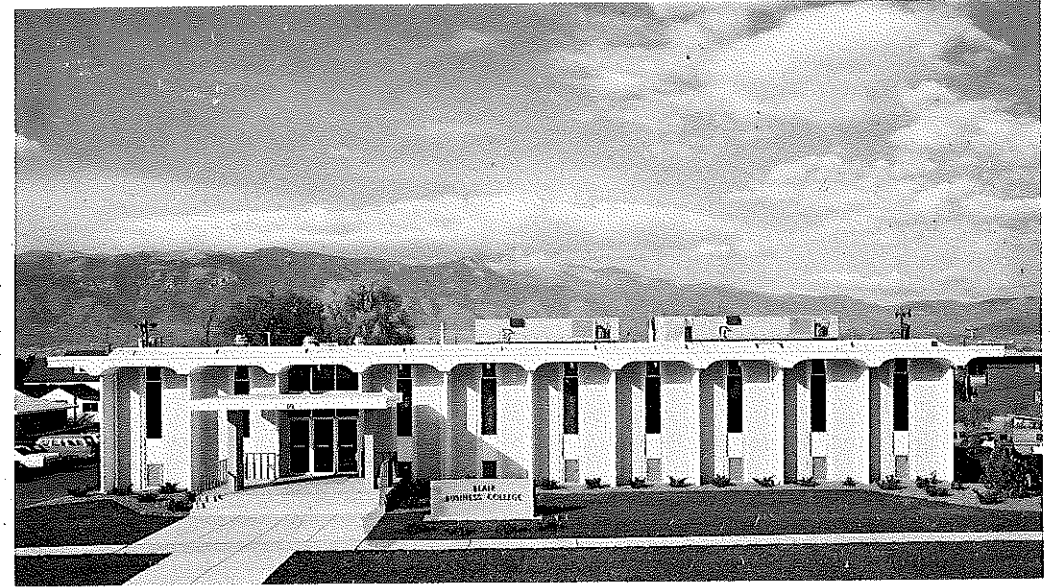


GENERAL CATALOG

1971 - 72



Blair Business College

COLORADO SPRINGS, COLORADO

Established 1897

Award to

Speedwriting
Nancy Taylor

Blair Business College

*In recognition of the attainment and maintenance of standards of
the highest professional degree with respect to*

Outstanding School Facilities

This award achieved in competition with schools throughout the world.

(Arthur) Tobias
CONTEST DIRECTOR

(Alexander) J. ...
EXECUTIVE DIRECTOR

Published March, 1971

Blair Business College, Inc. is a privately-owned, two-year, coeducational institution offering college-level courses of study in the field of business. Its objective is to provide the highest quality business training, in order to prepare men and women to enter the business world with a sound foundation in business administration, secretarial science, accounting, and computer programming.

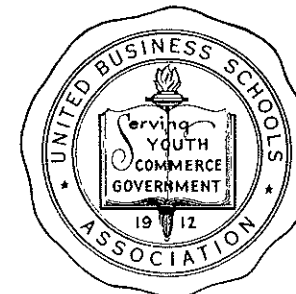
BLAIR BUSINESS COLLEGE, INC.

Colorado's Outstanding Business Career College
10 North Farragut Avenue Colorado Springs, Colorado
Phone 633-2669

Blair Business College, Inc., is accredited by the Accrediting Commission for Business Schools as a two-year school of business.

"Accreditation is an authoritative and reliable criterion of the professional stature and integrity of an institution." (Official Directory of Accredited Institutions and Operating Criteria—Current Issue).

Blair Business College, Inc., is a member of the United Business Schools Association, whose ethical code assures that "students, prospective students, and the public may have a reliable guarantee of the complete accuracy of all representations concerning opportunities, offerings, and operations of the institution."



**ACCREDITED BY THE COLORADO STATE BOARD FOR
COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION**

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CHARLES R. WEBSTER
President

A MESSAGE FROM THE PRESIDENT

No other profession in the world carries more responsibility than does that of the business educator. We who live and work in this field hold in our hands the economic futures of hundreds each year. Since its founding in 1897, the officers and directors of Blair Business College have made every effort to fulfill their obligations to those who have entrusted their educational and professional dreams to this College. These dreams have become solid realities for many thousands of graduates over the years.

To achieve our continuing goal, we are constantly on the alert for newer and better methods of teaching business education. As modern office procedures change, so must we change. Our text material is revised frequently and our faculty is provided with every conceivable aid for teaching efficiency. Each of our instructors is fully trained, holding both college degree and practical business background in his chosen field. In selecting the office and administrative staff, careful attention is given to background, education, temperament and personality. We firmly believe that it is of the utmost importance that each member of the organization be completely dedicated to the ideals to which we have committed ourselves.

Should you decide, after reading our catalog, that you wish to consider Blair Business College as your career starting point, please feel free to call upon me, or any member of my staff, for personal and individual counseling.

Charles R. Webster

CHARLES R. WEBSTER, *President*

AFFILIATIONS AND RECOGNITION

The Accrediting Commission for Business Schools
United Business Schools Association
Administrative Management Society
Colorado Springs Chamber of Commerce
Colorado State Chamber of Commerce
United States Chamber of Commerce
Rotary International
The United States Department of Justice
The United States Veterans Administration
The Colorado State Department of Vocational Rehabilitation
The Kansas State Department of Vocational Rehabilitation
The New Mexico State Department of Vocational Rehabilitation

ADMINISTRATIVE STAFF

CHARLES R. WEBSTER, *President* JEAN FRAZIER, *Assistant to the President*
FRANCES L. WEBSTER, *Secretary-Treasurer*

FACULTY

BETTY ARRAS, B.A., Wheaton College, Wheaton, Illinois. Post-graduate work at Colorado College, Colorado Springs, Colorado.

SYLVIA T. CLEMMONS, B.A., University of North Carolina, Wilmington, North Carolina.

RUTH G. WERNER, B.S., State Teachers College, Indiana, Pennsylvania.

MARY W. LEWIS, graduate, Frank Secretarial School, Kansas City, Missouri; attended Mary Baldwin College, Staunton, Virginia; Kentucky State Teachers' College, Richmond, Kentucky; Kentucky State University, Lexington, Kentucky. Holds Life Teaching Certificate.

LYNDA H. SMITH, B.A., University of Texas, Austin, Texas.

PATRICK L. WHITTLE, B.S. and M.B.A., Washington University, St. Louis Missouri; Assoc. Ed., Ricks College, Rexburg, Idaho.

ROBERT L. BRUBAKER, Montana State College, Bozeman, Montana; University of Louisville, Louisville, Kentucky.

FIELD REPRESENTATIVES

EARL W. TEMPLEMAN

H. A. WILSON

REQUIREMENTS FOR ADMISSION

Enrollment in a diploma curriculum requires that the applicant be a high school graduate. Exceptions may be made for persons above high school age who are capable of carrying the work, and for individuals who have passed high school equivalency examinations. Students will be accepted for individual courses at the discretion of the admissions office.

Each applicant for admission will be required to furnish a transcript of high school credits and two photographs for his personal file. Candidates are urged to visit the College for a personal interview if at all possible. The Admissions Office is open Monday through Friday from 8:00 A.M. to 4:30 P.M. Applications for admission should be sent to the Admissions Office, Blair Business College, Inc., 10 North Farragut Avenue, Colorado Springs, Colorado 80909. A \$50.00 non-refundable registration fee must accompany the application.

