

BLAIR BUSINESS COLLEGE
Established 1897

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



TUITION AND FEE SCHEDULE

Effective July 9, 1979

is to be used in conjunction with Blair Business College,
 Catalog, Volume 7, published June, 1978, and subsequent
 all rescinded.

	TUITION	ESTIMATED COST OF BOOKS AND SUPPLIES AND SALES TAX
ve Secretarial	\$4125.00	\$400.00
rial	\$3300.00	\$320.00
onist/Stenographer	\$2475.00	\$240.00
ypist	\$1650.00	\$160.00
s Management	\$3300.00	\$320.00
Accounting	\$3300.00	\$320.00
okkeeping	\$2475.00	\$240.00
<hr/>		
Courses		
Course	\$ 165.00	****
Course	\$ 330.00	****

ASSOCIATE DEGREE PROGRAMS

ial Science	\$4785.00	\$480.00
nt	\$4125.00	\$480.00
ncy	\$4125.00	\$480.00

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 in the catalog titled "Enrollment" on page 9 of the catalog.

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

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

Admission to the college will be determined by passing our entrance test and interview with the faculty to determine the interest and motivation of the student.

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

CLASSIFICATION: Students eligible for Veterans' Administration benefits are classified 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 is 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 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 50% of the contract price of the program, plus \$100.

Continued after the student has completed 80% of the program and has entered 20% of the program, the school shall be entitled to keep the entire contract price of the program.

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

If 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 date of attendance.

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

The 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 the student attending under Veterans' Administration eligibility than the approximate pro rata 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 by the number of days of instruction completed by the student to the total number of instructional days in the course. The student will be charged for all books and supplies that the student has received.

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

Students who wish 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: "The Federal Insured Student Loan Program (FISL)"



general catalog

1980-81

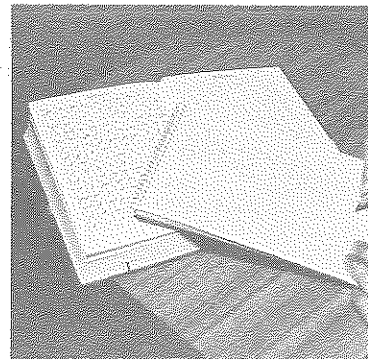
Volume Number 8

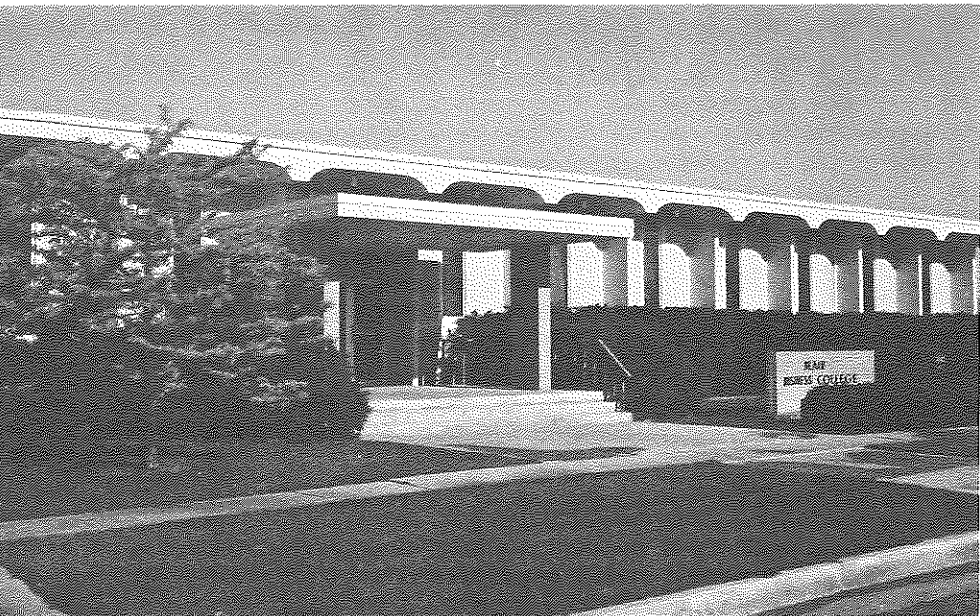
**BLAIR BUSINESS COLLEGE, INC.
10 North Farragut
Colorado Springs, Colorado 80909
Telephone: 303-633-2669**

Published October, 1979

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e college

Accredited by the Accrediting Commission of
the Association of Independent Colleges
and Schools

Approved by the Colorado State Board for
Community Colleges and Occupational
Education

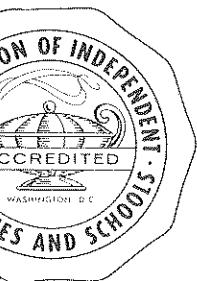
A strictly business oriented college, Blair Business College, Inc. has produced thousands of successful graduates since it was founded in 1897. Throughout its history, the College has enjoyed a reputation as a progressive institution of higher learning.

