BLAIR JUNIOR COLLEGE

Established 1897

1992 - 1994 GENERAL CATALOG

Volume 15, Number 1

"Leave the dreams of yesterday, take the torch of knowledge, and build the dreams of the future."

- Marie Curie

Mailing Address

Blair Junior College
828 Wooten Road
Colorado Springs, CO 80915

Phone (719)574-1082

EDUCATIONAL MISSION AND PURPOSE

MISSION

Blair Junior College is a private, specialized college organized for the purpose of meeting the educational needs of the citizens of the metropolitan Colorado Springs area. The College offers specific and practical educational programs designed to meet the demands of business and technology within the surrounding area.

PURPOSE

In keeping with the needs and background of its students and the changing community which the College serves, the faculty and administration of Blair Junior College are dedicated to the accomplishment of the following purposes:

1. To provide specialized education services on the collegiate level for the Colorado Springs metropolitan area. This objective is reached by offering two-year associate degree programs.

2. To provide in-depth education programs which give predominant emphasis to business and technical education in preparation for immediate job entry.

3. To provide general education; to enable students to develop attitudes, knowledge, qualities, and skills necessary to equip themselves with the basic tools of citizenship.

4. To provide complete and effective support services for all students.

BLAIR JUNIOR COLLEGE
GENERAL CATALOG

1992 - 1994

January 1, 1992
Volume 15
Statement of Nondiscrimination

Blair Junior College is pledged to uphold equality of opportunity in education and employment in compliance with the Equal Employment Opportunity and Affirmative Action Laws of the United States. Any inquiries or grievances concerning these regulations may be directed to the Office of the Director, Blair Junior College, 828 Wooten Road, Colorado Springs, Colorado, 80915.

Blair Junior College adheres to all rules and regulations set forth by the Family Educational Rights and Privacy Act of 1974, Public Law 93-568.

This catalog is an official publication of Blair Junior College. It is subject to change or revision at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. The College further reserves the right to withdraw a student from the College for cause at any time. The student is entitled to due process in all instances.

Provisions of this publication are not regarded as a contract nor as an offer to contract. Blair Junior College, through appropriate action, reserves the right to change any provision with proper notification and approval.

Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Course and Program Alterations: The College reserves the right to change course curricula, schedule, prerequisites and requirements, or cancel a course or program for which there is insufficient enrollment.

Success of Student: The student's individual success or satisfaction is not guaranteed, and is dependent upon the student's individual efforts, abilities and application of himself/herself to the requirements of the College.

Accrediting Agencies: The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

This catalog is incomplete without current tuition supplement.

EMERGENCY PHONE NUMBERS

Any student or employee of Blair Junior College who feels he or she has a problem with alcohol or drugs may contact any of the following community services or consult the Academic Department. These agencies provide a variety of services, many of them with a fee schedule commensurate with income. If you need further information, please contact the Academic Dean.

Alcohol Receiving Center
471-8300
1462 E. Fountain

Alcoholics Anonymous
634-5020
30 E. Rio Grande

The Ark
Drug & Alcohol
684-9483
10930 Hondo Avenue
Green Mountain Falls

CARE Coalition
Information & Referral
548-8877
3510 Austin Bluffs, Suite 2

Cedar Springs
633-4114
2135 Southgate

El Paso County Treatment Clinic
Drug & Alcohol
578-3150
710 S. Tejon

Riegal Center
Penrose Hospital
530-5832
2215 N. Cascade

Someplace Else
(under age 24)
632-3362
3243 E. Bijou, Suite 207

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FROM THE DIRECTOR'S DESK

Welcome to Blair Junior College! You have taken the first step in preparing yourself for a better future. The faculty and staff are here to help you attain your goals by sharpening your skills for the upcoming opportunities and challenges.

Blair Junior College, "The Career College," was established in 1897. For almost 100 years we have been assisting our graduates with placement in the jobs for which they were trained. Placement assistance is available to our graduates throughout their careers to ensure their success.

Proper training is a key to opening doors to new job opportunities. The self-satisfaction in addition to the up-to-date skills you receive is well worth the amount of time you put into your education. Congratulations on your decision to be an important member of America's workforce!!

Tara B. Phillips
College Director

HISTORY

Blair Junior College, Inc. was founded as Skaggs Business College in 1897. Mr. George Blair purchased the school along with Brown Business College in 1918. In 1938, Mr. Floyd Doty assumed ownership; and, under his guidance in 1953, the College achieved accreditation as a two-year school of business. It was in the first group of business colleges in the United States to be accredited by the Accredtiting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In October 1979, Mr. Gerald C. Phillips purchased the entire stock of Blair Business College, Inc. With this acquisition, Blair Business College joined the prestigious and progressive group of Phillips Colleges located throughout the country.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its associate degree programs by the Division of Private Occupational Schools, Department of Higher Education.

PROFESSIONAL RECOGNITIONS

Blair Junior College is accredited as a junior college of business by:
> The Accrediting Commission of the Association of Independent College and Schools - Career College Association (AICS-CCA), Washington, DC, a national accrediting agency recognized by the United States Department of Education under the provision of public law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that office or an approximation thereof

Blair Junior College is chartered by:
> The Colorado Secretary of State

Blair Junior College is approved by:
> Colorado State Approval Agency for Veterans and Eligible Dependent Students
> Department of Vocational Rehabilitation
> Immigration and Naturalization Service

Blair Junior College is authorized to grant associate degrees by:
> The Division of Private Occupational Schools, Department of Higher Education, pursuant to rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59 (1) (1)

Blair Junior College is approved and regulated by:
> The Division of Private Occupational Schools, Department of Higher Education

Blair Junior College Institutional Memberships:
> American Council on Education
> Better Business Bureau of Southern Colorado
> Colorado Springs Chamber of Commerce
> National Association of Student Financial Aid Administrators
> Rocky Mountain Association of Student Financial Aid Administrators

Accreditation

Accreditation assures students that Blair Junior College is recognized as a qualified institution of higher learning in that it offers approved programs of study meeting recognized academic standards and employs a professional faculty. Accreditation ensures adequate facilities and equipment, stable financial and organizational structure of the College, and performance in the educational community.

The Campus

FACILITIES & EQUIPMENT

Blair Junior College is situated on a five-acre site in eastern Colorado Springs, Colorado. The College occupies a modern, attractive building containing 22,300 square feet of space.

There are spacious classrooms; computer, medical and typing laboratories; student smoking and non-smoking lounges; library; and administrative and faculty offices. A large classroom located in the center of the building serves as the auditorium.

A large parking lot is located next to the Blair Junior College building.

Handicapped Access

The Blair Junior College facilities are handicapped accessible. Special facilities include designated parking, ramps, accessible restrooms, and accessible water fountains.

GENERAL CONDUCT AND COLLEGE JURISDICTION

Education is preparation for professional life. Ethics are among the most important qualities that professionals possess. All students are expected to adhere to high ethical standards. Any work produced by dishonest means cannot be accepted.

Blair Junior College is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Blair Junior College will strive to maintain a campus free from drug and alcohol abuse.

The manufacture, possession, distribution, or use of illegal drugs or alcohol is prohibited on the campus, including school grounds. Any violation of this policy will warrant disciplinary actions, up to and including expulsion, and may also result in local, state, and/or federal criminal charges.

Students and employees are to notify management of Blair Junior College of any criminal drug statute violation occurring in the institution no later than five days after such violation. The College will notify the United States Department of Education, Office of Student Financial Assistance, 400 Maryland Ave. SW, (ROB-3) Washington, DC 20202, of such violation within ten days after receiving such notice.

This school will assist students and employees in the selection of appropriate counseling, substance abuse assistance or rehabilitation programs. In addition, this school will not discriminate in employment solely on the grounds of prior drug or alcohol abuse or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

To ensure safety, security, and productivity, students and employees are to conduct business with the highest ethical standards and treat all students, co-workers, and business associates with fairness and integrity.

The College reserves the right to dismiss a student for the following reasons: failure to maintain satisfactory academic progress as outlined in this catalog, conduct detrimental to the College or other students, absences in violation of the attendance policy as outlined in this catalog.

Students are required to maintain high standards of personal conduct and honesty. Any student whose conduct is considered harmful to others or the reputation of the College may be placed on disciplinary probation or may be suspended or expelled from the College. Under this policy, a student may request due process in the form of an appeal board hearing. For review, the student must submit a written request to the Academic Dean.

CAREER PLANNING AND PLACEMENT OFFICE

One of the many benefits derived from being a graduate from Blair Junior College is the graduate placement service. The Career Placement and Planning Office is a graduate services center, offering placement assistance to graduates throughout their careers.

Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable expectations, and cooperation with the director of the Career Planning and Placement Office.

In their final term, students will attend preparation classes to assist them in the career placement process. Blair Junior College prepares the graduate educationally for employment and assists in their job search, but, like all institutions, we cannot guarantee employment.

ACADEMIC CALENDAR
1992 - 1994

Winter Quarter 1992

January 13	Quarter Begins
January 20	Martin Luther King Jr. Holiday
February 17	Presidents' Day Holiday
February 24	Mini-quarter Begins
March 23 - 27	Spring Vacation
April 10	Quarter Ends

Spring Quarter 1992

April 13	Quarter Begins
May 25	Memorial Day Holiday
May 26	Mini-quarter Begins
July 2	Independence Day Holiday
July 3	Quarter Ends
July 6 - 10	Summer Vacation

Summer Quarter 1992

July 13	Quarter Begins
August 24	Mini-Quarter Begins
September 7	Labor Day Holiday
October 2	Quarter Ends

Fall Quarter 1992

October 5	Quarter Begins
November 16	Mini-quarter Begins
November 26	Thanksgiving Day Holiday
December 21 - January 10, 1993	Christmas Holidays
January 11, 1992	Classes Resume
January 15, 1992	Quarter Ends

Winter Quarter 1993

January 18	Martin Luther King Jr. Holiday
January 19	Quarter Begins
February 15	Presidents' Day Holiday
March 1	Mini-quarter Begins
March 22 - 26	Spring Vacation
April 16	Quarter Ends

Spring Quarter 1993

April 19	Quarter Begins
May 31	Memorial Day Holiday
June 1	Mini-quarter Begins
July 5	Independence Day Holiday
July 9	Quarter Ends
July 12 - 16	Summer Vacation

Summer Quarter 1993

July 19	Quarter Begins
August 30	Mini-quarter Begins
September 6	Labor Day Holiday
October 8	Quarter Ends

Fall Quarter 1993

October 11	Quarter Begins
November 22	Mini-quarter Begins
November 25	Thanksgiving Day Holiday
December 20 - January 2, 1994	Christmas Holidays
January 3, 1994	Classes Resume
January 14, 1994	Quarter Ends

Winter Quarter 1994

January 17	Martin Luther King, Jr. Holiday
January 18	Quarter Begins
February 21	Presidents' Day Holiday
February 28	Mini-quarter Begins
March 21 - 25	Spring Vacation
April 15	Quarter Ends

Spring Quarter 1994

April 18	Quarter Begins
May 30	Memorial Day Holiday
May 31	Mini-quarter Begins
July 4	Independence Day Holiday
July 11 - 15	Summer Vacation

Summer Quarter 1994

July 18	Quarter Begins
August 29	Mini-quarter Begins
September 5	Labor Day Holiday
October 7	Quarter Ends

Fall Quarter 1994

October 10	Quarter Begins
November 21	Mini-Quarter Begins
November 24	Thanksgiving Day Holiday
December 19 - January 2, 1995	Christmas Holidays

THE REGISTER

Blair Junior College is owned and operated by Phillips Colleges, Inc., of Gulfport, Mississippi, Gerald C. Phillips, Chairman of the Board and President.