Credit will be allowed for similar accredited courses satisfactorily completed at the college level.

ENROLLMENT DATES

Students may enroll in September, December, March or June. The College is in session the year around except for designated holidays and vacations. Students must enroll no later than Friday of enrollment week.

SCHOOL HOURS — OFFICE HOURS

Blair Business College is in session Monday through Friday, except designated holidays and vacations, from 8:00 A.M. until 1:20 P.M., and Monday and Thursday from 7:00 P.M. to 9:00 P.M. Students have a mid-morning twenty-minute break. Sandwich, pastry, soup and drink vending machines are provided for the students' convenience.

The College office is open from 7:45 A.M. until 4:30 P.M., Monday through Friday. Evening office hours are from 6:45 P.M. until 9:00 P.M., Monday and Thursday. Prospective students desiring interviews at these or other hours should arrange for them in advance.

The College bookstore is open from 7:45 A.M. until 8:00 A.M., from 10:30 A.M. until 10:50 A.M., and from 1:20 P.M. until 4:30 P.M. All book purchases must be made during these periods or during evening school hours. Books must be paid for at time of issue.

HOUSING

The YWCA and YMCA in Colorado Springs offer good facilities for students from out of town. Apartments and rooms are available in all sections of the city. A limited number of board and room homes are available for the girls. In these homes students work for their board and room, receiving a small allowance per week plus living accommodations in exchange for which they assist the housewife in routine duties. Reservations must be made well in advance for these homes. The College will assist students in securing suitable living accommodations.

Please turn to the outside back cover for information concerning Farragut Hall, the new student apartment house situated directly across the street from the College.

THE COLLEGE BUILDING FACILITY

Blair Business College, which was established in 1897, moved into new air-conditioned quarters in August, 1966. The brick and pre-cast concrete building consists of 14,000 square feet and has well-lighted, spacious classrooms. Located in the geographical center of Colorado Springs, it is just ½ block from the bus line. Forty-six off-street parking places are provided for the student population.

COUNSELING

Counseling and guidance begin with the admissions interview and continue throughout the time a student is attending Blair. This service is also extended to alumni for their lifetime. Students with personal, as well as academic problems, are invited to confer with our counselors, who are available every school day from 8:00 A.M. until 4:30 P.M.

THE MR. EXECUTIVE COURSE

The Mr. Executive course is a personal improvement course and is included in every diploma curriculum for men. Aspects covered are: personality development, telephone techniques, creativity, management and leadership, speechpower and memory training.

THE NANCY TAYLOR FINISHING COURSE

This course is designed to put the finishing touch on each young woman student and is included in every diploma curriculum for women. Course content includes: personality development, figure control, wardrobe planning, make-up and care of the skin, diction, posture, proper ways to sit, walk, enter and leave the room, etiquette, and many other interesting and worthwhile subjects.

STUDENT AID

Some students may qualify for a student loan under the provisions set forth by the Federal Guaranteed Student Loan program. Repayment of the loan begins the tenth month following graduation. No interest is charged while the student is in school. Students are also eligible for college work study and NDEA programs. Additional particulars may be obtained from the College.

DISMISSAL POLICY

A student may be dismissed or expelled from the College for disciplinary or academic reasons at the discretion of the President. Academically, a student is automatically placed on probation during any term when his final grade average falls below 75%. Any student who is placed on probation for two consecutive terms may be dismissed from the College.

ATTIRE

Students are expected to dress in a manner suitable for the business office. At no time will sweatshirts, women's slacks, shorts, jeans, or similar attire be acceptable. Pant-suits may be worn. Unsightly haircuts and beards will not be allowed.

STUDENT CONDUCT

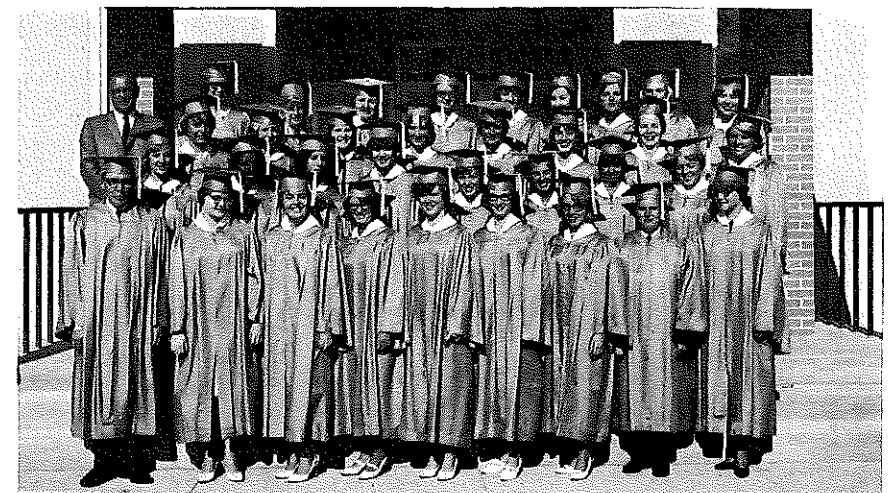
Students at Blair Business College are expected to exhibit good manners, have a neat personal appearance, and conduct themselves in and out of school as young men and women preparing for responsible careers in business, industry, and government. If any student brings discredit upon himself or the College he or she may be subject to disciplinary action.

STUDENT COUNCIL

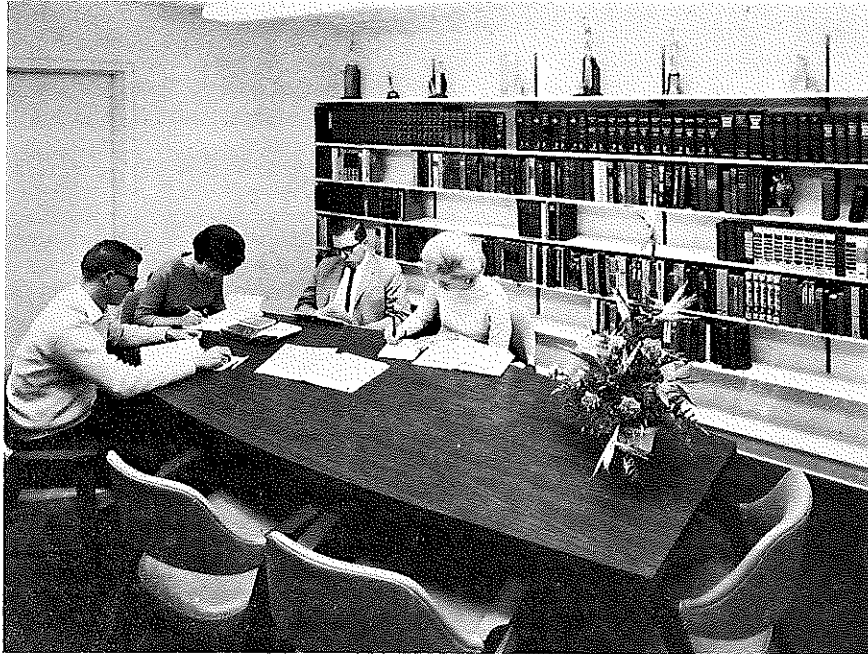
The Student Council is composed of delegates elected by the student body. Any student enrolled in a diploma course and whose grade average is not less than 87% is eligible. The objectives of the Council are to promote student welfare, and to create mutual understanding between the student body and the college administration. The council provides the leadership for initiating and conducting various social functions, such as picnics, dinner dances, etc.

