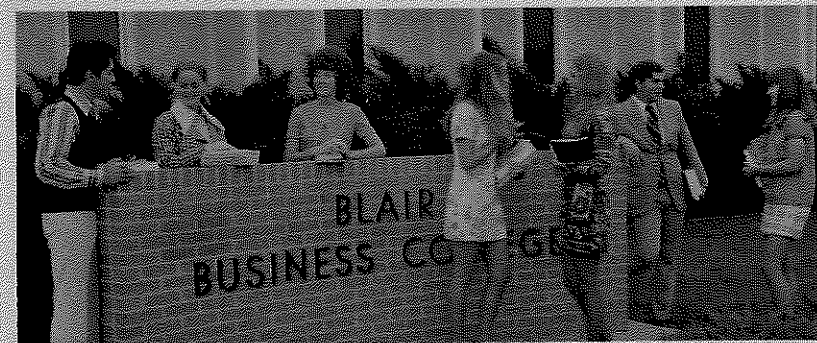
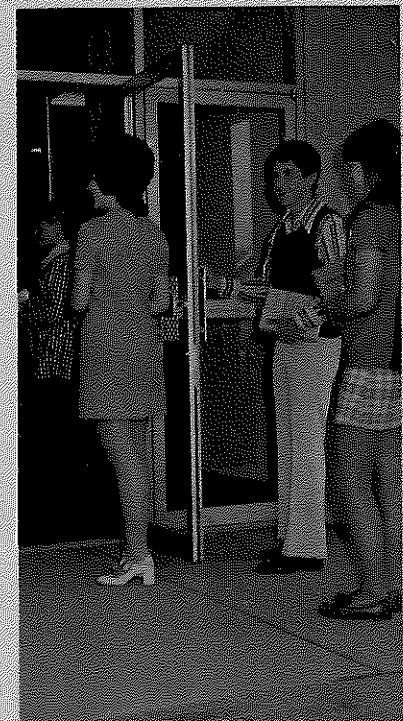
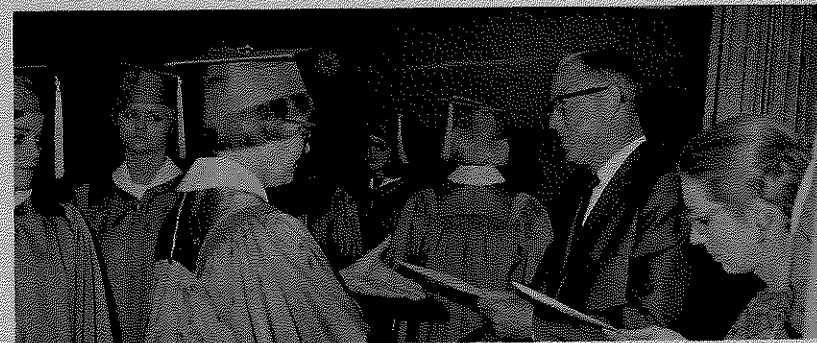
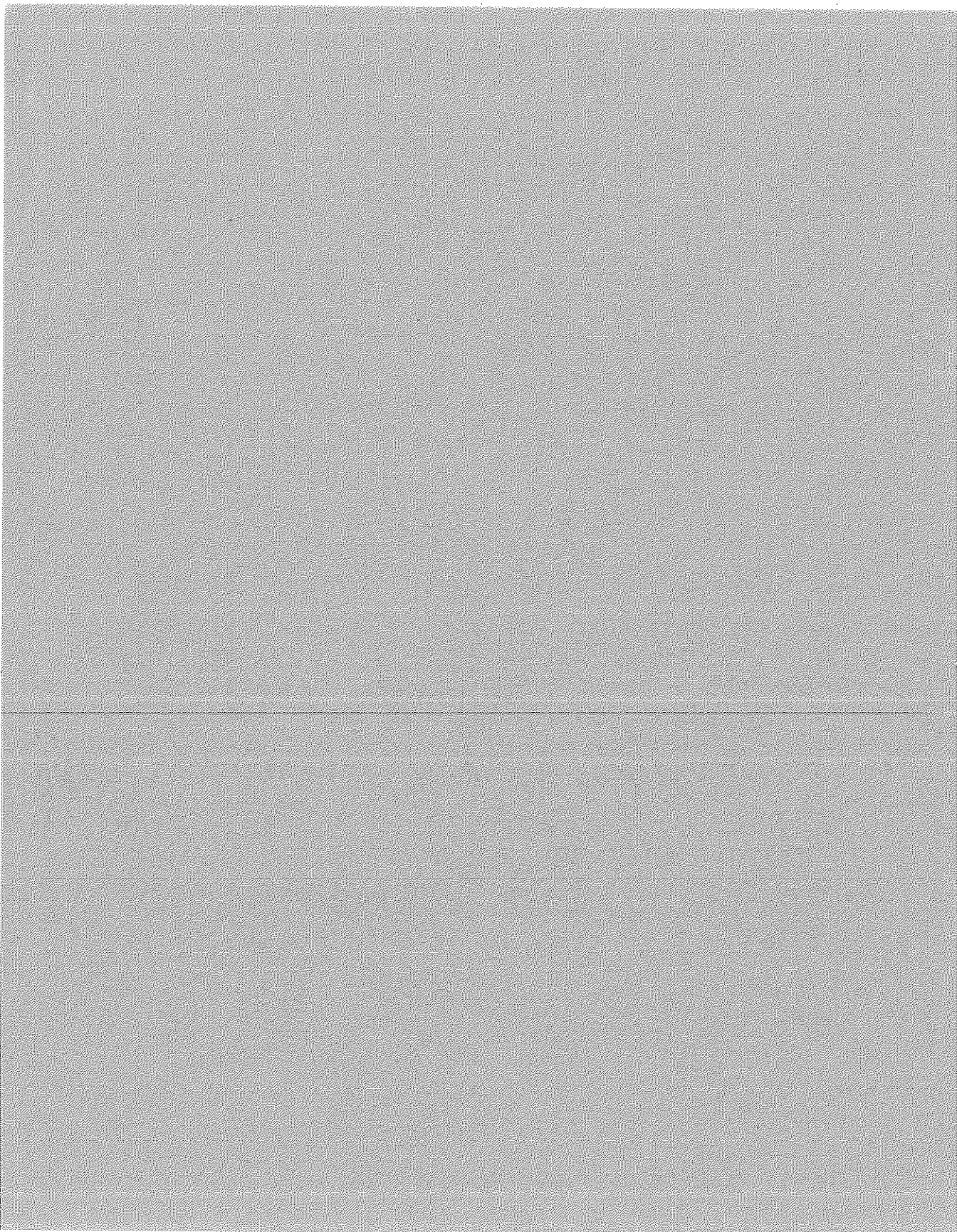


