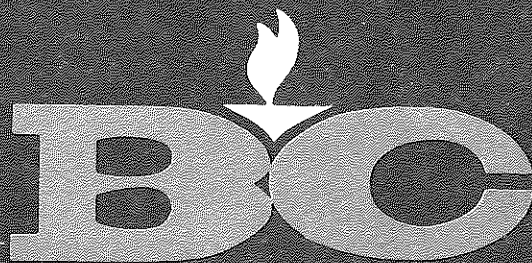


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BLAIR BUSINESS COLLEGE
Established 1897

10 North Farragut Avenue
Colorado Springs, CO 80909
Phone: (303) 633-2669



REC'D 3223-12 MAR 12 1975

general catalog

1978 -79

Volume Number 7

BLAIR BUSINESS COLLEGE, INC.
10 North Farragut
Colorado Springs, Colorado 80909
Telephone 303-633-2669

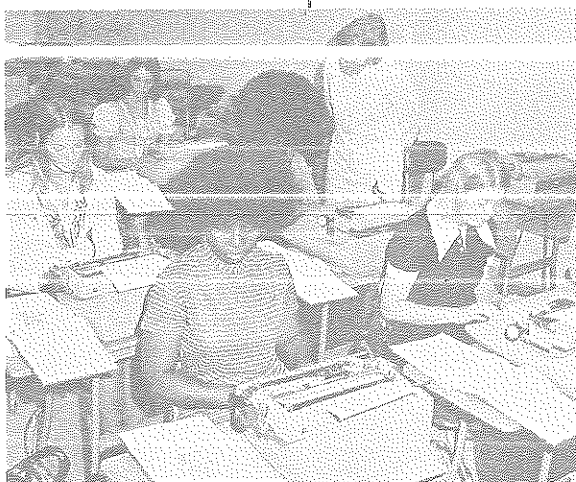
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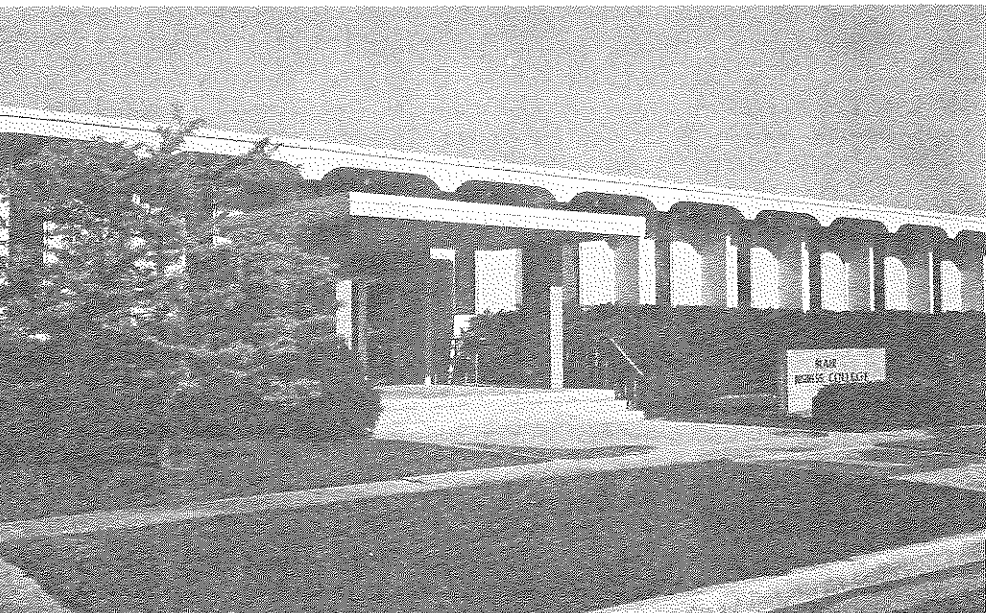

C. R. Webster

Published June, 1978

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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.

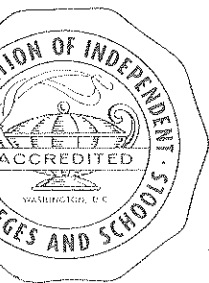
Today, Blair's new, modern building and up-to-date facilities make it one of the "newest," although one of the oldest, educational institutions in the state.

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.

Blair Business College, Inc. is owned and operated by Charles R. Webster and Frances L. Webster.