NU TAU SIGMA SORORITY

The College sponsors Nu Tau Sigma Honorary Business Sorority. Membership requires good moral character and a satisfactory grade average. Pledging and initiations are held each quarter. The Sorority also has social activities.



A recent graduating class



Students use library reference books for special assignments

LIBRARY

A complete library of reference materials is maintained. Periodicals helpful in various courses are provided. Books of fiction and general interest constitute part of the reading material and may be used in the library or may be checked out.

LENGTH OF CURRICULA

The time allotted for completion is shown under the curriculum outline. A student failing to successfully complete a course will be required to retake the course to be eligible for a diploma. If this course can be taken within the time for which the student originally enrolled, no additional tuition will be charged. However, if extra time is necessary, a charge of \$20.00 per month will be made for each course.

Students usually enroll for full time diploma curricula. However, those not enrolled in a diploma curriculum may select any course offered in the curriculum provided they are judged capable of carrying the course and if the classes are not filled. Charges will be on a per-course basis. See tuition insert. A curriculum may be completed by attending fewer than 25 hours a week, and by extending the time for completion. Daily attendance requirements are:

- ¾ Time — 18.75 hours per week — 3.75 hours a day — 5 days a week
- ½ Time — 12.5 hours per week — 2.5 hours a day — 5 days a week
- ¼ Time — 6.25 hours per week — 1.25 hours a day — 5 days a week

PAYMENT OF TUITION — REFUND POLICY

Tuition is due and payable on entrance. Special arrangements may be made in case of hardship. The College reserves the right to change tuition rates upon thirty days notice to non-diploma students and non-diploma applicants and without notice to all others. However, those students who are officially enrolled in a diploma curriculum, or have been accepted for such enrollment, will be exempt from the provisions of a tuition change for the length of time which their enrollment contract covers. An applicant is accepted when his application form and required fee and deposit have been received and acknowledged by the College. Tuition for evening school is payable one month in advance.

In the event a student discontinues training before completion, the following refund policy will apply:

Programs of three months or less: Tuition will be charged for any month begun by the student.

Programs of more than three months in length and up to one year:

During the first week of classes the College may retain 25% of stated course price.

During the first 25% of the course the College may retain 45% of the stated course price.

During the second 25% of the course the College may retain 70% of the stated course price.

During the third 25% of the course the College may retain 100% of the stated course price.

During the fourth 25% of the course the College may retain 100% of the stated course price.

Programs of longer than one year:

If the student terminates before the end of the 12th month, the College may retain only the stated course price for the year.

If the student terminates after the second year has begun, refunds will be made on the percentage basis given for programs of more than three months and up to one year.

After a student has dropped from school and has not officially notified the institution of the fact, he is to be automatically terminated not more than 30 days after his last date of attendance. The refund policy applies from this automatic drop date. If the student notifies the school of his termination within the 30 day period, the refund applies to the date of receipt of written notification.

The above refund policy is in accordance with United Business Schools Association regulations.

TUITION RATES

Tuition rates are shown on a separate insert in this catalog.

GRADING SYSTEM

Subjects are graded as follows:

95-100	A	80-86	C
87-94	B	75-79	D
Below 75 (Failing)	F		

To qualify for a diploma, a grade of 75% is required in each course.

Two systems of shorthand are taught: Gregg and Speedwriting. Shorthand requirements for the various courses are as follows:

- 140 WPM for Executive Secretaries.
- 120 WPM for Secretaries.
- 100 WPM for Stenographers.
- 80 WPM for Clerk-Stenographers.

Testing: 5 minutes of dictation—unfamiliar material. 3 Tests required.

Typing requirements:

- 70 WPM for Executive Secretaries.
- 60 WPM for Secretaries.
- 50 WPM for Stenographers, Clerk-Stenographers and Clerk-Typists.
- 40 WPM for Accountants and Manager Trainees.
- 40 WPM for General Office and Bookkeeping-Clerical students.
- No speed requirement for Computer Programmers.

Testing: 10 minutes—unfamiliar copy—maximum of 5 errors. 4 Tests required—2 on manual, 2 on electric.

Progress reports are mailed to parents or guardians at the end of each quarter.

Permanent records are maintained by the College for each student.

ATTENDANCE REGULATIONS

The student is expected to attend every class unless he has a valid excuse for missing. The instructors take attendance for every class period. If the student is absent, the absence will be reported to the office and recorded as part of his permanent record. If the student is absent more than three times from any class during one session, he will need special permission from the office to continue in that course. Frequent and/or unexcused absences may result in dismissal for the remainder of the quarter. Students may take a leave of absence without loss of credit, providing they terminate at the end of a course and re-enter at the beginning of future courses. Tuition rates in effect at time of re-entrance will apply.

TRANSCRIPTS

No charge is made for first transcript of the student's record. Subsequent transcripts are \$2.00 each.

CHANGES OF REGULATIONS

The College reserves the right to change regulations without notice. It further reserves the right to change the course contents at any time it judges this to be advisable.

GRADUATION REQUIREMENTS

Diploma candidates must complete the prescribed course of study with a final grade of not less than 75% in every subject. All students must fulfill all financial obligations to the College before a diploma will be granted, a grade transcript furnished, or assistance given in job placement.

EMPLOYMENT SERVICE

Blair Business College maintains a free employment service for its graduates. Employers are given a complete account of the work accomplished while in school, along with the attendance record. Through our affiliation with the United Business Schools Association, we are able to assist students who wish employment in other parts of the nation. This employment service is a lifetime privilege for graduates. The College assists those students who desire it, and whose grade average is satisfactory in finding part-time employment while they are in school.

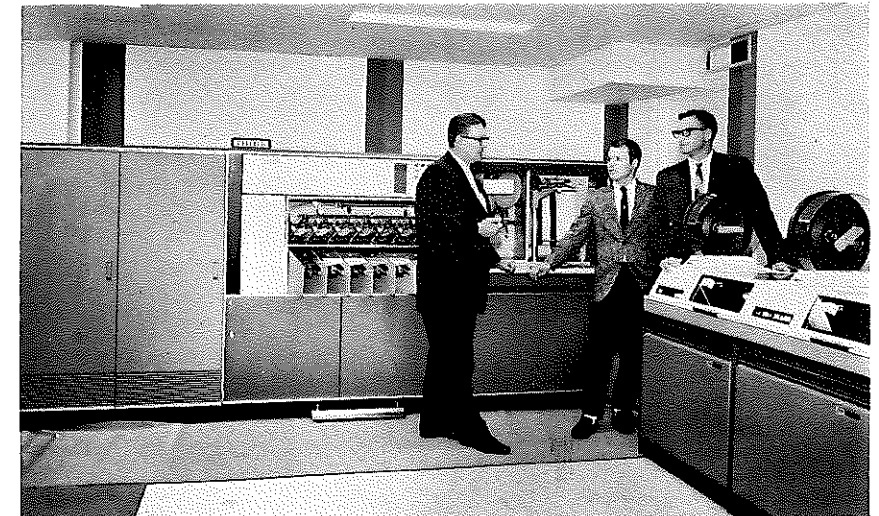
VETERANS' EDUCATION AND TRAINING

Curricula shown on pages 13 through 20 are approved for the training of disabled veterans, students applying under the War Orphans Act, the War Widows Act, V.A. Rehabilitation, and the new G.I. Bill. Students who may have entitlement should apply to the Veterans' Administration. Application forms are available at the College office. Refunds will be made to veteran students in accordance with federal regulations.