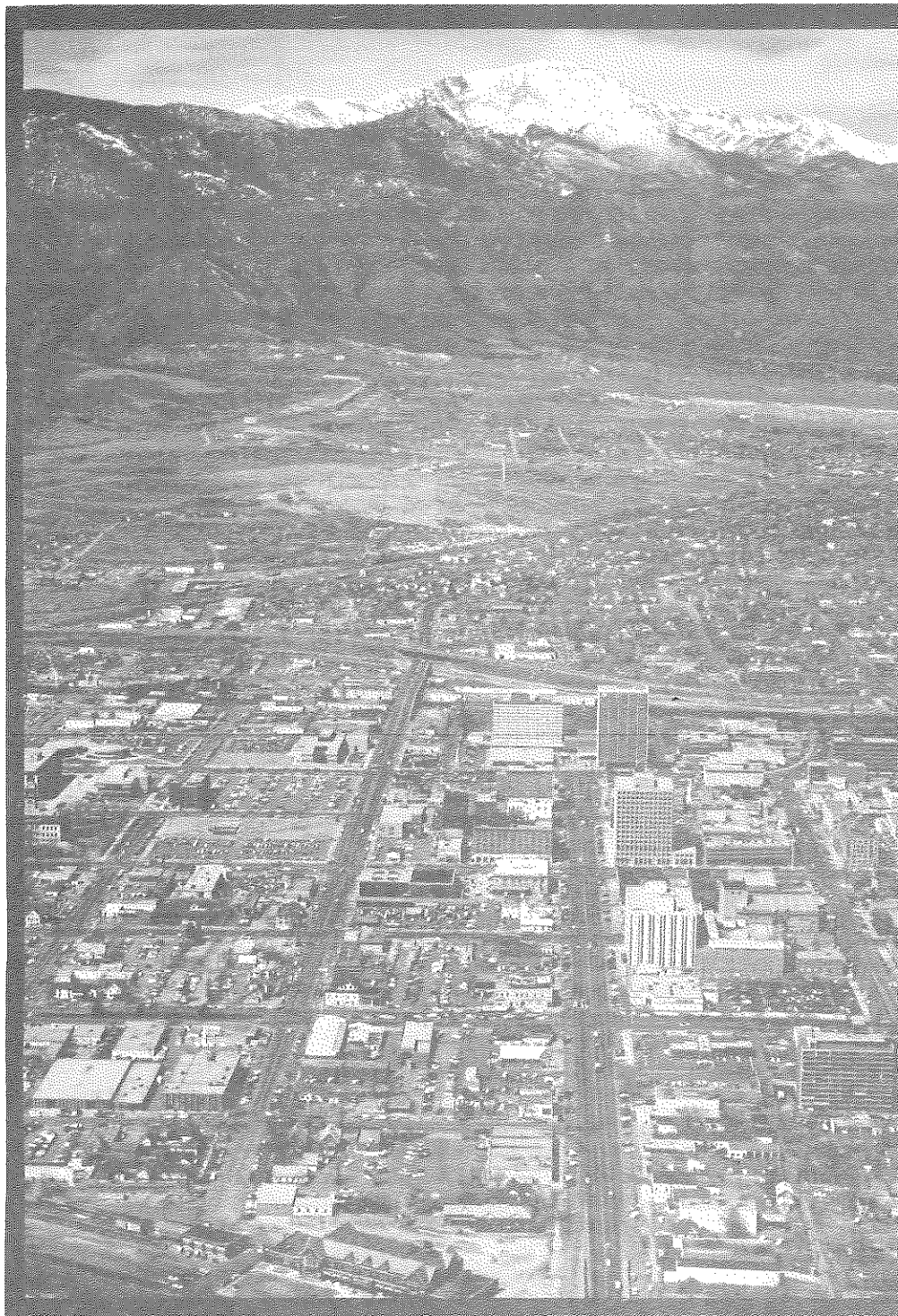
Today, Blair's modern building and up-to-date facilities make it one of the "newest", although one of the oldest, educational institutions in the state.

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.





ado
gs
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.

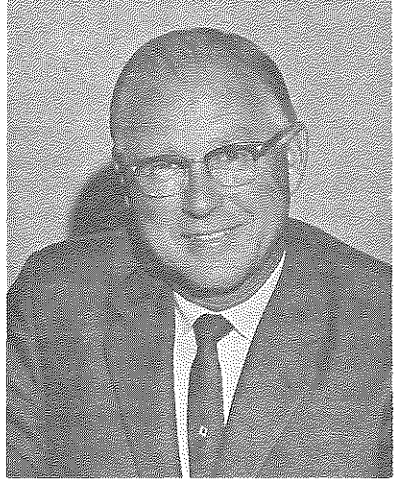
With an average mid-summer temperature of 72 degrees, Pikes Peak Country provides the ideal setting for swimming, tennis, fishing, horseback riding or a game of golf. The fall, with the mountains and countryside painted a brilliance all their own, provides its witnesses all the courtesies of a Colorado 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. United States 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.

president's message

Since its founding in 1897, the officers and Business College have made every effort to fulfill the expectations of those who have entrusted their educational and professional dreams to this college. These dreams have become solid realities for many thousands of graduates.

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



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Corporate Officers

Administration

Additional Staff

Charles R. Webster *President*
Frances L. Webster *Secretary Treasurer*

Charles R. Webster *President*
Frances E. Zenobia *Administrative Assistant*
Frances L. Webster *Financial Aid Administrator*

James D. Gast *B.S., Central State University*
Wilberforce, Ohio

Donna R. Hathaway *B.A., Fort Lewis College*
Durango, Colorado
M. Ed., University of Illinois
Urbana, Illinois

Melborne M. Hill *L.L.B., University of Arizona*
Tucson, Arizona

Mary Anne Marnicini *B.S., Shippensburg State College*
Shippensburg, Pennsylvania

Alma L. Smith *B.A., University of Southern Colorado*
Pueblo, Colorado

Cheryl M. Warren *B.A., Kansas State University*
Manhattan, Kansas

philosophy and objectives

Blair Business College is dedicated to the ideal of educating women and thus preparing them to obtain rewarding positions in business and industry upon graduation.

To achieve this objective, we are constantly on the alert for better methods of teaching business education. As procedures change, so must we change. Our text materials are changed frequently and our instructors are fully trained, holding degrees and having practical business backgrounds in their own fields. In selecting the office and administrative staff, careful attention is given to background, education, temperament and personality. We believe that it is of the utmost importance that each member of our organization be completely dedicated to the ideals to which we stand for ourselves.



general information



THE COLLEGE FACILITIES

The 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.

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.

ENROLLMENT

Enrollment application forms may be obtained at the College office or from licensed agents of the school. A \$25 nonrefundable registration fee must accompany each application. An aptitude evaluation test will be given at the time of enrollment. The applicant will be notified by telephone or mail of his or her acceptance or nonacceptance.

Students may enter courses or programs only at the beginning of a quarter. Quarter beginning and ending dates are listed in the college calendar. No student will be allowed to enter class more than one week after the scheduled start date.

Unless a prerequisite is indicated, there are no specific entrance requirements for enrollment in individual courses.

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

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

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

Upon satisfactory completion of their program, students will be granted a diploma or degree for the program 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.

