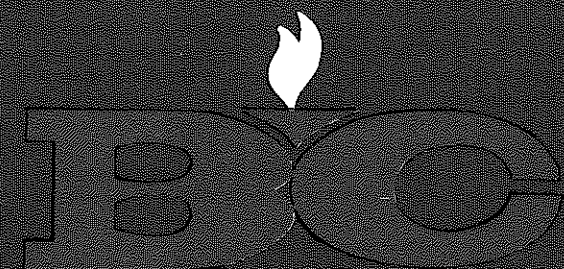
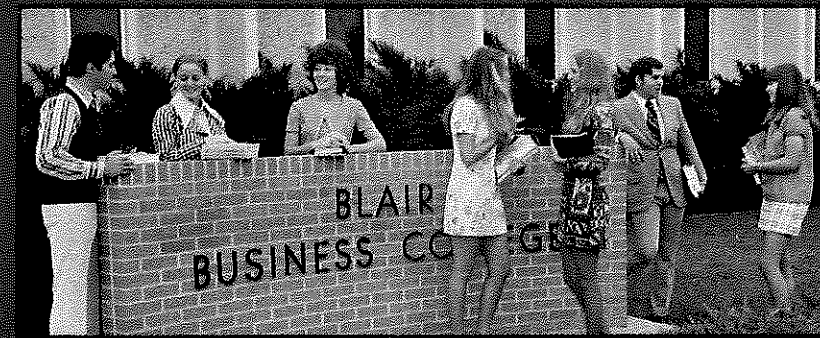
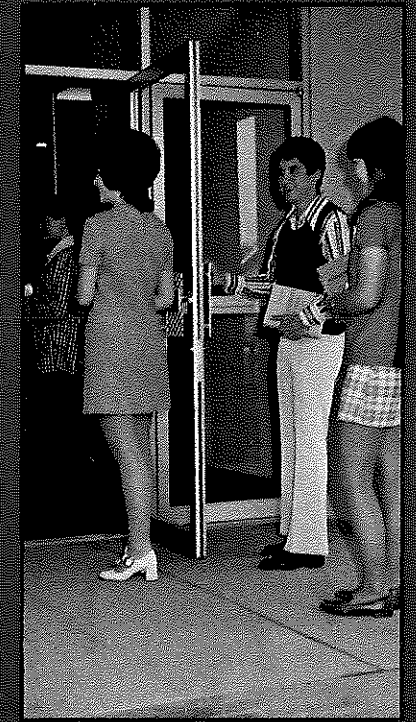
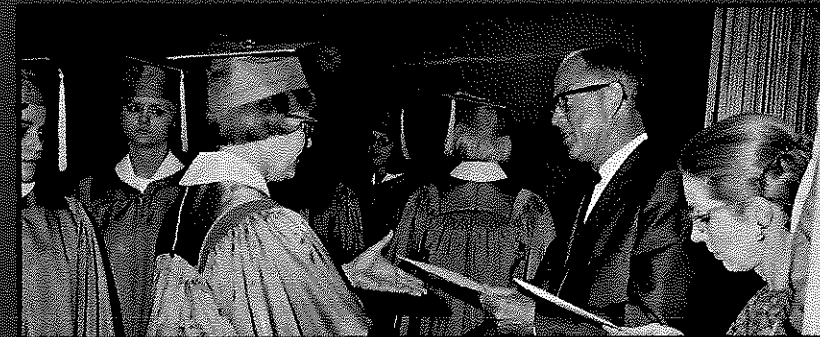


1973



**BLAIR BUSINESS COLLEGE**  
ESTABLISHED 1897







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**Supplement:**

A supplement to this catalog is inserted in the back following page 36. The supplement outlines tuition charges, book costs, and optional payment plans for diploma programs and individual courses.



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

## STAFF

### ADMINISTRATIVE

C. R. Webster .....President  
Frances L. Webster .....Secretary-Treasurer  
Jean Frazier .....Executive Assistant

### INSTRUCTIONAL

Betty L. Arras .....Education Director

#### Faculty

Betty L. Arras      B.A., Wheaton College, Wheaton, Illinois.  
Avis M. Breyer      B.A., Wayne State College, Wayne, Nebraska.  
Marlene A. Hallenbeck Nancy Taylor Teacher Training, New York City.  
                          Executive Secretarial Diploma, Northwestern University,  
                          Evanston, Illinois.  
Nancy A. Johnson    B.A., The University of Washington, Seattle, Washington.  
.....  
J. A. Ostrander      B.A., St. Joseph's College, St. Louis, Missouri.  
Charles L. Smith    B.B.A., The University of Texas, El Paso, Texas.  
Ruth G. Werner      B.S., The University of Indiana, Indiana, Pennsylvania.

### ADMISSIONS

Pat Megesi .....Colorado Springs Representative  
Diana Sargent .....Colorado Springs Representative  
Jerry Headrick .....Field Representative  
John F. Whalen .....Field Representative  
H. A. Wilson .....Field Representative

**IN COLORADO SPRINGS ONLY AT BLAIR CAN YOU  
GET THESE SPECIAL FRANCHISED COURSES**

the  
**nancy taylor**



MAKE-UP



ETIQUETTE



FASHION



POSTURE and  
FIGURE CONTROL

**FINISHING COURSE**

Nancy Taylor's personalized "Taylor-Made for-You" training brings out the inner charm and beauty, and creates self-confidence in every girl. The "finishing look"—the visual poise—the perfect posture—bodily grace—self-confidence—the "inner glow"—charm in voice and conversation—manners—wardrobe accessories—good taste in grooming—all aid the transition period from the young girl into the lovely, charming poised young lady of the business and social world.

This training helps the young lady to make a good impression on her first office interview, as well as acquiring the social graces which she will use her entire business and social life.

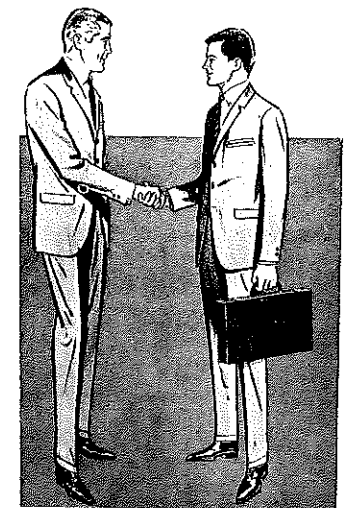
The young ladies are entitled to NATIONAL PLACEMENT in an OFFICE POSITION in any of the 550 Nancy Taylor franchised schools throughout the entire United States and in 28 foreign countries.

**MR. EXECUTIVE TRAINING**

As part of the complete career training for the young man, Mr. Executive success training gives the vital extra "plus" that top companies are seeking. Mr. Executive training shows the young man:

- \*How to LOOK like an Executive
- \*How to ACT like an Executive
- \*How to be More DYNAMIC and PERSUASIVE
- \*How to be SELF-CONFIDENT
- \*How to Apply for and GET the Job You Want
- \*How to Make FRIENDS and Avoid Enemies
- \*How to be a Natural LEADER

**MR. EXECUTIVE TRAINING . . . FOR YOUNG  
MEN WHO WANT TO MOVE AHEAD FAST**



## SPEEDWRITING SHORTHAND

Blair offers the internationally famous Speedwriting Shorthand. Based upon the use of the alphabet, Speedwriting is much easier to learn and to use than the systems involving symbols, that have to be memorized and carefully written.

Only a small fraction of time is spent learning the Speedwriting system, freeing the remainder of the time for dictation and transcription practice. Progress is individualized, enabling students who are able to do so to finish the desired standards in less than average time.

### KEY—

- 1 Pay the bill.
- 2 I know you will cover each package.
- 3 Get a bill and pay for the file.
- 4 The file is rather cheap.
- 5 Lock the silver case and cover it.
- 6 I know you will check the cover.
- 7 The check for the package is due.