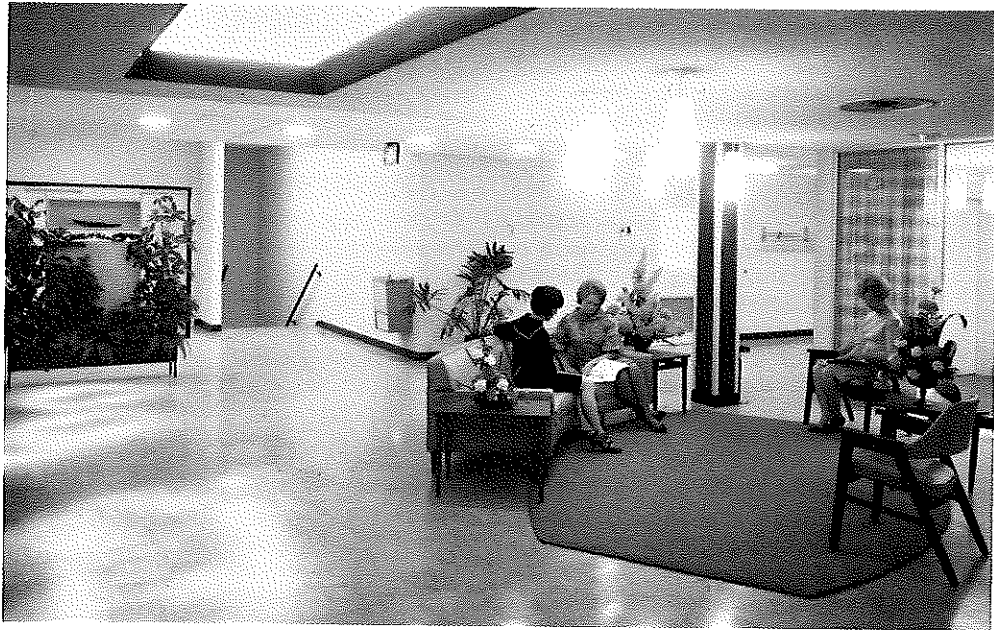
Credit will be allowed for prior education when applicable to the curriculum selected by the veteran. Transcripts are to be submitted at time of enrollment. Written records will be kept of all previous education and training.

TUTORIAL SERVICE

Tutorial service may be available to disabled veterans at a rate of not less than \$2.00 per hour and not more than \$5.00 per hour, depending upon the qualifications of the selected tutor. This service will be as authorized by the Veterans' Administration.



Students receive instructions in the use of latest IBM Equipment.



Entrance hall and visitors lounge



Thorough counseling for a
job interview

CLERK-TYPIST DIPLOMA CURRICULUM

Day School Attendance
6 Months — 26 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	<i>Class</i>	<i>Practice and Lab</i>
Typing I	54	21
Typing II	54	21
Production Typing	54	21
Additional Typing Practice	27	75
Business English	54	21
Business Psychology	54	21
Word Study and Spelling	54	21
Filing	27	11
Transcribing Machines	10	14
Nancy Taylor Finishing Course	36	
	424	226
Total Clock Hours 650		

Objective

This curriculum is designed to provide the student with the basic office knowledge and skills needed to work as a clerk-typist.



The bookstore stocks all text books and supplies needed by students

STENOGRAPHIC DIPLOMA CURRICULUM

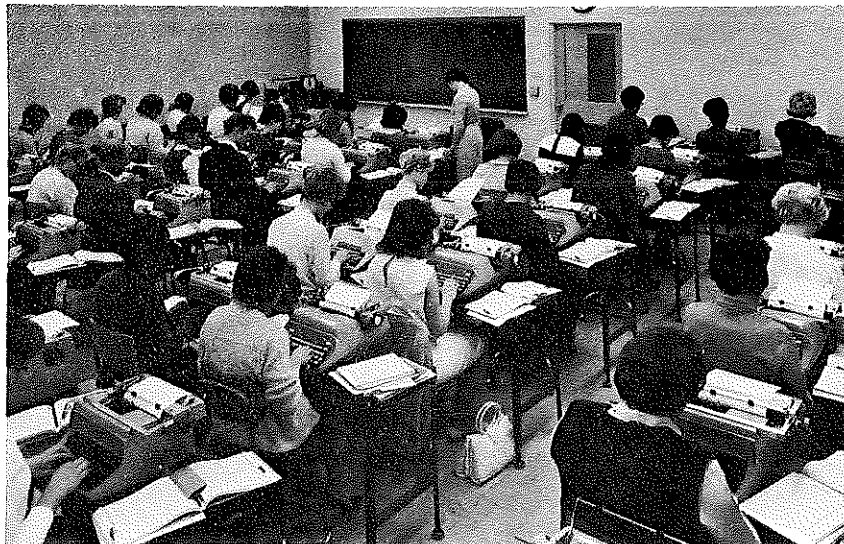
Day School Attendance
9 Months — 39 Weeks
25 Clock Hours Per Week

Courses	Clock Hours	
	Class	Practice and Lab
Business English ✓.....	54	21
Word Study and Spelling ✓.....	54	21
Filing ✓.....	27	11
✓Transcribing Machines	10	14
✓Office Procedures	54	21
Business Psychology	54	21
✓Shorthand Theory I (Gregg or Speedwriting)	54	61
✓Shorthand Theory II (Gregg) or Dictation I (Speedwriting)	54	46
Shorthand Dictation II (Gregg or Speedwriting)	54	46
✓Shorthand Transcription	37	
Typing I	54	21
Typing II	54	21
Production Typing	54	21
Nancy Taylor Finishing Course	36	
	<u>650</u>	<u>325</u>

Total Clock Hours 975

Objective

This curriculum is comprised of courses which train the student to be a stenographer. Special emphasis is placed on the skills of typing and shorthand, as well as filing and office procedures.



Classrooms are spacious, comfortable and attractive.

SECRETARIAL DIPLOMA CURRICULUM

Day School Attendance
12 Months — 52 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
✓ Accounting I	54	71 —
✓ Business Law	54	46 —
✓ Business Mathematics	54	46 —
✓ Business English	54	21 —
✓ Word Study and Spelling	54	21 —
✓ Filing	27	11 —
Transcribing Machines	10	14 —
✓ Office Procedures	54	21 —
Business Psychology	54	21 —
✓ Shorthand Theory I (Gregg or Speedwriting)	54	61 —
✓ Shorthand Theory II (Gregg) or Dictation I (Speedwriting)	54	46 —
Shorthand Dictation II (Gregg or Speedwriting)	54	46 —
✓ Shorthand Transcription	37	—
✓ Typing I	54	21 —
✓ Typing II	54	21 —
✓ Production Typing	54	21 —
✓ Nancy Taylor Finishing Course	36	—
Total Clock Hours 1300	812	488

Objective

This curriculum gives the student complete training for a career as a private secretary. The addition of accounting, law, and math to the stenographic skills, provides her with a strong business background.