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



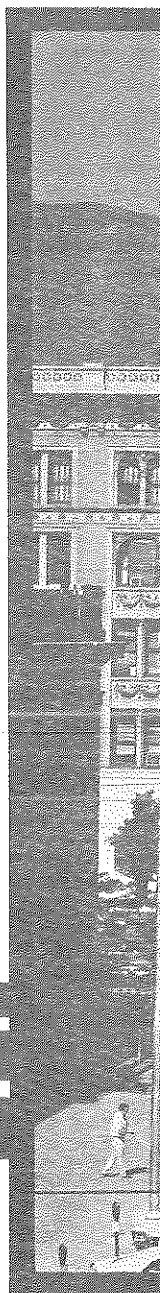
colorado springs

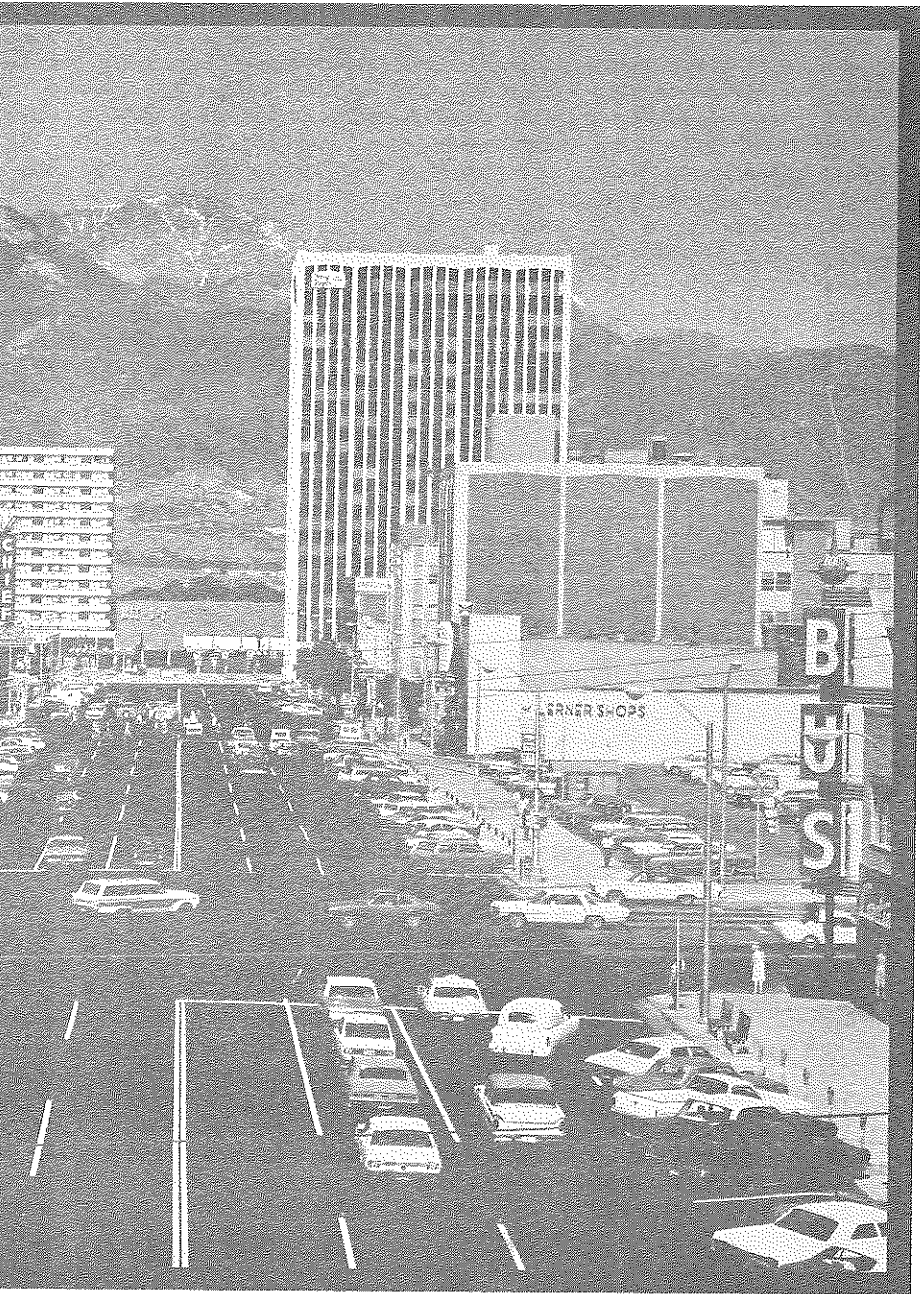
located in pikes peak country

The vitality of Pikes Peak Country is matched only by its majestic surroundings. From the caverns of prehistoric yesteryear and the memories of a gold rush to the sweeping panorama of the Air Force Academy and the fantasy of Christmas, Pikes Peak Country offers an adventure to suit everyone's taste.

With an average mid-summer temperature of 72 degrees, Pikes Peak Country provides the ideal setting for swimming, tennis, fishing, horseback riding or a game of golf. The fall, with the mountains and countryside painted a brilliance all their own, provides its witnesses all the courtesies of a Colorado Indian Summer. Pikes Peak Country then turns Old Man Winter into a gentle lamb to give hunters a paradise and skiers a dream.

Almost 310 sun-filled days provide a perfect setting for year round recreation. U.S. and Canadian flags fly side by side just south of Colorado Springs at the entrance to the Combat Operations Center of the North American Air Defense Command deep inside Cheyenne Mountain, NORAD is tasked to give early warning to the North American continent in case of attack.





Colorado Springs

corporate
officers

administration

instructional
staff

Charles R. Webster
Leo W. Rector
Frances L. Webster *Secretary*

ADMINISTRATIVE STAFF

Charles R. Webster
Frances E. Zenobia *Administrative*
Frances L. Webster *Financial Affairs*

INSTRUCTIONAL STAFF

Donna R. Hathaway *B.A., Fort Lewis College, Denver, Colorado
M.Ed., University of Illinois*
Melborne M. Hill *L.L.B., University of Arizona*
Robert J. Kelly *B.S., University of Southern California*
Mary Anne Marraccini *B.S., Shippensburg University
Shippensburg University
Advanced Studies, San Jose State College, San Jose, California*
Jane H. Obernesser *B.A. University of
Advanced Studies of University of California*
Alma L. Smith *B.A., University of Southern California*
Sandra F. Tucker *B.S., Jacksonville State University*
Patrick L. Whittle *B.S., Washington University, St. Louis
M.B.A., Washington University, St. Louis*
Thelma L. Wiebke *B.S., Central Missouri State University
Warrensburg, Missouri*

resident's message

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.



Charles R. Webster
President

philosophy and objectives

your
objective
realized

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 instructors are fully trained, holding college degrees and having practical business backgrounds in their chosen fields. 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.



general information



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 library of reference materials is provided. Periodicals helpful in various courses are included, as well as books of fiction and general interest. Other college equipment includes overhead projectors, movie and slide projectors, dictation tape labs, manual and electric typewriters, transcribing machines, and electric adding and calculating machines, etc.

The college also maintains a bookstore which stocks all textbooks, workbooks, and supplies required for the courses taught.

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.

ENROLLMENT

Enrollment application forms may be obtained at the college office or from licensed agents of Blair Business College. A \$15.00 non-refundable registration fee should accompany the enrollment application. Upon receiving the application, the college will schedule an appointment for an aptitude evaluation. Following the evaluation, the applicant will be notified by telephone or by mail of his or her acceptance or non-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 or a degree program shall be graduation from a recognized high school or its equivalent. A complete high

school transcript, showing date of graduation, or a G.E.D. certificate will be required for each student entering Blair in a diploma or degree program.