### Speedwriting

- 1 pa. bl
- 2 i no u l w el p e j
- 3 gl a bl + pa f. fil
- 4 . fil s r t Cap
- 5 lc. sh cas + w l
- 6 i no u l l c. c v
- 7 . C e f. p e j s d u

## YOUR SPEEDWRITING PRIVILEGES GO WHEREVER YOU GO

### FREE BRUSH-UP

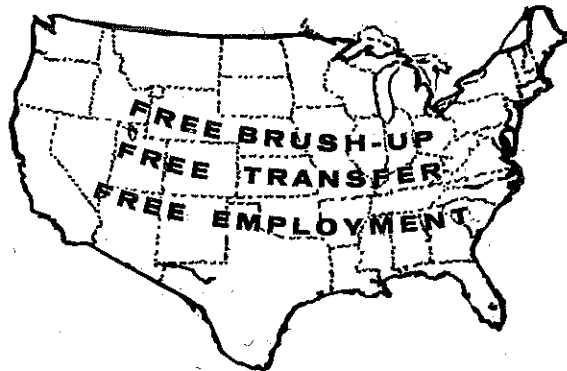
You can attend free advanced-dictation classes at any Speedwriting School—regardless of which school trained you! As a Speedwriting graduate, you get dividends for years to come—and never a penny extra charge.

### FREE TRANSFER

You can move to another city and continue your Speedwriting Training there! No extra charge for this—and it's good in over 700 cities around the world!

### FREE EMPLOYMENT

From the moment you graduate, Speedwriting Schools from coast to coast back up your success! Qualified employment counselors guide you into the right career . . . and use contacts with top personnel directors to land you the job you want! No more heartbreaking rejections at personnel offices . . . no more weary, dejected job-hunting. You have doors open to you as a Speedwriting graduate—for years and years to come.





## EXECUTIVE SECRETARIAL PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
S 101 Typing I .....	40
S 102 Typing II .....	40
S 103 Typing III .....	40
S 104 Typing IV .....	40
S 201 Shorthand I Gregg Theory Review or Speedwriting Theory .....	40
S 202 Shorthand II .....	40
S 203 Shorthand III .....	40
S 204 Shorthand IV .....	40
S 301 Business Filing & Records Control .....	40
S 401 Office Procedures I .....	40
S 402 Office Procedures II .....	40
S 501 Office Machines .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
A 101 Accounting I — Proprietorship .....	80
BA 101 Commercial Law .....	40
BA 301 Introduction to Data Processing .....	80
BA 401 Business Management .....	80
BA 501 Principles & Application of Logic .....	80
BA 601 Economics .....	80
BA 701 Business Psychology .....	40
or	
BA 801 Human Relations & Motivation .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>1200</b>

**Estimated Completion Time: 12 Months**

**Vocational Objective:**

The graduate of this program should be proficient in typing, shorthand, and transcription; should be able to schedule appointments, read and route mail, plan itineraries, compose letters and reports, and use a variety of office machines; should be able to do basic accounting and filing. The graduate should also be qualified to assist with problem solving and conference planning; should be able to supervise secretaries, stenographers, and clerk-typists. Under supervision, the graduate should be qualified to perform administrative detail.

## PRIVATE SECRETARIAL PROGRAM

<b>Courses</b>		<b>Clock Hours</b>
S 101	Typing I .....	40
S 102	Typing II .....	40
S 103	Typing III .....	40
S 104	Typing IV .....	40
S 201	Shorthand I Gregg Theory Review or Speedwriting Theory .....	40
S 202	Shorthand II .....	40
S 203	Shorthand III .....	40
S 204	Shorthand IV .....	40
S 301	Business Filing & Record Control .....	40
S 401	Office Procedures I .....	40
S 402	Office Procedures II .....	40
S 501	Office Machines .....	40
E 101	Vocabulary .....	40
E 201	Word Mastery .....	40
E 301	Principles & Application of Punctuation .....	40
E 401	Modern Grammar Usage .....	40
E 501	Communications — Letter Writing .....	40
E 601	Communications — Reports & Telephone Techniques .....	40
M 101	Mathematics of Business I .....	40
A 101	Accounting I— Proprietorship .....	80
A 201	Payroll .....	40
BA 701	Business Psychology .....	40
or		
BA 801	Human Relations & Motivation .....	40
NT 101	Nancy Taylor Finishing Course I .....	40
or		
BA 901	Mr. Executive Management Training I .....	40
NT 201	Nancy Taylor Finishing Course II .....	40
or		
BA 1001	Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....		<b>1000</b>

**Estimated Completion Time: 10 Months**

**Vocational Objective:**

The graduate of this program should be proficient in typing, shorthand, and transcription; should be able to do filing, scheduling of appointments, reading and routing of mail, and basic accounting including payroll. The graduate should also be qualified to plan itineraries, compose routine letters and reports, and use a variety of office machines. Under supervision, the graduate should be able to assist the executive by performing minor administrative detail.

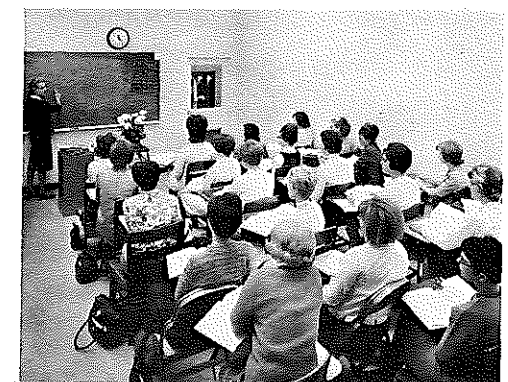
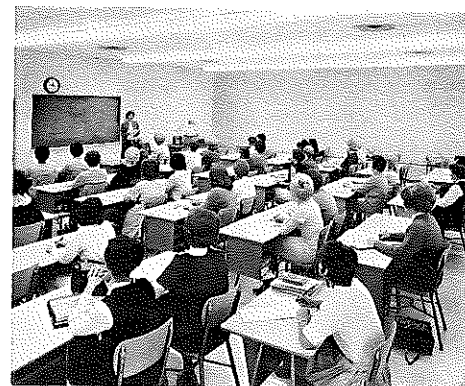
## STENOGRAPHIC PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
S 101 Typing I .....	40
S 102 Typing II .....	40
S 103 Typing III .....	40
S 201 Shorthand I Gregg Theory Review or Speedwriting Theory .....	40
S 202 Shorthand II .....	40
S 203 Shorthand III .....	40
S 204 Shorthand IV .....	40
S 301 Business Filing & Records Control .....	40
S 401 Office Procedures I .....	40
S 402 Office Procedures II .....	40
S 501 Office Machines .....	40
E 101 Vocabulary .....	40
E 201 Word Mastery .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
A 201 Payroll .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>300</b>

**Estimated Completion Time: 8 Months**

**Vocational Objective:**

The graduate of this program should be a qualified typist and should be proficient in shorthand and transcription. The graduate should also be able to file, prepare payroll reports, and use a variety of office machines.



## ADMINISTRATIVE ASSISTANT PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
BA 101 Commercial Law .....	40
BA 201 Law of Business Associations .....	40
BA 301 Introduction to Data Processing .....	80
BA 401 Business Management .....	80
BA 501 Principles & Application of Logic .....	80
BA 601 Economics .....	80
BA 701 Business Psychology .....	40
or	
BA 801 Human Relations & Motivation .....	40
A 101 Accounting I—Proprietorship .....	80
A 201 Payroll .....	40
M 101 Mathematics of Business I .....	40
M 102 Mathematics of Business II .....	40
S 101 Typing I .....	40
S 102 Typing II .....	40
S 103 Typing III .....	40
S 201 Shorthand I Gregg Theory Review or Speedwriting Theory .....	40
S 301 Business Filing & Records Control .....	40
S 401 Office Procedures I .....	40
S 402 Office Procedures II .....	40
S 501 Office Machines .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications—Letter Writing .....	40
E 601 Communications—Reports & Telephone Techniques .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>1200</b>

**Estimated Completion Time: 12 Months**

**Vocational Objective:**

The graduate of this program should be a qualified typist and should be able to use a variety of office machines. The graduate should be able to file, compose reports and correspondence, supervise clerical workers, and perform minor accounting duties. After gaining experience at job-entry level, and after working under supervision, the graduate should be able to aid the executive in problem solving, coordinating office services, planning itineraries, etc. The graduate should also be qualified to assist the executive in formulating and implementing administrative procedures and should be able to function as manager in the executive's absence.