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 5 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 catalog. Tuition for individual courses is also shown on the supplemental sheet.

REFUND POLICY

For all students except those enrolled in Associate Degree programs, and who are attending under Veterans' Administration eligibility, the following policy is used.

Should the student discontinue following table shows the amount the school shall be entitled to keep.

a. If discontinued within the first 10% of the classes, the school shall be entitled to keep 10% of the contract price of the program.

b. If discontinued after the first 10% of the program but within the first 10% of the classes, the school shall be entitled to keep 10% of the contract price of the program plus \$100.

c. If discontinued between 10% and 20% of the program, the school 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.

f. If discontinued between 60% and 80% of the program, the school shall be entitled to keep 80% of the contract price of the program plus \$100.

g. If discontinued after the student has completed 80% of the program and the school is entitled to keep the entire contract price of the program.

No refund will be made of the cost of books and supplies.

Percentage of the program completed will be computed on the basis of clock hours completed divided by total units of credit earned. Effective attendance will be considered to be the percentage of recorded attendance.

The following refund policy applies to students enrolled in an Associate Degree program who are attending under Veterans' Administration eligibility.

Where the school either has established a policy for the refund of tuition, fees and other charges, or where no such policy is established, the policy which is more favorable to the student shall apply. The refund shall be computed on the basis of the approximate pro rata basis of the amount of tuition and fees applicable. Otherwise, the school shall refund 110% of the exact pro rata portion of tuition and fees that the length of the course completed by the student bears to its total length. The first \$10 of the application fee shall be refunded. The exact proration will be determined on the ratio of the number of days completed by the student to the total number of instructional days in the course. The school shall be charged for all books and supplies received.

SCHEDULE
 quarter:
 12
 9
 6
 3

week:	Non-	Veterans
.....	Veterans	22
.....		24
.....		16-21
.....		18
.....		11-15
.....		12
.....		6-10
.....		6

ing 12 or more credits will be quarterly tuition and book rates.

REGULATIONS, PROGRAMS, PRICES, FACULTY

reserves the right to change regu- notice. Because of the many occur daily in both business and sometimes impossible to guaran- g particulars. The College, there- e right to add to or delete from programs, or areas of study as may require; to make faculty modify tuition charges and book ts who are currently enrolled in courses will be protected against ich might arise as a result of any n or changes in curriculum.

OF CLASSES

reserves the right to cancel any am for which there is insufficient

FROM SCHOOL

wishes to withdraw from a class must notify the school office. In the student may withdraw by e. Failure to withdraw properly e assignment of failing grades part of the student's permanent

attendance is shown on his rd. All absences, excused or hown. Attendance is considered hen, because of absence, the stu- taining satisfactory grades in all

be interrupted for unsatisfactory will be readmitted only by permis- istrative officer. ed because of absence must be

each course. However, any make up work must be submitted within ten school days after the absence.

Leaves are discouraged unless absolutely necessary. A leave will extend the length of a student's program. It also creates complications if a student is participating in any of the financial aid programs. 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-	74-75	1.5
D	72-73	1.0
D-	70-71	0.5

PROGRESS

To be eligible for graduation, students must complete all subjects in their program with no grade less than "D-" and an overall grade point average of not less than 2.0.

A student who fails to maintain a 1.5 gpa during a quarter will be placed on academic probation for the following quarter. During the probationary quarter he will be required to achieve a grade point average of 2.0. Failure to do so will cause the student to be terminated. This requirement may be relaxed by a committee on examination for good cause and upon such conditions as the committee may establish.

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. Upon graduation, one copy of the transcript is provided to the student. There will be a \$1 charge for each additional copy requested.

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.

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.

Any student who brings discredit upon himself or the College 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, noncompliance 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 conservative traditions as it relates to appearance. One must conform to at least some minimums to be considered for employment. Although you will have considerable latitude in this area, you 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 service by the school and there is no charge to either the student or the employer. While we do not guarantee placement, we are happy to assist our graduates in any way we can to secure suitable employment. The success or failure of our efforts will be influenced to a great extent by the attendance and academic records of the student.

The placement service is a lifetime privilege 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 attendance 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 subject to available space, to review their shorthand and typing skills.

HOUSING

Conveniently located directly across the street from Blair Business College is 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. These apartments should be made available before enrollment dates. For complete contact: Manager, Farragut Hall, 1717 North Avenue, Colorado Springs, CO. 80909.

Other housing includes apartments in all parts of the city. The college assists students in securing suitable living conditions.

TRANSPORTATION

Blair Business College is conveniently located just one-half block from the city center, four blocks from a shopping center, and two blocks from the downtown business district.

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.

Federal Insured Student Loan (FISL) - 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 (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 - Part-time work opportunities are provided to qualified students to assist them in meeting their educational expenses.

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

Supplemental Educational Opportunity Grant (SEOG) - This program is to encourage and enable exceptionally needy students who otherwise would be unable to continue their education, by providing them with nonrepayable 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 80-81

FALL TERM - 1979

Registration S
 Classes Begin S
 Thanksgiving Holiday N
 Classes End D
 Christmas Holidays D
 th

WINTER TERM - 1980

Registration D
 Classes Begin
 Classes End

SPRING TERM - 1980

Registration
 Classes Begin
 Memorial Day Holiday
 Classes End
 Vacation Ju

SUMMER TERM - 1980

Registration
 Classes Begin
 July 4th Holiday
 Labor Day Holiday
 Classes End S

FALL TERM - 1980

Registration S
 Classes Begin S
 Thanksgiving Holiday N
 Classes End f
 Christmas Holidays f
 th

WINTER TERM - 1981

Registration
 Classes Begin
 Classes End

SPRING TERM - 1981

Registration
 Classes Begin
 Memorial Day Holiday
 Classes End



Program Outlines

Associate Degree Secretarial Science

Associate Degree Management

Associate Degree Accountancy

Executive Secretarial

Secretarial

Receptionist Stenographic

Clerk Typist

Business Management

General Accounting

Basic Bookkeeping

executive secretarial

Courses

A	101	Accounting I-Proprietorship.....
A	301	Payroll Accounting.....
BA	201	Business Law.....
BA	401	Business Management.....
BA	501	Personnel 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 in T-101, Typewriting I, prior to taking T-102. No additional charge.