Upon satisfactory completion of their course, students will be granted a diploma or degree for the course in which they have enrolled. If a student wishes to change his enrollment, he must complete a new enrollment contract at the then prevailing tuition and book cost rate and the difference in tuition will be figured accordingly. If a student wishes to take courses in addition to those in his curriculum outline, he will be charged for each such course on an individual course basis. Upon completion, a copy of his transcript will reflect any changes, substitutions or additions.

Arrangements must be made with the scheduling office if a student wishes to carry more or less than a regular clock or quarter hour schedule. If a student is on a financial aid program, this is usually not possible.

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 their program of study at Blair Business College. The student must have a grade of "C" or above in any course before it will be considered for transfer and the course content must be comparable. Decisions regarding acceptance of any credit will be made by the scheduling office.

DEFINITION OF A CREDIT

One 50-minute class period equals 1 clock hour. Each 60 clock hour course equals 4 quarter hours.

TUITION AND BOOK CHARGES

Tuition and estimated cost of books and supplies for each program is outlined on a supplemental sheet inserted in the back of this cata-

log. Tuition for individual courses is also on the supplemental sheet.

REFUND POLICY

The college is entirely self-supported. Registration of a student results in payment of a class place, the employment of instructors, and other provisions for maintenance that must be contracted for in advance. For these reasons, the following policies are observed in connection with refunds:

1. If a student is not accepted at the college, he or she will be notified of non-acceptance and a full refund of tuition fee and prepaid tuition (if any) will be made within 15 days.

2. A full refund of tuition paid in advance is made if a student withdraws within three days after the contract or making an initial payment, provided that the applicant has not started training.

3. A full refund of tuition paid in advance is made if the school discontinues a course or program of education during a period of training in which a student could have reasonably completed the same.

If a student discontinues training, a partial refund will be made within 30 days of official termination:

1. For a student terminating his or her program within the first ten percent of his program, the student shall be entitled to a refund of eighty percent of the contract price of the program exclusive of books and supplies, less one hundred dollars or twenty-five percent of the contract price, whichever is the lesser, if the event may the cancellation charge of one hundred dollars.

2. For a student terminating his or her program after ten percent but within the first twenty percent of his program, the student shall be entitled to a refund of eighty percent of the contract price of the program exclusive of books and supplies, less one hundred dollars or twenty-five percent of the contract price, whichever is the lesser.

3. For a student terminating his or her program after twenty percent but within the first thirty percent of his program, the student shall be entitled to a refund of sixty percent of the contract price of the program exclusive of books and supplies, less one hundred dollars or twenty-five percent of the contract price, whichever is the lesser.

or a student terminating his training twenty percent but within the first sixty days of his program, the student shall be entitled to a refund of forty percent of the contract price of the program exclusive of books and supplies, less one hundred dollars or five percent of the contract price, whichever is lesser.

or a student terminating his training twenty percent but within the first eighty days of his program, the student shall be entitled to a refund of twenty percent of the contract price of the program exclusive of books and supplies, less one hundred dollars or five percent of the contract price, whichever is lesser.

A student who has completed eighty percent of his program and has entered the final quarter shall not be entitled to any refund and shall be obligated for the full price of the program.

Refunds are calculated from the last date of attendance. Failure to notify the school of a permanent withdrawal may delay the refund but does not bar the student from receiving the stated refund.

ATTENDANCE SCHEDULE

Full-time Non-Veteran Students: A full-time student is one who carries a minimum of 12 clock hours per week in any diploma program or 6 quarter hours in any of the associate degree programs.

Half-time Non-Veteran Students: A half-time student is one who carries at least one-half time work load i.e.: 12 clock hours per week in any diploma program or 6 quarter hours in any of the associate degree programs.

Full-time Veteran Students: In compliance with Veterans Administration regulations, a full-time student is considered to be 22 clock hours per week in any of the diploma programs or 11 quarter hours in any of the associate degree programs.

Half-time Veteran Students: A half-time student must carry a minimum of 11 clock hours per week in any of the diploma programs or 6 quarter hours in any of the associate degree programs.

CHANGES IN REGULATIONS, PROGRAMS, AND CHARGES, BOOK PRICES, ETC.

The college reserves the right to change regulations without notice. Because of the many changes which occur daily in both business and industry, 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 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 course or program for which there is insufficient enrollment.

WITHDRAWAL FROM SCHOOL

A student who wishes to withdraw from a class during a quarter must notify the school office. In case of illness, the student may withdraw by mail or telephone. Failure to withdraw properly may result in the assignment of failing grades which become part of the student's permanent record.

ATTENDANCE

The student's attendance record is shown on his school transcript. All absences, excused or unexcused are shown. Attendance is considered unsatisfactory when, because of absence, the student is not maintaining satisfactory grades in all courses. A student may be interrupted for unsatisfactory attendance, and will be readmitted only by permission of the administrative officer.

All work missed because of absence must be made up to the satisfaction of the instructor of each course. Make up work must be submitted within ten school days after the absence.

Students having a Guaranteed Student Loan or receiving financial aid through federal funds administered by the College will not be allowed leaves of absence. The College does not assume any liability for scheduling students in courses required for graduation if the student takes a leave of absence, as some courses may be offered only once or twice a year.

GRADING

Letter Grade	Numerical Grade	Grade Points
A	96-100	4.0
A-	91-95	3.5
B	86-90	3.0
B-	81-85	2.5
C	76-80	2.0
C-	71-75	1.5
D	70	1.0
F	0-69	0.0

PROGRESS

Students must complete all subjects outlined in their designated program with no grade less than D and an over-all grade point average of not less than 2.0.

A student who fails to maintain a 1.0 grade point average will be placed on academic probation for one quarter. If, during this probationary period he does not make satisfactory progress, he will be dismissed. This requirement may be relaxed by a committee on examination for good cause and upon such conditions as the committee may establish. During this probationary period, the student will not be eligible for financial aid.

Complete permanent records are kept showing the student's progress in each course. Progress reports are given at the end of the quarter for each course completed. Transcripts are given at the completion of a program or course.