BLAIR BUSINESS COLLEGE

ESTABLISHED 1897

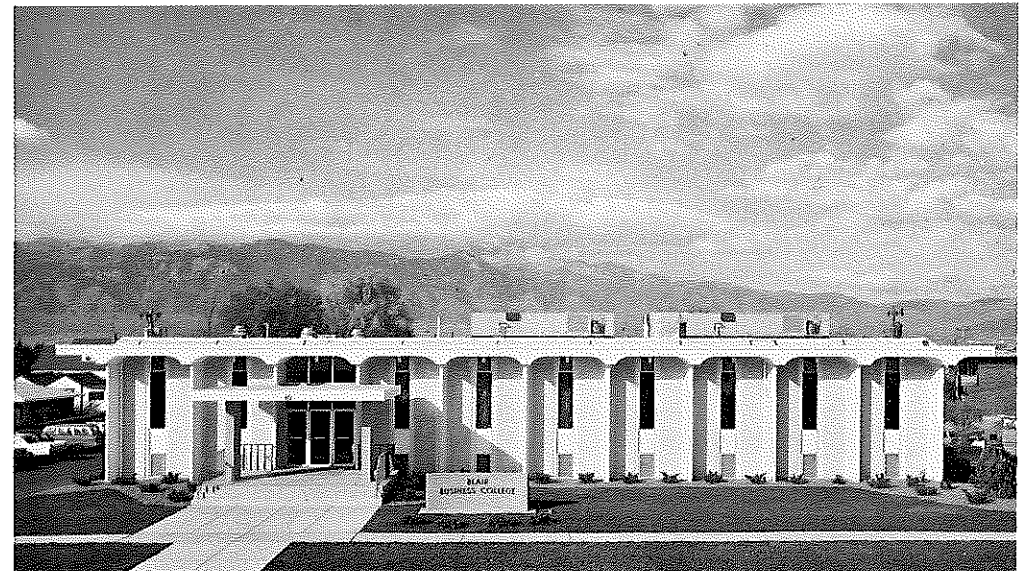
CATALOG
Volume 1
Published
September 16, 1974







BLAIR BUSINESS COLLEGE, INC.
10 NORTH FARRAGUT AVENUE, COLORADO SPRINGS, COLORADO
633-2669 80909



Accredited by The Accrediting Commission of The
Association of Independent Colleges and Schools.
Approved and Accredited by The State of Colorado

TABLE OF CONTENTS

	Page
Message from the President, Philosophy and Objectives	3
Corporate Officers, Administrative Staff, Instructional Staff, and Faculty ...	4
Nancy Taylor and Mr. Executive	5
Speedwriting Shorthand	6
Diploma Programs	7-14
1974 - 75 College Calendar	15
1976 College Calendar	16
Descriptive Outline of Courses	17-21
GENERAL INFORMATION	
Enrollment	22
Transfer of Credit	22
The College Facilities	22
Housing	23
Transportation	23
Counseling	23
Employment Service	23
Lifetime Brush-Up Privilege	23
Financial Aid Programs	23-24
Student Council	24
Definition of a Credit	24
Office and School Hours	24
Attendance Requirements for Students	
Full-time Non-Veteran	24-25
Half-time Non-Veteran	25
Full-time Veteran	25
Half-time Veteran	25
Changes in Regulations, Programs, Tuition Charges, Book Prices, Faculty	25
Cancellation of Classes	25
Withdrawal from School	25
Attendance	25-26
Progress	26
Conduct	26-27
Good Standing	27
Tuition and Book Charges	27
Refund Policy	27
Failure to Enter	27
Withdrawal after Commencement of Classes	27
The College	28
Tuition and Fee Schedule	See Supplement



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.

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.

A handwritten signature in cursive script that reads "Charles R. Webster".