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

Total Clock Hours

Estimated Completion Time: 15 Months

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

arial

Courses	Clock Quarter	
	Hours	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 and
fully challenge S-101 by passing the final examination
and elective course.

Total Clock Hours

Estimated Completion Time: 9 Months

Vocational Objective: Upon satisfactory completion of
graduate should have developed the necessary skills
job-entry level to become employed as a receptionist v
take light shorthand in a business office.

clerk typist

Courses	Clock Quarter	
	Hours	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.

Courses	Clock Quarter	
	Hours	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.

back work her Program

business management

Courses

A	101	Accounting I-Proprietorship.....
A	102	Accounting II-Partnership
A	103	Accounting III-Corporation
A	301	Payroll Accounting.....
BA	201	Business Law
BA	401	Business Management
BA	501	Personnel 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
PSY	201	Human Relations.....
*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. No additional fee will be charged.

Total Clock Hours

Estimated Completion Time: 12 Months

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

Accounting

Courses	Clock Quarter	
	Hours	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

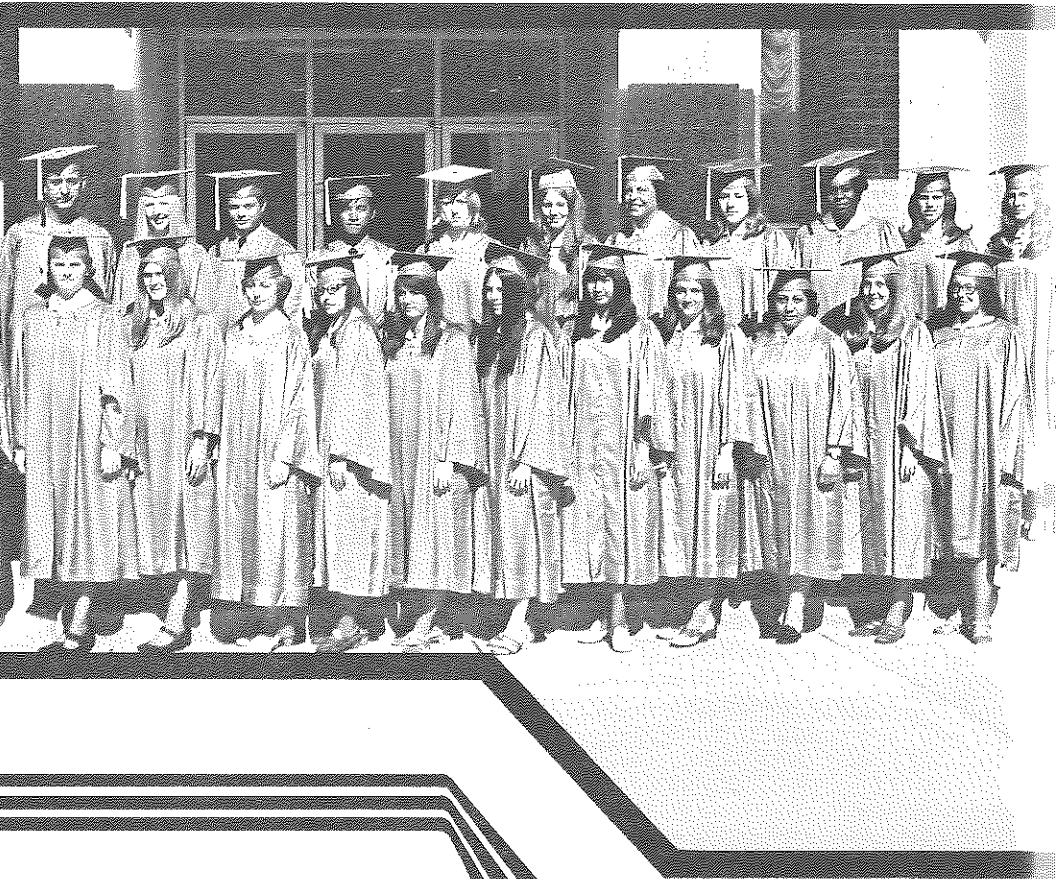
A	101	Accounting I-Proprietorship.....
A	102	Accounting II-Partnership
A	103	Accounting III-Corporation
C	101	College English
C	102	Business Correspondence
C	201	Word Mastery
C	301	Oral Communications
FS	101	Filing Systems and Records Management
M	101	Business Mathematics
OM	101	Calculating Machines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

*Students who have had no previous training in Typewriting in T-101, Typewriting I, prior to taking T-102. No additional fee 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 skill to enter the job-entry level to become employed as a general bookkeeper.



description of courses

**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.

**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.

**A 103
Accounting III-Corporation**

Accounting methods for corporate enterprise are taught. This course provides the accounting techniques required for managerial and organizational treatment of corporation records. Prerequisite: A 102.

**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.

**A 105
Cost Accounting 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

**A 106
Intermediate Accounting**

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 105

**A 108
Advanced Accounting**

This area of accounting is a study of business relationships such as partnership, home office and branch. Special sale procedures are presented, along with consolidated statements and fiduciaries. Prerequisite: A 106.

**A 201
Auditing**

This course provides the student with knowledge of auditing standards and audit objectives, reporting, and procedure. Practice is given in internal control, procedural tests, and closing the audit. Prerequisite: A 106.

**A 301
Payroll**

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.

**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.

e Tax
Partnerships
ons

b Business

b Data

agement

Office and
agement

d

English

h

Clock Quarter
Hours Hours

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. 120 5

A study of basic business functions, specific career opportunities and business environment. The course provides a foundation for continuing study. 60 5

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. 60 5

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. 60 5

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. 60 5

A study of management as it relates to administrative office functions. Personnel management applied to office services is studied. 60 5

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. 60 5

The objective of this course is to provide the necessary remedial and/or refresher training and to correct deficiency skills in basic English 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 learn and/or 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. 45 NC

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. 60 5

**C 102
Business Correspondence**

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. Prerequisite: T 102 or in progress with T 102.