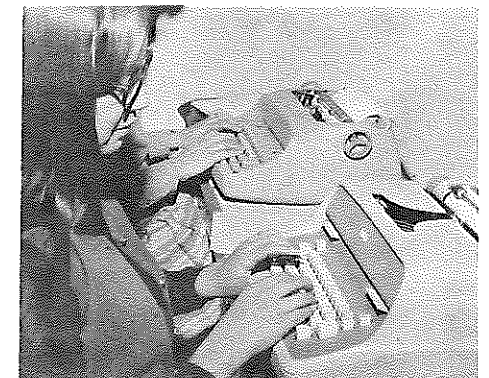
## RECEPTIONIST - CLERICAL PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
BA 701 Business Psychology .....	40
BA 801 Human Relations & Motivation .....	40
A 201 Payroll .....	40
M 101 Mathematics of Business I .....	40
S 101 Typing I .....	40
S 102 Typing II .....	40
S 103 Typing III .....	40
S 104 Typing IV .....	40
S 301 Business Filing & Records Control .....	40
S 401 Office Procedures I .....	40
S 402 Office Procedures II .....	40
S 501 Office Machines .....	40
E 101 Vocabulary .....	40
E 201 Word Mastery .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
<b>Total Clock Hours</b> .....	<b>800</b>

**Estimated Completion Time: 8 Months**

**Vocational Objective:**

The graduate of this program should be a proficient typist. She should be qualified to receive clients, ascertain their wants, and direct them accordingly. She should be able to do routine office work such as filing, distributing mail, making appointments, and answering inquiries. The graduate should also be qualified to compose letters and reports, prepare payroll reports, and should be able to use a variety of office machines.



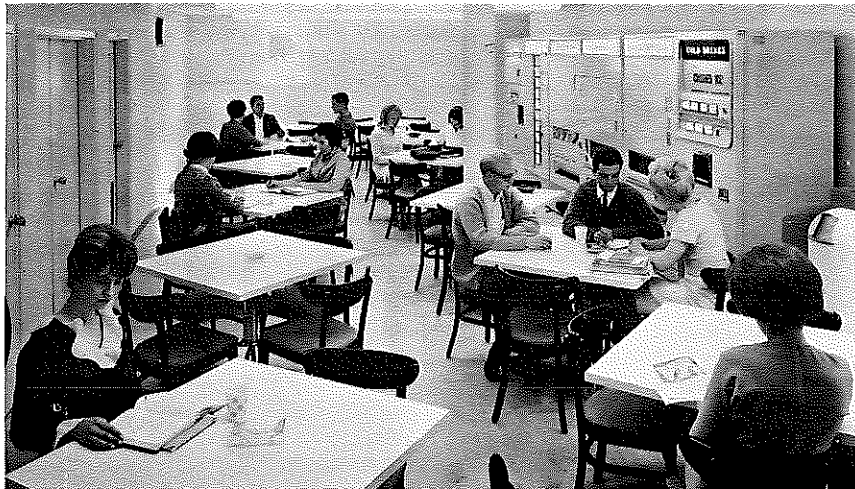
## CLERK - TYPIST PROGRAM

<b>Courses</b>		<b>Clock Hours</b>
S 101	Typing I .....	40
S 102	Typing II .....	40
S 103	Typing III .....	40
S 301	Business Filing & Records Control .....	40
S 401	Office Procedures I .....	40
S 501	Office Machines .....	40
E 101	Vocabulary .....	40
E 201	Word Mastery .....	40
E 301	Principles & Application of Punctuation .....	40
E 401	Modern Grammar Usage .....	40
E 501	Communications — Letter Writing .....	40
E 601	Communications — Reports & Telephone Techniques .....	40
M 101	Mathematics of Business I .....	40
NT 101	Nancy Taylor Finishing Course I .....	40
or		
BA 901	Mr. Executive Management Training I .....	40
NT 201	Nancy Taylor Finishing Course II .....	40
or		
BA 1001	Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....		<b>600</b>

**Estimated Completion Time: 6 Months**

**Vocational Objective:**

The graduate of this program should be a qualified typist and should be able to perform general clerical work including filing, distributing mail, and other routine office duties. The graduate should also be qualified to use a variety of office machines.



Students lounge.

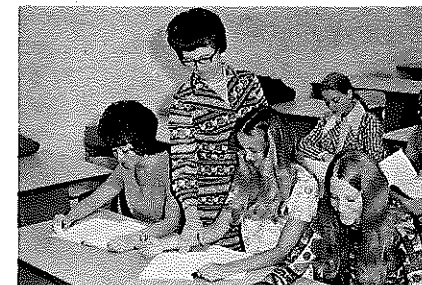
## BUSINESS MANAGEMENT PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
BA 101 Commercial Law .....	40
BA 201 Law of Business Associations .....	40
BA 301 Introduction to Data Processing .....	80
BA 401 Business Management .....	80
BA 501 Principles & Application of Logic .....	80
BA 601 Economics .....	80
BA 701 Business Psychology .....	40
or	
BA 801 Human Relations & Motivation .....	40
M 101 Mathematics of Business I .....	40
M 102 Mathematics of Business II .....	40
A 101 Accounting I — Proprietorship .....	80
A 102 Accounting II — Partnership .....	80
A 103 Accounting III — Corporation .....	80
A 201 Payroll .....	40
A 801 Accounting Machines .....	40
S 101 Typing I .....	40
S 102 Typing II .....	40
S 301 Business Filing & Records Control .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>1200</b>

**Estimated Completion Time: 12 Months**

**Vocational Objective:**

The graduate of this program should be qualified at job-entry level, working under supervision, in the following areas: accounting, typing, composition of reports and correspondence, formulation and implementation of policies and procedures relating to general business management.



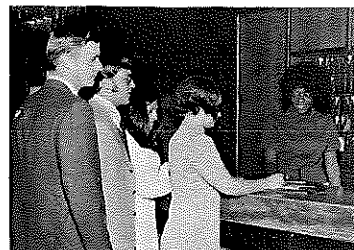
## HOTEL - MOTEL - RESTAURANT PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
HMR 101 Inside the Hospitality Industry .....	40
HMR 201 Food and Beverage Purchasing .....	40
HMR 301 Food and Beverage Cost Controls .....	40
HMR 401 Menu Planning and Foods Merchandising .....	40
HMR 501 Elements of Food Production & Baking .....	80
HMR 601 Dining Room Service .....	40
HMR 701 Front Office Operation in Hotels & Motels .....	40
HMR 801 Functional Housekeeping in Hotels & Motels .....	40
HMR 901 Personnel Management & Human Relations in Hotels, Motels, & Restaurants .....	40
HMR 1001 Legal Aspects of Hotel, Motel, & Restaurant Operation .....	80
HMR 1101 Hotel-Motel Marketing .....	80
HMR 1201 Cooperative Training in Hotels, Motels, & Restaurants .....	120
BA 501 Principles & Application of Logic .....	80
BA 701 Business Psychology .....	40
M 101 Mathematics of Business I .....	40
M 102 Mathematics of Business II .....	40
A 101 Accounting I—Proprietorship .....	80
A 801 Accounting Machines .....	40
S 101 Typing I .....	40
or	
S 102 Typing II .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>1200</b>

**Estimated Completion Time:** 12 Months

**Vocational Objective:**

This is a program in theory. However, the students will have the opportunity to observe in a hotel during the cooperative training course. Therefore, upon completion of the program, the graduate should qualify as a trainee at entry-level or mid-management placement in hotels, motels, or restaurants. The graduate should have a basic knowledge and understanding of the areas described in the list of courses above.