CHARLES R. WEBSTER, President

Philosophy and Objectives

Our objective is to prepare qualified people to enter the business field and secure good positions.

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.

CORPORATE OFFICERS

C. R. WebsterPresident
Leo W. RectorVice President
Frances L. WebsterSecretary-Treasurer

ADMINISTRATIVE STAFF

C. R. WebsterPresident
Frances L. WebsterFinancial Aid Administrator
Jean FrazierExecutive Assistant

INSTRUCTIONAL STAFF

~~Murray L. Pirtle, M.A., Colorado College, Colorado Springs, Colorado~~
Educational Director

Faculty

Betty L. Arras B.A., Wheaton College, Wheaton, Illinois.
Carol Curtis B.S., University of Colorado, Boulder, Colorado.
M. M. Hill L.L.B., University of Arizona, Tucson, Arizona.
Dana Lundahl B.S., University of Montana, Missoula, Montana.
John Walters M.S., University of North Dakota, Grand Forks, N.D.
Ruth G. Werner B.S., University of Indiana, Indiana, Pennsylvania.
Patrick L. Whittle M.S., Washington University, St. Louis Missouri
Thelma Wiebke B.S., Central Missouri State University, Warrensburg, MO.

**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.

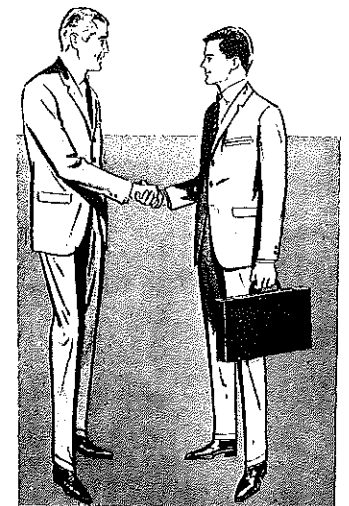
The young ladies are entitled to NATIONAL PLACEMENT in an OFFICE POSITION in any of the 550 Nancy Taylor franchised schools throughout the entire United States and in 28 foreign countries.

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 pay
- 3 gl a bl + pa f. fil
- 4 . fil s rt Cap
- 5 lc. slv cas + cov
- 6 i no u l c. cv
- 7 . Cc f. pay s du

YOUR SPEEDWRITING PRIVILEGES GO WHEREVER YOU GO

FREE BRUSH-UP

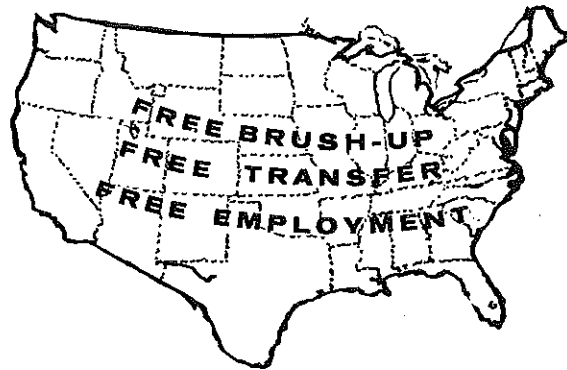
You can attend free advanced-dictation classes at any Speedwriting School—regardless of which school trained you! As a Speedwriting graduate, you get dividends for years to come—and never a penny extra charge.

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

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	4
BA 201 Business Law	60	4
BA 301 Introduction to Data Processing	60	4
BA 401 Business Management	60	4
BA 501 Administrative Office & Personnel Management	60	4
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
FS 101 Filing Systems and Records Management	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
OP 101 Office Procedures	60	4
PSY 101 Psychology	60	4
**S 101 Shorthand I—Speedwriting Theory or Gregg Theory	120	4
S 102 Shorthand II	120	4
S 103 Shorthand III	120	4
*T 102 Typewriting II	120	4
T 103 Typewriting III	120	4

*Students who have no previous training in Typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

**Students who have had previous shorthand training and can successfully challenge S-101 by passing the final examination, may substitute an elective course.

Total Clock Hours1500

Estimated Completion Time: 15 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed in a high-level secretarial position in a business office.

SECRETARIAL

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	4
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
FS 101 Filing Systems and Records Management	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
OP 101 Office Procedures	60	2
**S 101 Shorthand I—Speedwriting Theory or Gregg Theory	120	4
S 102 Shorthand II	120	4
S 103 Shorthand III	120	4
*T 102 Typewriting II	120	4
T 103 Typewriting III	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

**Students who have had previous shorthand training and can successfully challenge S-101 by passing the final examination, may substitute an elective course.

Total Clock Hours1200

Estimated Completion Time: 12 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed as a general secretary in a business office.

RECEPTIONIST-STENOGRAPHIC

Courses	Clock Hours	Quarter Hours
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
FS 101 Filing Systems and Records Management	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OP 101 Office Procedures	60	4
**S 101 Shorthand I—Speedwriting Theory or Gregg Theory	120	4
S 102 Shorthand II	120	4
*T 102 Typewriting II	120	4
T 103 Typewriting III	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

**Students who have had previous shorthand training and can successfully challenge S-101 by passing the final examination, may substitute an elective course.

Total Clock Hours 900

Estimated Completion Time: 9 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed as a receptionist with the ability to take light shorthand in a business office.