**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.

**C 301
Oral Communications**

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.

**C 401
Report Writing**

The student is taught how to select the type of report to be presented, what information should be included, and how to write a report in a style that is readable, interesting and correct.

**E 101
Economics I-Basic
Economics**

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.

**E 201
Economic History
of the United States**

This course is a study of the nature of economic history from 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.

**FN 201
Money and Banking**

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.

**FS 101
Filing Systems and Records
Management**

The student is taught the need for organization, protection and control of business records. Instruction and practices include the basic rules of indexing and cross-reference methods, and various systems of modern filing are covered.

**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.

		Clock Hours	Quarter Hours
Mathematics Review	The objective of this course is to provide the necessary remedial and/or refresher training and to correct deficiency 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 learn or review the areas of: adding, subtracting, multiplying, and dividing whole numbers, fractions, and decimals; percentage and aliquot parts; algebra; geometry. This course is for the educationally disadvantaged.	35	NC
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	5
Arithmetic	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	5
Business	Study and extensive practice in methods of performance of 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 102 or in progress with T 102.	60	5
Public	A general-knowledge study of the history and development of public relations and contemporary applications. The tools and ethics of communications are taught, and the importance of good public relations is emphasized.	60	5
	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, word power, and memory functions.	60	5
Human Relations	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

R 100
Basic Reading (Prep)

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, rapid 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.

S 101
Shorthand I-Gregg 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.

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.

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: 100 words per minute. Prerequisite: S 101 or equivalent.

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: 100 words per minute. Prerequisite: S 102 or equivalent.

S 104
Shorthand IV

Emphasis is placed on building speed and increasing vocabulary. Mailable transcripts are required. Goal: 120 to 140 words per minute. Prerequisite: S 103.

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 urban transition are defined.

T 101
Typewriting I

This 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 copy is included in the course. Goal: 30 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: 40 to 50 words per minute. Prerequisite: T 101 or equivalent.

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. 120 5

The student should increase her typing speed to 70 wpm with no more than 5 errors for a period of 5 minutes. The student will build upon and add to her prior knowledge of manuscripts, letters, tables, and legal documents. Heavy emphasis will be placed upon typing the forms used in various offices, especially legal and medical. 60 5

This course is for the educationally disadvantaged, and its 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 & Clarity (5) Word Choice (6) Punctuation (7) Capitalization (8) 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. 45

This course is for the educationally disadvantaged, and its 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) Graphs (3) Properties of Numbers (4) Algebra (5) Geometry (6) 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. 45

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

nd
Expression

Mathical

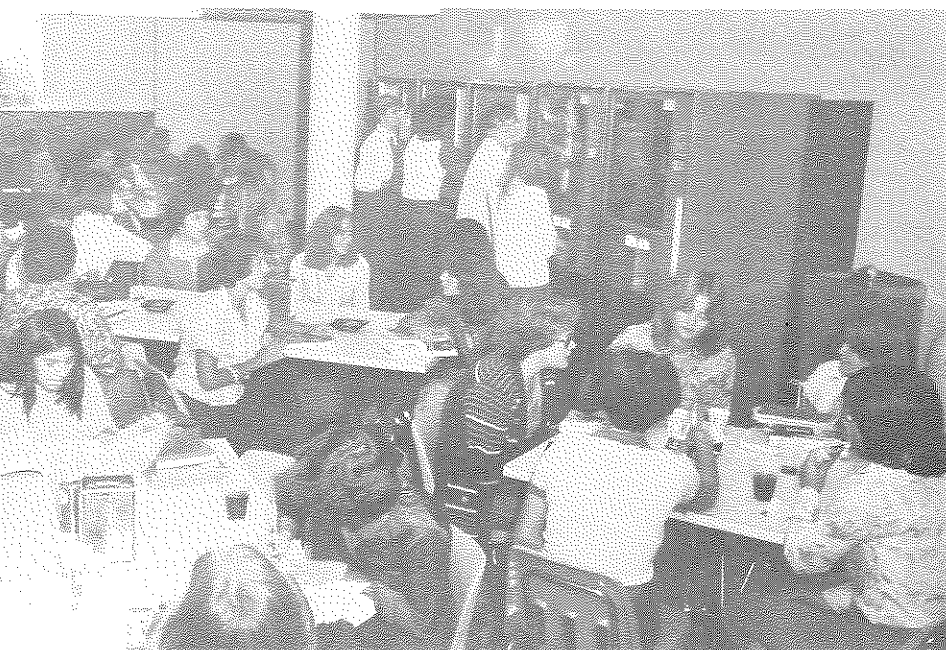
Literary

**GED 401
Interpretation of Reading
Sciences**

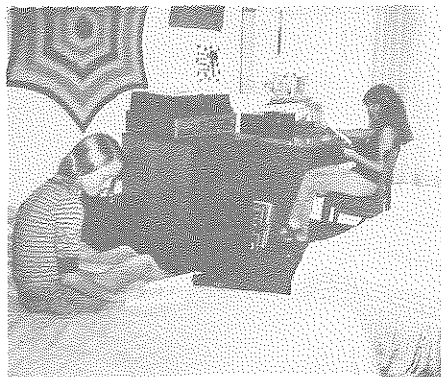
This course is for the educationally disadvantaged, and its objective is to prepare the student to pass the Interpretation of Reading Materials in the Natural Sciences section of the G.E.D. Examination. Upon successful completion of this course the student will have increased ability in Reading Comprehension 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.