College Administration:

Executive Committee
Tara B. Phillips, B.B.A., Director
Elaine Dietz, M.A., Academic Dean
Edwin Kraus, A.A.S., Business Manager
Sylvia Backus, A.B., Director of Admissions
Rebecca Simoneaux, M.A., Director, Career Planning and Placement
Nancy McGriff, Executive Secretary

Financial Aid Department
Edwin Kraus, Business Manager, Director of Financial Services
Wayne Lemesnay, Chief Financial Aid Officer
Teresa Clark, Financial Aid Officer
Linda Ives, Financial Aid Officer
Susan Ellis, Financial Aid Officer
Stephanie Powell, Accounting Technician
Vickie McCoy, Student Loan Advisor

Academic Administration
Elaine Dietz, M.A., Washington State University, Academic Dean
Charles Christy, M.S., Fort Hayes State University, Associate Academic Dean
Elise Tiedt, M.L.S., University of Denver, Librarian
Bonniegail Coleman, B.S., West Virginia University
Roxanne Wheeler, A.A.S. Blair Junior College, Dean's Assistnant
Kay Theobold, A.A.S., Blair Junior College, Registrar's Assistant

Kent Billingsley, B.S., University of Colorado/Colorado Springs, Computer Specialist Department Chairperson
Lynne Bradley, B.S., University of Oklahoma, Administrative Assistant Department Chairperson
David Helm, Ed.D., Columbia Pacific University, General Education Department Chairperson
Jane Rosen, R.N., Clarkson College of Nursing, Medical Assisting Department Chairperson
Robert Sanford, M.S., Troy State University, Accounting and Business Administration Department Chairperson
William Schooley, J.D., John Marshall Law School, Legal Assistant/Paralegal Department Chairperson

Office Hours

Blair's Academic Department is open Monday through Thursday from 8:00 a.m. to 9:40 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The Admissions Department is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday from 10:00 a.m. to 2:00 p.m. Interviews can be scheduled at other times by appointment. The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday from 10:00 a.m. to 2:00 p.m.

ADMISSIONS

Application

Applicants should request an appointment for a personal interview with an Admissions Representative of the College.

Phone: (719)574-1082

Entrance Requirements

Graduation from high school or the successful completion of the General Education Development (GED) test is the minimum requirement for admission to Blair Junior College.

Those students who are beyond the age of compulsory school attendance and do not have a high school transcript nor the equivalent may be admitted to Blair Junior College under the Ability to Benefit provision in certain programs.

Ability to Benefit Policy

Any student who has not graduated from high school nor obtained a high school equivalency (i.e. GED) may be admitted to Blair Junior College under the following criteria:

1. Student must be at least 21 years of age.

2. Student must obtain a satisfactory assessment score.

3. Academic Dean must approve the admittance of the student.

4. Student must be counseled by an academic counselor throughout his/her program or until obtaining a high school equivalency.

5. High school graduates who are unable to obtain copies of their transcripts may also be admitted under the Ability to Benefit provision.

6. Applicants to the Medical Assisting and Legal Assistant/Paralegal Studies programs are required to have a high school diploma or equivalency.

Foreign Students

Foreign students must present written evidence of competency in English. For further information, interested foreign students should contact the Admissions Department, (719)574-1082.

Full-time Students

All students must be in full-time attendance unless they have approval by the Dean to take less than a full load. The academic workload is defined as any combination of courses, internship or externship, research or special studies, whether or not for credit, that the institution considers sufficient to classify the student as full time. A student must be enrolled in at least 36 credit or non-credit hours per academic year to be considered full time. Students who have permission to take less than a full load must understand that financial aid may be reduced.

Admissions Assessment

Applicants are required to take a skills inventory assessment prior to admission to the College. The Academic Department will determine appropriate course placement based upon the basic skills assessment.

Transfer of Credits

Acceptance of prior credit is at the discretion of each receiving institution. Blair Junior College does not imply, promise, or guarantee transferability of credits earned. The Associate of Applied Science Degree Programs of Blair Junior College are essentially terminal in nature, designed for the graduates' employment upon graduation.

BLAIR JUNIOR COLLEGE

FINANCIAL AID

Financial Aid Information

For those students who are unable to pay all tuition and materials charges in advance, there are several methods of financial aid available for those who qualify. These can be discussed with a Financial Aid Officer.

Financial aid is awarded on the basis of financial need, regardless of sex, age, race, creed, or national origin of the applicant. "Financial need" is defined as the cost of education less the amount a student and his family are expected to pay toward that cost. Awards conform with all regulations and guidelines established by state and federal agencies.

Financial Aid

Blair Junior College has followed a financial aid philosophy which 1) provides student access to financial aid funds to meet educational expenses, and at the same time, 2) attempts to keep student borrowing to the minimum. The financial aid packaging policy takes into consideration available funds which are managed by the Financial Aid Office according to the needs of the students.

Blair Junior College believes that students should incur a limited amount of debt and should borrow only the funds needed to finance their education. Counseling of students includes pre-loan counseling, debt management - future payment, and exit interviews for graduates or withdrawals. Students are counseled in order to match them with the loan with the lowest interest rates, best repayment plan, etc.

Financial Aid Eligibility

To be eligible for most financial aid programs, a student must be enrolled as a regular student in an eligible program of study and maintain a schedule of at least 36 credit or non-credit hours per academic year (nine-month period).

In addition, the student must:

Be a U.S. citizen or eligible non-citizen
Have financial need (as determined by a U.S. Department of Education approved needs analysis system)
Be making satisfactory progress in accordance with the Blair Junior College standards of satisfactory progress, as outlined in this catalog
Not owe a refund on a Pell Grant, SEOG, or SSIG previously received through any college
Not be in default on a Title IV loan program previously received through any college
Be registered for the Selective Service, if a male born after December 31, 1959

(All students, including females and eligible non-citizens, must sign the Statement of Educational Purpose/Registration Compliance.)

Verification of Student Aid Application Information

1. A student will be advised by a Financial Aid Officer when that student is selected for verification. During this advising session the student will be given a clear explanation of the documentation needed to satisfy the verification requirements. During this session the student will also be informed of his/her responsibilities with respect to the verification of application information including the school's deadline for completion of any actions on the student's part and the consequences of failing to complete these required actions.

2. The student must provide the necessary documentation for verification within 30 days from the date the student starts school or in the case of a student currently enrolled in school within 30 days from being selected for verification.

3. If the student fails to provide the required documentation for verification within the established time frame, then the student will be treated as a cash-paying student. If the student is not capable of paying cash, then the student will be dismissed from school.

4. Financial aid awards are made subject to availability of allotments which are not controlled by the College, and therefore, cannot be guaranteed.

5. The Financial Aid Office does reserve the right to make exceptions to the above stated policies due to specific circumstances on a case-by-case basis.

6. The Financial Aid Office will notify the student by a normal means of communication of the results of verification. Preferably this will be in the form of an advising session.

7. If application information needs to be corrected, then the student will be contacted by a normal means of communication and action will be taken as outlined in the previous policies. If, after the corrected documentation is submitted, the financial aid awards change, then the school will adjust the awards as outlined in the regulation.

8. The Financial Aid Office, if necessary, will contact the regional office of the Department of Education concerning referrals under sections 668.14(g).

PELL Grant

PELL Grants are awarded to help undergraduate students pay for their post-secondary education. To determine student eligibility, the Department of Education uses a standard formula to evaluate the information reported when the student applies for a PELL Grant.

The award amounts for each fiscal year will depend on program funding

To be paid, the student must submit a signed Student Aid Report (SAR) or ESAR (Electronic Student Aid Report) to the Financial Aid Office.

NOTE: If the student has a change of address, he or she <u>must</u> notify the Financial Aid Office so that a change of address form can be mailed to the PELL Grant Processing Center. The SAR's will not be forwarded.

Supplemental Educational Opportunity Grant

Supplemental Educational Opportunity Grants (SEOG) are awards for undergraduate students with exceptional financial need. To be eligible, a student must first be a PELL Grant recipient.

SEOG funds are limited and disbursed after an application period with funds being reappropriated each fiscal year.

Colorado State Grant

Colorado State Grants (CSG) are awards for students with financial need. These funds are for Colorado residents and are reappropriated each fiscal year

Colorado Undergraduate Merit Awards

Colorado Undergraduate Merit Awards are funds for students to assist with their post-secondary education. These funds will vary according to academic standing and other criteria. Students must apply for the Merit Award in the Financial Aid Office.

Colorado Student Incentive Grant Program

The Colorado Student Incentive Grant (CSIG) Program is the name given in Colorado to the Federal education grant program known as the State Student Incentive Grant (SSIG) program. The Federal SSIG program makes incentive grants to states to stimulate expansion of financial assistance to students with substantial need. Student grants made under this program are comprised of equal portions of Federal and Colorado State funds. The CSIG program is intended to increase access and choice of post-secondary education opportunities to residents of Colorado who show substantial financial need.

Stafford Student Loan

Stafford Student Loans (formerly GSL) are low interest rate loans made to students by a lender. For new borrowers the APR is 8% for the first four years of repayment and 10% thereafter.

Students may borrow up to $2,625 per academic year for programs up to two years in length.

There is a guarantee fee (Insurance Premium Charge) on these loans that the guarantee agency will deduct from each loan disbursement, along with a lender origination fee.

Repayment begins six months after the student graduates, withdraws, or drops below half-time status. The monthly payment amount will be determined by the total amount borrowed with a minimum amount of $50 per month. All monthly payment amounts are determined by the lender.

PLUS and SLS Loans

Parent Loans for Undergraduate Students (PLUS) are for parent borrowers and Supplemental Loans for Students (SLS) are for independent student borrowers. These loans are made by lenders and have a variable interest rate, adjusted annually. The maximum interest rate will be 12%.

The maximum award allowed for each academic year is $4,000, and the borrower may have to undergo a credit analysis.

There is a guarantee fee on these loans that the guarantee agency may deduct from the loan disbursement.

Borrowers must begin repaying within 60 days after the loan is disbursed, unless the lender agrees to let the interest accumulate (capitalize) until the deferment ends.

Perkins Loan

Perkins Loans are 5% annual interest rate loans for students with exceptiona financial need. The Perkins Loan funds are limited and disbursed on a first-come first-served basis. These funds are supplemental to other financial aid programs

A promissory note must be signed, and the money will be deposited directl into the student's tuition account in two separate disbursements.

For new borrowers, there is a nine-month grace period after graduating, with drawing, or dropping below half-time status before payment begins.

A student who has a previous Perkins Loan will have a six-month grace period. The monthly payment will be determined by the amount borrowed wit a minimum amount of $30 per month.

College Work Study

College Work Study (CWS) provides on-campus jobs for students who nee financial aid. The total award depends on the student's financial need and th amount of funds available. College Work Study students will be paid on an hourl basis.

For more information, contact the Financial Aid Office.

Acceptance of Prior Credit

Credits accepted by the Academic Dean as transferable from another inst tution of higher learning or through test-out procedure will be credited to th student's program cost at as outlined in the current tuition supplement. This cred will be made in the graduating student's last quarter.

For more information regarding academic acceptance of prior credit, see th Academic section of this catalog.

Cash Installment Payments

All students are eligible for cash payments which will be set up by the F nancial Aid Office. Students are required to sign a promissory note and mus make prompt payments. Payments must be made within ten days of billing

Federal Assistance Programs

Blair Junior College is eligible to train students under the following programs:

G.I. Bill (Chapter 30): Veterans eligible for education and training under the G.I. Bill are entitled to the usual monthly allowance provided for all veterans in training in schools nationwide.

The amount will vary depending on the number of dependents and will be determined by the current Federal Veteran's Laws.

Dependent's Educational Assistance Benefits (Chapter 35): This program provides financial aid for the education of dependents whose parents are disabled or who died during or as a result of active service.

Veteran's Contributory Benefits (VEAP - Chapter 32): Veterans disabled during war-time and under certain peace-time service may be eligible for educational benefits and training. Contact the Veterans Administration.

Education Assistance for Members of the Selected Reserve (Chapter 106): This program provides education assistance for a person who enlists, re-enlists, or extends enlistment in the selected reserve for a period of not less than six years on or after July 1, 1985.

Other State and Federal Programs: Financial assistance may be available through such governmental programs as Bureau of Indian Affairs (for American Indians), State Vocational Rehabilitation (for handicapped), Work Incentive (WIN) operated through the El Paso County Department of Social Services, and the Air Force Aid Society or Army Educational Assistance Program (for children of military personnel).