CLERK-TYPIST

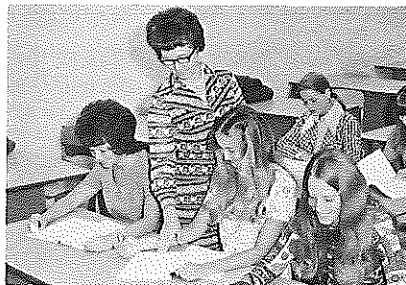
Courses	Clock Hours	Quarter Hours
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
FS 101 Filing Systems and Records Management	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
OP 101 Office Procedures	60	4
*T 102 Typewriting II	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

Total Clock Hours 600

Estimated Completion Time: 6 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed as a typist, file clerk, mail clerk, or in other similar clerical jobs.



BUSINESS MANAGEMENT

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	4
A 102 Accounting II—Partnership	120	4
A 103 Accounting III—Corporation	120	4
BA 201 Business Law	60	4
BA 301 Introduction to Data Processing	60	4
BA 401 Business Management	60	4
BA 501 Administrative Office and Personnel Management	60	4
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
FS 101 Filing Systems and Records Management	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
PSY 101 Psychology	60	4
*T 102 Typewriting II	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

Total Clock Hours1200

Estimated Completion Time: 12 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed as a business manager trainee in a business office. The graduate will be able to assist management in clerical and general business procedures.

PROFESSIONAL ACCOUNTING

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	4
A 102 Accounting II—Partnership	120	4
A 103 Accounting III—Corporation	120	4
A 104 Cost Accounting I—Job Order	60	4
A 105 Cost Accounting II—Process	60	4
A 106 Intermediate Accounting	120	8
A 401 Federal Income Tax Accounting I—Proprietorship	60	4
A 402 Federal Income Tax Accounting II—Partnerships and Corporations	120	8
BA 201 Business Law	60	4
BA 301 Introduction to Data Processing	60	4
BA 401 Business Management	60	4
BA 501 Administrative Office & Personnel Management	60	4
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
*T 102 Typewriting II	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional Tuition will be charged.

Total Clock Hours1500

Estimated Completion Time: 15 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have a working knowledge of accounting; be able to assist in setting up a bookkeeping system within an organization; and, be qualified at job-entry level for mid-level employment in the accounting field.

GENERAL ACCOUNTING

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	4
A 102 Accounting II—Partnership	120	4
A 103 Accounting III—Corporation	120	4
A 104 Cost Accounting I—Job Order	60	4
A 401 Federal Income Tax Accounting—Proprietorship	60	4
BA 201 Business Law	60	4
BA 301 Introduction to Data Processing	60	4
BA 401 Business Management	60	4
BA 501 Administrative Office and Personnel Management	60	4
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
*T 102 Typewriting II	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

Total Clock Hours1200

Estimated Completion Time: 12 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed in a business as a junior accountant or full-charge bookkeeper.

BASIC BOOKKEEPING

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	4
A 102 Accounting II—Partnership	120	4
A 103 Accounting III—Corporation	120	4
C 101 College English	60	4
C 102 Business Correspondence	60	4
C 201 Word Mastery	60	3
FS 101 Filing Systems and Records Management	60	3
M 101 Business Mathematics	60	4
NT 101 Nancy Taylor Finishing Course	60	2
or		
TM 101 Taylor Management Development	(60)	2
OM 101 Calculating Machines	60	2
*T 102 Typewriting II	120	4

*Students who have no previous training in typewriting must enroll in T-101, Typewriting I, prior to taking T-102. No additional tuition will be charged.

Total Clock Hours 900

Estimated Completion Time: 9 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate will have developed the necessary skills to be qualified at job-entry level to become employed as a general bookkeeping clerk.

1974 - 75 COLLEGE CALENDAR

FALL QUARTER

RegistrationSeptember 16, 1974
Classes beginSeptember 17, 1974
Veteran's HolidayOctober 28, 1974
Thanksgiving HolidaysNovember 27, 28, 29, 30, December 1, 1974
Term endsDecember 13, 1974
Christmas HolidaysDecember 14, 1974—January 5, 1975

WINTER QUARTER

RegistrationJanuary 6, 1975
Classes beginJanuary 7, 1975
Washington's HolidayFebruary 17, 1975
Term endsMarch 27, 1975
Easter HolidaysMarch 28, 29, 30, 1975

SPRING QUARTER

RegistrationMarch 31, 1975
Classes beginApril 1, 1975
Memorial Day HolidayMay 26, 1975
Term endsJune 20, 1975
VacationJune 21-29, 1975

SUMMER QUARTER

RegistrationJune 30, 1975
Classes beginJuly 1, 1975
Independence Day HolidayJuly 4, 1975
Labor Day HolidaySeptember 1, 1975
Term endsSeptember 19, 1975
VacationSeptember 20-28, 1975

FALL QUARTER

RegistrationSeptember 29, 1975
Classes beginSeptember 30, 1975
Veterans' HolidayOctober 27, 1975
Thanksgiving HolidaysNovember 26, 27, 28, 29, 30, 1975
Term endsDecember 19, 1975
Christmas HolidaysDecember 20, 1975-January 4, 1976