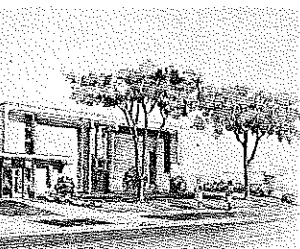
**GED 501
Interpretation of Reading
Studies**

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.



dorm life





FARRAGUT HALL
17 NORTH FARRAGUT AVENUE
COLORADO SPRINGS, COLORADO 80909

MONTHLY (LEASE) RATES

\$67.50 PER PERSON IN 3-BEDROOM APT

\$77.50 PER PERSON IN 2-BEDROOM APT

WEEKLY RATES

\$20.00 PER PERSON IN 3-BEDROOM APT

EFFECTIVE JANUARY, 1979

Farragut Hall

17 N. Farragut Avenue
Colorado Springs, Colorado 80909

PHONES:

1st Floor	--	(303)	634-9657
2nd Floor	--	"	634-9715
Res. Mgr.	--	"	471-2938

tember, 1977

FARRAGUT HALL
17 N. Farragut Av.
Colorado Springs, Colorado, 80909

Farragut Hall is designed as a student apartment building and offers living accommodations to young unmarried females in a safe, respectable and refined atmosphere. Most of our residents are students of Blair Business College; however, on a space available basis, we also accept student nurses, medical technicians, students from other vocational schools and/or colleges in the area, and young employed girls.

Farragut Hall is ideally located in the beautiful city of Colorado Springs, Colorado. We are directly across the street from Blair Business College and coordinate all our activities with them. We are only a few blocks from a major medical technology school and a major school of nursing. We are about a mile from the down town area of Colorado Springs, with bus service available a half block away. A few blocks away is a major shopping center with a bank, a cafeteria, a large department store, a theatre, and other small shops and eating places. Memorial Park and Prospect Lake, one of the city's major parks, is a half block away, where beaches, swimming and water sports are available during the summer months, and where in-doon swimming and ice-skating, tennis, baseball and other sports are available year round.

Farragut Hall consists of two and three bedroom furnished apartments, each with its own kitchen and baths. Each bedroom contains twin beds, double chests of drawers, and separate study desks. Two girls are assigned to each bedroom. Residents will provide their own bed linens (such as blankets, sheets, bed spreads, pillows, mattress covers) and

also towels, dish towels, iron, alarm clock, etc. Residents may decorate their rooms and apartments according to their own tastes and desires within the bounds of reason. Decorations which might be considered bizarre or in bad taste will not be permitted, and nothing will be allowed which might damage walls or furnishings.

Applications

Application forms for residence in Farragut Hall are obtainable by writing the manager of Farragut Hall. A copy is also included in this booklet which may be torn out and submitted. Such applications forms should be accompanied by a deposit of \$50.00. Although applications will be kept on file without this deposit, no reservation can be considered confirmed until the deposit is received. Such deposit is returnable to the applicant if the application is later cancelled, provided such cancellation is received at Farragut Hall, in writing, at least thirty (30) or more days prior to the effective date. Upon moving into Farragut Hall, this reservation deposit is re-classified as a damage/cleaning deposit, returnable at the termination of residence, subject to certain conditions. (See "Leases.")

Leases

Leases are desired which will usually coincide with your school contract. Parents (or other adult responsible for you) will be required to co-sign this lease as guarantors. This is not required in the case of employed girls making their own living. A damage/cleaning deposit of \$50.00 must be paid prior to moving into Farragut Hall (See "Applications") and is returnable when resident moves out less any amounts due for damage or loss to Farragut Hall property, and less any other charges which may

have accrued to resident's account, and less a minimum cleaning fee of \$10.00. This amount of \$10 will arbitrarily withheld to defray the costs of major cleaning of the apartment, such as shampooing carpets, washing windows, cleaning kitchens and bathrooms, etc., which are in general use by all occupants of the apartment but which far too often the individual occupants shirk responsibility for. This does not waive your responsibility to keep all rooms neat and clean at all times. (See "Rules and Regulations.")

Cleaning/damage deposits are not to be used as credit in lieu of rent. These deposits are held in a separate bank account, a separate accounting is kept of them, and final accounting made only at termination of tenancy. Refunds of damage/cleaning deposits will be mailed within seven days of termination of residency to resident's forwarding address. This delay is necessitated by the fact that the quarters cannot be properly inspected for damage, loss, etc. until after the tenant has vacated.

Tenants moving into Farragut Hall in mid-month will pay one month's rent in advance and will have the second month's rent adjusted to the first of the following month. Thereafter all rents will be due monthly in advance on the first day of each and every month. Rent for this partial second month and for the possible partial month at the termination of the lease contract will be computed on the basis of 1/30th of the monthly rate per day. NOTE: Partial month payments apply only to these two months. Tenants moving prior to the end of the lease contract period in violation of the terms of the contract will not be accorded this accommodation.

Rents must be paid no later than the 10th of the month. Farragut Hall is your home away from home, but it is also a business establishment with obli-

tions of its own to meet. Tenants who for one reason or another cannot pay their rent by the 10th should explain the reasons therefor to the Resident Manager. Failure to pay rent by the 10th, in the absence of any explanation to the Resident Manager, will result in a lock being placed on your bedroom door until mutually satisfactory arrangements have been made concerning payment. Girls going on vacation or on weekend visits home, at the time rents are due, should pay their rent before leaving.

Paragraph 11 of the lease form sets out certain conditions under which a lease can be terminated prior to expiration date. These are:

If a resident should suffer serious illness or injury which would preclude her continuance as a resident, upon written verification of a physician chosen by Farragut Hall.

If a resident should complete her course of study and graduate prior to the expiration of the contract, upon written verification of an official from the school in question.

Other extenuating circumstances which in the opinion of Farragut Hall would make it impractical or undesirable for a resident to continue occupancy.

NOTE: Applicant's attention is directed to the fact that marriage, voluntary dropping out of school, immoral or criminal actions, or willful, flagrant and/or repeated violations of the rules, do not constitute extenuating circumstances under which the lease may be terminated prior to expiration date, since these are actions which fall completely under the control of the resident.

Should tenancy be terminated prior to the expiration of the lease period for no legitimate reason, the balance due under the contract will immediately become payable in full, or, the balance of the contract may be assigned to a third party acceptable to the management, which third party is neither a current resident nor an already recognized applicant for residence. Such third party may then complete the terms and conditions of the lease as tho' she were the original signer thereof, except that if such third party should default Farragut Hall will hold the original signed responsible for the balance of the contract.