Additional consumer information is available in the Financial Aid Department upon request by contacting the Business Manager during regular business hours.

Standards of Satisfactory Progress

Students must meet the academic standards of satisfactory progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a a student of the College as outlined on page 29.

The Financial Aid Department will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to financial aid personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression toward completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined on pages 28 through 30.

Students on ACADEMIC PROBATION are eligible to continue receiving federal financial assistance. Students who have been ACADEMICALLY SUSPENDED or DISMISSED are no longer active students of the College and are ineligible for any aid — reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

Blair Junior College Refund Policy

The College is entirely self-supporting. The registration of students results in the assignment of a class place, the employment of instructors, and other provisions for management that must be contracted for in advance. There will be no refund of tuition except as follows:

Cancellation Prior to Commencement of Classes

All monies paid by the applicant will be refunded within thirty (30) days if requested within three (3) business days after application to the College provided that the applicant has not commenced training. A full refund will also be given if the applicant is not accepted by the College or in the event that the College discontinues a program during a period of time within which an applicant could have reasonably completed it or in the event that the College ceases operation

Withdrawals After Commencement of Classes

If a student withdraws or is expelled (in which event the date of termination shall be the date of expulsion) after entering the College and starting training, the student shall be entitled to tuition refund in accordance with the following schedule:

A. For an applicant terminating within the first week of the program, the student shall be entitled to a refund of 100 percent of the program cost.

B. For a student terminating during the first 10 percent of the program, the student shall be entitled to a refund of 90 percent of the program cost, less a withdrawal processing fee of $150.

C. For a student terminating after the first 10 percent or any portion up to and including 25 percent of the program, the student shall be entitled to a refund of 75 percent of the program cost, less a withdrawal processing fee of $150.

D. For a student terminating after 25 percent or any portion up to and including 50 percent of the program, the student shall be entitled to a refund of 50 percent of the program cost, less a withdrawal processing fee of $150.

E. For a student terminating after 50 percent or any portion up to and including 75 percent of the program, the student shall be entitled to a refund of 25 percent of the program cost, less a withdrawal processing fee of $150.

F. A student terminating training after 75 percent of the program will not receive a refund.

G. The percent of completion is based on the credit hours attempted for the program divided by the total credit hours in the program. Refunds are calculated from the first date of entrance to the last day of actual attendance.

Refund Attribution Policy

The following refund attribution policy will be applied to all students who receive Title IV or state funds. In compliance with the state of Colorado, the refund distribution to any student due a refund upon withdrawal or completion will be as follows:

The refund will be made proportionally between Title IV funds and State funds in accordance with the percentage of total funding received.

Title IV Funds

1. Stafford Loan (GSL) and/ or SLS, PLUS
2. Perkins Loan
3. Supplemental Educational Opportunity Grant
4. Pell Grant
5. Colorado Student Incentive Grant Program
6. Student

State Funds

1. Colorado Student Grant
2. Colorado Undergraduate Merit Award

If the student has Stafford, PLUS, or SLS and Perkins loans and the refund would greatly reduce or pay completely the Perkins Loan, the refund is paid to the Perkins Loan.

The amount repaid to any program may not be greater than the amount the student received from that fund.

If the refund is made to the lender for a Stafford, SLS, or PLUS, the student or parent must receive simultaneous notice of the refund. The refund must be paid within 30 days of the institution's determination that the student has withdrawn.

STUDENT LIFE

Counseling Services

Counseling services are available at Blair Junior College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work, and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Any counseling session may be confidential at the student's request.

Financial Aid. The Financial Aid Office provides financial counseling to incoming and continuing students to help the students find the best program for financing their educations. Blair Junior College administers a variety of federal and state assistance programs designed to make an education affordable for all students.

Department Chairperson. Questions or concerns regarding the student's program or course of study should be directed to the Department Chairperson.

Associate Dean. If the student has a question regarding curriculum progress, changing programs, or class schedule conflicts, he or she should consult with the Associate Dean.

Academic Dean. If the student needs further counseling of an academic nature, the student should consult the Academic Dean.

Director. Students are encouraged to schedule a meeting with the Director when other services do not appear to resolve their questions or concerns in any area. Students may consult with the Director in a confidential counseling session.

"Help" Form. All staff and faculty members at Blair Junior College have "Help" forms. These forms are designed to receive any questions or concerns which a student may have when the appropriate person to help the student may be unavailable. Students are encouraged to complete a "Help" form and submit it to any staff member. A response will be delivered to the student within 2 working days.

Drug Counseling

Blair Junior College does not have on-site drug counseling personnel How-ever, the College does offer counseling referral services through the Deans' Of-fices.

Tutoring

Tutoring is available free of charge to day and evening students. Arrange-ments can be made by contacting the Academic Office.

Graduation

Graduation ceremonies are held twice each year—in the spring and in the fall. Students who have completed all requirements for graduation are eligible to participate in the ceremony. A 2.00 cumulative grade point average and clear financial status are requirements for graduation. All eligible students must com-plete an application for graduation during registration for their final term.

Health and Safety

The College maintains first aid supplies for minor injuries that may be incurred while students are attending classes. A student with a history of an illness re-quiring special attention should notify the College at the time of enrollment. Any student injured on the premises will be taken to the nearest hospital with all charges billed to the student. The College is not liable for any student injured on campus.

Housing

Blair Junior College does not provide housing, although several apartment complexes are within walking distance of the campus.

Make-Up Days

If the College is unable to hold classes because of weather conditions or unforeseen circumstances, classes may be rescheduled.

Information Resource Library

Blair Junior College Information Resource Library has books and periodicals of interest to students, faculty, and staff. Textbooks are available on reserve for use in the library. A variety of media, including VCR, television, and slide projectors are available for in-school use.

Library patrons also have access to the collections of the Pikes Peak Library District particularly through the Holley Branch located within two blocks of the school. Students may also borrow materials from the Pikes Peak Community College Educational Resources Center and the University of Colorado library upon presentation of proper identification. Several other libraries within the Pikes Peak region are also available for use.

Military Drill Regulations

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Associate Dean, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be terminated from classes due to these absences but must be sure to attend all classes regularly at other times in order not to violate the attendance policy of the College.

Director's List

Full-time students who complete at least twelve credit hours during the quarter and attain a 4.0 grade point average will be named to the Director's List.

Dean's List

Full-time students who complete at least twelve credit hours during the quarter and attain a 3.50 grade point average will be named to the Dean's List.

Special Recognition

SUMMA CUM LAUDE GRADUATES

During graduation ceremonies, Blair Junior College recognizes those degree graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

Parking Lot

Blair Junior College provides off-street, lighted, free parking. In addition, there are handicapped spaces available. All persons using the parking lot are requested to be courteous in their parking and to keep posted fire lane areas open.

Student Lounge

The student lounge is available for student relaxation and socialization. It is equipped with snack and drink vending machines and a microwave oven. Eating, drinking, and smoking are prohibited in all classrooms.

ACADEMICS

Academic Session

The academic session for the degree programs at Blair Junior College is based upon 12-week quarters. Please consult the college calendar for specific dates.

Acceptance of Prior Credit

Blair Junior College may grant academic and partial financial credit to those students who have successfully completed the same or equivalent courses on a post-secondary level from accredited colleges qualified to award such credit. It is the student's responsibility to provide written verification in the form of an official transcript sent from the other institution. This documentation must be in the student's academic file before transfer of credit can be evaluated. Acceptance of credit is at the discretion of Blair Junior College. Blair Junior College does not guarantee early graduation due to acceptance of prior credit. The student must earn at least 50% of his/her credits at Blair Junior College in order to be awarded a degree.

Only course work with a 2.00 grade point average or higher will be considered for evaluation. Course work taken over ten years prior to admission will not be evaluated.

Transcripts of persons who have previously been granted degrees will be evaluated on an individual basis.

Double Majors

A student wishing to pursue a double major at Blair Junior College must be enrolled in an associate degree program and must complete the requirements for both majors.

Advanced Placement

Students may request to take challenge examinations in certain introductory courses.

Courses which are successfully challenged will be credited to the student's tuition account, as outlined in the current tuition supplement. Blair Junior College does not guarantee early graduation due to advanced placement.

Attendance Policy

The faculty, staff, and administration of Blair Junior College believe that in order for education to be effective, the student must attend classes regularly. The attendance policy has been developed to reinforce this belief. Students must adhere to the attendance policy to remain in good standing.

Day Division Attendance Policy - Six-Week Mini-Quarter Classes
Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

Day Division Attendance Policy - Twelve-Week Quarter Classes
Any student who is absent for four CONSECUTIVE or six CUMULATIVE classes will be dropped from that class.

Evening Division Attendance Policy - Six-Week Mini-Quarter Classes
Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

Evening Division Attendance Policy - Twelve-Week Quarter Classes
Any student who is absent for two CONSECUTIVE or three CUMULATIVE classes will be dropped from that class.

Consecutive Absences for All Classes—Both Divisions
Students withdrawn from all classes will be dropped from the College.

This attendance policy will be strictly enforced. All absences are a part of the student's permanent record.

Students who are dropped from a class may have to repeat that class in order to successfully complete the program and meet the requirements for graduation.

Readmittance to Class

A student who has excessive absences because of medical emergency or other extraordinary circumstances may, with the permission of the Academic Dean and the course instructor, be readmitted to class. The reason for excessive absence may need to be verified.

Change of Program

After entrance into the College, a student may change his or her program of study upon approval of the Financial Aid Department and Academic Department. A change of program requires a new enrollment agreement. Blair Junior College cannot guarantee the original graduation date following a change of program. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean.

Class Period

A standard class period for courses held in the Day Division is 100 minutes in length. A standard class period for courses held in the Evening Division is three hours and forty minutes and includes appropriate breaks.

Class Schedules

Classes may be offered Monday through Saturday from 7:15 a.m. to 9:40 p.m. Full-time students take a course load of 12 - 16 credit hours per quarter.

Faculty and staff are available to assist students who need extra help or advising.

Credit Hours

One quarter credit hour is equal to 10 theory hours, 20 lab hours, or 30 externship hours.

Student Load

Twelve or more credit hours during a regular quarter is a full-time course load. Six or more credit hours during a six-week quarter is a full-time load.

Students who, under unusual circumstances, wish to carry more than twelve credit hours during a regular quarter must receive approval from Financial Aid, the Academic Dean, and the appropriate Department Chairperson. Students who complete fewer than twelve hours a term may jeopardize their financial aid and graduation date.

Directed Study

A student who is in good standing academically and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study is limited to unusual circumstances.

Auditing a Course

In certain situations students may wish to audit a course. Those wishing to do so must receive written permission from the instructor, Financial Aid Office, and the Academic Dean. Students may be allowed to audit a course only if there is space available. Persons choosing to audit a course will not be listed on the class roster and no attendance will be taken. Regular tuition rate will be charged, but no credit will be awarded for an audited course.

Class Audit Refresher Education

C.A.R.E. is a benefit for Blair Junior College graduates. It allows our graduates to keep their skills sharp and knowledge updated. Graduates of Blair programs may return to audit a class at no charge if:

1. The graduate has already completed the class for credit and has received a passing grade.

2. Space permits on the first day of class.

Due Process and Student Appeal

Blair Junior College recognizes the rights of students as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If a student wishes to appeal a decision other than a grade, a written statement of appeal must be submitted to the Academic Dean within 15 calendar days of the issue in appeal.

The Academic Dean will convene the Appeal Board to consider the request for appeal within three working days of receipt of the written request. The decision of the Appeal Board is binding and final.

Conduct Code

At the time a person becomes a Blair Junior College student, he or she is subject to the rules and regulations of the institution. The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty.

The College reserves the right to place on conduct probation, suspend, or expel from the institution any student who willfully violates any rule or regulation of Blair Junior College. Failure to observe the following regulations subjects the student to disciplinary action.