## PROFESSIONAL ACCOUNTING PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
A 101 Accounting I — Proprietorship .....	80
A 102 Accounting II — Partnership .....	80
A 103 Accounting III — Corporation .....	80
A 201 Payroll .....	40
A 301 Managerial Accounting .....	80
A 401 Individual Federal Income Tax .....	80
A 402 Federal Income Tax for Partnerships & Corporations I .....	80
A 403 Federal Income Tax for Partnerships & Corporations II .....	80
A 501 Cost Accounting I .....	80
A 502 Cost Accounting II .....	80
A 601 Auditing I .....	80
A 602 Auditing II .....	80
A 701 Advanced Accounting I .....	80
A 702 Advanced Accounting II .....	80
A 801 Accounting Machines .....	40
M 101 Mathematics of Business I .....	40
M 102 Mathematics of Business II .....	40
BA 101 Commercial Law .....	40
BA 201 Law of Business Associations .....	40
BA 301 Introduction to Data Processing .....	80
BA 401 Business Management .....	80
BA 501 Principles & Application of Logic .....	80
BA 601 Economics .....	80
BA 701 Business Psychology .....	40
BA 801 Human Relations & Motivation .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
S 101 Typing I .....	40
or	
S 102 Typing II .....	40
S 102 Typing II .....	40
or	
S 103 Typing III .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>2000</b>

**Estimated Completion Time: 20 Months**

**Vocational Objective:**

The graduate of this program should be able to qualify for top-level employment in the accounting profession, after training under supervision. The graduate should be knowledgeable in the economics of business, general business administration, advanced areas of accounting, and should be well-versed in the area of problem solving.

## GENERAL ACCOUNTING PROGRAM

<b>Courses</b>		<b>Clock Hours</b>
A 101	Accounting I—Proprietorship .....	80
A 102	Accounting II—Partnership .....	80
A 103	Accounting III—Corporation .....	80
A 201	Payroll .....	40
A 301	Managerial Accounting .....	80
A 401	Individual Federal Income Tax .....	80
A 801	Accounting Machines .....	40
M 101	Mathematics of Business I .....	40
M 102	Mathematics of Business II .....	40
BA 101	Commercial Law .....	40
BA 201	Law of Business Associations .....	40
BA 301	Introduction to Data Processing .....	80
BA 401	Business Management .....	80
BA 601	Economics .....	80
BA 701	Business Psychology .....	40
	or	
BA 801	Human Relations & Motivation .....	40
E 301	Principles & Application of Punctuation .....	40
E 401	Modern Grammar Usage .....	40
E 501	Communications — Letter Writing .....	40
E 601	Communications — Reports & Telephone Techniques .....	40
S 101	Typing I .....	40
	or	
S 102	Typing II .....	40
NT 101	Nancy Taylor Finishing Course I .....	40
	or	
BA 901	Mr. Executive Management Training I .....	40
NT 201	Nancy Taylor Finishing Course II .....	40
	or	
BA 1001	Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....		<b>1200</b>

**Estimated Completion Time: 12 Months**

**Vocational Objective:**

The graduate of this program should be qualified as a full-charge bookkeeper. The graduate should be able to keep the records of financial transactions in an establishment, compute and mail monthly statements, and complete books to or through the trial balance. The graduate should also be qualified to use the type-writer and calculating machines.



## BOOKKEEPING - CLERICAL PROGRAM

<b>Courses</b>	<b>Clock Hours</b>
A 101 Accounting I— Proprietorship .....	80
A 102 Accounting II— Partnership .....	80
A 201 Payroll .....	40
A 801 Accounting Machines .....	40
M 101 Mathematics of Business I .....	40
M 102 Mathematics of Business II .....	40
E 101 Vocabulary .....	40
E 201 Word Mastery .....	40
E 301 Principles & Application of Punctuation .....	40
E 401 Modern Grammar Usage .....	40
E 501 Communications — Letter Writing .....	40
E 601 Communications — Reports & Telephone Techniques .....	40
S 101 Typing I .....	40
S 102 Typing II .....	40
S 103 Typing III .....	40
S 301 Business Filing & Records Control .....	40
NT 101 Nancy Taylor Finishing Course I .....	40
or	
BA 901 Mr. Executive Management Training I .....	40
NT 201 Nancy Taylor Finishing Course II .....	40
or	
BA 1001 Mr. Executive Management Training II .....	40
<b>Total Clock Hours</b> .....	<b>800</b>

**Estimated Completion Time: 8 Months**

**Vocational Objective:**

The graduate of this program should be a qualified typist, and should be able to do filing, composition of routine business letters and reports, elementary bookkeeping, payroll and payroll reports. The graduate should also be qualified to use a variety of calculating and adding machines.



## DESCRIPTIVE OUTLINE OF COURSES

<b>Courses</b>	<b>Clock Hours</b>
<b>A 101 ACCOUNTING I — PROPRIETORSHIP</b>	<b>80</b>
This course is designed to give a broad understanding of accounting principles and problems to students of accounting, business administration, and secretarial science. The fundamental principles are first applied to a personal service enterprise. The subject of notes and interest, as well as payroll taxes, is treated before considering the chapters dealing with the accrual basis of accounting. The practice set provides realistic work, testing the student's ability to apply his basic accounting knowledge.	
<b>A 102 ACCOUNTING II — PARTNERSHIP</b>	<b>80</b>
The objective of this course is to expand the student's knowledge of accounting for purchases, sales, inventory, prepaid expenses, and tangible, long-lived assets. Emphasis is on partnership accounting. Prerequisite: A 101.	
<b>A 103 ACCOUNTING III — CORPORATION</b>	<b>80</b>
This course considers corporation accounting, accounting for investments, as well as cost accounting. The subject of branch accounting is treated, along with a sequence of chapters concerned with the voucher system and the accounts and statements (including statement analysis) relating to a manufacturing business. Prerequisite: A 102.	
<b>A 201 PAYROLL</b>	<b>40</b>
This course instructs the student in all payroll procedures, including time records, methods of computing earnings, and the preparation of the payroll records and Federal reports. The student is trained so that he should be able to understand payroll work through the preparation of the first week's payroll. He is then expected to complete the payroll for the remaining weeks on his own from what he has learned.	
<b>A 301 MANAGERIAL ACCOUNTING</b>	<b>80</b>
This course discusses the basic financial statements; the interpretation and interrelationships of financial data. It shows how information developed in accounting systems can be used in planning and controlling business activities and in making business decisions. Prerequisite: A 101.	
<b>A 401 INDIVIDUAL FEDERAL INCOME TAX</b>	<b>80</b>
This course introduces the tax laws and considers the normal transactions and problems encountered in preparing tax returns for individuals. Emphasis is placed upon the actual preparation of the average individual return, with many special problems also considered.	