1976 COLLEGE CALENDAR

WINTER QUARTER

RegistrationJanuary 5, 1976
Classes beginJanuary 6, 1976
Washington's HolidayFebruary 16, 1976
Term endsMarch 26, 1976

SPRING QUARTER

RegistrationMarch 29, 1976
Classes beginMarch, 30, 1976
Easter HolidaysApril 16, 17, 18, 1976
Term endsJune 18, 1976
VacationJuly 19-27, 1976

SUMMER QUARTER

RegistrationJune 28, 1976
Classes beginJune 29, 1976
Independence Day HolidayJuly 5, 1976
Labor Day HolidaySeptember 6, 1976
Term endsSeptember 17, 1976
VacationSeptember 18-26, 1976

FALL QUARTER

RegistrationSeptember 27, 1976
Classes beginSeptember 28, 1976
Veterans' HolidayOctober 25, 1976
Thanksgiving HolidaysNovember 24, 25, 26, 27, 28, 1976
Term endsDecember 17, 1976
Christmas HolidaysDecember 18, 1976-January 2, 1977

DESCRIPTIVE OUTLINE OF COURSES

<i>Codes</i>	<i>Clock Hours</i>	<i>Quarter Hours</i>
A 101 ACCOUNTING I—PROPRIETORSHIP This course teaches the nature of business accounting which is the basic accounting process and the double-entry system. The student is instructed in fundamental accounting procedures and taught to apply these to the proprietorship structure.	120	4
A 102 ACCOUNTING II—PARTNERSHIP This unit of accounting expands the student's knowledge of record keeping principles and provides practice in processes used in partnership operation. Prerequisite: A 101.	120	4
A 103 ACCOUNTING III—CORPORATION Accounting methods for corporate enterprise are taught. The course provides the accounting techniques required for managerial and organizational treatment of corporation records. Prerequisite: A 102.	120	4
A 104 COST ACCOUNTING I—JOB ORDER The purpose of cost accounting is presented, including classification of manufacturing costs, types of cost systems, and cost accounting records. Instruction is given relating to material, labor, and manufacturing overhead. Prerequisite: A 103 or in progress with A 103.	60	4
A 105 COST ACCOUNTING II—PROCESS This course details accounting for different business processes. These include production, by-products, joint products, budgeting, managerial decisions, and automation. Standard costs are outlined. Prerequisite: A 104.	60	4
A 106 INTERMEDIATE ACCOUNTING The problem areas in accountability are studied in this course. Financial statements are classified and analyzed. Price level changes and flow statements are considered. The student is taught the concepts of accounting planning and control. Cost-volume-profit relationships are evaluated, along with budget-sales and production. Prerequisite: A 103.	120	8
A 107 ADVANCED ACCOUNTING This area of accounting is a study of business relationships such as partnership, home office and branch. Special sales procedures are presented, along with consolidated statements and fiduciaries. Prerequisite: A 106.	90	6
A 201 AUDITING This course provides the student with knowledge of auditing standards and audit objectives, reporting, and procedures. Practice is given in internal control, procedural tests, and closing the audit. Prerequisite: A 103.	90	6
A 301 PAYROLL Study and practice in the efficient handling of payroll for the benefit of employer and employees. Subjects covered include computing wages, social security, taxes, and unemployment compensation.	60	4

Codes		Clock Quarter	
		Hours	Hours
A 401	FEDERAL INCOME TAX ACCOUNTING I— PROPRIETORSHIP	60	4
	This course introduces the tax laws and considers the normal transactions and problems encountered in the preparation of tax returns for proprietorships.		
A 402	FEDERAL INCOME TAX ACCOUNTING II— PARTNERSHIPS AND CORPORATIONS	120	8
	This area of study treats the partnership, fiduciary, and corporation transactions of Federal Tax structure. Students learn to complete returns for these three types of taxpayers. Prerequisite: A 401.		
BA 101	INTRODUCTION TO BUSINESS	60	4
	A study of basic business functions, specific career opportunities and business environment. The course provides a foundation for continuing study.		
BA 201	BUSINESS LAW	60	4
	This course introduces the general principles of law and its enforcement. Its primary purpose is to teach recognition of the basic application of law in personal and business situations.		
BA 301	INTRODUCTION TO DATA PROCESSING	60	4
	A survey course providing an understanding of the data required to operate and control a business. Methods and techniques necessary for the effective handling of business data are taught.		
BA 401	BUSINESS MANAGEMENT	60	4
	The principles of the organization of business are given in the course. The student is taught to understand the relationships among the various business functions. Essentials of leadership are stressed.		
BA 501	ADMINISTRATIVE OFFICE AND PERSONNEL MANAGEMENT	60	4
	A study of management as it relates to administrative office functions. Much emphasis is placed on office layout and design, space utilization, and equipment. Personnel management applied to office services is studied.		
C 100	BASIC ENGLISH REVIEW (PREP)	60	4
	The objective of the course is to provide the necessary remedial, refresher, or deficiency skills in current acceptable usage of parts of speech, sentence composition, correct use of punctuation, and dictionary use, which are prerequisite to the entry into a vocational training program or for preparation in order to assist the student in successfully passing a college entrance examination.		
C 101	COLLEGE ENGLISH	60	4
	Teaching correct grammar usage and the principles of punctuation, this subject aids the student in proficiency in sentence structure. Proper usage for business writing is emphasized.		
C 102	BUSINESS CORRESPONDENCE	60	4
	The student is taught to appreciate the importance of good business letter writing ability. The mechanics and principles of a correct letter are studied. Reports, memorandums, and other types of business communications are included.		