EXECUTIVE SECRETARIAL DIPLOMA CURRICULUM

Day School Attendance
18 Months — 78 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
Accounting I	54	71
Accounting II	54	71
Accounting III	54	71
Accounting Office Machines	10	15
Business Law	54	46
Business Mathematics	54	46
Business Management	54	46
Introduction to Data Processing	54	10
Business English	54	21
Word Study and Spelling	54	21
Filing	27	11
Transcribing Machines	10	14
Office Procedures	54	21
Business Psychology	54	21
Shorthand Theory I (Gregg or Speedwriting)	54	61
Shorthand Theory II (Gregg) or Dictation I (Speedwriting)	54	46
Shorthand Dictation II (Gregg or Speedwriting)	54	46
Shorthand Dictation III (Gregg or Speedwriting)	54	21
Shorthand Transcription	37	
Typing I	54	21
Typing II	54	21
Production Typing	54	21
Advanced Speed Typing	108	28
Nancy Taylor Finishing Course	36	
Total Clock Hours 1950	1200	750

Objective

This curriculum is a combination of highly advanced secretarial training with solid courses in accounting, management, and data processing. It is the most complete training available in executive secretarial science.

JUNIOR ACCOUNTING DIPLOMA CURRICULUM

Day School Attendance
12 Months — 52 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
Accounting I	54	71
Accounting II	54	71
Accounting III	54	71
Accounting IV	54	71
Business Management	54	46
Business Law	54	46
Business Mathematics	54	46
Business English	54	21
Word Study and Spelling	54	21
Accounting Office Machines	10	15
Typing I	54	21
Typing II	54	21
Production Typing	54	21
Introduction to Data Processing	54	10
Nancy Taylor Finishing Course or Mr. Executive Self-Improvement Course	36	
	748	552
Total Clock Hours 1300		

Objective

This curriculum is comprised of courses necessary for a student who wishes to be a full-charge bookkeeper. After completing the training, the student is equipped to handle all areas of basic bookkeeping.

HIGHER ACCOUNTING DIPLOMA CURRICULUM

Day School Attendance
30 Months — 130 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	<i>Class</i>	<i>Practice and Lab</i>
Accounting I	54	71
Accounting II	54	71
Accounting III	54	71
Accounting IV	54	71
Supplementary Accounting IV	54	71
Advanced Accounting	133	192
Cost Accounting	168	132
Municipal and Governmental Accounting	168	132
Auditing	168	132
Federal Income Tax I	168	132
Federal Income Tax II	168	132
Business Management	54	46
Business Law	54	46
Business Mathematics	54	46
Business English	54	21
Word Study and Spelling	54	21
Accounting Office Machines	10	15
Typing I	54	21
Typing II	54	21
Production Typing	54	21
Introduction to Data Processing	54	10
Nancy Taylor Finishing Course or Mr. Executive Self-Improvement Course	36	
Total Clock Hours 3250	1775	1475

Objective

This curriculum consists of the Junior Accounting training plus an additional year and one-half devoted to the most advanced levels of accounting and tax.

COMPUTER PROGRAMMING DIPLOMA CURRICULUM

Day School Attendance
12 Months — 52 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	<i>Class</i>	<i>Practice and Lab</i>
Computer Concepts I	54	46
Computer Concepts II	54	46
Computer Program Writing and Language I	54	71
Computer Program Writing and Language II	54	71
Accounting I	54	71
Accounting II	54	71
Accounting III	54	71
Accounting Office Machines	10	15
Business Mathematics	54	46
Business Law	54	46
Business Management	54	46
Unit Record	18	21
Typing I	54	21
Mr. Executive Self-Improvement Course or Nancy Taylor Finishing Course	36	—
Total Clock Hours 1300	658	642

Objective

This curriculum is organized in a manner to familiarize the student with the basic concepts of the computer field. The student is given instruction and actual practice in the writing of programs in several languages.

MANAGEMENT TRAINING DIPLOMA CURRICULUM

Day School Attendance
12 Months — 52 Weeks
25 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
Public Relations	54	21
Advertising and Marketing	54	21
Report Writing	25	
Business Management	54	46
Introduction to Data Processing	54	10
Accounting I	54	71
Accounting II	54	71
Business Law	54	46
Business Mathematics	54	46
Business English	54	21
Word Study and Spelling	54	21
Accounting Office Machines	10	15
Business Psychology	54	21
Typing I	54	21
Typing II	54	21
Production Typing	54	21
Mr. Executive Self-Improvement Course or Nancy Taylor Finishing Course	36	
Total Clock Hours 1300	827	473

Objective

This curriculum is a general business training program. Graduates of this training have a good basic knowledge of business practices, and are able to begin as trainees in a variety of organizations.



Finishing course teacher instructs a student
in the proper way to ascend and
descend stairs



Students relax and have refreshments in
the students lounge

GENERAL OFFICE DIPLOMA CURRICULUM

Evening School Attendance
62 Weeks
4 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
Typing I	54	21
Typing II	54	21
Filing	27	11
Office Practice	40	20
	<hr/>	<hr/>
Total Clock Hours 248	175	73

CLERK-STENOGRAPHER DIPLOMA CURRICULUM

Evening School Attendance
78 Weeks
4 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
Speedwriting Shorthand	32	32
Typing I	54	21
Typing II	54	21
Filing	27	11
Office Practice	40	20
	<hr/>	<hr/>
Total Clock Hours 312	207	105

**BOOKKEEPING-CLERICAL DIPLOMA
CURRICULUM**

Evening School Attendance
120 Weeks
4 Clock Hours Per Week

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
Accounting I	54	71
Accounting II	54	71
Accounting III	54	71
Accounting Office Machines	10	15
Typing I	54	21
Additional Typing Practice	—	5
	226	254
Total Clock Hours 480		

EVENING SCHOOL

Evening school classes are held on Monday and Thursday, 7:00 p.m. to 9:00 p.m.

Starting dates for evening courses and curricula may differ from those shown on the day school calendar. Applicants should contact the Admissions Office for exact beginning dates.

Students may enroll for any course listed in the evening school curricula. In addition, many other courses shown in the Descriptive Outline are frequently offered in evening school. These include all levels of Accounting and Typing, Shorthand Dictation, Transcribing Machines, Key Punch Training, and others. Complete information may be obtained from the Admissions Office.

DESCRIPTIVE OUTLINE OF COURSES

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
TYPING I Introduction to parts of machine and keyboard. Technique, accuracy, and speed-building to 30 wpm.	54	21
TYPING II A continuation of skill improvement drills with strong emphasis on increasing speed and accuracy. More advanced functions of the keyboard are introduced. Speed-building to 50 or 60 wpm.	54	21
PRODUCTION TYPING Special techniques of all types of business forms, rough drafts, manuscripts, legal documents. Tabulating and outlining. Student is taught to follow instructions accurately.	54	21
ADVANCED SPEED TYPING Short cuts and speed-building to 70 wpm.	108	28
SPEEDWRITING SHORTHAND THEORY I Based on the alphabet, the first part of the course is devoted to theory. The latter part includes pre-transcription, vocabulary expansion, and outline perfection, with speed-building to 60 wpm. May be taken only as part of a day school curriculum.	54	61
SPEEDWRITING SHORTHAND COURSE (Day School) Alphabetic rules and outlines are covered in the first half of the course. The second half is devoted to speed-forcing to attain 120 wpm for 1 minute. May not be taken as part of a curriculum.	54	108
SPEEDWRITING SHORTHAND COURSE (Evening School) Same as the day course except more concentrated. Student is expected to do more home study and practice.	32	32
GREGG SHORTHAND THEORY I Diamond Jubilee Gregg is a symbol of shorthand. This course is devoted to learning the Gregg alphabet, phrases and brief forms, word endings and beginnings.	54	61
GREGG SHORTHAND THEORY II A continuation of Gregg Theory I, with emphasis on vocabulary enrichment, outline perfection, and speed development to 80 wpm.	54	46

