negotiable instruments, insurance, real estate and others. Operation of Office Machines is of course essential in this field, and the student will become familiar with adding and calculating machines, dictating machines, office duplicating machines and others.

Further training is recommended where additional investment of time and money is possible. The more complete and specialized your training, the better the position you can command, and the more rapid will be your advancement.



In many businesses, the accountant is a key executive, often required to perform some of the duties of office manager, personnel director, cost accountant and credit manager. Such positions offer chances for full development of business ability, and often lead to advancement.



There is a real fascination in figures, and in their application to the problems and procedures of business. Because of the vital part played by accounting in all branches of business, it is desirable to acquire the most complete training that time and budget will permit.

Higher Accounting and Business Administration

For the young person with aptitude in the field of finance and the ambition to rise, there is no better preparation than higher accounting and business administration.

Graduates of this course may step soon into positions as junior executives, with excellent prospects for eventual careers of management or ownership. This training qualifies the individual for a wide range of positions as the first step in a business career, and further gives the broad fundamentals of business which form the basis for more specialized work.

The four major branches of business, from the managerial point of view are: Finance, Administration, Production and Distribution. It is important in the beginning to have some knowledge of all of them, in order to be able intelligently to relate work in one department of a business to the demands of other departments.

Much of the emphasis of this course is on the accounting aspect, as this promises the best immediate openings. The broad scope of the course, however, enables you to approach with confidence positions in widely divergent departments.

Studies in Accounting are carried through the early phases of theory and practice in the simpler business transactions, including laboratory work in opening and closing books, posting, preparation of financial statements, accounting systems of various types of business, factory accounting, payrolls, inventories, etc. Advanced work includes thorough instruction in tax accounting in all its numerous branches, auditing, and special problems and investigations. And finally will come exhaustive work in the financial problems of mergers and amalgamations, preparation of consolidated balance sheets, and solution of problems similar to those found in C.P.A. examinations.

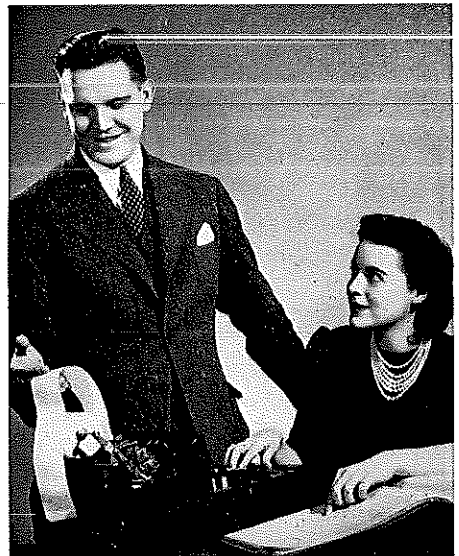
Along with his studies in accounting, the student will of course become thoroughly grounded in Business Mathematics, and will take such valuable general subjects as Penmanship, English, Typewriting, Spelling and Vocabulary Building, Filing and Indexing, and Office Machines.

General principles of Business Law will be followed by more detailed treatment of legislation affecting business in the particular locality involved, and the student will study various legal forms and problems relating to real estate, contracts, insurance, etc.

As an introduction to the problems of Business Organization and Management, the qualities of efficiency and scientific method will be stressed, in the organization of the modern business office and its operation. Business Psychology covers in detail the personnel problems.

The study of Economics gives the student a valuable groundwork in the laws of production and distribution, national wealth and welfare, etc. And elective subjects such as Effective Speaking, Salesmanship, Credit and Collections provide a basis for the broader knowledge necessary to effective management.

Thus fully prepared, the graduate of the Higher Accounting and Business Administration course may find quickly a desirable post from which to launch his career.