- A 402 FEDERAL INCOME TAX FOR PARTNERSHIPS & CORPORATIONS I** 80  
 This course is designed to provide a comprehensive explanation of the Federal tax structure, and to provide training in the application of the tax principles to specific problems as they relate to the partnership and corporation structure. Prerequisite: A 401.
- A 403 FEDERAL INCOME TAX FOR PARTNERSHIPS & CORPORATIONS II** 80  
 This course teaches the student the handling of taxes for estates and trusts, gives him information about tax-exempt organizations, teaches the student about social security taxes, Federal estate tax, Federal gift tax, filing new returns, and covers short cuts to tax knowledge. Prerequisite: A 402.
- A 501 COST ACCOUNTING I** 80  
 This course presents a comprehensive study of job order cost accounting, with emphasis placed upon practical application of the theory through use of classroom office simulation and practice-set work. Prerequisite: A 103.
- A 502 COST ACCOUNTING II** 80  
 This course is a continuation of Cost Accounting I, and is a comprehensive study of process cost accounting, standard cost accounting, direct costing, and other special problems encountered in cost accounting. Prerequisite: A 501.
- A 601 AUDITING I** 80  
 This course teaches the student concepts and objectives of auditing, professional/legal ethics, audit arrangements and plan, audit files, methods of internal control, statistical sampling, the tests of transactions, and objectives. Prerequisite: A 103.
- A 602 AUDITING II** 80  
 This course teaches the student auditing procedures in relation to inventories, plant and equipment, assets, current and long-term liabilities, proprietorship, and operations. It instructs in concluding an audit, making audit reports and audit review. Prerequisite: A 601.
- A 701 ADVANCED ACCOUNTING I** 80  
 Advanced Accounting presents the professional level of accounting theory and practice with emphasis on accounting for partnerships, special sales procedures, consolidations, and fiduciaries. Prerequisites: A 103 and A 301.
- A 702 ADVANCED ACCOUNTING II** 80  
 This course teaches the student about statement of affairs, receiverships, estates, and trusts. It also gives the student information regarding compound interest. Prerequisite: A 701.

<b>Courses</b>	<b>Clock Hours</b>
<b>A 801 ACCOUNTING MACHINES</b>	<b>40</b>
The emphasis in this course is two-fold: Touch operation is taught on ten-key adding and calculating machines ( manual and electric) so that the student can attain speed, confidence, and competence in the shortest possible time. Stress is also placed on the development of higher-level skills and techniques, as well as their application to the efficient solution of typical business problems.	
<b>M 101 MATHEMATICS OF BUSINESS I</b>	<b>40</b>
This course provides practice on the important topics of fundamental arithmetic for business. The topics covered are those aimed at developing speed and accuracy in the arithmetic processes commonly used in making business calculations, developing the ability to make many ordinary computations mentally rather than by the use of pencil and paper, and developing skill in the use of practicable short cuts in making computations.	
<b>M 102 MATHEMATICS OF BUSINESS II</b>	<b>40</b>
This course is directed toward the rapid and accurate mathematical processes that are vocational in character and of greatest use to students who require a better understanding of mathematics as applied to real business situations. Prerequisite: M 101.	
<b>E 101 VOCABULARY</b>	<b>40</b>
This course teaches vocabulary improvement and the use of words. Specialized vocabularies are stressed. The dictionary is used extensively, including pronunciation of difficult words from markings.	
<b>E 201 WORD MASTERY</b>	<b>40</b>
This course teaches the student how to use the dictionary, homonyms, words misspelled because mispronounced, doubling of final and silent letters, word endings, prefixes, suffixes, double letters, silent letters, and plurals.	
<b>E 301 PRINCIPLES &amp; APPLICATION OF PUNCTUATION</b>	<b>40</b>
This course is designed to make the student proficient in the correct use of punctuation in business writing.	
<b>E 401 MODERN GRAMMAR USAGE</b>	<b>40</b>
This course provides a general review of basic grammar principles, including sentence structure. The lessons are programmed and use reinforcement to train the students in practical application.	
<b>E 501 COMMUNICATIONS — LETTER WRITING</b>	<b>40</b>
This course is designed to achieve effective writing of business letters, including proper form, structure, meaning, wording, and grammar. Prerequisite: S 101.	

<b>Courses</b>	<b>Clock Hours</b>
<b>E 601 COMMUNICATIONS — REPORTS &amp; TELEPHONE TECHNIQUES</b>	<b>40</b>
This course stresses the importance of writing effective reports and communicating through use of the telephone. Prerequisite: S 101.	
<b>BA 101 COMMERCIAL LAW</b>	<b>40</b>
This course introduces general applications of business law in the areas of contracts, sales of personal and real property, and bailments. The course teaches students to recognize basic applications of law in these areas; to be aware of the circumstances which require more detailed, expert study.	
<b>BA 201 LAW OF BUSINESS ASSOCIATIONS</b>	<b>40</b>
This course introduces general principles of business law in the areas of negotiable instruments, agencies and employment, partnerships, corporations, and insurance, with emphasis on the Uniform Commercial Code. The course teaches students to recognize basic applications of law in these areas, and to be aware of circumstances which require more detailed, expert study.	
<b>BA 301 INTRODUCTION TO DATA PROCESSING</b>	<b>80</b>
This is a survey course, giving a general introduction to the subject of data processing. No data processing equipment is used in the course. The student is given information, through use of text and lecture, on the various equipment used to perform data processing operations effectively. The course emphasizes that an understanding of the data required to operate and control a business is an essential prerequisite for determining the tools needed to accomplish business tasks. Not an in-depth study.	
<b>BA 401 BUSINESS MANAGEMENT</b>	<b>80</b>
This course teaches the principles of business management with emphasis on the functional organization of business. It enables the student to understand the relationships among the various business functions, as well as the essentials of leadership and management of individual departments, and of the business as a whole.	
<b>BA 501 PRINCIPLES &amp; APPLICATION OF LOGIC</b>	<b>80</b>
This course is divided into three parts: Language, Deduction, and Induction. From the definition of Logic to the classification of the fallacies and categorial propositions and syllogisms, the student is guided to a method of language deduction and induction to form a valid conclusion. The study of the principles is reinforced by practical applications of problem solving.	

<b>Courses</b>	<b>Clock Hours</b>
<b>BA 601 ECONOMICS</b>	<b>80</b>
<p>This course teaches a basic understanding of the operation of our economic system; the role of money and its effects on our economy; measuring of production, employment, and income; causes of business fluctuations; the current method of economic analysis; the development of economic policies to stabilize the level of economic activity. The course is concerned with concepts of the economy as a whole rather than with the problems of the individual or firm.</p>	
<b>BA 701 BUSINESS PSYCHOLOGY</b>	<b>40</b>
<p>This course is designed to give the student a thorough, basic understanding of psychology as it applies to the individual in the field of business occupations. Greatest emphasis is placed on the methods of increasing the individual student's personal efficiency.</p>	
<b>BA 801 HUMAN RELATIONS &amp; MOTIVATION</b>	<b>40</b>
<p>This course is designed to provide instruction in developing a healthy personality; recognizing and correcting bad personality traits in one's self; providing an insight into the varieties and levels of leadership, and developing personal leadership.</p>	
<b>BA 901 MR. EXECUTIVE MANAGEMENT TRAINING I</b>	<b>40</b>
<p>This course instructs and trains men for their place in the world of gentlemen. The student learns to dress, act, speak, and work like a gentleman. Emphasis is placed on the business wardrobe, personal grooming, weight control, nutrition, physical fitness, protocol in public, entertaining, tipping, introductions, conversation, dictation, etc.</p>	
<b>BA 1001 MR. EXECUTIVE MANAGEMENT TRAINING II</b>	<b>40</b>
<p>This course is designed to instruct students in creativity, salesmanship, memory training, telephone techniques, personality development, management and leadership, and how to find and secure a job.</p>	
<b>NT 101 NANCY TAYLOR FINISHING COURSE I</b>	<b>40</b>
<p>This course provides instruction for women in the following areas: identifying your personality type, identifying and correcting figure faults, nutrition, skin care and skin products, personal hygiene, analysis of skin types, application of make-up, care of the hair and hairpieces, posture and movement, analysis and correction of speech problems, conversation, memory and creative thinking.</p>	