STUDENT OBLIGATIONS AND REGULATIONS:

1. **CIVIL LAW** - All students are expected to conform to all local, state, and federal laws.

2. **PERSONAL BEHAVIOR** - Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the College rules and regulations.

3. **DISORDERLY ASSEMBLY** - It is expressly forbidden that any group of students gather in such a manner as to disturb the public peace, do violence to any person or property, disrupt the function of Blair Junior College or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

4. **DISTURBING THE PEACE AND DESTRUCTION OF PROPERTY** - If any student, organization, or group of students disturbs the peace, destroys, molests, defaces, or removes College property, or does intentional personal injury (including "hazing"), the student, the officers of the organization, if there are such, or other responsible persons may be brought before the Director for disciplinary action and assessed damages.

5. **ALCOHOLIC BEVERAGES OR ILLEGAL NARCOTICS** - The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus of Blair Junior College or at any function sponsored by or for a student organization is forbidden.

6. **FALSIFICATION OF RECORDS** - Any student who knowingly falsifies or is a party to the falsification of any official College records is subject to disciplinary action.

7. **PAYMENT OF ACCOUNTS** - Students shall make satisfactory arrangements for the settling of College accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of a College account by the due date will result in either suspension or the placing of a "hold" on the student's records. The student may not re-enroll, receive a diploma or degree, nor obtain a transcript until he or she has: 1)cleared the account, and 2)paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the records.

8. **FIREARMS** - The possession or discharge of firearms or explosives by students on campus is prohibited.

9. **COPY MACHINE** - There is a coin-operated copy machine available to students in the library. Students are not allowed to use the faculty copy machine.

10. **TELEPHONE CALLS** - Students are not allowed to use school phones for any reason. Public phones are located in the school for their use. Students may not receive incoming calls unless it is an emergency. Every effort will be made to locate the student if an emergency call is received.

11. **DRESS CODE** - Employers and other visitors important to your career frequently visit the College. They form an opinion of the students while they are here. Therefore, students are expected to dress neatly and cleanly and be properly groomed at all times. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere.

12. **CHILDREN** - Children are not allowed in the building at any time or for any reason. Students bringing their children in will be asked to leave. It is far too disruptive and unfair to students who are trying to concentrate in class or study in the building.

13. **FOOD & DRINKS** - No beverages or food are allowed in the classrooms or hallways. The smoking and non-smoking lounges are the only areas designated for food and drinks.

14. **SMOKING** - Smoking is not allowed at Blair Junior College except in the designated smoking lounge.

15. **PARKING** - Student parking is authorized only in the large student parking lot on the south side of the building. Violators are subject to disciplinary action. Illegally parked cars will be towed away at the owner's expense.

16. **ENTRANCES** - The students are to use the south entrance located immediately off the student parking lot and the north entrance for those students using public transportation.

Grade Point Average Computation (GPA)

The grade point average is computed by multiplying the quality point equivalent for each letter grade times the credit hours assigned for each course, totaling the products, and then dividing this sum by the number of credit hours attempted. Grades of AU, WP, WF, TO, or TC are not computed into hours attempted.

Sample computation:

COURSE	GRADE	CREDITS		QUALITY POINTS
College English	A	4	x	4 = 16
Keyboarding	B	3	x	3 = 9
College Math	C	4	x	2 = 8
Word Processing	B	3	x	3 = 9
Totals		14		42

GPA = 42 quality points divided by 14 hours attempted
Grade Point Average = 3.00

Grading Standards

Students will be informed of their progress in their courses by grades earned on quizzes, papers, practical hands-on projects, presentations, and tests or as specified in the syllabus. Grades are assigned as follows:

LETTER GRADE		QUALITY POINTS
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
WP	Withdrawal Passing	0.0
WF	Withdrawal Failing	0.0
TO	Test Out	0.0
TC	Transfer Credit	0.0
AU	Audit	0.0
NC	Non Credit	0.0

Registration for Continuing Students

Students currently enrolled in school will register for the new quarter on a designated date prior to the end of the quarter. It is important that students meet with their Department Chairpersons and fulfill financial obligations prior to registration.

Records

The College maintains complete records for each student in the Registrar's Office. These include grades, attendance, prior education and training, awards, and courses studied. Official student transcripts will be sent to properly qualified institutions and individuals upon the written request of the student. Students must be in good standing with the institution. Upon graduation, students receive one free official transcript with their diplomas. Additional copies are two dollars each. Blair Junior College adheres strictly to the Family Educational Rights and Privacy Act of 1974 and does not release any information regarding any student without the student's written consent.

Retakes

Students who withdraw from or fail a course may retake that course for a higher grade. Retake courses will be charged according to the current cost per credit hour in the tuition supplement.

Upon successful completion of the course, the higher grade for the course will be recorded on the student's final academic transcript. The student's financial aid file will be documented as explanation for the total hours attempted by the student.

Standards of Satisfactory Progress

A student who fails to maintain the satisfactory progress requirements listed below will be placed on academic probation for the following term. Failure to meet these standards by the end of the probationary quarter will result in the student's suspension from college.

Occasionally, unusual circumstances may warrant the extension of a student's probation. The Academic Dean and the Director have the authority, under these circumstances, to extend the student's probation period, provided it is fully documented in the student's academic file.

Satisfactory progress will be evaluated at the end of each grading period.

Credit Hours Attempted	Cumulative Grade Point Average
0 - 12	1.50
13 - 24	1.60
25 - 36	1.75
37 +	2.00

A 2.00 grade point average is required for graduation from any program.

Progression Toward Completion of Degree or Academic Objective

A student may not receive Title IV funds nor remain academically eligilbe for more than 1.5 times the standard program length. For example:

Standard Program Length	Maximum Length
96 credit hours	144 credit hours
48 credit hours	72 credit hours
32 credit hours	48 credit hours

A student is expected to successfully complete 60% of all hours attempted. Attempted hours are those for which the student is enrolled at the end of the add/drop period.

A determination of this progress will be measured by the following:

Programs of two or more years in length will be assessed at the end of each academic year. An academic year is nine months. Transfer credits and grades of WP or WF are not counted as successfully completed in determining progression toward completion.

Upon review, a student not successfully completing the minimum percentage of hours will be placed on financial aid probation but may continue to receive Title IV funding. If the minimum percentage of cumulative hours is not successfully completed at the end of the probationary period, the student is not eligible to receive further Title IV funding. A student may appeal to the Financial Aid Committee for an extension of the probationary period due to mitigating circumstances, such as a change of program. Any extension granted must be fully documented in the student's financial aid file.

Readmission for Withdrawn Students

The following steps must be followed by a student who withdraws and then wishes to re-enter Blair Junior College at a later date.

1. The student must request re-entry by petitioning the Readmission Committee. The petition must be in letter form in care of Academic Dean and address the following issues:
    a. Why did you discontinue your college studies?
    b. What has happened since then and how has your life situation changed so that you can accomplish successful completion of your degree at this time?
    c. What is the probability for the completion of your academic objective and of future success?

2. Upon receiving the petition, the Committee will review the student's academic status to determine eligibility to re-enter based upon the standards of academic progress. Course availability will also be verified.

3. The student's financial status will be reviewed and it will be determined if the student is fundable and not in default or collection.

4. After the review is complete, an interview with the Committee will be granted to those students determined to be deserving of consideration for re-entry.

5. Questions asked during the interview will include, but are not limited to, the following:
    a. What was the reason for your withdrawing?
    b. How have the situations in your life changed since you have withdrawn?
    c. How can we be sure you will complete your program and not drop from school again?
    d. Why should we let you back into school?

6. After the interview a Committee decision is made to accept or deny the student for re-entry.

7. If accepted, a financial aid appointment will be arranged. After the financial package is complete, the student will receive a tentative class schedule.

8. If denied readmission, the student may petition the Committee once more at a later date and proceed through the readmission process again. A student is only allowed to petition for readmission two times.

9. The process for readmission should begin as early as six weeks before a quarter begins and no later than one week before a quarter begins. A student may be readmitted to Blair Junior College two times only.

Textbooks and Course Materials

Textbooks and course material needed for individual courses are issued to students as part of the textbook loaner program. Students are responsible for the texts until they are returned at the end of the term Students may purchase textbooks by paying cash to the Bookroom Manager. Students may not be issued textbooks for every course taken.

If a textbook is lost and must be replaced, the student will be responsible for the replacement cost.

Withdrawal from College

A student who wishes to withdraw from Blair Junior College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must have an exit interview with both a Financial Aid Officer and the Academic Dean.

Course Withdrawal

When a student withdraws from a class, whether due to violation of the attendance policy or for voluntary reasons, the student will receive one of the following grades:

WP - Withdrawal Passing
If a student is passing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the six-week quarter, the student will receive a WP. The WP does not affect the student's grade point average.

WF - Withdrawal Failing
If a student is failing the course at the time of withdrawal and withdraws during weeks one through seven of the regular quarter or weeks one through four of the six-week quarter, the student will receive a WF. The WF does not affect the student's grade point average.

F - Failing

If a student withdraws during weeks eight through twelve of the regular quarter or weeks five through six of the six-week quarter, the student will receive an F. The F does affect the student's grade point average until the class is retaken and a higher grade is given. Students are advised to retake a failed class as soon as possible in order to positively impact their grade point average.

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Financial Aid Officer. Withdrawal may affect the student's financial aid eligibility. In case of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore withdrawal alternatives.
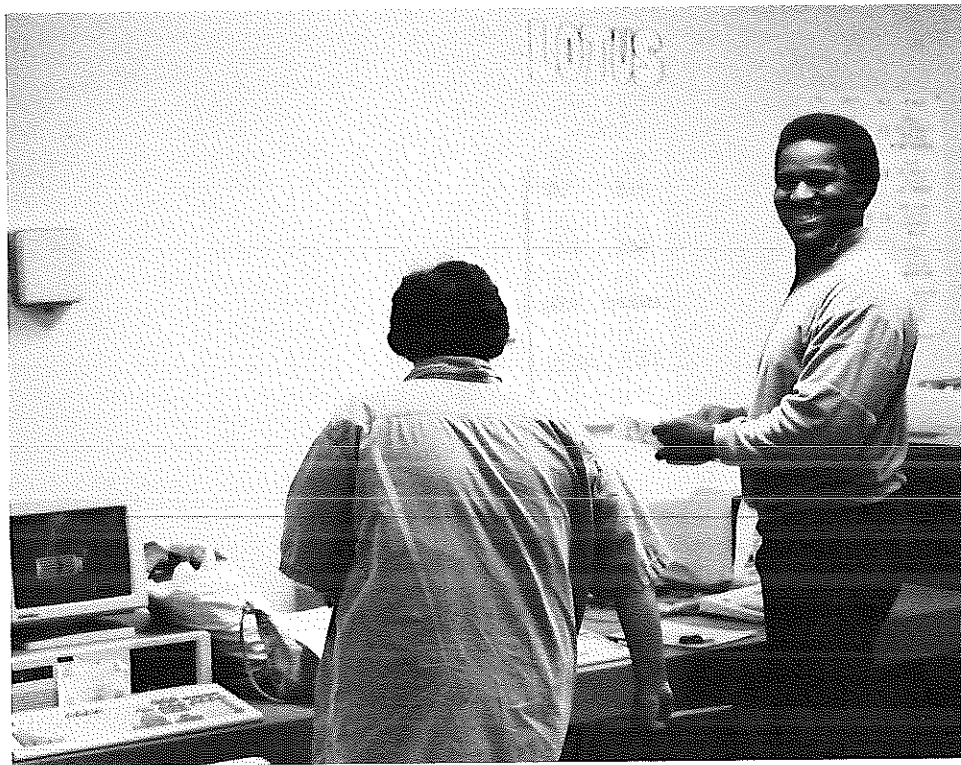
PROGRAMS

PROGRAMS OF STUDY

Degree Programs: Associate of Applied Science Degree

Accounting
Administrative Assistant
Business Administration
Computer Specialist
Legal Assistant/Paralegal
Medical Assisting
Travel and Tourism Management