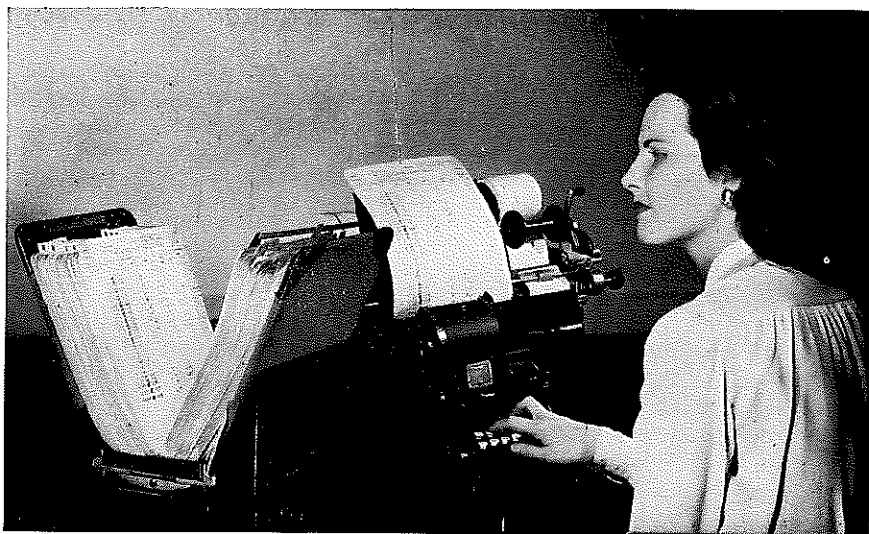


Labor-saving machines and efficiently trained assistants make the work of the accountant pleasant and interesting in modern business offices.

Suggested Special Subjects

A wide choice of positions is available to the person who is trained in the operation of one or more business machines, and in the general procedure of a modern business office.

Such positions may be in the accounting or statistical department of one of the larger firms, in a retail store, in the general office of a smaller firm or in a local, state or federal government office. In order to benefit from this specialized knowledge, these subjects should be supplemented with training in such other appropriate subjects as Business English, Typewriting, Filing



Training in the operation of business machines has been the opening to many a desirable position. When supplemented with a knowledge of typing, filing and business English, this skill may lead to advancement in responsibility and a commensurate increase in pay.

and Indexing and Clerical Procedure. A few of the most popular special subjects are listed below.

COMPTOMETER

The skilled Comptometer operator need never want for an opportunity to exercise her ability, and is assured of a good rate of pay. Some finger dexterity and a feeling for figures are essential to success in this work . . . and a good operator can perform a variety of calculations with extreme rapidity.

BUSINESS MACHINES

The complexities of modern business, particularly in the fields of marketing, research and cost analysis, have brought about the development of many mechanical devices for recording and computing data and for expediting statistical work.

With the greater availability of materials and skilled workmen, more of these amazing modern business machines are being produced, and newer, more efficient models are being developed. Some of the more common machines are adding and calculating machines, dictating machines, duplicating machines of different types, addressing and mailing machines, check writers and other familiar machines.

Among the more complex are the bookkeeping, billing and posting machines; card punching, assorting and tabulating machines; and those miracles of mechanical ingenuity used by the large magazine publishers to keep the records and perform the tasks incident to their vast lists of subscribers.

While we cannot always offer training in all of these machines, we do present a variety of business machine courses, depending upon the current demand.

TYPEWRITING

Typewriting is offered as a separate subject-course because of the need by college people, teachers, and business men and women who do not require training in other subjects. It is designed to give maximum skill in a short time, either as a new subject, or as a review course for one who has been out of practice for a time.

COURSES FOR ADVANCED STUDENTS

Previous training either at this school or at another institution presents a special situation. We will carefully study your needs and qualifications, and plan a course to give you the training you want. Advanced studies in accounting, business administration and other fields are available for those who wish to attain the highest degree of skill or to supplement previous training or experience.

Opportunities in Civil Service

A careful study of requirements for government positions makes it clear that adequate training and skill are the first essentials. And in such specialized work as comes under the Clerical-Administrative-Fiscal classification, it is evident that the basic skills can best be acquired in a modern business school.

Many Civil Service positions may be secured by passing an examination based on business training, without having had any business experience.

Some Federal positions are filled without examination, by appointing officers. And in some cases state and municipal governments may request the Civil Service Commission to furnish names of qualified persons, for appointment to local positions. Other positions require definite experience following or preceding your business training course.