Codes	Clock Hours	Quarter Hours
C 201 WORD MASTERY This course teaches general vocabulary improvement through an increased knowledge of word structure and the use of words in correct, coherent, meaningful sentences.	60	3
C 301 ORAL COMMUNICATIONS This course outlines the primary concepts of human vocal communication. The importance of thinking, listening, and understanding is taught, and techniques in speaking and acting are presented.	60	4
E 101 ECONOMICS I—BASIC ECONOMICS An introduction to the nature of economics and an explanation of our economic system. Money and banking are studied, as well as production, income, and employment.	60	4
E 102 ECONOMICS II—ECONOMIC ANALYSES & POLICIES An advanced study of the principles, precepts, and doctrines of the classical economists. The student is given current economic policies and introduced to changing economic goals and emerging problems. Prerequisite: E 101.	60	4
E 201 ECONOMIC HISTORY OF THE UNITED STATES This course is a study of the nature of economic history and the beginning of the American economy. Study continues through the development of our economic nationalism to the position of the United States in the world economy.	60	4
FS 101 FILING SYSTEMS AND RECORDS MANAGEMENT The student is taught the need for organization, protection, and control of business records. Instruction and practice in the basic rules of indexing and cross-reference methods, and various systems of modern filing are covered.	60	3
L 101 INTRODUCTION TO LOGIC This course is designed to guide the student toward clear, logical, thinking. It is primarily a study of the methods of deductive reasoning and the approaches to inductive reasoning. Practical applications of problem-solving are included.	60	4
M 100 BASIC MATHEMATICS REVIEW (PREP) The objective of the course is to provide the necessary remedial, refresher, or deficiency skills in solving problems using addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; increase in speed and accuracy in the use of basic mathematics, which are prerequisite to the entry into a vocational training program or for preparation in order to assist the student in successfully passing a college entrance examination.	60	4
M 101 BUSINESS MATHEMATICS This course is directed toward the rapid and accurate mathematical processes that are vocational in character. A review of the basic arithmetic procedures is included as an aid to a better understanding of mathematics as applied to real business situations.	60	4

Codes		Clock Quarter	
		Hours	Hours
NT 101	NANCY TAYLOR FINISHING COURSE This self-improvement program for women is planned to assist the student in gaining a better appearance, improved attitude, and increased self-confidence. A variety of areas are included such as wardrobe planning, personal grooming, posture and movement, conversation art, and etiquette.	60	2
OM 101	CALCULATING MACHINES The student is taught to apply the touch method to the computation of mathematical problems. He then applies this knowledge to various business situations.	60	4
OP 101	OFFICE PROCEDURES Study and extensive practice in methods of performance of basic office functions are covered. Included in this course are business correspondence, postal services, telephone communication, and job applications. Transcribing machines and multiple copy process are also taught. Prerequisite: T 102 or in progress with T 102.	60	4
PR 101	INTRODUCTION TO PUBLIC RELATIONS A general-knowledge study of the history and development of public relations and contemporary application. The tools and ethics of communication are taught, and the importance of good public relations is emphasized.	60	4
PS 101	COLORADO GOVERNMENT AND POLITICS This course is a study of the State constitution, legislature, executive department, and judicial system. It also includes related outlines of county and municipal government.	60	4
PSY 101	PSYCHOLOGY A foundation of practical psychology related to efficiency and productivity. Guides are given for organization of work and job analysis. Methods are taught for improving reading efficiency, work power, and memory functions.	60	4
PSY 201	HUMAN RELATIONS AND MOTIVATION This course examines the problems of human relations, the philosophy of industrial relations, and motivation. The student learns ways of building self-esteem and an improved personality. The qualities of leadership are detailed.	60	4
R 100	BASIC READING (PREP) The objective of the course is to provide the necessary remedial, refresher, or deficiency skills in reading fundamentals, visual perception, coordination, rate of reading, and comprehension which are prerequisite to the entry into a vocational training program, or for preparation in order to assist the student in successfully passing a college entrance examination.	60	4
S 101	SHORTHAND I—GREGG THEORY The Gregg shorthandalphabet is taught, along with the Gregg brief forms and phrases. Proficiency in reading and writing shorthand and attaining a speed of 60 words per minute are the goals.	120	4