- NT 201 NANCY TAYLOR FINISHING COURSE II 40**  
 This course provides instruction in the following areas: fashion, wardrobe camouflage, selecting a basic wardrobe, use of accessories, lingerie, jewelry, furs, choosing the right colors for the wardrobe, and organizing the wardrobe. It also includes a study and practice of social etiquette, how to entertain at home, and how to plan and execute a wedding.
- S 101 TYPING I 40**  
 This course introduces the keyboard to the novice typist. It includes the alphabet, numbers, symbols, as well as the different characters typed by using more than one key. The mechanics of the typewriter are explained. Vertical and horizontal centering are taught. By the end of the course, students should be able to type copy with a fair degree of accuracy. Speeds of 25 to 30 words per minute are the goal.
- S 102 TYPING II 40**  
 This course is to help the non-expert typist increase his typing speed to between 30 and 40 words per minute. He will be typing from copy, typing from rough drafts, arranging simple tabulations, and some short business letters. The typing of numbers and common symbols is also stressed. Prerequisite: S 101.
- S 103 TYPING III 40**  
 This course is to help the typist increase his speeds from 40 to 50 words per minute. Typing more difficult business letters, the placement of and typing more complicated tabulations, typing from rough drafts, are all included. The typing of numbers is stressed along with typing different business forms. Prerequisite: S 102.
- S 104 TYPING IV 40**  
 This course is designed to help the good typist become an expert. He is to increase his speeds from 40 to 50 words per minute and on up. The typist should accurately and rapidly type business letters, tabulated material, manuscripts, legal papers, and should be able to compose a letter at the typewriter. Prerequisite: S 103.
- GS 200 GREGG SHORTHAND THEORY 40**  
 This course teaches the basic fundamentals of Gregg shorthand theory.
- S 201 SHORTHAND I — GREGG THEORY 40**  
**REVIEW**  
 This course is designed to provide a thorough and complete review of Gregg shorthand theory. The goal at the end of the course is to be able to take dictation at 60 words per minute, for 3 minutes, and transcribe (new material) with at least 95% accuracy. Prerequisite: Completion of one school year of Gregg theory or comparable Gregg Theory Course.

<b>Courses</b>	<b>Clock Hours</b>
<b>S 201 SHORTHAND I — SPEEDWRITING THEORY</b>	<b>40</b>
This course is designed to teach the entire ABC system of taking shorthand. The goal at the end of the course is to be able to take dictation at 60 words per minute, for 3 minutes, and transcribe (new material) with at least 95% accuracy.	
<b>S 202 SHORTHAND II</b>	<b>40</b>
The purpose of this course is to increase dictation speed, improve transcription skills, build vocabulary. A constant theory review is given for both Speedwriting and Gregg shorthand. Goal: 3-minute 80 with 95% accuracy. Prerequisite: S 201.	
<b>S 203 SHORTHAND III</b>	<b>40</b>
Dictation and Transcription. Goal: 3-minute material dictated at 80 to 100 words per minute and transcribed with 95% accuracy. Other dictated material transcribed for mailable copy. This course is designed to have students reach their goal in new matter, as well as obtain mailable transcribed material. Students will be advised to use tapes to increase speed. Prerequisite: S 202.	
<b>S 204 SHORTHAND IV</b>	<b>40</b>
Dictation and Transcription. Goal: 3-minute material dictated at 100 words per minute and up. Minimum passing: 3-minute 80 with 95% accuracy. Other dictated material transcribed for mailable copy. This course is designed to have students reach their goal in new matter, as well as obtain mailable transcribed material. Students will be advised to use tape dictation to increase speed. Prerequisite: S 203.	
<b>S 301 BUSINESS FILING &amp; RECORDS CONTROL</b>	<b>40</b>
A basic course in office filing and records control. Four systems of filing are taught, and twenty indexing rules are covered.	
<b>S 401 OFFICE PROCEDURES I</b>	<b>40</b>
An introductory general office procedures course giving instruction in telephone, filing review, general office correspondence, postal information, and mail processing. Prerequisite: S 101.	
<b>S 402 OFFICE PROCEDURES II</b>	<b>40</b>
An advanced course in secretarial procedures. This course stresses the more advanced aspects of office procedures: arranging meetings, conferences; making travel arrangements; assisting with financial records; using individual judgment, etc. Prerequisite: S 401.	
<b>S 501 OFFICE MACHINES</b>	<b>40</b>
This course introduces the student to, and gives him a good working knowledge (and practice) in office machines. Prerequisite: S 101.	

<b>Courses</b>	<b>Clock Hours</b>
<b>HMR 101 INSIDE THE HOSPITALITY INDUSTRY</b>	<b>40</b>
<p>This course describes the history, organization, problems, and opportunities in the hospitality industry; departmental functions; personnel practices of management; credit procedures, security routines, and duties of the uniformed services; trends and developments in the industry today. A clearly documented study of the industry, providing all necessary information for the beginning student.</p>	
<b>HMR 201 FOOD &amp; BEVERAGE PURCHASING</b>	<b>40</b>
<p>This course teaches the various standards of foods; methods and procedures for purchasing foods for hotels, restaurants, and institutions; markets; Federal and trade grades; packaging; comparative and price buying; yields and quantity controls. This is a lecture course and involves no actual food handling. Only students taking this course as a part of the Hotel-Motel-Restaurant Program will have the opportunity to observe in a hotel in the Cooperative Training Course.</p>	
<b>HMR 301 FOOD &amp; BEVERAGE COST CONTROLS</b>	<b>40</b>
<p>This course introduces the tenets of receiving, storing, issuing, and inventory turnover as they relate to food and beverage cost controls; procedures for determining food and beverage sales and costs; daily reports and analysis of costs. Instruction is given in how to keep costs within budget limits. It teaches purchasing and receiving controls, production control methods and systems, and budget forecasting.</p>	
<b>HMR 401 MENU PLANNING AND FOODS MERCHANDISING</b>	<b>40</b>
<p>This course summarizes the principles and practices of merchandising the restaurant product to the public by way of the menu; knowing one's customers; planning the balanced menu; menu costing and pricing; labor costs and convenience foods; controlling purchasing; avoiding obsolescence; ethnic menus; merchandising beverages; point of sale. The course emphasizes the importance of proper menu planning for profit and continuing operational success.</p>	
<b>HMR 501 ELEMENTS OF FOOD PRODUCTION &amp; BAKING</b>	<b>80</b>
<p>This course presents (1) the commercial preparation of foods, (2) an introduction to baking; history of baking; equipment and composition of ingredients, (3) methods of preparing large quantity of meat; meat curing; adjusting recipe yields, and developing standardized recipes. This is a lecture course. No actual experience in food is given. Only students enrolled in the Hotel-Motel-Restaurant Program will have the opportunity to observe in a hotel in the Cooperative Training Course.</p>	

<b>Courses</b>	<b>Clock Hours</b>
<b>HMR 601 DINING ROOM SERVICE</b>	<b>40</b>
<p>This course introduces the basic routines of dining room operation in first class hotels, restaurants, and clubs: food preferences of the public; training in waiter and waitress service; banquet food service; proper table arrangements, setups, service details; placing orders in kitchen; clearing the tables. This is a lecture course—no actual experience. Only students taking this course as a part of the Hotel-Motel-Restaurant Program will have the opportunity to observe in a hotel in the Cooperative Training Course.</p>	
<b>HMR 701 FRONT OFFICE OPERATION IN HOTELS &amp; MOTELS</b>	<b>40</b>
<p>This course explains in simple terms, the practices and procedures of the front office: duties of room clerk, cashier, night auditor, mail and information clerks; daily, weekly, and monthly accounts; principles of night audit procedures; control of advance and current reservations; techniques for posting charges. This is a lecture course. Only students enrolled in the Hotel-Motel-Restaurant Program will observe in a hotel in the Cooperative Training Course.</p>	
<b>HMR 801 FUNCTIONAL HOUSEKEEPING IN HOTELS AND MOTELS</b>	<b>40</b>
<p>This course describes modern sanitary care of buildings, rooms, and kitchen and dining areas of hotels, motels, and institutions; purchase and care of furnishing, carpeting, fabric, linens, equipment, and supplies; scheduling, reports, and inventory controls; selection, operation, repair, and maintenance of equipment and facilities; survey of heat, light, and power; state and local health and sanitary laws. This is a lecture course.</p>	
<b>HMR 901 PERSONNEL MANAGEMENT &amp; HUMAN RELATIONS IN HOTELS, MOTELS, &amp; RESTAURANTS</b>	<b>40</b>
<p>This course describes the established principles of hotel, motel, and restaurant personnel management; analysis of problem areas; job analysis methods; selection, recruitment, and placement; work plans and schedules, the dynamics of individual and group behavior in work situations; grievances and communications problems; fatigue; safety evaluation methods; interviewing and counseling procedures; leadership development.</p>	

**Courses**

**Clock Hours**

**HMR 1001 LEGAL ASPECTS OF HOTEL, MOTEL,  
AND RESTAURANT OPERATION**

**80**

This course introduces the substantive law of contracts, agency, and partnerships, and laws affecting the hospitality industry; the nature and scope of union contracts, insurance coverage, fire prevention, guest protection, and routines for public safety. The material covered provides a guide to protection for the industry. This is a comprehensive, detailed study of the law as applied to hotels, motels, and restaurants.