Trained and skilled office workers are always in demand in Federal Civil Service, and in agencies of your own local, county and state governments.

ADVANTAGES IN CIVIL SERVICE

Federal Civil Service positions provide good salaries (often higher than those for similar work in private business), opportunities for advancement, leisure for cultural pursuits, adequate vacations with pay, provision for sick leave, and security at retirement. In addition you have the satisfaction of serving your country or your community.

The most frequently available positions are those of stenographer, typist, calculating machine operator, payroll clerk, accountant, etc. We shall be glad to give complete information and full cooperation in helping you to prepare for a career in government work.



Following is a table showing the basic pay rates in the Clerical-Administrative-Fiscal classification of Federal Civil Service. These rates were in effect January 1, 1948, and are based on the 40-hour week.

Minimum Yearly Salaries are the starting pay in the lowest grade of the classification, and Maximum Yearly Salaries are the highest pay in the highest grade of the classification. Advancement toward the higher pay rate is made by intermediate steps and is dependent on length of service as well as ability to perform the duties required by the various pay grades.

	Minimum Yearly Salary	Maximum Yearly Salary
Typist	1756.00	2619.72
Stenographer	1954.00	2845.44
Calculating Machine Operator	1756.00	2845.44
Bookkeeping Machine Operator	1954.00	2619.72
Multigraph Operator	1954.00	2619.72
Assistant Accountant-Auditor	3397.20	4149.60
Cost Accountant	4149.60	4902.00
Principal Accountant	4902.00	5905.20

Approved Diploma Courses

Following are the minimum requirements of the standard diploma courses herein described. The number of hours listed for various subjects is based on the average accomplishment of the average student, and the actual number of hours required to master a subject may be greater or less than these figures, and is subject to change.

I. STENOGRAPHIC COURSE

Average time—9 Months

<i>Subject</i>	<i>Clock Hours</i>	<i>Semester Hours</i>
Shorthand I—Theory and Dictation, 60 w.p.m.	108	6
Shorthand II—Dictation, 60-80 w.p.m.	72	4
Shorthand III—Dictation, 80-100 w.p.m.	72	4
Shorthand Transcription	36	2
Typewriting I—Theory and 40 w.p.m.	144*	4
Typewriting II—40-50 w.p.m.	72*	2
English I—Business	54	3
English II—Correspondence	54	3
Handwriting	36	2
Word Study, Spelling and Vocabulary Building	54	3
Filing, Indexing and Office Practice	219*	4
Stenographic Office Machines	36	2
Business Psychology and Personality Development	18	1
TOTAL	975	40

II. SECRETARIAL COURSE

Average time—12 months

<i>Subject</i>	<i>Clock Hours</i>	<i>Semester Hours</i>
Shorthand I—Theory and Dictation, 60 w.p.m.	108	6
Shorthand II—Dictation, 60-80 w.p.m.	72	4
Shorthand III—Dictation, 80-100 w.p.m.	72	4

Shorthand IV—Dictation, 100-120 and Transcription	90	4
Typewriting I—Theory and 40 w.p.m.	144*	4
Typewriting II—40-50 w.p.m.	72*	2
Typewriting III—50-60 w.p.m.	72*	2
English I—Business	54	3
English II—Correspondence	54	3
Secretarial Accounting I	108	6
Business Mathematics	36	2
Business Law	36	2
Handwriting	36	2
Word Study, Spelling and Vocabulary Building ..	54	3
Stenographic Office Machines	36	2
Filing, Indexing and Office Practice	256*	7
TOTAL	1300	56