Associate of Applied Science Degree: Accounting (BAA)

A sound knowledge of the fundamentals of accounting is essential to success in any economic endeavor. Accounting is the language of business, and accounting procedures and records are the basic ingredients which provide students with a broad and diverse background in professional accounting. A variety of positions are available to accounting graduates in business, industrial, and governmental accounting fields.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 205	Cost Accounting	40		4
ACC 207	Computerized Accounting	20	40	4
ACC 208	Income Tax Accounting I	40		4
ACC 209	Income Tax Accounting II	40		4
ACC 217	Spreadsheet Applications	20	40	4
ACC 218	Computerized Payroll Accounting	20	40	4
BSA 101	Introduction to Business	40		4
BSA 110	Business Law I	40		4
BSA 210	Business Law II	40		4
CSD 101	Microcomputers in Business	20	40	4
MGT 201	Principles of Management	40		4
MGT 206	Financial Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	40	4

GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
PSY 100	General Psychology	40		4
4 credit hours — ELECTIVE		40		4

Associate of Applied Science Degree: Administrative Assistant (SEA)

The Administrative Assisting Associate Degree Program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management and secretarial skills including information systems, office planning and services, speedwriting, transcription, word processing, and desktop publishing.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD 280	Advanced Application Software	20	40	4
GEN 285	General Practicum		120*	4
MGT 201	Principles of Management	40		4
SEC 101	Speedwriting I	20	40	4
SEC 103	Introduction to Office Technology	40		4
SEC 201	Speedwriting II	20	40	4
SEC 203	Office Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	40	4
TYP 201	Typing II	20	40	4
TYP 202	Typing III	20	40	4
WDP 105	Word Processing I	20	40	4
WDP 107	Word Processing II	20	40	4
WDP 109	Word Processing III (Desktop Publishing)	20	40	4

* Externship Hours

GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 100	College Mathematics	40		4
PSY 110	General Psychology	40		4
4 credit hours — ELECTIVE		40		4

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Associate of Applied Science Degree: Accounting (BAA)

A sound knowledge of the fundamentals of accounting is essential to success in any economic endeavor. Accounting is the language of business, and accounting procedures and records are the basic ingredients which provide students with a broad and diverse background in professional accounting. A variety of positions are available to accounting graduates in business, industrial, and governmental accounting fields.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 203	Principles of Accounting III	40		4
ACC 205	Cost Accounting	40		4
ACC 207	Computerized Accounting	20	40	4
ACC 208	Income Tax Accounting I	40		4
ACC 209	Income Tax Accounting II	40		4
ACC 217	Spreadsheet Applications	20	40	4
ACC 218	Computerized Payroll Accounting	20	40	4
BSA 101	Introduction to Business	40		4
BSA 110	Business Law I	40		4
BSA 210	Business Law II	40		4
CSD 101	Microcomputers in Business	20	40	4
MGT 201	Principles of Management	40		4
MGT 206	Financial Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	40	4

GENERAL EDUCATION

ECO 102	Economics	40		4
ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
PSY 100	General Psychology	40		4
4 credit hours — ELECTIVE		40		4

Associate of Applied Science Degree: Computer Specialist (ISA)

This program is designed to prepare students as qualified entry level business professionals able to pursue careers in the business world, and will grant a basic knowledge of computer programming and data systems. Career possibilities include entry-level positions such as data entry operator, computer operator, data control clerk, data librarian, operations supervisor, and operations manager.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
ACC 102	Principles of Accounting II	40		4
ACC 207	Computerized Accounting	20	40	4
BSA 101	Introduction to Business	40		4
BSA 215	Small Business Management	40		4
CSD 101	Microcomputers in Business	20	40	4
CSD 160	Desktop Publishing	20	40	4
CSD 220	Programming I	20	40	4
CSD 230	Programming II	20	40	4
CSD 235	Programming III	20	40	4
CSD 240	Systems Analysis and Design	20	40	4
CSD 246	Database	20	40	4
CSD 247	Operating Systems	20	40	4
CSD 280	Advanced Micro Applications	20	40	4
GEN 285	General Practicum		120*	4
MGT 201	Principles of Management	40		4

* Externship Hours

GENERAL EDUCATION

ENG 101	College English I	40		4
ENG 201	College English II	40		4
ENG 203	Speech	40		4
HUM 100	Humanities Experience	40		4
MTH 101	College Mathematics I	40		4
MTH 120	College Mathematics II	40		4
PSY 110	General Psychology	40		4
4 credit hours — ELECTIVE		40		4

Associate of Applied Science Degree: Legal Assistant/ Paralegal (LPA)

The Legal Assistant/Paralegal Studies Program is designed to provide the student with fundamental knowledge of and skills in the areas of legal terminology, substantive and procedural law, drafting and research. The program prepares the student for employment by the sole practitioner as well as other related occupations in the government, corporate, or real estate fields.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 211	Business Law II	40		4
GEN 285	General Practicum	0	120*	4
PAR 101	Introduction to Legal Assistant/ Paralegal	40		4
PAR 102	Legal Research and Writing I	40		4
PAR 103	Contract Law	40		4
PAR 104	Tort Law	40		4
PAR 105	Ethics	40		4
PAR 200	Legal Research and Writing II	40		4
*PAR 201	Family Law	40		4
PAR 203	Civil Procedure	40		4
PAR 204	Trial Preparation and Procedure	40		4
*PAR 205	Criminal Procedure/Criminal Law	40		4
*PAR 206	Probate and Estates	40		4
*PAR 207	Property and Real Estate Law	40		4
SEC 203	Office Management	40		4
TYP 101	Keyboarding for Typewriters and Computers	20	40	4
WDP 105	Word Processing I	20	40	4

* Externship Hours - Student must maintain 2.5 grade point average overall and 3.0 grade point average in major in order to participate in GEN 285.

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GENERAL EDUCATION

†ECO 102	Economics	40	4
ENG 101	College English I	40	4
ENG 201	College English II	40	4
ENG 203	Speech	40	4
HUM 100	Humanities Experience	40	4
†LAN 101	Conversational Spanish	40	4
MTH 100	College Mathematics	40	4
PSY 110	General Psychology	40	4
4 credit hours — ELECTIVE		40	4

* Students will take 1 of these 4 courses
†Students will take 1 of these 2 courses

Associate of Applied Science Degree: Medical Assisting (MAA)

The Medical Assisting Program prepares the graduate to assist the physician and allied health personnel in both administrative and clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law, clinical and laboratory procedures, and current medical office management.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
CSD 101	Microcomputers in Business	20	40	4
MED 101	Medical Terminology	40		4
MED 105	Medical Science I	40		4
MED 110	Medical Science II	40		4
MED 210	Medical Law and Ethics	40		4
MED 211	Basic EKG	40	20	4
MED 215	Pharmacology	40	20	4
MED 220	Medical Office Clinical I	40	20	4
MED 221	Medical Office Clinical II	20	40	4
MED 222	Aseptic Techniques	40	20	4
MED 225	Medical Office Laboratory Technology	20	40	4
MED 230	Medical Office Administrative Procedures I	40		4
MED 235	Medical Office Administrative Procedures II	20	40	4
MED 240	Introduction to Medical Transcription	20	40	4
MED 285	Medical Externship		160*	4
TYP 101	Keyboarding for Typewriters and Computers	20	40	4

* Externship Hours

GENERAL EDUCATION

ENG 101	College English I	40	4
ENG 201	College English II	40	4
ENG 203	Speech	40	4
HUM 100	Humanities Experience	40	4
MTH 101	College Mathematics I	40	4
MTH 120	College Mathematics II	40	4
PSY 110	General Psychology	40	4
4 credit hours — ELECTIVE		40	4

All medical courses adhere to the Medical Department grading guidelines (below 70% constitutes failing grade).

Associate of Applied Science: Travel and Tourism Management (HTA)

The Travel and Tourism Management Program is designed to provide the student with the fundamental knowledge of travel in an operational and management capacity. The program exercises fundamentals of passenger handling, Travel and Tourism procedures, and current management principles. The program prepares the student for employment in a variety of career choices in the Travel and Tourism industry.

Total Credit Hours Required: 96

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	20	40	4
MGT 201	Principles of Management	40		4
MGT 203	Personnel Management	40		4
TMM 101	Domestic Travel	40		4
TMM 102	International Travel	40		4
TMM 103	Reservations and Sales	40		4
TMM 104	Ticketing and Tariffs	40		4
TMM 105	In-flight Services	40		4
TMM 201	Group Tourism Management	40		4
TMM 202	Travel Agency Management	40		4
TMM 203	Airline Management	40		4
TMM 204	Airport Management	40		4
TMM 205	Aviation Law	40		4
TMM 206	Computerized Reservation System	20	40	4
TYP 101	Keyboarding for Typewriters and Computers	20	40	4

GENERAL EDUCATION

ENG 101	College English I	40	4
ENG 201	College English II	40	4
ENG 203	Speech	40	4
HUM 100	Humanities Experience	40	4
*LAN 101	Conversational Spanish	40	4
*LAN 102	Conversational German	40	4
*LAN 103	Conversational French	40	4
MTH 100	College Mathematics	40	4
PSY 110	General Psychology	40	4
4 credit hours — ELECTIVE		40	4

Recommended elective - General Practicum

* Students will elect 1 of these 3 courses

COURSE DESCRIPTIONS

Course Codes

ACC	Accounting
BSA	Business
CSD	Computer Science
ECO	Economics
ENG	English
GEN	General
HUM	Humanities
LAN	Language
MED	Medical
MGT	Management
MKT	Marketing
MTH	Mathematics
PAR	Paralegal
PSY	Psychology
SEC	Secretarial
TMM	Travel and Tourism
TYP	Typing
WDP	Word Processing

Accounting

ACC 101   PRINCIPLES OF ACCOUNTING I   4 CREDITS
Prerequisite: None. This course develops the fundamental principles of accounting in a proprietorship business. The combined cash journal system of accounting is stressed.

ACC 102   PRINCIPLES OF ACCOUNTING II   4 CREDITS
Prerequisite: ACC 101. This course contains a more detailed study of the accrual books as applied to a mercantile enterprise with emphasis on partnership transactions with an introduction to corporate accounting.

ACC 203   PRINCIPLES OF ACCOUNTING III   4 CREDITS
Prerequisite: ACC 101, 102. This course is devoted to corporation accounting with an emphasis on the manufacturing type of enterprise. There is detailed treatment of accounting for capital stock, bonds, surplus and dividends.

ACC 205   COST ACCOUNTING   4 CREDITS
Prerequisite: ACC 101, 102, 203. The purpose of this course is to teach the fundamental principles involved in manufacturing accounting and to examine and study some of its distinctive problems. Different methods of cost allocation are practiced, including job-order costing and standard costing.

ACC 207   COMPUTERIZED ACCOUNTING   4 CREDITS
Prerequisite: ACC 101, 102, CSD 101. This course is designed to give students with an accounting background familiarity with computers and their role in business situations. The course also gives students hands-on time with automated accounting procedures.

ACC 208   INCOME TAX ACCOUNTING I   4 CREDITS
Prerequisite: ACC 101, 102, 203. This course will explain the procedures needed to prepare income tax returns for individuals, partnerships, and corporations, using the most commonly used tax forms and tables.

ACC 209   INCOME TAX ACCOUNTING II   4 CREDITS
Prerequisite: ACC 101, 102, 203, 208, CSD 101. This course incorporates tax planning and research with the spreadsheet capabilities of Lotus 1-2-3, enabling the student to do tax projections for individuals, partnerships, and corporations.

ACC 217   SPREADSHEET APPLICATIONS   4 CREDITS
Prerequisite: ACC 100 or 101, CSD 101. This course expands on
the students' basic knowledge of Lotus 1-2-3 and applies their
knowledge to solving common financial problems.

ACC 218   PAYROLL ACCOUNTING   4 CREDITS
Prerequisite: ACC 101, 102, 207, CSD 101. Payroll Accounting is
designed to provide the accounting student with working
knowledge of federal and state laws and methods affecting payroll
practices and procedures. Students do actual payroll computation
and transactions using a computerized accounting systems.