**HMR 1101 HOTEL-MOTEL MARKETING**

**80**

This course offers the fundamentals of hospitality industry selling: prospect sources, advertising, direct-mail, cross-file, and follow-up techniques; coordination with Front Office, Guest Relations, Banquet, Housekeeping, Credit and Security Departments; reservation and advance rooming procedures; convention organization and preparation of brochures; banquet sales and catering functions. This is a lecture course.

**HMR 1201 COOPERATIVE TRAINING IN HOTELS,  
MOTELS, & RESTAURANTS**

**120**

This course provides the opportunity for the students to observe Hotel-Motel-Restaurant operations.



Library

**COLLEGE CALENDAR**  
**1972 - 1973**

TERM BEGINS .....September 11, 1972  
 Veteran's Day Holiday .....October 23, 1972  
 TERM ENDS .....November 3, 1972

TERM BEGINS .....November 6, 1972  
 Thanksgiving Vacation .....November 23, 24, 1972  
 Christmas Vacation .....December 25, 1972 through January 5, 1973  
 TERM ENDS .....January 12, 1973

TERM BEGINS .....January 15, 1973  
 Washington's Holiday .....February 19, 1973  
 TERM ENDS .....March 9, 1973

TERM BEGINS .....March 12, 1973  
 Easter Vacation .....April 19, 20, 1973  
 TERM ENDS .....May 4, 1973

TERM BEGINS .....May 7, 1973  
 Memorial Day Holiday .....May 28, 1973  
 TERM ENDS .....June 29, 1973

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Summer Vacation .....July 2 through July 13, 1973

TERM BEGINS.....July 16, 1973  
 Labor Day Holiday .....September 3, 1973  
 TERM ENDS .....September 7, 1973

TERM BEGINS .....September 10, 1973  
 Veteran's Day Holiday .....October 22, 1973  
 TERM ENDS .....November 2, 1973

TERM BEGINS .....November 5, 1973  
 Thanksgiving Vacation .....November 22, 23, 1973  
 Christmas Vacation .....December 24, 1973 through January 4, 1974  
 TERM ENDS .....January 11, 1974

## **GENERAL INFORMATION**

### **ENROLLMENT**

Enrollment application forms may be obtained at the college office or from licensed agents of Blair Business College. A \$20.00 non-refundable tuition deposit must accompany the enrollment application. Upon receiving the application, the college will notify the applicant by telephone or by mail of his acceptance.

Students may enter courses or programs at the beginning of 8-week or 16-week terms. Term beginning and ending dates are listed in the college calendar on page 28. Students must enroll no later than Friday of enrollment week each term.

Unless a prerequisite is indicated, there are no specific entrance requirements for enrollment in individual courses. The requirement for admission in a diploma program shall be graduation from a recognized high school or its equivalent. A high school transcript or a G.E.D. certificate, and transcripts from all colleges and vocational schools previously attended, will be required for each student entering Blair in a diploma program. Specially circumstanced students in government programs, and students who are above the high school age limit and have discontinued public school attendance may, however, be admitted as special students at the discretion of the college.

### **TRANSFER OF CREDIT**

Students who have attended other colleges, universities, or business colleges, or who have taken certain courses while serving in the armed forces, may apply for transfer of these credits toward the program of study at Blair. The student must have a grade of "C" or above in any course before it will be considered for transfer of credit toward requirements at Blair, and the course content must be comparable.

### **THE COLLEGE FACILITIES**

The new, ultra-modern college building, situated on a one-acre site, has 14,500 square feet of space, is air-conditioned throughout, and has 13 spacious, well-lighted classrooms. A student lounge, equipped with food and beverage vending machines, is maintained for the students' comfort and convenience.

A complete library of reference materials is provided. Periodicals helpful in various courses are included, as well as books of fiction and general interest. The college bookstore stocks all textbooks, workbooks, and supplies required for the courses taught.

College equipment includes overhead projectors, movie and slide projectors, dictation tape labs, manual and electric typewriters, transcribing machines, manual and electric adding and calculating machines, etc.

Free parking is provided for 56 automobiles on the college premises. Ample on-street parking is also available.

### **HOUSING**

Conveniently located directly across the street from Blair Business College is the beautiful new Farragut Hall, a supervised apartment house for women. 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 enrollment dates. For complete information contact: Manager, Farragut Hall, 17 North Farragut Avenue, Colorado Springs, CO 80909.

Other housing includes the YW-YMCA, board and room homes, and apartments and rooms in all parts of the city. The college will assist students in securing suitable living accommodations.

### **TRANSPORTATION**

Blair Business College is conveniently located just one-half block from the city bus line; just four blocks from a large shopping center; only 16 blocks from the downtown business center.

### **COUNSELING**

Counseling is available to all students at Blair Business College between the hours of 8:00 a.m. and 4:30 p.m. every school day, and at other times by appointment. This service begins with the admissions interview and continues throughout the time a student is attending Blair. This service is also extended to alumni for their lifetime.

### **EMPLOYMENT SERVICE**

The college maintains a free employment service for its graduates. Through our affiliation with the United Business Schools Association, we are able to assist graduates who wish employment in other parts of the nation. The employment service is a lifetime privilege for graduates. The college also assists those students who desire it, and whose grade average is satisfactory, in finding part-time employment while they are in school.

### **LIFETIME BRUSH-UP PRIVILEGE**

Graduates of diploma programs may return to Blair at any future date to review courses or skills.

### **FINANCIAL AID**

Blair Business College is an eligible institution under The Federally Insured Student Loan Program. The college provides counseling and individual assistance to students requiring aid with financial problems influencing their business training.

### **NU TAU SIGMA SORORITY**

Blair sponsors Beta Chapter of this national, non-profit, business women's sorority. Beta Chapter was established for the purpose of creating greater opportunities and closer relationships among Blair Business College students.

### **SUBSTITUTION OF COURSES**

If a student enrolled in a diploma program can show proficiency by test in a required course, he may substitute an elective course of equal hours.

### **DEFINITION OF A CREDIT**

The college operates on 8-week terms. Each course requires either 8 weeks or 16 weeks for completion. 40 hour course can be completed in 8 weeks and 80 hour courses can be completed in 16 weeks. However, certain 80-hour courses may be completed in 8 weeks by attending the course two hours per day when so scheduled by the college. Exception: Cooperative Training in Hotels, Motels,



& Restaurants requires 120 hours for completion. This course is not given in a specific term, but rather it is included at various stages in the entire Hotel-Motel-Restaurant Management Program.

One class hour of instruction with appropriate homework and study equals one clock hour credit.

#### **OFFICE AND SCHOOL HOURS**

The college office is open from 7:45 a.m. until 4:30 p.m. Monday through Friday, and from 6:45 p.m. until 9:00 p.m. on Monday and Thursday.

Day classes are in session from 8:00 a.m. until 1:20 p.m. Monday through Friday, with a coffee break from 10:30 a.m. until 10:50 a.m.

Evening classes are held Monday and Thursday evenings from 7:00 p.m. until 9:00 p.m.