Codes		Clock Quarter	
		Hours	Hours
S 101	SHORTHAND I—SPEEDWRITING THEORY This is a system of shorthand which uses the English alphabet as a foundation for outline forms. The student learns methods of combining the letters, brief forms, and phrases. Proficiency in reading and writing Speedwriting shorthand and attaining a speed of 60 words per minute are the goals.	120	4
S 102	SHORTHAND II In this course the student learns to develop the ability to construct outlines for unfamiliar words thus increasing the shorthand vocabulary. Transcription skills are improved. Goal: 80 words per minute. Prerequisite: S 101 or equivalent.	120	4
S 103	SHORTHAND III A continuation of Shorthand II, this course teaches the student to take dictation at an increased rate of speed. Extensive dictation practice is given. In addition, the student is required to provide transcribed material in mailable form. Goal: 90 to 140 words per minute. Prerequisite: S 102 or equivalent.	120	4
SOC 101	GENERAL SOCIOLOGY This course allows the student to acquire an understanding of the origins and emergence of modern sociology. The social order is presented along with the individual's relationship to society. Social stratification is outlined. Change and the urban transition are defined.	60	4
SOC 102	SOCIOLOGY II—GENERAL SOCIOLOGY Significant societal concerns are considered in this more advanced area of Sociology. The study includes collective behavior, deviance, mass communications, social institutions, and the role of the sociologist in contemporary society. Prerequisite: SOC 101.	60	4
SOC 201	SOCIOLOGY—THE FAMILY This course presents a functional knowledge and understanding of American marriage from a sociological viewpoint. The family in a changing society is studied, and the social factors in marital success considered.	60	4
T 101	TYPEWRITING I The first course in typewriting introduces the novice typist to the skill basics. The mechanics of the typewriter are explained and the touch system is taught and practiced. Placement of copy is included in the course. Goal: 30 words per minute.	60	4
T 102	TYPEWRITING II This course aids in increasing speed and accuracy. Additional business typing techniques are given to the student. Goal: 45 to 50 words per minute. Prerequisite: T 101 or equivalent.	120	4
T 103	TYPEWRITING III This third unit provides instruction in business letter writing and the handling of other necessary office forms. In addition, speed drills are intensified. Goal: 60 words per minute. Prerequisite: T 102 or equivalent.	120	4
TM 101	TAYLOR MANAGEMENT DEVELOPMENT An important part of complete career training for men, this self-improvement course provides the vital extra "plus" so necessary for business success. The student learns to improve personal appearance, communicate better with others, and develop self-confidence.	60	2

GENERAL INFORMATION

ENROLLMENT

Enrollment application forms may be obtained at the college office or from licensed agents of Blair Business College. A \$50.00 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 a quarter. Quarter beginning and ending dates are listed in the college calendar. 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 in non-diploma programs at the discretion of the college. Upon successful completion of training, they will be granted certificates.

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. Decisions regarding acceptance of any credits will be made by the scheduling office.

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, 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 an employment service for its graduates. Through our affiliation with the Association of Independent Colleges and Schools, 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 PROGRAMS

The student financial aid programs are designed to help qualified students with financial need to obtain an education at Blair Business College.

Guaranteed Student Loan Program (GSL)—The major objective of this program is to make loan funds available to help pay tuition and book costs for any college student who qualifies because of "need."

Work Study Program—This program provides part-time work opportunities to qualifying students, particularly those from low-income families, to assist them in meeting their educational expenses.

National Direct Student Loan Program (NDSL)—This program is designed to assist students who can show a financial need based upon family financial contribution.

Supplemental Educational Opportunity Grants Program (SEOG)—This program is to encourage and enable exceptionally needy students, who otherwise would be unable to continue their education, by providing them with non-repayable grants.

Basic Educational Opportunity Grants Program (BEOG)—This program provides for the payment of basic grant awards to qualifying students attending eligible institutions of higher education such as Blair Business College. They are non-repayable as long as the student stays in a full-time student status.

Blair will also assist enrolled students in applying for other types of financing that are available, such as conventional loans and other federal, state, and local programs.

Information concerning the above financial assistance programs may be obtained from Blair Business College or its representatives.

STUDENT COUNCIL

Blair Student Council was established for the purpose of creating greater opportunities and closer relationships among Blair Business College students. It is the responsibility of the Council to organize social activities for the student body and to assist the college and students in various ways.

DEFINITION OF A CREDIT

One 50-minute class period equals 1 clock hour. Sixty clock hours equals 4 quarter hour credits.

OFFICE AND SCHOOL HOURS

The college office is open from 7:45 a.m. until 4:30 p.m. Monday through Friday.

Classes are in session from 8:00 a.m. until 1:20 p.m. Monday through Friday.

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

ATTENDANCE REQUIREMENTS FOR STUDENTS

FULL-TIME NON-VETERAN STUDENTS:

A full-time student is one who carries a minimum of 25 clock hours per week. However, a student will be considered full-time by carrying 20 clock hours as it is

customarily assumed a student will spend one to three hours of study or laboratory work outside of class for each hour spent in class.

HALF-TIME NON-VETERAN STUDENTS:

A half-time student is one who carries at least one-half the full-time work load, or 12 clock hours of classroom instruction per week.

FULL-TIME VETERAN STUDENTS:

In compliance with Veterans Administration regulations, a full-time status is considered to be 25 clock hours of classroom instruction per week.

HALF-TIME VETERAN STUDENTS:

A half-time veteran student must carry a minimum of 12 clock hours of instruction per week.

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 quarter 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 quarter and re-enters at the beginning of a future quarter.

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.

Good Standing—To be in good standing, a student must follow the rules of attendance, progress and conduct previously outlined.

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. 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, not more than \$50.00 shall be retained by the college. 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.