Business

BSA 101   INTRODUCTION TO BUSINESS   4 CREDITS
Prerequisite: None. Terminology, functions, and procedures
related to the organization and operation of a business enterprise
as an institution in an economic society will be covered in this
course.

BSA 110   BUSINESS LAW 1   4 CREDITS
Prerequisite: None. This course is designed to introduce students
to commercial law. Case examples are used to clarify points
dealing with contracts, employment, negotiable instruments,
personal property and bailments, sale of goods, and court
proceedings.

BSA 210   BUSINESS LAW II   4 CREDITS
Prerequisite: BSA 110 or PAR 101. This course is a continuation
of BSA 110 emphasizing technical and practical areas of business
law. Judicial and legislative law are discussed as to how they apply
to business. The course strives to show the business society as
related to law.

BSA 215   SMALL BUSINESS MANAGEMENT   4 CREDITS
Prerequisite: BSA 101. This course gives a comprehensive
overview of the theory behind the management of a small business
and the practical concerns of the manager of a small business.

Computer Science

CSD 101   MICROCOMPUTERS IN BUSINESS   4 CREDITS
Prerequisite: None. The object of this course is to introduce the
student to "business type" computer operations found in a
working office. "Hands on" experience utilizing spreadsheet and
word processing will be emphasized.

CSD 160   **DESKTOP PUBLISHING**   **4 CREDITS**

Prerequisite: CSD 101. As an introductory course to desktop publishing software, a study of one of the most widely used desktop publishing comprehensive is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, create tables, graphs and narrative.

CSD 220   **PROGRAMMING I**   **4 CREDITS**

Prerequisite: CSD 101. This course is designed to be an introduction to programming concepts and, for example, the pascal programming language. Students will gain familiarity with sequence selection, and iteration structures, and modular programming procedures.

CSD 230   **PROGRAMMING II**   **4 CREDITS**

Prerequisite: CSD 101, 220. This course teaches the additional concepts and techniques for writing programs.

CSD 235   **PROGRAMMING III**   **4 CREDITS**

Prerequisite: CSD 101, 220, 230. This is an advanced course. Students will develop further developing skills and techniques to employ more complex practical applications of a programming language.

CSD 240   **SYSTEMS ANALYSIS AND DESIGN**   **4 CREDITS**

Prerequisite: CSD 101. This course includes the concepts an dtechniques used in system analysis and design. Special emphasis will be placed on the phases of data gathering, data analysis, design and implemntation. Students will get practical experience by use of the case method.

CSD 246   **DATABASE**   **4 CREDITS**

Prerequisite: CSD 101, 220. An understanding and application of database concepts for practical use in information systems with an emphasis on database software development.

CSD 247   **OPERATING SYSTEMS**   **4 CREDITS**

Prerequisite: CSD 101. This course provides students with the concepts and principles behind the design and functioning of the modern computer operating systems.

CSD 280   ADVANCED MICRO APPLICATIONS   4 CREDITS
Prerequisite: CSD 101, 160, 246 or WDP 105, 107, 109. This course will introduce the student to one of the newest and most powerful programs available today. The integrated software package includes four tools: word processing, spreadsheet with charts, database, communications. The course will show the possibilities and abilities of an integrated software package.

Economics

ECO 102   ECONOMICS   4 CREDITS
Prerequisite: None. This is a survey course including an introduction to principles of macro- and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system.

English

ENG 101   COLLEGE ENGLISH I   4 CREDITS
Prerequisite: None. College English 101 emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Students will be required to write a minimum of five compositions (to include an in-take and exit essay).

ENG 201   COLLEGE ENGLISH II   4 CREDITS
Prerequisite: ENG 101. College English 201 is designed to extend the reading and writing skills obtained in College English 101 through continued interpretation and discussion of lieterary materials including drama and poetry. The student will also learn the fundamentals of library research and documentation and will write a formal research paper.

ENG 203   SPEECH   4 CREDITS
Prerequisite: None. Verbal communication skills are the focus of this course. Practical exercises are designed to develop the student's confidence and poise. The ability to select, research, organize, and present a subject orally will be an integral part of this course.

General

GEN 285   GENERAL PRACTICUM   4 CREDITS
Prerequisite: See Placement Director. This course is designed to provide students with a practical, professional setting in which to develop and master what they have learned in the classroom. The program is designed to prepare students for gainful employment upon graduation.

Humanities

HUM 100   HUMANITIES   4 CREDITS
Prerequisite: None. This course offers the student an opportunitiy to experience the areas of art, music, poetry, and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society.

Language

LAN 101   CONVERSATIONAL SPANISH   4 CREDITS
Prerequisite: None. This course is designed as an introduction to the Spanish language, peoples, and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

LAN 102   CONVERSATIONAL GERMAN   4 CREDITS
Prerequisite: None. This course is designed as an introduction to the German language, peoples, and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

LAN 103   CONVERSATIONAL FRENCH   4 CREDITS
Prerequisite: None. This course is designed as an introduction to the French language, peoples, and customs. It will familiarize the students with basic grammar, conjugation, vocabulary, and pronunciation to enable them to communicate on a beginner's level in common, everyday situations.

Medical

MED 101   **MEDICAL TERMINOLOGY**   **4 CREDITS**
Prerequisite: None. This course introduces the student to the basic structure of medical terms, including word roots, combining vowels and forms, suffixes, and prefixes. Additionally, attention is given to common medical abbreviations and symbols. With this foundation, the student is then exposed to bioorganization of the body with specific terminology as it relates to the anatomy and physiology of the body.

MED 105   **MEDICAL SCIENCE I**   **4 CREDITS**
Prerequisite: None. This course provides the student with a basic understanding of the body through the study of physical- and life-science principles of bioorganization, the metric system, basic chemistry, metabolism, homeostasis, cells, tissues, membranes, microbiology, disease and immunity processes, and heredity. Once this foundation is laid, the course then explores the anatomy, physiology, and pathology of specific body systems, and basic psychiatry.

MED 110   **MEDICAL SCIENCE II**   **4 CREDITS**
Prerequisite: MED 105. This course continues the study of the anatomy, physiology, and pathology of specific body systems not previously covered in MED 105.

MED 210   **MEDICAL LAW AND ETHICS**   **4 CREDITS**
Prerequisite: MED 101, 105, 110. This course addresses principles of medical law and ethics as they apply to the Medical Assistant in the medical office. Areas of emphasis will include an overview of the law and the ethics of the law, the importance of the law to the employee and the physician, litigation in the medical office, and public duties.

MED 211   **BASIC EKG**   **4 CREDITS**
Prerquisite: Med 101, 105, 110. The intent of the course will be to provide the student with basic electrophysiology of the heart, normal heart rhythyms and dysrhythmia, and potential life threatening arrythmias. The student will become competent in the use of the EKG machine and also with QRS measurements.

MED 215   **PHARMACOLOGY**   **4 CREDITS**
Prerequisite: MED 101, 105, 110, MTH 101. This course acquaints the student with basic principles of pharmacology, management of office medications and prescriptions, and provides familiarity with common prescription and non-prescription medications. Students will also have experience with parental injections.

MED 220   **MEDICAL OFFICE CLINICAL I**   **4 CREDITS**
Prerequisite: MED 101, 105, 110. This course is designed to prepare the student to perform specific clinical skills and procedures performed in the medical office. These skills will include: patient examination, vital signs, positioning and draping.

MED 221   **MEDICAL OFFICE CLINICAL II**   **4 CREDITS**
Prerequisite: MED 101, 105, 110. This course is designed to teach the students the basic skills and procedures necessary for the clinical environment of the medical office. These skills will include: preparing and administering medications, diagnostic tests and their procedures, and minor office surgery.

MED 222   **ASEPTIC TECHNIQUES**   **4 CREDITS**
Prerequisite: MED 101, 105, 110. This competency-based, skills development class will prepare the student to work in an aseptic environment while working as a Medical Assistnat. This class will include pathophysiology, physiology, and treatment of AIDS.

MED 225   **MEDICAL OFFICE LABORATORY TECHNOLOGY   4 CREDITS**
Prerequisite: MED 101, 102, 105, 110, 215. This competency-based, skills development laboratory will prepare the student to perform procedures commonly done in the medical "back" office laboratory. The focus of the course will be on proper microbial control, specimen collection and testing, normal values and interpretation of results, quality control, and basic laboratory safety measures.

MED 230   **MEDICAL OFFICE ADMINISTRATIVE**
              PROCEDURES I   **4 CREDITS**
Prerequisite: Med 101. This competency-based, administrative skills development course prepares the student to perform specific administrative tasks commonly done in the "front" medical office. Course content will be focused on office marketing, patient reception, records management, patient scheduling, documentation, mail management, medico-legal issues, and professionalism.

MED 235 **MEDICAL OFFICE ADMINISTRATIVE**
PROCEDURES II   **4 CREDITS**
Prerequisite: MED 101, 215, MTH 101, TYP 101. THis course is designed to prepare the student to manage the financial aspects of the medical office. Focus will be given to accounts payable and receivable, banking procedures, patient accounts billingutilizing the pegboard system, collection procedures, and processing medical insurance claims.

MED 240 **INTRODUCTION TO MEDICAL TRANSCRIPTION   4 CREDITS**
Prerequisite: CSD 160, ENG 101, 201, MED 101, 102, TYP 101. The intent of this course is to introduce the student to basic fundamentals of medical transcription with specific emphasis given to grammar, spelling, punctuation, and different transcription document forms.

MED 285 **MEDICAL PROGRAM EXTERNSHIP**   **4 CREDITS**
Prerequisite: Completion of all medical classes in respective program; current enrollment in next-to-last or last term before graduation; approval of Medical Department Chairperson. This course is designed to help the medical student make the transition from student to the work place, by gradually replacing the direct supervision encountered in the classroom with increasing opportunities for independent functioning within the professional setting.

Management

MGT 201 **PRINCIPLES OF MANAGEMENT**   **4 CREDITS**
Prerequisite: BSA 101 or HMM 106 or TMM 103. This course will present the functions of management including planning, organizing, staffing, and controlling with emphasis on the management contributions in encouraging effective products and services to the public.

MGT 203 **PERSONNEL MANAGEMENT**   **4 CREDITS**
Prerequisite: None. A personnel manager, his function and responsibilities are the core of this course. Beginning with the recruitment of personnel, the personnel process is discussed including training, evaluations of employees, wage and salary administration, and some basic labor law. Conflict management and discipline programs are also included in the course work.

MGT 205   **PRODUCTION AND OPERATIONS MANAGEMENT   4 CREDITS**
Prerequisite: BSA 101, ECO 102, MTH 101. This course gives an overview of the fundamental concepts of production and operations functions, and the analytical techniques and controls used in effective management.

MGT 206   **FINANCIAL MANAGEMENT**   **4 CREDITS**
Prerequisite: ACC 101, BSA 101, MTH 101. This course is designed as an introductory course in financial management. Its main objective will be to show how to make optimal financial decisions in business.

Marketing

MKT 207   **PRINCIPLES OF MARKETING**   **4 CREDITS**
Prerequisite: BSA 101. This course is a general survey of the nature, significance, and scope of marketing. Emphasis is on the channels of distributions; the marketing of consumer, shopping, specialty, and other goods; service marketing; middlemen; wholesaling; shipping and warehousing; standardization, grading, and pricing, and governmental regulation of competition.

MKT 210   **PRINCIPLES OF RETAILING**   **4 CREDITS**
Prerequisite: BSA 101. This course gives brief coverage of the complete retail spectrum, including planning, procurement, control, and promotion.

Mathematics

MTH 100   **COLLEGE MATHEMATICS**   **4 CREDITS**
Prerequisite: None. This course is a study of natural numbers, integers, rational numbers, and variables. Topics studied include operations and expressions, first and second degree equations, radicals and exponents.

MTH 101   **COLLEGE MATHEMATICS I**   **4 CREDITS**
Prerequisite: None. This course is a study of natural numbers, integers, rational numbers, and variables. Topics studied include operations on expressions, first and second degree equations, radicals, exponents, polynomials, and word problems.