Temporary (Non-Lease) Residents

In lieu of leases, residents may wish to be considered as "temporary residents" at weekly rates. Weekly rates are about 25% higher than the contract rates, and such temporary residents are not afforded the protection that residents under lease receive, since if space becomes at a premium temporary residents can be asked to vacate on a week's notice.

All residents moving in without bonafide signed lease will be considered temporary residents and will be charged the weekly rate, payable in advance, pending receipt of the signed lease in our office.

Rules and Regulations

Community living demands that the rights and privileges of the individual must defer to the rights and privileges of the group as a whole. Those of you who up to now have enjoyed the privacy of your own room at home, with mother picking up after you, will be faced with a change in your life style. You will be living in close proximity with other girls and women as there will be friendship and companionship, there must also be a sharing of responsibility. As there

st be rules and regulations in any organized soci-
y, so must there be rules and regulations at Farragut
ll.

artments and bedrooms must be kept clean and neat
all times. Clothes must be picked up, beds made,
d dishes done every day. Vacuum cleaners and
g shampoos are available. Containers are locat-
at the rear of the building for trash and rubbish
d garbage disposals are provided in each apartment.
ile general maintenance of the apartment is the
ared responsibility of all residents in the
artment, keeping your bedroom neat and clean is
ur own private responsibility. Leaving beds un-
de and clothes strewn around not only will annoy
ur roommate, but it will embarrass the management
o may have occasion to exhibit the apartment to a
ospective resident. So pick up your own clothes,
ke your own bed, clean the bathroom after using
, wash your dishes, and empty your own trash. If
u use the washing machines in the hall, leave these
ean for the next user. The lobby is for all to
joy but please leave it in as good condition as
u found it. Do not leave empty glasses, coke cans,
ndy wrappers, cigarette packages, etc., scattered
ound the lobby. Remember, other girls and their
ests want to use the lobby.

riodic no-notice inspections will be made from
me to time at the discretion of the Resident
nager to insure that the apartments are neat and
ean. The premises must be in order at all times
exhibit to prospective tenants, parents, represen-
tives from the various learning centers, etc., and
asionally bus tours of high school seniors from
tlying districts come through. If on inspection
e Resident Manager finds apartments or bedrooms
t up to standard, she will first ask that the
emises be cleaned up and will set a date for a
cond inspection. If on this second inspection it

is still unacceptable and it should become necessary to obtain the services of a cleaning woman, the cost therefor will be prorated among the girls occupying the apartment. If it is only one girl's bedroom, of course the cost will be assessed against that girl. Girls who move out leaving an especially dirty apartment may forfeit their entire damage deposit.

Coin-operated washers and dryers are available on each floor. Pay phones are also available on each floor. Please ascertain the number of the phone nearest your apartment and give this number to your friends and relatives. Incoming long distance calls must be prepaid. We cannot accept collect calls. Residents are requested to confine their conversations to ten minutes. Remember, others may be waiting to call in or out, and someone may have an emergency call. Private telephones may be installed in your apartment, if you wish.

Residents are requested to be careful to shut windows and to turn off all electrical appliances and to turn down thermostats when leaving the apartment. Remember, we are in an energy crisis, so let's not waste energy. Check all lights and the burners on the stove and be sure all electrical current is off before leaving the apartment or retiring for the night.

No loud or boisterous conduct will be permitted. TV's, radios, record players, etc., will be kept at tolerable levels at all times, especially when girls are trying to sleep or study. No shouting or abusive or obscene language will be tolerated.

No boys or men will be allowed in the apartments. They are allowed in the lobby until 10:30 P. M. when they must leave. Residents will meet their dates in the lobby. If you have an unexpected male caller, the Resident Manager will see that you are

tified. Residents will be held responsible and countable for the actions of their guests and will acquaint them with the rules with respect to use of the lobby, curfew hours, etc. Girls coming in from the dates will bid their escorts goodnight outside the main door.

Residents may have members of their own immediate family as guests in their apartment, and may also have an occasional over-night female guest, provided you have notified the Resident Manager ahead of time and obtained her approval. Failure to obtain her approval may result in such a guest, or her hostess, being charged an overnight fee. Such guests are expected to observe the rules of Farragut Hall as though they were residents.

The legal age for the consumption of hard alcoholic beverages in Colorado is 21 years. Since most of our residents are under this age absolutely no alcoholic beverages may be brought into, or consumed on, the premises. This includes the parking lot. This restriction extends to your guests also, even though they may be over 21. Possession and/or use of illegal drugs will not be tolerated. No one under the influence of liquor or drugs will be admitted to the building, and if found on the premises they will be asked to leave or the Police will be called.

Sickness and/or accidents should be reported to the Resident Manager who will get you prompt medical attention should you desire or require it. Any expense related thereto will be for the account of the resident involved. Parents will be notified by long distance telephone or any serious illness or accident.

Written authorization from your parents is necessary for you to be away overnight. Your parents may prepare and sign a blanket authorization which will be kept on file in the office if travel to and from

your home on weekends and holidays is contemplated or, in an emergency, specific authority can be given to the Resident Manager by long distance telephone. Being away overnight without the knowledge and approval of your parents is a circumstance we cannot assume responsibility for. Any such instances coming to our attention will be immediately reported to your parents. Residents must advise the Resident Manager when they expect to be away overnight and when they expect to return.

Farragut Hall will assign roommates and apartments and reserves the right to make changes in such assignments at any time such are indicated. Farragut Hall reserves the right to enter apartments for purposes of maintenance, inspection, exhibiting to prospective tenants, parents, etc., or for any emergency situation.