<i>Courses</i>	<i>Clock Hours</i>	
	<i>Class</i>	<i>Practice and Lab</i>
SHORTHAND DICTATION I Office style dictation, retention drills, and speed-building to 80 wpm.	54	46
SHORTHAND DICTATION II A continuation of Dictation I increasing speeds to 100 and 120 wpm.	54	46
SHORTHAND DICTATION III Continuation of Dictation II, increasing speed to 140 wpm.	54	21
SHORTHAND TRANSCRIPTION Office style dictation and transcription for speed and perfection. This course teaches the student to produce mailable material, using terminology from various areas of business.	37	
TRANSCRIBING MACHINES Instruction and practice using transcribing machines. Material used includes terminology from several areas of business.	10	14
FILING Course covers indexing rules, filing materials, coding, sorting, and storing. Alphabetic, numeric, geographic, subject systems are taught. Card filing is also included.	27	11
OFFICE PROCEDURES The student works in actual office style situations, learning telephone technique, mail procedures, writing for business, reports, agendas, duplicating processes, etc. Learns to develop a business attitude.	54	21
OFFICE PRACTICE (Evening only) General office training, including, forms, postal and shipping methods, mail services, filing, telephone work.	40	20
WORD STUDY & SPELLING A review of homonyms, prefixes, suffixes, double letters, word endings. Compound and hyphenated words, use of apostrophe in possessive and contractions.	54	21
BUSINESS ENGLISH A review of the parts of speech, comparison of similar words, sentence construction, punctuation, use of capitals, etc.	54	21

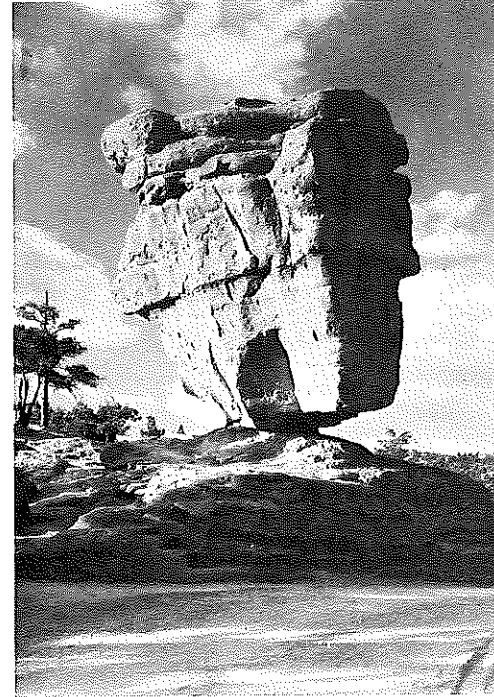
<i>Courses</i>	<i>Clock Hours</i>	
	<i>Class</i>	<i>Practice and Lab</i>
BUSINESS PSYCHOLOGY A study of the basic foundations of practical psychology in business, personal efficiency, human relationships and motivation, personality health for leadership.	54	21
BUSINESS LAW An intensive course in business law, placing emphasis on contracts, sales, bailments, negotiable instruments, risk-bearing devices, property, etc.	54	46
BUSINESS MATHEMATICS Basic applications of mathematics in business, giving the student instruction and review in decimals, fractions, ratios, mixed numbers. Learning pricing and discounts, interest, payroll, wages, and short cuts in using math in the office.	54	46
BUSINESS MANAGEMENT Nature and economics of American business, purchasing operations, financial and budget control, personnel, research planning, etc.	54	46
RAPID READING This course is designed to increase competence in reading and study skills. Efficiency is increased through visual perception, coordination, rate of reading, and comprehension.	54	
REPORT WRITING The student is taught to write a satisfactory report, how to select the type of report to best present information, what information should be included, and how to write a report in a style that is readable, interesting, and correct.	25	
PUBLIC RELATIONS A study of contemporary public relations and the history of public relations. How to use persuasion and public opinion. Fact finding, planning, communicating, and evaluating.	54	21
ADVERTISING AND MARKETING Basic concepts in advertising relating advertising and marketing to the total economy. Learning the mechanics of attracting attention and creating interest.	54	21

<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
ACCOUNTING I Learning the principles of accounting, properly recording the transactions of a proprietorship. The trial balance, adjusting and closing entries.	54	71
ACCOUNTING II Learning accounting procedures relating to a partnership. Inventory, end of the year procedures, annual report, etc.	54	71
ACCOUNTING III Accounting for a corporate organization, introduction to capital stock, corporate earnings, investments, etc.	54	71
ACCOUNTING IV An intensive study of accounting theory as it relates to everyday practice. A study of the fundamental accounting processes, working capital, noncurrent assets and liabilities, stockholders equity.	54	71
SUPPLEMENTARY ACCOUNTING IV Advanced analytical processes including comparative data, special ratios and measurements, price-level change. Required as a preparation for the Advanced Accounting Course.	54	71
ADVANCED ACCOUNTING Higher accounting principles including special sales procedures, consolidations, actuarial science.	133	192
COST ACCOUNTING Concepts, elements classification, and systems of accounting for materials and labor. Relating overhead expense, job-cost, etc.	168	132
MUNICIPAL AND GOVERNMENTAL ACCOUNTING Accounting practices applying to government. Revenue, tax, utilities, cost finding, expenditure accounting, trust and agency funds.	168	132
AUDITING A study of the standards and responsibilities of an auditor. Internal control and procedural tests; objectives reporting, audit reports and review.	168	132
FEDERAL INCOME TAX I Income tax law pertaining to the reporting and accounting of individuals. Recognition of loss or gain, dividends, expenses, deductions, interest, depreciation, etc.	168	132
FEDERAL INCOME TAX II A continuation of Federal Income Tax I devoted to learning the tax laws as they apply to partnerships and estates.	168	132