MTH 120   **COLLEGE MATHEMATICS II**   **4 CREDITS**
Prerequisite: MTH 101. This course is a study of the basic concepts of algebra. It includes such topics as arithmetic with signed numbers, elementary operations with polynomials, first-degree equations, word problems, and factoring.

Paralegal

PAR 101   **INTRODUCTION TO LEGAL ASSISTANT/PARALEGAL STUDIES**   **4 CREDITS**
Prerequisite: None. This is an introductory course providing an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, skills common to paralegals, and ethical issues. An overview of substantive and procedural law will be covered in summary fashion.

PAR 102   **LEGAL RESEARCH AND WRITING I**   **4 CREDITS**
Prerequisite: PAR 101. Legal Research and Writing I is designed to give the student a broad and practical approach to problems faced by the paralegal in the legal environment. Emphasis is made on the utilization of basic research tools: statutes, case law, digests, citators, encyclopedias, and dictionaries.

PAR 103   **CONTRACT LAW**   **4 CREDITS**
Prerequisite: PAR 101. This course is a study of the definition and importance of contracts between individuals, third parties, businesses, and their legal rights, duties, and remedies as they reflect on our society.

PAR 104   **TORT LAW**   **4 CREDITS**
Prerequisite: PAR 101, 102. This is a basic course in tort law, including negligence, intentional torts, and strict liability with an emphasis on personal injury litigation. The course will also review Colorado no-fault laws and workman's compensation. The student will be introduced to skills involved in legal interviewing, investigation, pre-trial litigation and settlement of tort cases.

PAR 105   **ETHICS**   **4 CREDITS**
Prerequisite: PAR 101. This course is designed to make students aware of the ethical considerations involved in the legal profession and in the profession of the paralegal. Students will become acquainted with the Canons of Professional Responsibility and the various proposed canons for the paralegal. Students will use case study to analyze ethical behavior.

PAR 200   **LEGAL RESEARCH AND WRITING II**   **4 CREDITS**
Prerequisite: PAR 101, 102. Legal Research and Writing II is designed to give the student a continued experience into the problems faced by the paralegal in the legal environment. Emphasis is made on the use of computerized research and on the skills necessary to produce legal briefs and memorandums.

PAR 201   FAMILY LAW   4 CREDITS
Prerequisite: PAR 101. This course is a review of the tasks associated with juveniles and domestic relations matters including preparation of documents such as the complaint, answer, and summons pleadings associated with the action; and findings of fact, conclusions of law, and orders for judgment.

PAR 203   CIVIL PROCEDURE   4 CREDITS
Prerequisite: PAR 101. This course involves the study of civil procedure in the state and federal courts. It provides an overview of the litigation process with emphasis on the function of the paralegal within that process. The basic concepts learned in this course will carry through to other areas of civil law.

PAR 204   TRIAL PREPARATION AND PROCEDURES   4 CREDITS
Prerequisite: PAR 101, 203. This is a summary course of methods of trial procedures, interviewing, investigation, discovery, and trial procedures for the court systems with emphasis on the state system. This course will provide students with the skills necessary for effective trial presentation.

PAR 205   CRIMINAL PROCEDURES/CRIMINAL LAW   4 CREDITS
Prerequisite: PAR 101, PAR 203. The student will be introduced to statutory and common law crimes and the accompanying procedural constitutional statutory laws. Emphasis will be placed on criminal law theory, construction and interpretation of criminal law statutes as well as the scope and changes in criminal procedures. There will be a focus on the skills necessary for a paralegal in a criminal law practice.

PAR 206   PROBATE AND ESTATE   4 CREDITS
Prerequisite: PAR 101. The course is designed to allow the student to become familiar with probate and non-probate assets, the law of intestacy, execution, formation and validity of wills. Emphasis will be placed on the Colorado Probate Code, including formal and informal probate proceedings, administration and closing of estates, the tax consequences of a probate proceeding, as well as the preparation of tax returns. In addition, students are introduced to guardianships, conservatorships, and trusts.

PAR 207   PROPERTY AND REAL ESTATE LAW   4 CREDITS
Prerequisite: PAR 101, 103. This course is a study of the law of real property and an in-depth survey of the more common types of real estate transactions, and conveyances such as deeds, contracts, leases; drafting problems involving these instruments; special research projects related to the subject matter, study of the system of recording and search of public documents.

Psychology

PSY 110 **GENERAL PSYCHOLOGY** **4 CREDITS**
Prerequisite: None. The scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and momory will be explored.

Secretarial

SEC 101 **SPEEDWRITING I** **4 CREDITS**
Prerequisite: None. This is a beginning alphabetic shorthand course designed for students with no previous shorthand experience. Basic speedwriting theory is taught through drill, tests, reading and writing. Final dictation skill enables the student to attain a minimum speed of 60 words per minute.

SEC 103 **INTRODUCTION TO OFFICE TECHNOLOGY** **4 CREDITS**
Prerequisite: None. This course will present an overview of office technology with emphasis on records management and electronic calculators.

SEC 201 **SPEEDWRITING II** **4 CREDITS**
Prerequisite: SEC 101, TYP 101. This course is a continuation of vocabulary, speed development, and transcription techniques. Final dictation skills should reach a minimum of 70 words per minute.

SEC 203 **OFFICE MANAGEMENT** **4 CREDITS**
Prerequisite: TYP 101. This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout, and work measurement. The course stresses the managerial functions for the office and office personnel.

Travel

TMM 101 **DOMESTIC TRAVEL** **4 CREDITS**
Prerequisite: None. This course is designed to introduce students to the great variety of natural, cultural, and man-made attractions that exist in the United States. A comprehensive study of each state highlights the history, geology, wildlife, terrain, shorelines, and sightseeing that is unique to each area. Maps, charts, event calendars, and vacation planning articles are provided to present all the essential details a student needs to plan a memorable vacation.

TMM 102   INTERNATIONAL TRAVEL   4 CREDITS
Prerequisite: None. This course is designed as a destination development course to familiarize students with the great variety of worldwide destinations for travel purposes. A study of each country in the world will be included focusing on history, wildlife, terrain, shorelines, oceans, and sightseeing that are unique to each place. Maps, videos, charts, event calendars, documentation reference guides, and vacation planners are provided to present all the essential details a student needs to plan a memorable trip.

TMM 103   RESERVATIONS AND SALES   4 CREDITS
Prerequisite: None. This course includes operating instructions and use of major reference guides. This course is designed to increase the student's knowledge of procedures for itinerary planning and sales, and to develop good communication skills.

TMM 104   TICKETING AND TARIFFS   4 CREDITS
Prerequisite: TMM 103. This course will help the student attain knowledge in determining domestic and international air fares through the use of published tariffs and become fluent in writing manual and automated tickets.

TMM 105   IN-FLIGHT SERVICES   4 CREDITS
Prerequisite: None. This course provides the student with a basic understanding of what in-flight services training entails. The student will be introduced to the primary duties and responsibilities of a flight attendant, emergency procedures aboard an aircraft, first-aid policies, and customer service.

TMM 201   GROUP TOURISM AND MANAGEMENT   4 CREDITS
Prerequisite: None. This course is designed to introduce students to group travel. Differences between handling individual clients and handling group clients are explored. Expanding the knowledge of potential retail travel and group counselors is achieved by emphasizing research, design, pricing, and managing special tour projects.

TMM 202   TRAVEL AGENCY MANAGEMENT   4 CREDITS
Prerequisite: None. This course is designed to introduce students to the travel agency market. Specifically, its creation, problem solving techniques, promoting the travel product, and managing an on-site agency.

| TMM 203 | **AIRLINE MANAGEMENT** | **4 CREDITS** |

Prerequisite: None. The major focus of this course is on the management functions and organizations of major airlines and general aviation. Important subjects, such as marketing, pricing, scheduling, flight planning, growth strategies, and market segmentation are valuable in understanding the industry and major management functions. It also encourages the student to explore and keep abreast of current world events.

| TMM 204 | **AIRPORT MANAGEMENT** | **4 CREDITS** |

Prerequisite: None. This course is designed to make the student aware of airport administrative responsibilities.

| TMM 205 | **AVIATION LAW** | **4 CREDITS** |

Prerequisite: None. The purpose of this course is to introduce the student to the fundamental principles of aviation law. The travel student will gain a better understanding of the legal system and will have intuitively acquired a greater appreciation for the legal pitfalls and liabilities inherent in the operational dynamics of the air transportation industry today.

| TMM 206 | **COMPUTERIZED RESERVATION SYSTEMS** | **4 CREDITS** |

Prerequisite: None. This course takes the student from the first elementary steps in building a "Passenger Name Record" to the complicated entries associated with extensive travel itineraries. Although the major concentration of the software highlights Sabre Reservations, multi-access allows review of other airline systems to include Appollo, System One, and Worldspan.

Typing

TYP 101 | **KEYBOARDING FOR TYPEWRITERS AND COMPUTERS** | **4 CREDITS**

Prerequisite: None. This is a beginning typewriting course designed to develop touch typing skills to a level that will permit students to use an electric typewriter or computer terminal efficiently. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques so that a high degree of accuracy can be developed at a rate of approximately 30 words per minute.

| **TYP 201** | **TYPING II** | **4 CREDITS** |

Prerequisite: TYP 101 or Test-out. This is a course designed to develop high-level document production skill with emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques so that a high degree of accuracy will be achieved at a rate of approximately 45 words per minute.

| **TYP 202** | **TYPING III** | **4 CREDITS** |

Prerequisite: TYP 201 or Test-out. This course stresses the development of advanced typewriting skills with timed production typewriting, emphasis on proofreading and mailability of business projects without direct supervision with components for the executive, legal, medical, accounting, and government secretaries. Students should achieve a minimum of 60 words per minute.

Word Processing

| **WDP 105** | **WORD PROCESSING I** | **4 CREDITS** |

Prerequisite: CSD 101. This course will study the use of the very popular word processing programs. The student will get an introduction to the general features of different word processing programs and the ability to judge which program can satisfy the students' needs. It will also include further development of skills in WordStar and WordPerfect.

| **WDP 107** | **WORD PROCESSING II** | **4 CREDITS** |

Prerequisite: TYP 101, WDP 105. This course will provide the student with a marketable skill in order to obtain an entry-level position as a word processing operator using video display terminal. It will include further development of skills in WordPerfect.

| **WDP 109** | **WORD PROCESSING III** | **4 CREDITS** |

Prerequisite: TYP 101, WDP 105. This course provides hands-on applications of Desktop Publishing using WordPerfect 5.0. It provides the student with improved wordprocessing skills to increase his employability.