All students must fulfill all financial obligations to the college before a diploma or degree will be granted, grade transcript furnished, or assistance given in job-placement.

STUDENT COUNCIL

Blair Student Council was established for the purpose of creating opportunities for leadership 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.

CONDUCT AND DRESS

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 to terminate his training for any of the following reasons: theft from or damage to, the college property or property of other persons; disruptive tactics; immoral or unpatriotic conduct; inappropriate dress; excessive absence from class; failure to maintain a satisfactory grade average; use of profane or obscene language or gestures; non-compliance with school rules and regulations; and other actions considered undesirable by the administration.

The standards and styles for both men's and women's clothing and appearance have changed dramatically in the past few years. The business world however, has maintained rather conser-

vative traditions as it relates to appearance. Students must conform to at least some minimum standards to be considered for employment. Although students may have considerable latitude in this area, they are encouraged to present your best appearance at all times.

PLACEMENT SERVICE

The college maintains an employment service for its graduates. This is a courtesy provided by the school and there is no charge. While we do not guarantee placement, we are happy to assist our graduates in any way we can to secure employment. The success or failure of our efforts will be influenced to a great extent by the attendance and academic records of the graduates.

The placement service is a lifetime service for graduates. At any future date, a graduate may avail himself of this service.

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 college also assists those students who desire it, and whose grade average and financial resources are satisfactory, in finding part-time employment while they are in school.

LIFETIME BRUSH-UP PRIVILEGE

Graduates of diploma or degree programs may return to Blair at any future date for a time not to exceed two weeks and secure available space, to review their shorthand and typing skills.

HOUSING

Conveniently located directly across the street from Blair Business College is the new Farragut Hall, a supervised apartment house for women. Each apartment is fully furnished and consists of living room, bath, and two or three bedrooms. This building accommodates 58 students. A resident manager is in charge. Reservations for these apartments should be made in advance of enrollment. For complete information contact: Blair Business College, Farragut Hall, 17 North Farragut Street, Colorado Springs, CO 80909.

Other housing includes apartment houses 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 center and just four blocks from a shopping center. The college is 16 blocks from the downtown business

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 educational costs for any college student who qualifies because of "need".

National Direct Student Loan Program (NDSL) - This program is designed to assist students who can show a financial need based upon family financial contribution. NDSL recipients are required to have an exit interview before graduation or withdrawal.

Work Study Program - Part-time work opportunities are provided to qualified students to assist them in meeting their educational expenses.

Basic Educational Opportunity Grant Program (BEOG) - This program provides for the payment of non-repayable basic grant awards to qualifying students attending eligible institutions of higher education such as Blair Business College.

Supplemental Educational Opportunity Grant 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.

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.

college calendar 78-79

WINTER TERM — 1978

Classes Begin
Classes End

SPRING TERM — 1978

Registration Mar
Classes Begin
Memorial Day Holiday
Classes End
Vacation June 22 thr

SUMMER TERM — 1978

Registration Ju
Classes Begin
July 4 Holiday
Labor Day Holiday Sep
Classes End Sep
Vacation September 22 thru Sep

FALL TERM — 1978

Registration Septemb
Classes Begin Sept
Thanksgiving Holidays Novemb
Classes End Dec
Christmas Holidays December 23, 1978 thru J

WINTER TERM — 1979

Registration Decemb
Classes Begin J
Classes End

SPRING TERM — 1979

Registration Mar
Classes Begin
Memorial Day Holiday Sep
Classes End
Vacation June 21, thru

SUMMER TERM — 1979

Registration Jun
Classes Begin
July 4th Holiday
Labor Day Holiday Sep
Classes End Septe
Vacation September 22 thru Septe

FALL TERM — 1979

Registration Septemb
Classes Begin Septe
Thanksgiving Holidays Novemb
Classes End Dece
Christmas Holidays December 22, 1979 thru J



curricula outlines

professional accounting

Courses

A	101 Accounting I—Proprietorship
A	102 Accounting II—Partnership
A	103 Accounting III—Corporation
A	104 Cost Accounting I—Job Order
A	105 Cost Accounting II—Process
A	106 Intermediate Accounting I
A	107 Intermediate Accounting II
A	401 Federal Income Tax Accounting I— Proprietorship
A	402 Federal Income Tax Accounting II— Partnerships and Corporations
BA	201 Business Law
BA	301 Introduction to Data Processing
BA	401 Business Management
BA	501 Personnel Management
C	101 College English
C	102 Business Correspondence
C	201 Word Mastery
M	101 Business Mathematics
C	301 Oral Communications
OM	101 Calculating Machines
*T	102 Typewriting II

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

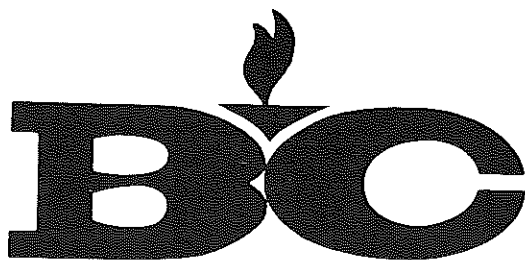
Total Clock Hours

Estimated Completion Time: 15 Months

Vocational Objective: Upon satisfactory completion of the graduate should have a working knowledge of accounting; be able to assist in setting up a bookkeeping system with a computer; and, be qualified at job-entry level for mid-level positions in the accounting field.