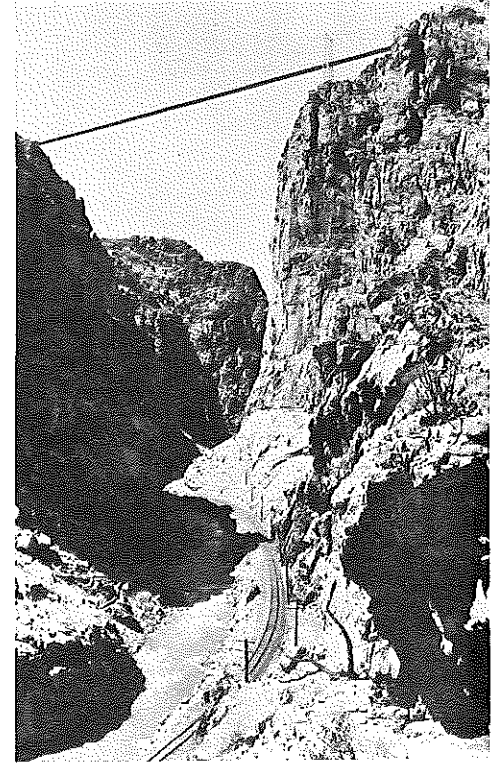
<i>Courses</i>	<i>Clock Hours</i>	
	Class	Practice and Lab
ACCOUNTING OFFICE MACHINES Theory and practice in the use of the rotary, key-drive, and electronic calculators, 10-key adding machine, and sensitive posting machine.	10	15
KEY PUNCH Learning to operate the 029 IBM Key Punch Machine. Course includes finger and keyboard exercises, program cards and codes, numeric and alphabetic punching. Accounts receivable and payable as handled on the key punch.	20	40
INTRODUCTION TO DATA PROCESSING Instruction in the basic systems of data processing, including manual and mechanical processing, punch-card and paper tape processing, inventory control, organization of data processing in business.	54	10
UNIT RECORD Basic training on key punch machine, familiarization with the sorter, collator, interpreter, tabulator, reproducer.	18	21
COMPUTER CONCEPTS I Explanation of computer systems and computer number systems including Binary, Octal, and Hexadecimal. Introduction to Boolean algebra, symbolic logic, basic logic, input-output. Understanding the memory unit and auxiliary memory devices.	54	46
COMPUTER CONCEPTS II Basic concepts of program writing and debugging. Main memory storage, decoder, programming applications. Introduction to BAL, RPG, and COBOL languages. Additional concepts in Boolean algebra.	54	46
COMPUTER PROGRAM WRITING AND LANGUAGE I Instruction and practice writing programs in COBOL. Programs are run on computer, corrected and re-run when necessary.	54	71
COMPUTER PROGRAM WRITING AND LANGUAGE II Instruction and practice program writing in RPG and BAL. Same procedure used as in Writing and Language I.	54	71
NANCY TAYLOR FINISHING COURSE Nationally famous charm course designed to improve appearance, add grace and charm. Young women learn the basic modeling techniques, makeup, hair styling, etc.	36	
MR. EXECUTIVE SELF-IMPROVEMENT Comprised of 12 different subjects designed to train a man to: look and act like an executive, be more dynamic, apply for and get the job he wants.	36	

COLLEGE CALENDAR — 1971 - 72

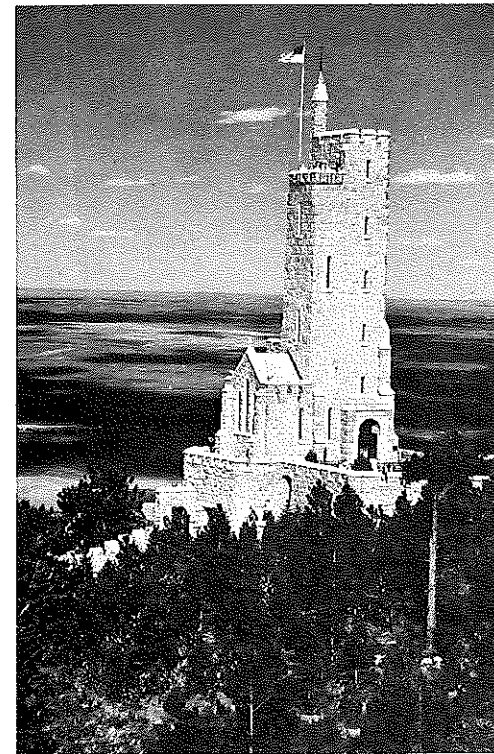
March 8, 1971Spring session begins
April 7 through April 11, 1971Easter vacation
May 31, 1971Memorial Day holiday
June 4, 1971Spring session ends
June 5 through June 20, 1971Summer vacation
June 21, 1971Summer session begins
July 5, 1971Independence Day holiday
September 6, 1971Labor Day holiday
September 10, 1971Summer session ends
September 13, 1971Fall session begins
November 25 through November 28, 1971.....Thanksgiving vacation
December 3, 1971Fall session ends
December 6, 1971Winter session begins
December 18, 1971 through January 2, 1972.....Christmas vacation
March 10, 1972Winter session ends
March 13, 1972Spring session begins
March 29 through April 2, 1972Easter vacation
May 31, 1972Memorial Day holiday
June 2, 1972Spring session ends
June 3 through June 18, 1972Summer vacation
June 19, 1972Summer session begins
July 4, 1972Independence Day holiday
September 4, 1972Labor Day holiday
September 8, 1972Summer session ends
September 11, 1972Fall session begins
November 23 through November 26, 1972.....Thanksgiving vacation
December 1, 1972Fall session ends
December 4, 1972Winter session begins
December 23, 1972 through January 7, 1973.....Christmas vacation