III. EXECUTIVE SECRETARIAL COURSE

Average time—18 months

<i>Subject</i>	<i>Clock Hours</i>	<i>Semester Hours</i>
Shorthand I—Theory and Dictation, 60 w.p.m....	108	6
Shorthand II—Dictation, 60-80 w.p.m.	72	4
Shorthand III—Dictation, 80-100 w.p.m.	72	4
Shorthand IV—Dictation, 100-120 w.p.m.	72	4
Shorthand Transcription	18	1
Typewriting I—Theory and 40 w.p.m.	144*	4
Typewriting II—40-50 w.p.m.	72*	2
Typewriting III—50-60 w.p.m.	72*	2
Secretarial Accounting I	108	6
Secretarial Accounting II	108	6
English I—Business	54	3
English II—Correspondence	54	3
Business Mathematics	108	6
Business Law	108	6
Handwriting	36	2
Word Study, Spelling and Vocabulary Building ..	54	3
Office Machines	326	19
Filing, Indexing and Office Practice	256*	7
Secretarial Duties and Functions	54	3
Electives (See list following)	54	3
TOTAL	1950	94

IV. JUNIOR ACCOUNTING COURSE

Average time—12 months

<i>Subject</i>	<i>Clock Hours</i>	<i>Semester Hours</i>
Accounting I	108	6
Elements of Accounting		
Accounting for Merchandise		
Accounting for Cash		
Banking and Petty Cash Transactions		
Accounting for Notes and Securities		
Work Sheet and Financial Statements		
Adjusting and Closing Accounts		
Accounting II	108	6
Accounting for Proprietorship		
Accounting for Purchases		
Accounting for Sales		
Accounting for Fixed Assets and Deferred Charges		
Accounting for Negotiable Instruments		
Accounting for Taxes		
Adjusting and Classifying Accounts		
Preparing Statements and Closing Books		
Accounting III	108	6
The Corporate Organization		
Accounting for Capital Stock		
Accounting for Corporation Bonds		
Accounting for Corporation Profits and Losses		
Accounting for Reserves and Funds		
Voucher System of Accounting		
Financial and Manufacturing Procedure		
Accounting IV	108	6
Fundamental Processes		
Current Assets		
Noncurrent Assets		
Liabilities and Proprietorship		
Analytical Processes		
Rapid Calculation and Business Mathematics ...	108	6
Business Law	108	6
English I—Business	54	3
English II—Correspondence	54	3
Typewriting	144*	4
Handwriting	36	2
Word Study, Spelling and Vocabulary Building ..	36	2
Office Machines	108	6
Business Administration and Management	108	6
Electives (See list following)	112	6
TOTAL	1300	68

*Laboratory Subject—two hours of work equals one hour of credit.

V. HIGHER ACCOUNTING AND BUSINESS ADMINISTRATION

COURSE—Average time—30 months

(The subjects included in the Junior Accounting Training, as listed on the preceding page, are a prerequisite and included in the Higher Accounting.)

<i>Subject</i>	<i>Clock Hours</i>	<i>Semester Hours</i>
JUNIOR ACCOUNTING	1300	68
Advanced Accounting	288	16
Liquidations and Dissolutions		
Installment and Consignment Sales		
Mergers and Consolidations		
Estates and Trusts		
Actuarial Accounting		
Cost Accounting	288	16
Theory and Practice		
Municipal and Governmental Accounting	288	16
Fund Accounting		
Budgetary Controls		
Auditing	288	16
Theory and Practice		
Federal Income Tax	366	20
Individual		
Partnership		
Corporation		
Estate and Fiduciary		
C.P.A. Coaching	234	13
Questions and Problems		
Individual Instruction and Private Coaching		
Electives (See list following)	198	11
TOTAL	3250	176

SUGGESTED ELECTIVE SUBJECTS

	<i>Clock Hours</i>	<i>Semester Hours</i>
Accounting		
Automobile Dealer	36	2
Federal Income Tax—Complete Course	366	20
Federal Income Tax—Short Course	108	6
Insurance Brokerage	36	2
Payroll and Social Security	72	4
Radio and Television Dealership	36	2
Secretarial I	108	6
Secretarial II	108	6
Secretarial III	108	6
Service Station	36	2
Shorthand IV—Dictation, 100-120 W.P.M.	72	4
Shorthand V—Dictation, 120-140 W.P.M.	72	4
Typewriting III—50-60 W.P.M.	72*	2
Typewriting IV—60-70 W.P.M.	72*	2