ASSOCIATE IN BUSINESS DEGREE PROGRAMS

PROP. SCHS.-VA MAR 12 '79



BLAIR BUSINESS COLLEGE
Established 1897

10 North Farragut Avenue
Colorado Springs, CO 80909
Phone: (303) 633-2669

accountancy

	CLOCK HOURS
✓A 101 Principles of Accounting I ✓	120
✓A 102 Principles of Accounting II ✓	120
✓A 103 Principles of Accounting III ✓	120
✓A 104 Principles of Cost Accounting ✓	60
✓A 106 Intermediate Accounting ✓	120
✓A 301 Payroll Accounting ✓	60
✓A 401 Federal Income Tax ✓	60
✓BA 201 Business Law ✓	60
✓BA 401 Principles of Business Management ✓	60
✓BA 501 Personnel Management ✓	60
✓BA 601 Advertising and Marketing ✓	60
✓C 101 College English ✓	60
✓C 102 Business Correspondence ✓	60
✓C 201 Word Mastery ✓	60
✓C 301 Oral Communications ✓	60
✓E 101 Principles of Economics I ✓	60
✓M 101 Business Mathematics ✓	60
✓OM 101 Calculating Machines ✓	60
✓PSY 201 Human Relations ✓	60
✓T 102 Typewriting II ✓	120

TOTAL CREDITS: 100

TOTAL CLOCK HOURS: 1500

ESTIMATED COMPLETION TIME: 18 Months

ADDENDUM

Effective Date: March 1, 1979

is to be used in conjunction with Blair Business College, Inc., 1978/79 Catalog published June, 1978.

REQUIREMENTS: The following statement supersedes the statement appearing titled "Enrollment" on page 9 of the catalog.

Admits as regular students only persons having a certificate of graduation providing secondary education, or the recognized equivalent of such a certificate who are beyond the age of 16 or have completed grade 10, whichever first who have the ability to benefit from the training offered by the institution.

This policy applies to admission into the following programs: Professional General Accounting, Basic Bookkeeping, Business Management, Executive Secretarial, Receptionist-Stenographic, Clerk Typist, Associate in Business Administration, Associate in Business Degree-Management, and Associate in Business Secretarial Science.

Benefit from the training will be determined by passing our entrance test and interview to determine the interest and motivation of the student.

OF A CREDIT: The definition of a credit is hereby changed to read, "Each 60 minutes equals 5 quarter credits".

CLASSIFICATION: Students eligible for Veterans' Administration benefits enrolled in an Associate Degree program only:

- 22 clock hours per week
- 16-21 clock hours per week
- 11-15 clock hours per week
- 6-10 clock hours per week

All other students, veteran and non-veteran, enrolled in any program:

- Full time status.....
- ¾ time status
- ½ time status
- ¼ time status

SATISFACTORY PROGRESS: The following statement supersedes the one appearing under PROGRESS on page 12 of the catalog.

If, during a quarter, a student has a grade point average of less than 1.5 placed on academic probation for the following quarter, during which he/she to achieve a grade point average of 2.0. Failure to do so will cause the student to be discontinued. This requirement may be relaxed by a committee on examination and upon such conditions as the committee may establish.

REFUND POLICY: The following statements supersede that part of the Refund Policy set forth on pages 10-11 of the catalog) which pertains to discontinuation of a student.

For all students except those enrolled in Associate Degree programs, and those coming under Veterans' Administration eligibility, the following policy is used:

Should the student discontinue training, the following table shows the amount of tuition the school shall be entitled to keep:

- a. If discontinued within the first week of classes, the school shall be entitled to keep 10% of the contract price of the program.
- b. If discontinued after the first week of classes but within the first 10% of the program, the school shall be entitled to keep 10% of the contract price of the program.
- c. If discontinued between 10% and 20% of the program, they shall be entitled to keep 20% of the contract price of the program, plus \$100.
- d. If discontinued between 20% and 40% of the program, the school shall be entitled to keep 40% of the contract price of the program plus \$100.
- e. If discontinued between 40% and 60% of the program, the school shall be entitled to keep 60% of the contract price of the program, plus \$100.

continued between 60% and 80% of the program, the school shall be entitled to 20% of the contract price of the program, plus \$100.
continued after the student has completed 80% of the program and has entered at least 20% of the program, the school shall be entitled to keep the entire contract price of the program.

will be made of the application fee, nor of cost of books and supplies issued.

of the program completed is computed on the basis of clock hours attended, credit earned. Effective date of termination will be considered to be the last recorded attendance.

ing refund policy applies only to students enrolled in an Associate Degree program and attending under Veterans' Administration eligibility:

school either has or adopts an established policy for the refund of the unused tuition, fees, and other charges subject to proration which is more favorable to students attending under Veterans' Administration eligibility than the approximate provisions provided in this paragraph, such established policy will be applicable. Otherwise, the school will charge 110% of the exact pro rata portion of tuition and fees that the student has completed portion of the course bears to its total length, except that the first application fee is not subject to proration. The exact proration will be determined on the basis of the number of days of instruction completed by the student to the total instructional days in the course. The student will be charged for all books and supplies that the student has received.

LATE TARDINESS PROCEDURES: If a student arrives more than ten minutes late to class, s/he will be counted absent from the class that day.

who wishes to take a leave of absence for one quarter may do so. However, it may affect the student's graduation date, as all subjects are not offered every quarter.

FINANCIAL AID PROGRAM: The second sentence (page 13 of the catalog) is changed to read: "Federal Insured Student Loan Program (FISL)"



TUITION AND FEE SCHEDULE

ment is to be used in conjunction with Blair Business College,
8/79 Catalog, Volume 7, published June, 1978.

	TUITION	ESTIMATED COST OF BOOKS AND SUPPLIES AND SALES TAX
Executive Secretarial	\$3375.00	\$325.00
Secretarial	\$3000.00	\$280.00
Receptionist/Stenographer	\$2250.00	\$210.00
Bookkeeper/Typist	\$1500.00	\$140.00
Business Management	\$3000.00	\$280.00
General Accounting	\$3000.00	\$280.00
Practical Bookkeeping	\$2250.00	\$210.00
<hr/>		
1 Courses		
1 Hour Course	\$ 150.00	****
3 Hour Course	\$ 300.00	****
<hr/>		
ASSOCIATE DEGREE PROGRAMS		
Secretarial Science	\$3905.00	\$350.00
Management	\$3750.00	\$350.00
Accountancy	\$3750.00	\$350.00

management

	CLOCK HOURS	QUARTER HOURS
Principles of Accounting I	120	5
Principles of Accounting II	120	5
Principles of Accounting III	120	5
Payroll Accounting	60	5
Federal Income Tax	60	5
Business Law	60	5
Principles of Business Management	60	5
Personnel Management	60	5
Advertising and Marketing	60	5
College English	60	5
Business Correspondence	60	5
Word Mastery	60	5
Oral Communications	60	5
Principles of Economics I	60	5
Filing Systems and Records Management	60	5
Business Mathematics	60	5
Calculating Machines	60	5
Introduction to Public Relations	60	5
Human Relations	60	5
Typewriting II	120	5