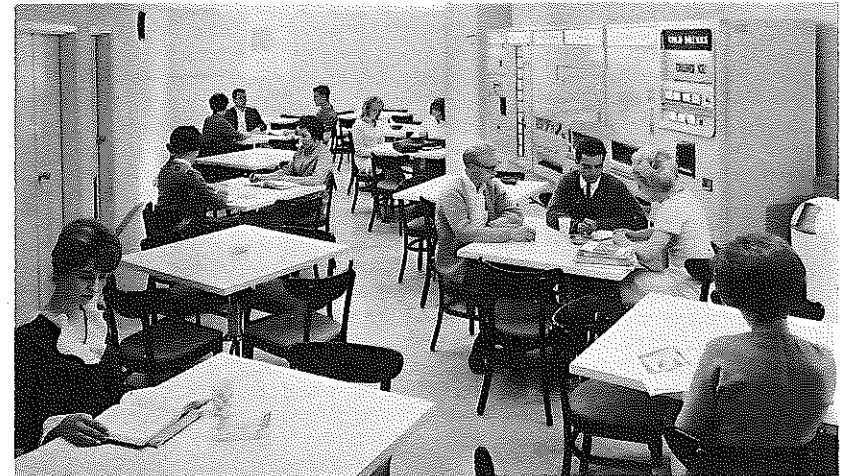
If, after reading our catalog, you feel that Blair is the school for you, please accept our open invitation to visit us. You may be sure that we shall do everything possible to assist you in selecting a career field and in planning a successful business future.



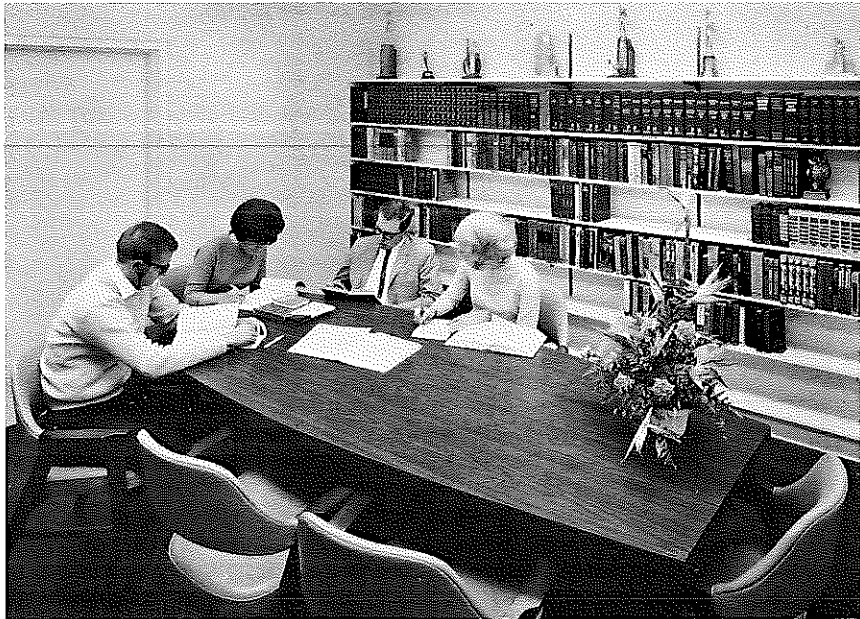
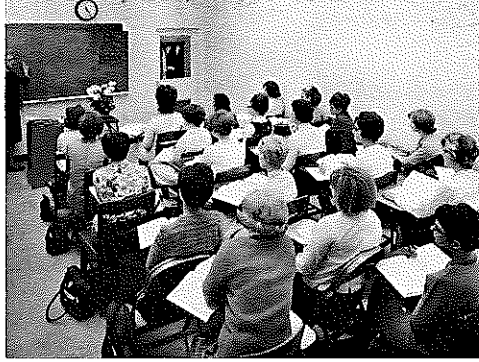
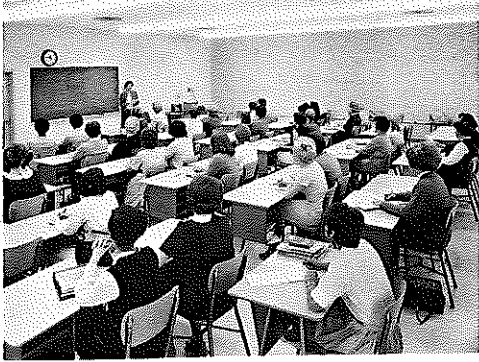
Assembly Hall



Book Store



Students lounge

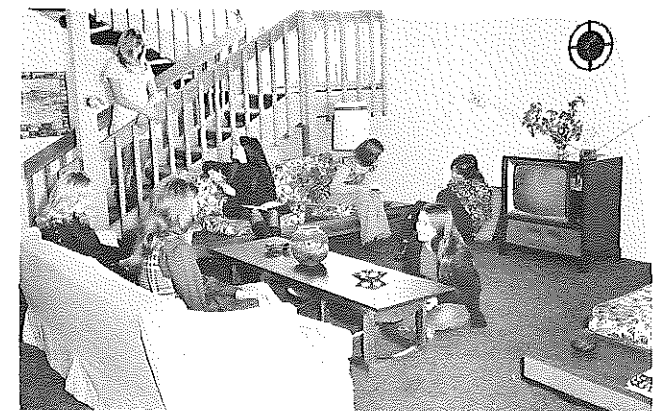


Library



Farragut Hall

Dorm Recreation Area



Dorm Room



Entrance hall and visitors lounge.



Nancy Taylor Room