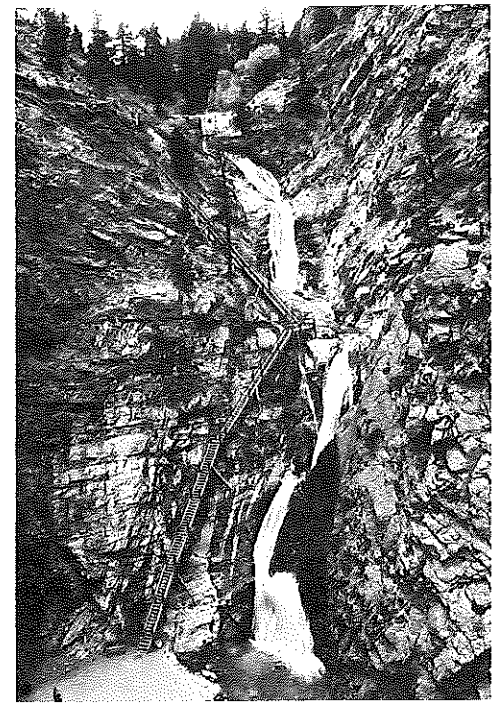
Balanced Rock



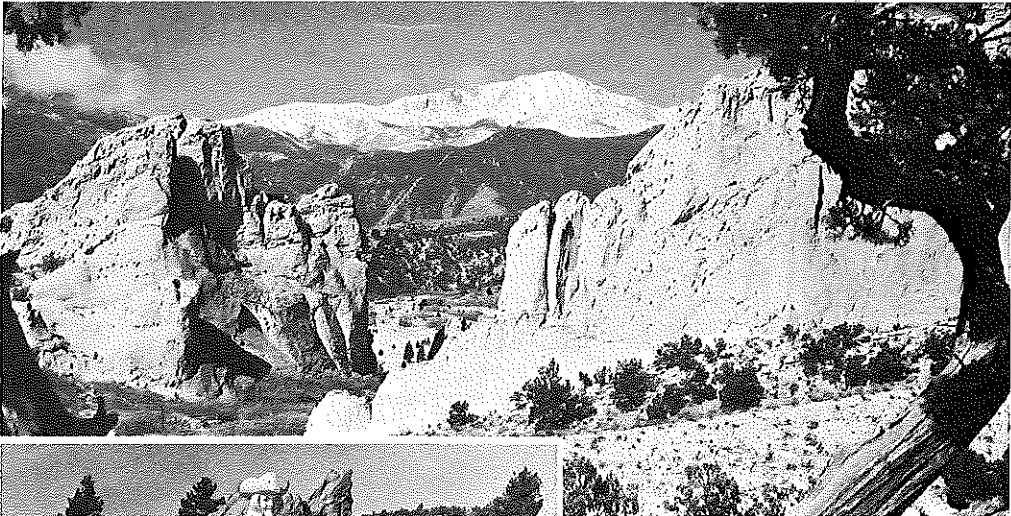
Royal Gorge



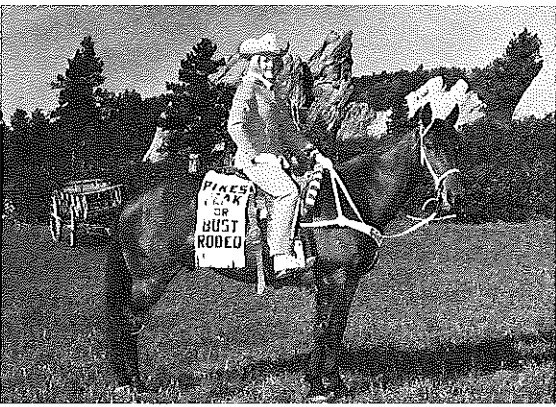
Will Rogers Shrine



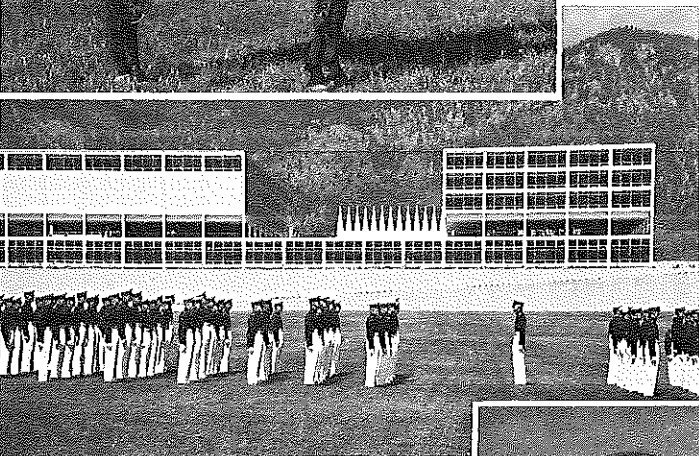
Seven Falls



Pikes Peak as seen through the Gate Way Rocks in the Garden of the Gods



Miss Jean Waymire, Girl of the West, a Blair Business College Student.



Parade ground

Cadet Falcon Chapel

The Pikes Peak Region has become the Mecca of vacationists, for there is a greater number and variety of scenic wonders than will be found in any other spot of a like area anywhere in the world.

The United States Air Force Academy, located a few miles North of the city, provides numerous social functions for the young ladies of the region.



Nancy Taylor FINISHING COURSE



Now, as part of complete secretarial training at this school you receive the exclusive Nancy Taylor Finishing Course.

The Nancy Taylor secretary is a model secretary... and a model woman. Skill training is just the beginning for you, as one of our Nancy Taylor secretaries.

The heart of your training—the part that will fit you “out of the crowd” and place you at the top of the list—is your Nancy Taylor Finishing Course.

Yes, as a regular part of your secretarial training, you will be trained to look the part of the Nancy Taylor girl—during business hours and after hours too.

In the beautifully decorated, professionally equipped Nancy Taylor Studio, you'll practice the following techniques so vital to your ultimate success:

- MAKEUP • SKIN CARE
- HAIR STYLING
- FACIAL CONTROL • VISUAL FORMS
- FASHION and WARDROBE
- CONVERSATION
- ETIQUETTE • SELF-CONFIDENCE

Yes, as one of our Nancy Taylor secretaries you'll be able to select your dream job with complete confidence in your skills...and in yourself!

FREE INTERNATIONAL LIFETIME PLACEMENT SERVICE—

A unique service available only to graduates of our Nancy Taylor secretarial training—yours for life whenever you need it, absolutely free... in New York, New Orleans, Chicago, Los Angeles, Montreal, London, Rome, Buenos Aires, and 300 other cities throughout the United States, Canada, and the rest of the world.



Mr. EXECUTIVE MANAGEMENT DEVELOPMENT PROGRAM

Now as a regular part of your career training in accounting... business administration... or automation... you receive this unique executive success program—Mr. Executive, the course for young men who want to succeed.

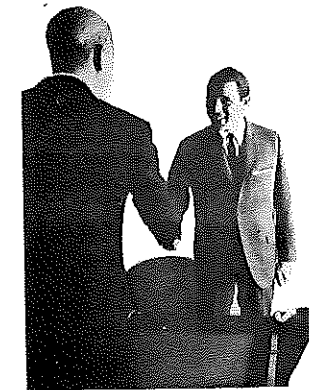
This school is proud to have been chosen to offer this national course exclusively in this area.

The Mr. Executive Program was developed to meet the increasing demands of employers for young men who not only have skills but also have the extra know-how to perform at the executive level... men who have outstanding leadership potential. In this course you are trained in the following areas:

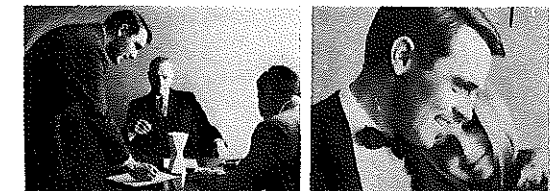
- EXECUTIVE WARDROBE and GROOMING
- BUSINESS BEHAVIOR and PSYCHOLOGY
- SALESMANSHIP • PUBLIC SPEAKING
- LEADERSHIP • CREATIVITY
- MEMORY • SELF-CONFIDENCE

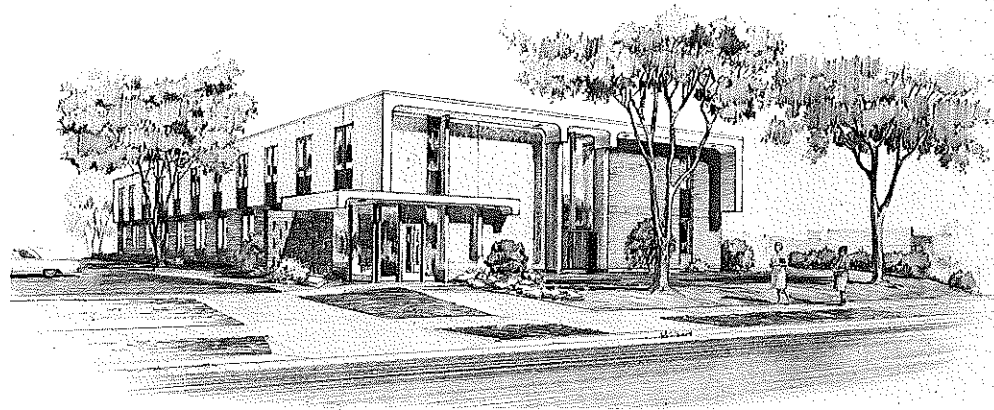
Yes! In addition to complete career training in the field of your choice, all young men at this school now receive the unique

Mr. Executive Course that trains them to be the personable, self-confident, capable young executives that business is seeking for key positions in every field. Mr. Executive... our special course for young men who want to succeed.



FREE INTERNATIONAL LIFETIME PLACEMENT SERVICE—
A unique service available only to graduates of our diploma courses that include Mr. Executive training—yours for life whenever you need it, wherever you need it... In Mr. Executive schools from coast to coast.





FARRAGUT HALL

Conveniently located directly across the street from Blair Business College is the beautiful new Farragut Hall, a supervised apartment house for the women students of Blair. Each apartment is tastefully furnished and consists of living room, kitchen, bath, and two or three bedrooms. This facility accommodates 58 students. A resident manager is in charge.

Reservations for these apartments should be made in advance of registration dates. For complete information contact:

Manager
Farragut Hall
17 North Farragut Avenue
Colorado Springs, CO 80909