TOTAL CREDITS: 100

TOTAL CLOCK HOURS: 1440

ESTIMATED COMPLETION TIME: 18 Months

secretarial science

	CLOCK HOURS
A 101 Principles of Accounting I	120
A 301 Payroll Accounting	60
BA 201 Business Law	60
BA 401 Principles of Business Management	60
BA 501 Personnel Management	60
C 101 College English	60
C 102 Business Correspondence	60
C 201 Word Mastery	60
C 301 Oral Communications	60
E 101 Principles of Economics I	60
FS 101 Filing Systems and Records Management	60
M 101 Business Mathematics	60
OM 101 Calculating Machines	60
OP 101 Office Procedures	60
PSY 201 Human Relations	60
S 101 Shorthand I	120
S 102 Shorthand II	120
S 103 Shorthand III	120
S 104 Shorthand IV	60
T 101 Typewriting I	60
T 102 Typewriting II	120
T 103 Typewriting III	120
T 104 Typewriting IV	60

TOTAL CREDITS: 115

TOTAL CLOCK HOURS: 1740

ESTIMATED COMPLETION TIME: 18 Months

General Accounting

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	5
A 102 Accounting II—Partnership	120	5
A 103 Accounting III—Corporation	120	5
A 301 Payroll Accounting	60	5
A 104 Cost Accounting I—Job Order	60	5
A 401 Federal Income Tax Accounting	60	5
BA 201 Business Law	60	5
BA 401 Business Management	60	5
BA 501 Personnel Management	60	5
C 101 College English	60	5
C 102 Business Correspondence	60	5
C 201 Word Mastery	60	5
C 301 Oral Communications	60	5
M 101 Business Mathematics	60	5
OM 101 Calculating Machines	60	5
*T 102 Typewriting II	120	5

*Students who have had 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 1200

Estimated Completion Time: 12 Months

Vocational Objectives: Upon satisfactory completion of the program, the graduate should 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

A	101 Accounting I—Proprietorship
A	102 Accounting II—Partnership
A	103 Accounting III—Corporation
C	101 College English
C	102 Business Correspondence
C	201 Word Mastery
C	301 Oral Communications
FS	101 Filing Systems and Records Management
M	101 Business Mathematics
OM	101 Calculating Machines
*T	102 Typewriting II

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

Total Clock Hours

Estimated Completion Time: 9 Months

Vocational Objective: Upon satisfactory completion of this program, the graduate should have developed the necessary skills and knowledge at job-entry level to become employed as a general office clerk.

Business Management

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	5
A 102 Accounting II—Partnership	120	5
A 103 Accounting III—Corporation	120	5
A 301 Payroll Accounting	60	5
BA 201 Business Law	60	5
BA 401 Business Management.	60	5
BA 501 Personnel Management	60	5
C 101 College English	60	5
C 102 Business Correspondence	60	5
C 201 Word Mastery	60	5
C 301 Oral Communications.	60	5
FS 101 Filing Systems and Records Management.	60	5
M 101 Business Mathematics.	60	5
OM 101 Calculating Machines	60	5
PSY 201 Human Relations.	60	5
*T 102 Typewriting II	120	5

*Students who have had 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 1200

Estimated Completion Time: 12 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate should 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 should be able to assist management in clerical and general business procedures.

executive secretarial

Courses

- ✓ *A 101 Accounting I—Proprietorship
- ✓ A 301 Payroll Accounting
- ✓ BA 201 Business Law ✓
- ✓ BA 401 Business Management
- ✓ C 101 College English
- ✓ C 102 Business Correspondence
- ✓ C 201 Word Mastery
- ✓ C 301 Oral Communications.
- ✓ FS 101 Filing Systems and Records Management.
- ✓ M 101 Business Mathematics.
- ✓ OM 101 Calculating Machines
- ✓ OP 101 Office Procedures
- ✓ PSY 201 Human Relations
- ✓ **S 101 Shorthand I
- ✓ S 102 Shorthand II.
- ✓ S 103 Shorthand III
- ✓ *T 102 Typewriting II
- ✓ T 103 Typewriting III

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

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

Total Clock Hours

Estimated Completion Time: 15 Months

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

etarial

Courses	Clock Hours	Quarter Hours
A 101 Accounting I—Proprietorship	120	5
C 101 College English	60	5
C 102 Business Correspondence	60	5
C 201 Word Mastery	60	5
C 301 Oral Communications	60	5
FS 101 Filing Systems and Records Management	60	5
M 101 Business Mathematics	60	5
OM 101 Calculating Machines	60	5
OP 101 Office Procedures	60	5
**S 101 Shorthand I	120	5
S 102 Shorthand II	120	5
S 103 Shorthand III	120	5
*T 102 Typewriting II	120	5
T 103 Typewriting III	120	5

*Students who have had 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 1200

Estimated Completion Time: 12 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate should 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

C	101	College English
C	102	Business Correspondence
C	201	Word Mastery
C	301	Oral Communications.
FS	101	Filing Systems and Records Management.
OP	101	Office Procedures
*S	101	Shorthand I
S	102	Shorthand II.
T	101	Typewriting I
T	102	Typewriting II
T	103	Typewriting III

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

Total Clock Hours

Estimated Completion Time: 9 Months

Vocational Objective: Upon satisfactory completion of this program, the graduate should have developed the necessary skills and abilities 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	5
C	102 Business Correspondence	60	5
C	201 Word Mastery	60	5
C	301 Oral Communications	60	5
FS	101 Filing Systems and Records Management	60	5
OM	101 Calculating Machines	60	5
OP	101 Office Procedures	60	5
T	101 Typewriting I	60	5
T	102 Typewriting II	120	5