Full-time attendance requires enrollment in five classes per day, five days per week. Half-time attendance requires enrollment in 3 classes per day, five days per week.

In order for diploma candidates to complete their selected programs in or near their estimated completion time, full-time attendance (5 classes per day) is required.

Selected courses are offered in evening school. Contact the office for complete information.

#### **VETERANS' EDUCATION AND TRAINING**

Programs shown on pages 7 through 13 and 15 through 17 are approved for the training of students eligible under the new GI Bill, War Orphan's Act, War Widow's Act. All programs listed on pages 7 through 17 are approved for the training of students eligible under the V.A. Rehabilitation Program. 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 program selected by the veteran. Transcripts are to be submitted at time of enrollment, and written records will be kept of all previous education and training.

Tutorial service may be available to disabled veterans at a charge of \$5.00 per hour. This service will be as authorized by the Veterans Administration.

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

The college reserves the right to change regulations without notice. Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The college, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes; and to modify tuition charges and book prices. Students who are currently enrolled in programs and courses will be protected, in all cases, against any hardship which might arise as a result of any increase in tuition or changes in curriculum.

#### **CANCELLATION OF CLASSES**

The college reserves the right to cancel any class for which there is insufficient enrollment.

## **WITHDRAWAL FROM SCHOOL**

A student who wishes to withdraw from either a class or all work during a term must do so officially through the administrator's office. In case of illness, the student may withdraw by mail. Failure to withdraw properly may result in the assignment of failing grades which become part of the student's permanent record.

## **ATTENDANCE**

Absence from class may be excused for the following reasons: illness, death in the immediate family, or absence due to other special, unexpected reasons considered valid by the administration.

Leave of absence will be authorized provided the student terminates at the end of a specific term and re-enters at the beginning of a future term.

Excessive and frequent tardiness may result in failure or dismissal from a class.

All work missed because of absence must be made up to the satisfaction of the instructor of each course.

Attendance is considered unsatisfactory when, because of absence, the student is not maintaining satisfactory grades in a course. A student will be interrupted for unsatisfactory attendance, and will be readmitted only by permission of the administrative officer and the approval of the instructor.

## **PROGRESS**

Students must maintain grades of not less than "D" in all courses. Grades are to be evaluated as follows: A—Excellent; B—Good; C—Average; D—Below Average; F—Failure.

A student may be dismissed for unsatisfactory progress if he fails to maintain a "D" average and will be readmitted only by permission of the administrative officer. The student will be on probation for 20 school days following re-admission.

Complete, permanent records are kept showing the student's progress in each course. Progress reports are given at the end of the term for each course completed.

Transcripts are given at the completion of a program or a course.

Diploma candidates must complete the prescribed program of study with a final grade of not less than "D" in every course. 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. Those students who are not enrolled in a diploma program will be given a certificate of completion after having successfully completed the course or program with a minimum grade of D.

## **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 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. The college reserves the right to place a

student on probation or exclude him from class or school for any of the following reasons: theft from or damage to, the college property; disruptive tactics; immoral or unpatriotic conduct; inappropriate dress; excessive absence from class without acceptable excuse; failure to maintain a satisfactory grade average; use of profane or obscene language; non-compliance with school rules and regulations; other actions considered undesirable by the administration.

Students dismissed for unsatisfactory conduct will not be re-admitted to Blair Business College.

### **TUITION AND BOOK CHARGES**

Tuition and estimated cost of books and supplies for each program is outlined on supplemental sheet inserted in the back of this catalog. Tuition for individual courses is also shown on the supplemental sheet, as well as optional payment plans. No other charges are assessed the student for completion of his training.

### **REFUND POLICY**

The college is entirely self-supporting. The registration of a student results in the assignment of a class place, the employment of instructors, and other provisions for management that must be contracted for in advance. For these reasons, there will be no refund of tuition on diploma programs except as outlined below:

**Failure to Enter:** If a student fails to enter college because of any reason, the full amount of tuition prepaid with the enrollment application will be refunded, less a \$20.00 advance tuition deposit. Refunds will be made within 15 days after the beginning date of the term, or 30 days after receipt of written notice that the student will not enter, whichever is the earlier.

**Withdrawal after Commencement of Classes:** During the first week of classes, the college may retain 10% of the stated program price; thereafter, during the next three weeks of classes, the college may retain 20% of the stated program price; thereafter, during the first 25% of the program, the college may retain 45% of the stated program price; thereafter, during the second 25% of the program, the college may retain 70% of the stated program price; thereafter, during the third 25% of the program, the college may retain 100% of the stated program price; thereafter, during the fourth 25% of the program, the college may retain 100% of the stated program price. This schedule applies to programs of 12 months or less in length, and to the first year of programs of more than 12 months in length. For programs of more than one year in length, the schedule will be repeated for the balance of the program, beginning with the 13th month.

Percentage of the program completed is based on the number of clock hours completed, stated as a percentage of the total hours indicated for the program as shown in the program listing in the current school catalog. Refunds are calculated from the last date of recorded attendance. Failure to notify the school in writing of a permanent withdrawal may delay refunds, but does not bar the student from receiving the stated refund. Refunds will be made within 30 days after written notice is received.

No refund of tuition is made on individual courses.

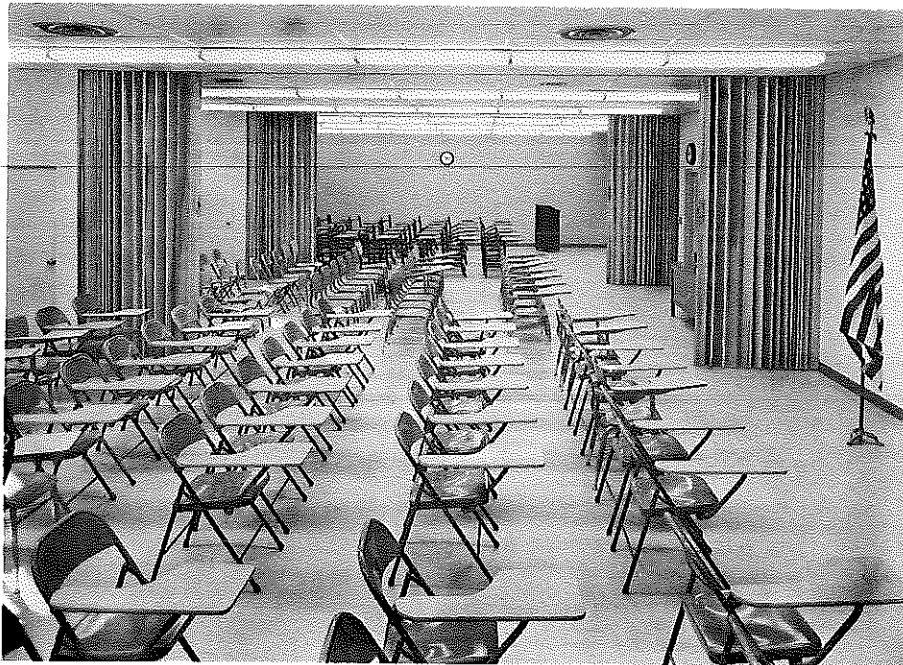
## THE COLLEGE

A strictly business-oriented college, Blair Business College, Inc., has produced thousands of successful graduates since it was founded in 1897. Throughout its history, the college has enjoyed a reputation as a progressive institution of higher learning.

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

Blair carefully structures its curriculum to offer quality education in the field of business. If you prefer a friendly small-campus atmosphere, with a faculty and staff who take a personal interest in your progress, you will appreciate the educational opportunities at Blair Business College.

If, after reading our catalog, you feel that Blair is the school for you, please accept our open invitation to visit us. You may be sure that we shall do everything possible to assist you in selecting a career field and in planning a successful business future.



Assembly Hall



Farragut Hall



Dorm Recreation Area



Dorm Room



Entrance hall and visitors lounge.



Nancy Taylor Room