Each resident will be furnished with a key to her apartment door. The management is not responsible for lost or stolen articles so keep your apartment doors locked when you are out, even if it is only to the lobby for mail. Each resident will also be issued a key to the outside front door. These are special non-duplicateable keys and a \$5.00 charge will be assessed for each key lost. These are issued to you by number and you must sign a receipt for them. They are to remain in your personal possession at all times until termination of your contract, when they are to be surrendered personally to the Resident Manager. They must not be left in rooms or given to another girl to turn in for you. Deposit will not be refunded until keys are surrendered and rent may be charged for days they are withheld, even if the tenant has moved out. No Farragut Hall key is to be passed to another person or used to allow unauthorized persons access to the building.

he interest of safety the outside doors, both
t and back, will be locked at all times. In
tion, a burglar alarm system is installed on the
door and is activated at sundown.

ew during week nights is midnight and on Fridays
Saturdays and nights before important holidays
s 2:00 A.M. At curfew time the inside lobby
will be locked, and residents are not allowed
to this inner door. It behooves you, therefore,
e inside the building before curfew. Of course
encies do come up and in case you are unavoid-
detained and cannot make curfew you may use the
t buzzer, or you may phone in to the hall phone
est your apartment and arrange for someone to
the inner lobby door. In extreme emergencies
may phone the Resident Manager's private phone.
should be kept to a minimum however. Remember
has been on duty all day and is entitled to an
sturbed night's rest. If all these alternatives
, you may find it necessary to wait in the entry
until the inner lobby door is unlocked at 7:00

We realize you will not be as comfortable here
ou would be in your own bed, but you will be warm,
ected from the weather, and safe, since only
her resident with a key can unlock the outer door.
places the burden of responsibility squarely on
own shoulders but we feel that most of you have
hed the age of reason and since you, and only you,
responsible for being out past curfew you, and
you, should bear any inconvenience this might
e.

the event of misconduct or violation of rules
management reserves the right to revoke curfew
privileges, move residents to different and separate
as, or take any other such disciplinary action as
be deemed appropriate. Offenses likely to result
such action include, but are not limited to:

1. Violation of curfew.
2. Admitting men to building after hours, to apartments at any time.
3. Allowing unauthorized use of keys.
4. Not keeping rooms and apartments clean.
5. Being uncooperative with other tenants.
6. Being away overnight without parents' permission.

Farragut Hall reserves the right to evict any resident for immoral or criminal conduct or for serious breaches of rules, or for any action which in the opinion of management constitutes a threat to the safety and welfare of the other residents upon one day's notice. Any action considered serious enough for possible eviction will immediately be brought to the attention of your parents. (NOTE POSSESSION AND/OR USE OF ILLEGAL DRUGS OR ALCOHOL WILL BE CONSIDERED CAUSE FOR IMMEDIATE EVICTION.)

We have taken every measure possible to insure that Farragut Hall is a home-like, pleasant, respectable, safe and secure place to live. A resident manager is in residence at all times. In any emergency situation she can be contacted at any hour, day or night; however, for ordinary situations, such as complaints, payment of rent, etc., it is requested that you observe the office hours posted on her door which are 9:00 A. M. to 12:00 noon, and 2:00 P. M. to 5:00 P. M.

It is the desire of the management to be as general and flexible as possible in the operation of Farragut Hall and in the interpretation of all the rules stated herein, consistent with good management policy and the requirements of the law.

privileges of all the residents. If you have a special problem or request, talk it over with the Resident Manager. Each special case will be judged on its own merits, with allowances for mitigating and attenuating circumstances, and every effort will be made to work out mutually acceptable solutions. Remember that common courtesy, consideration of the needs of others, and observance of the Golden Rule, are the paths of living for all of us. Just plain everyday common sense and consideration for others really are all one needs to make living in Farragut Hall a pleasant and rewarding experience.

* * *

From time to time it is anticipated that your parents, other relatives and friends from out of town may wish to visit you in Colorado Springs. We regret that we have no accommodations for this purpose at Farragut Hall.

We have arranged, therefore, for our visitors to be taken care of at one of the leading motels in the area at reduced rates. As you may know, motel accommodations in Colorado Springs are not only expensive, but scarce, especially during the summer months. If you have guests coming, please contact the Resident Manager who will make arrangements with the ODEWAY INN to extend them their current commercial rate. (NOTE: This commercial rate is only extended if reservation is made thru Farragut Hall.)

ODEWAY INN is located at 2409 East Pikes Peak Avenue, approximately seven blocks east of Farragut Hall, with a parking area nearby and a cafeteria in the shopping center across the street.

Farragut Hall is pleased to announce that it has chartered as a member of the American Youth Hostels. The youth hosteling movement is world-wide, and dedicated to inexpensive, educational travel. Hostels are located in the U. S., Canada, and 48 foreign

Some of these AYH members, of course, are male. An area has been set aside for them at the rear of the first floor, completely separated from the second floor where Blair students are assigned, with locked doors separating the two areas at night. Security is strict and vigilant, and the management of Blair Business College has concurred in these arrangements.

During the summer of 1977, our first year as an AYH member, we were host to young students from all over the world - France, Italy, Japan, Australia, England, Israel, the Netherlands, South Africa, Sweden, and many more - just a few - who were traveling across the world to see the scenic sights and historic places.

Anyone contemplating traveling during vacation, in this country or overseas, should inquire at the Blair office about the benefits of AYH membership. Full membership entitles the passholder to use the facilities of hostels in 50 countries.

Temporary 3-day introductory passes can be purchased for \$1.00, to be used only at the hostel of purchase. Young people wishing to visit Colorado Springs for up to three days on sight seeing or shopping tours or to inspect the facilities of Blair Business College and the other schools in the area, should keep this in mind.

Also, during certain periods of the year we can accommodate bus tours of students wishing overnight accommodations. Arrangements in all instances should be made with the management to insure that space is available.

APPLICATION FOR ADMISSION
TO FARRAGUT HALL

Applicant states she has been accepted as a student at
the session _____ to _____

Applicant certifies that she has read the Rules and Regulations of FARRAGUT HALL and agrees to abide by them.

Applicant submits herewith \$50.00 as reservation deposit fundable in the event of cancellation, provided notice of such cancellation is received in writing at FARRAGUT HALL at least 30 days prior to above session.

Applicant's Name _____

Birthdate _____

Parents' Names _____

Residence _____
(Street) (City and State) (Zip)

Telephone _____

Occupation _____

Bank _____

Specify any medical problems, allergies, handicaps, etc.

Do you have a government loan to go to school? _____

Do you receive Social Security to go to school? _____

Applicant _____

Father _____

Mother _____