Total Clock Hours 600

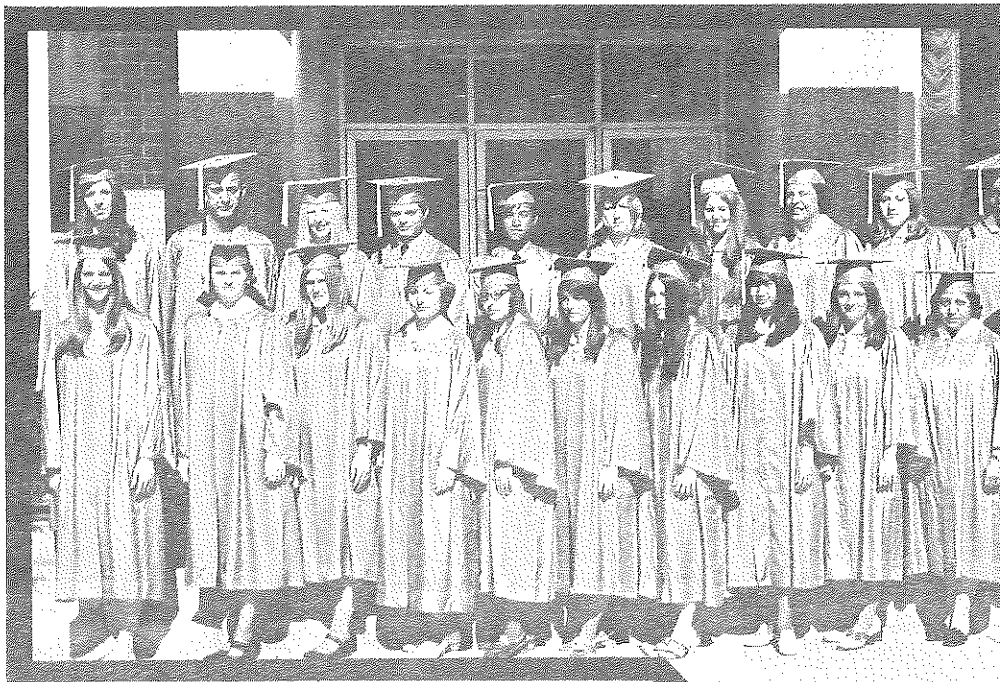
Estimated Completion Time: 6 Months

Vocational Objective: Upon satisfactory completion of the program, the graduate should 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.

work
er Program

Courses		Quarter Hours	
	Shorthand	30	0
	Typewriting	30	0
	Office Procedures	30	0

Vocational Objective: The objective of this program is to prepare to enter business in the secretarial/stenographic/receptionist area. It will be offered as a brush-up program in basic office skills, and will be taken ONLY by students who have had prior business experience and/or training.



description of courses

		Clock Hours	Quarter Hours
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	5
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	5
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	5
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	5
II—Process	This course details accounting for different business processes. These include production, by-products, joint budgeting, managerial decisions, and automation. Standard costs are outlined. Prerequisite: A 104.	60	5
Accounting I	The problem areas of accounting are studied in this course. Financial statements are classified and analyzed. Closing and reversing entries are studied as well as account classifications and the use of many basic accounts. Prerequisite: A 103.	120	5
Accounting II	A variety of the techniques of analysis pertaining to financial reports is studied. The problems of coping with incomplete records and error correction techniques are presented. Cash flow statements and the effect of price level changes on financial reporting are studied. Prerequisite: A 106.	60	5
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.	60	5
	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.	60	5
	Study and practice in the efficient handling of payroll for the benefit of employer and employees. Subjects covered include computing wages, taxes, and unemployment compensation, etc.	60	5

A 401
Federal Income Tax
Accounting I—Proprietorship

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

This area of study treats the partnership, fiduciary, 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

A study of basic business functions, specific career opportunities and business environment. The course provides foundation for continuing study.

BA 201
Business Law

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

A survey course providing an understanding of the methods required to operate and control a business. Methods and techniques necessary for the effective handling of business data are taught.

BA 401
Business Management

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

A study of management as it relates to administrative office functions. Personnel management applied to commercial services is studied.

BA 601
Advertising and
Marketing

This course gives the student a basic understanding of marketing, sales promotion, and advertising; relates marketing to the total economy; familiarizes the student with marketing principles; and promotes the ability to distinguish between mediocrity and excellence in marketing, sales promotion, and advertising.

C 100 Basic English Review
(Prep)

The objective of this course is to provide the necessary remedial and/or refresher training and to correct deficiencies in skills in basic English which are preparatory to the pursuit of an appropriate course or training program in an appropriate educational institution or training establishment. According to their individual needs, students will learn and review the areas of sentence structure, parts of speech, punctuation, word choice, general vocabulary improvement, and technical vocabulary improvement. This course is for the educationally disadvantaged.

C 101
College English

Teaching correct grammar usage and the principles of punctuation, this subject aids the student in proficient sentence structure. Proper usage for business writing is emphasized.

		Clock Hours	Quarter Hours
pendence	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. Pre-requisite: T 102 or in progress with T 102.	60	5
	This course teaches general vocabulary improvement through an increased knowledge of word structure and the use of words in correct, coherent, meaningful sentences.	60	5
ications	This course is a study of the speaking and listening techniques essential in today's business world. Practical experience is provided through speech presentations and group discussions. A complete 'job-unit' is included covering portfolio preparation, interviewing, and other employment practices in the job market.	60	5
	The student is taught how to select the type of report to best present information, what information should be included, and how to write a report in a style that is readable, interesting and correct.	60	5
asic	An introduction of the nature of economics and an explanation of our economic system. Money and banking are studied, as well as production, income, and employment.	60	5
ory 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	5
anking	This course teaches the history and underlying principles of money and banking and the environment in which they operate. It stresses the practical aspects of the subject and emphasizes basic monetary theory. The student is made aware of the constantly changing aspects of banking institutions and regulations, and is familiarized with the economic causes of such changes.	60	5
and Records	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	5
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	5

M 100
Basic Mathematics Review
(Prep)

The objective of this course is to provide the necessary remedial and/or refresher training and to correct deficiencies in skills in basic Mathematics which are preparatory to the pursuit of an appropriate course or training program in an approved educational institution or training establishment. According to their individual needs, students will be instructed or review the areas of: adding, subtracting, multiplying, dividing whole numbers, fractions, and decimals; percentage and aliquot parts; algebra; geometry. This course is designed for the educationally disadvantaged.

M 101
Business Mathematics

This course is directed toward the rapid and accurate application of mathematical processes that are vocational in character. A review of the basic arithmetic procedures is included to serve as an aid to a better understanding of mathematics as applied to real business situations.

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.

OP 101
Office Procedures

Study and extensive practice in methods of performing basic office functions with heavy emphasis on accuracy and proof-reading of all materials. Included in this course are postal services, telephone communication, travel arrangements and itineraries, banking operations and financial statements, and job applications. Transcribing machines and multiple copy processes are also taught. Prerequisite: T 101 or in progress with T 102.

PR 101
Introduction to Public
Relations

A general-knowledge study of the history and development of public relations and contemporary applications. The tools and ethics of communication are taught, and the importance of good public relations is emphasized.

PS 101
Colorado Government and
Politics

This course is a study of the State constitution, legislature, executive department, and judicial system. It includes related outlines of county and municipal government.

PSY 101
Psychology

A foundation of practical psychology related to efficiency and productivity. Guides are given for organizational work and job analysis. Methods are taught for improving reading efficiency, word power, and memory functions.

		Clock Hours	Quarter Hours
s and	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	5
ep)	The objective of the course is to provide the necessary remedial and/or refresher training and to correct 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	5
gg Theory	The Gregg shorthand alphabet 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	5
edwriting	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	5
	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: 90 words per minute. Prerequisite: S101 or equivalent.	120	5
	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: 100 to 120 words per minute. Prerequisite: S 102 or equivalent.	120	5
	Emphasis is placed on building speed and increasing vocabulary. Mailable transcripts are required. Goal: 120 to 140 words per minute. Prerequisite: S 103.	120	5
	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	5

SOC 102
Sociology II—General
Sociology

Significant societal concerns are considered in this 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.

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 are considered.

T 101
Typewriting I

This first course in typewriting introduces the novice 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: 40 words per minute.

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.

T 103
Typewriting III

The 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.

T 104
Typewriting IV

The student should increase her typing speed to 70 words per minute with no more than 5 errors for a period of 5 minutes. The student will build upon and add to her prior knowledge by typing manuscripts, letters, tables, and legal documents. Emphasis will be placed upon typing the forms used in various offices, especially legal and medical.

GED 101
Effectiveness and
Correctness of Expression

This course is for the educationally disadvantaged, and the objective is to prepare the student to pass the Effectiveness and Correctness of Expression section of the G.E.D. Examination. Upon successful completion of this course, the student will have increased knowledge in (1) Spelling (2) Grammar & Usage (3) Sentence Structure (4) Style (5) Clarity (6) Word Choice (7) Punctuation (8) Capitalization (9) Pronunciation. Practice exercises are used to strengthen skills in these areas, and a two-hour simulated G.E.D. Effectiveness and Correctness of Expression Examination is given.

GED 201
General Mathematical
Ability

This course is for the educationally disadvantaged, and the objective is to prepare the student to pass the General Mathematical Ability section of the G.E.D. Examination. Upon successful completion of this course, the student will have increased knowledge in (1) Arithmetic (2) Algebra (3) Properties of Numbers (4) Algebra (5) Geometry.

Modern Mathematics. Practice exercises are used to strengthen skills in these areas, and a two-hour simulated G.E.D. General Mathematical Ability Examination is given.

Literary

This course is for the educationally disadvantaged, and its objective is to prepare the student to pass the Interpretation of Literary Materials section of the G.E.D. Examination. Upon successful completion of this course, the student will have increased ability in Reading Comprehension and Vocabulary Skills as applied to (1) Reading Prose, Poetry, Drama (2) Inferring Plot, Setting, Character, Tone, Style (3) Inferring Word, Line Passage Meaning (4) Figures of Speech (5) Repetition & Sound Devices (6) Rhythm & Meter (7) Glossary. Practice exercises are used to strengthen understanding in these areas, and a two-hour simulated G.E.D. Interpretation of Literary Materials Examination is given.

45

Reading
Natural

This course is for the educationally disadvantaged, and its objective is to prepare the student to pass the Interpretation of Reading Materials in the Natural Sciences section of the G.E.D. Examination. Upon successful completion of this course, the student will have increased ability in Reading Comprehension and Vocabulary Skills as applied to (1) Understanding Diagrams, Charts, Graphs (2) Biology (3) Chemistry (4) Physics (5) Earth Science (6) Definitions of Scientific Terms. Practice exercises are used to strengthen understanding in these areas, and a two-hour simulated G.E.D. Interpretation of Reading Materials in the Natural Sciences Examination is given.

45

Reading
Social

This course is for the educationally disadvantaged, and its objective is to prepare the student to pass the Interpretation of Reading Materials in the Social Studies section of the G.E.D. Examination. Upon successful completion of this course, the student will have increased ability in Reading Comprehension and Vocabulary Skills as applied to (1) World History (2) U.S. History (3) Economics, Sociology, Anthropology (4) Charts, Graphs, Maps (5) Glossary. Practice exercises are used to strengthen understanding in these areas, and a two-hour simulated G.E.D. Interpretation of Reading Materials in the Social Studies Examination is given.

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If, upon completion of one of the above G.E.D. courses, the student fails any portion of the G.E.D. Examination he may repeat the appropriate portion and receive benefits for same.

Students taking one or both of courses C100 and M100 will attend Monday through Friday, a minimum of 5 hours per week and a maximum of 20 hours per week. Exact attendance hours to be arranged prior to the commencement of a class.

dorm life