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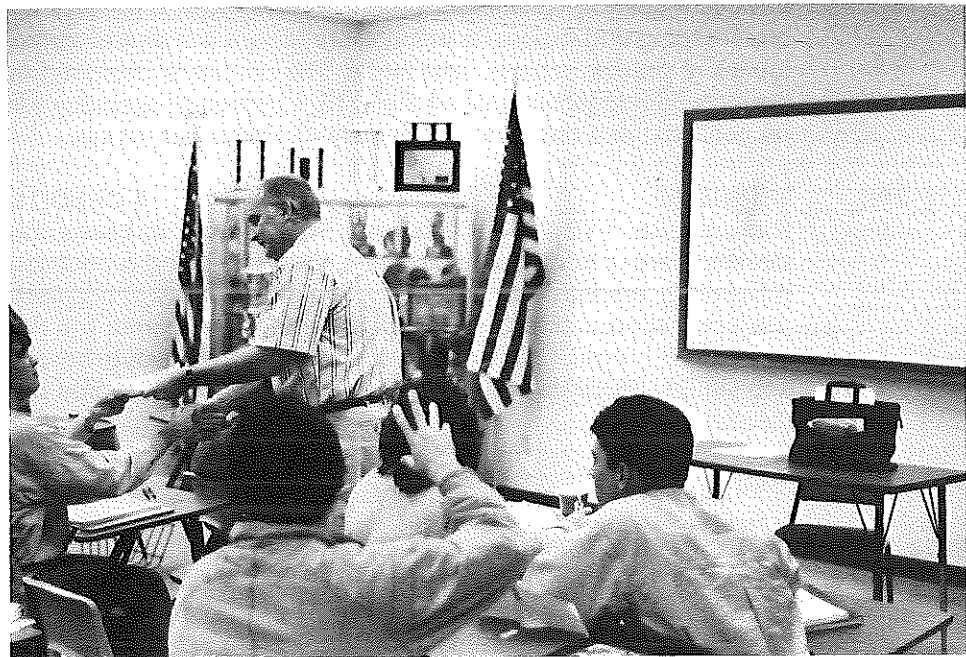
FACULTY

FULL-TIME FACULTY

Kent Billingsley .... Computer
    B.S., University of Colorado/Colorado Springs
Dee Dee Bradford .... Travel
    A.A.S., Pacific Travel School
Lynne Bradley .... Administrative Assistant
    B.S., University of Oklahoma
Benjamin Dickerson .... General Education
    M.Div., Eastern Theological Seminary
David Helm .... General Education
    Ed.D., Columbia Pacific University
Craig Johnson .... Paralegal
    J.D., University of South Dakota
Dale Kennedy .... Business
    Ph.D., University of Nebraska
Patricia Long .... Medical
    R.M.A., Pikes Peak Institute
Nancy Newman .... Adminsitrative Assistant
    B.B.E., Eastern Michigan University
Jane Rosen .... Medical
    R.N., Clarkson College of Nursing
Robert Sanford .... Business
    M.S., Troy State University
Bill Schooley .... Paralegal
    J.D. John Marshall Law School

ADJUNCT FACULTY

Robert Ansah .... Accounting
    B.B.A., Central State University
Nora Bauland ....Paralegal
    L.L.M. Southern Methodist University
Karin Bechtel .... General Education
    M.S. University of Wisconsin
Jerry Bills ....Business
    M.B.A., LaJolla University
Jean Bryant .... General Education
    M.S., Baylor University
Barbara Burke .... Medical
    R.N., San Antonio College
Dorothy Collier ....Travel
    B.S., Central Methodist College
Claudia Deats .... General Education
    M.S., Marquette University
Michael Duncan ....Paralegal
    J.D., University of Utah
Dale Durham ....Paralegal
    J.D., University of Tulsa
Cynthia Fowler ....Travel
    B.A., University of California/Santa Barbara
William Gaught .... Computer
    M.S., Air Force Institute of Technology
Constance Gelvin ....Administrative Assistant
    M.A., University of Colorado/Colorado Springs
Dorothy Godall ....Paralegal
    M.A., Webster University
Mary Grimes ....Travel
    B.A., University of Colorado/Colorado Springs
Gwen Harper-Jackson .... Administrative Assistant
    B.S., Southeast Missouri State University
Carol Hooker ....Travel
Paul Johnson .... Accounting
    M.S., Weber State University
Elaine Kilmer .... General Education
    M.A., University of California/Davis
Marcie Mann ....Travel
    B.S., University of Northern Colorado
Jeri McCurdy .... Medical
    C.M.T., Colorado College
Peter Montera ....Business
    M.S., Salve Regeina College

Blair Junior College

828 Wooten Road
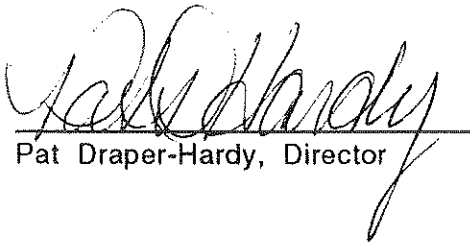Colorado Springs, CO 80915

CATALOG ADDENDUM SUPPLEMENT

TO

GENERAL CATALOG

1992-1994

Volume 15, Number 1

This addendum supplement supersedes all other addenda to this catalog
and contains significant changes to procedures, certified as true and
correct in content and policy.

Pat Draper-Hardy, Director   _8/1/94_
Pat Draper-Hardy, Director   Date

DOUBLE MAJORS
Effective January, 1992

To clarify the explanation regarding double majors, page 22 of the 1992-1994 College Catalog, the following applies:

Blair Junior College offers students the opportunity to earn more than one degree. The College does not offer a double major degree. A student wishing to pursue two degrees must first successfully complete all requirements for graduation from one degree before they can be enrolled in the second desired degree program.

COURSE SUBSTITUTIONS
Effective January, 1992

The Academic Dean, upon the recommendation of the Department Chairperson, may authorize the substitution of a course(s) not included in the published curriculum of a degree program providing it does not adversely impact the integrity of the program of study.

THEORY/LAB HOURS
Effective Date January, 1993

All courses, with the exception of MED 240, require thirty (30) theory hours and twenty (20) lab hours.

MED 240, Medical Transcription, will require twenty (20) theory hours and 40 lab hours.

CURRICULA CHANGES
Effective January, 1993

ECO 102, Economics, has been eliminated as a General Education elective from the Legal Assistant/ Paralegal program.

WDP 109, Word Processing III has been replaced with CSD 160, Desktop Publishing.

GRADING STANDARDS/COURSE WITHDRAWAL
Effective July, 1993

When a student withdraws from a class, for whatever reason(s), the student will receive the letter grade "W".

PREREQUISITES
Effective October, 1993

CSD 160, Desktop Publishing: The prerequisite for CSD 160 has been changed to require CSD 101 and CSD 280.

CSD 246, Database: The prerequisite for CSD 246 has been changed to require CSD 101.

CSD 280 Advanced Micro Applications: The prerequisite for CSD 280 has been changed to require CSD 101.

ACCREDITATION
Effective July, 1994

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

COURSE DESCRIPTION
Effective August, 1994

The course description for CSD 280, Advanced Micro Applications, should read as follows:

CSD 280 Advanced Micro Applications. Prerequisites: CSD 101. This course introduces the student to basic concepts of computer networking, Microsoft (MS) Windows and a Window-based spreadsheet. Students will understand network protocols, architecture, and functions.

PROGRAM DISCONTINUANCE
Effective September, 1994

The Associate of Applied Science Degree in Hospitality Management has been eliminated from the program offerings.

EXTENSION OF THE 1992-1994 COLLEGE CATALOG

This addendum supplement serves to extend the 1992-1994 College Catalog of Blair Junior College through April 14, 1995. The following Academic Calendar applies to the extended period of Winter Quarter, 1995.

WINTER QUARTER 1995

January	16	Martin Luther King Jr. Holiday
January	17	Quarter Begins
February	20	Presidents' Day Holiday
February	27	Mini Quarter Begins
March	20-24	Spring Vacation
April	14	Quarter Ends

THE REGISTER

Blair Junior College is owned and operated by Phillips Colleges, Inc., of Gulfport, Mississippi, Gerald C. Phillips, Chairman of the Board and President.

COLLEGE ADMINISTRATION:

EXECUTIVE COMMITTEE:

Pat D. Hardy, M.A., College Director
Debra McAtee, CRMC, Director of Admissions
William Utecht, M.S., Director of Career Planning and Placement
Carol Carmichael, A.A.S., Director of Student Finance Services
Dr. Champ K. Brahe, Ph.D., Dean of Academics
Cassandra Payne, A.A.S., Executive Assistant

STUDENT FINANCE SERVICES:

Carol Carmichael, A.A.S., Director of Student Finance Services
Michael Holmes, A.A.S., Student Finance Officer/Student Loan Advisor
Sheila Spaulding, B.S., Student Finance Officer

ACADEMIC ADMINISTRATION:

Dr. Champ K. Brahe, Ph.D., Dean of Academics
Bob Chambers, M.B.A., Night Coordinator
Laura Curell, A.A.S., Registrar
Marla Gordon, A.A.S., Registrar's Assistant
Bob Chambers, M.B.A., Business Administration and Accounting, Department Chairperson
James Ferguson, B.A., M..Ed., M.A., Computer Science, Department Chairperson
Pat Vidic, LPN, CMA, Medical Assisting, Department Chairperson
Mary Gibbs, B.A., Administrative Assistant, Department Chairperson
Jean Goodall, B.A., M.A., Legal Assistant/Paralegal, Acting Department Chairperson
Kent Taylor, B.A., Travel and Tourism/Hospitality Management Chairperson

CAREER PLANNING AND PLACEMENT:

William Utecht , M.S., Director of Career Planning and Placement

ADMINISTRATIVE STAFF:

Cassandra Payne, A.A.S., Executive Assistant to the Director

ADMISSION STAFF:

Debra McAtee, CRMC, Director of Admissions
Andrea Dawson, B.A., Admissions Officer
Laurie McCall, B.S., Admissions Officer
Sharon Navarro, B.S., Admissions Officer
Eileen St. Clair, A.A.S., Receptionist

CONTRACT TRAINING:

George Evans, B.A., Contract Training Coordinator

FACULTY

Champ K. Brahe
　　Dean of Education
　　Ph.D., University of Wisconsin, WI

Robert K. Chambers
　　Chair, Business Administration & Accounting Departments
　　M.B.A., College of Santa Fe, NM
　　B.B.A.,University of New Mexico, NM

James Ferguson
　　Chair, Computer Science Department
　　M. Ed. Our Lady of the Lake University, TX
　　M.A., Webster University, MO
　　B.A., Brigham Young University, UT

Mary E.K. Gibbs
　　Chair, Administrative Assistant Department
　　B.A., Central Michigan University, MI
　　C.P.S., Professional Secretaries International

Jean Goodall
　　Acting Chair, Legal/Paralegal Department
　　M.A., Webster University, MO
　　B.A., University of Colorado. CO

Kent Taylor
　　Chair, Travel & Tourism/Hospitality Management
　　B.A., Homboldt State University, CA

Pat Vidic
　　Chair, Medical Assistant Department
　　LPN, New Hampshire State Board of Nursing Education, NH
　　CMA, Certifying Board of American Association of Medical Assistants

ADJUNCT:

Ann Barbier
　　Medical Assistant Department
　　S.R.N., Webster University, MO

Stephen Davies
　　Computer Science Department
　　M.S., Salford University, UK
　　B.S., London University, UK
　　P.G.C.S.E., Swansea University,UK
　　A.A.C.I.S., Denver Tecnical College, CO

Benjamin F. Dickerson
General Education Department
M. Div., American Baptist Seminary/West, CA
D. Min., Eastern Baptist Seminary, PA
B.A., University of Colorado, CO

Jefferson R. Fedrizzi
General Education Department
M.B.A., Eastern New Mexico University, MA
M.A., Webster University, MO

Nanette Gefreh
General Education Department
B.A., Lycoming College, PA

Anwar Hussein
B.S., Ferris State University, MI
M.S., Ferris State University, MI

Graham Hawtin
Computer Science Department
B.S., University of Hull, England
P.C.G.E., Huddensfield College of Technical Education, England

Mario Raxon
B.A., University of Colorado, CO
A.A.S., University of Colorado, CO

Stacy L. Rouse
J.D., Lewis & Clark Law School, OR
B.A., St. Olaf College, NM

Tina L. Statham
B.A., National College, CO
A.A.S., Blair Junior College,CO

Mary A. Tinsley
B.S., University of Colorado, CO
M.A., University of Colorado, CO

Joseph P. Urbano
A.A.S., Blair Junior College, CO
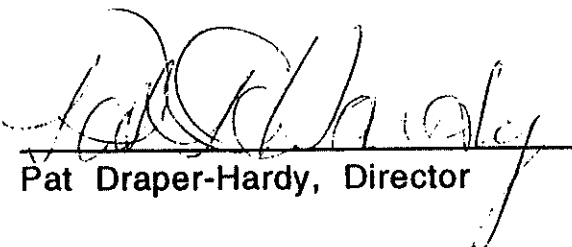
BLAIR JUNIOR COLLEGE
828 Wooten Road
Colorado Springs, CO 80915
(719) 574-1082

Tuition Supplement

Effective February 25, 1994

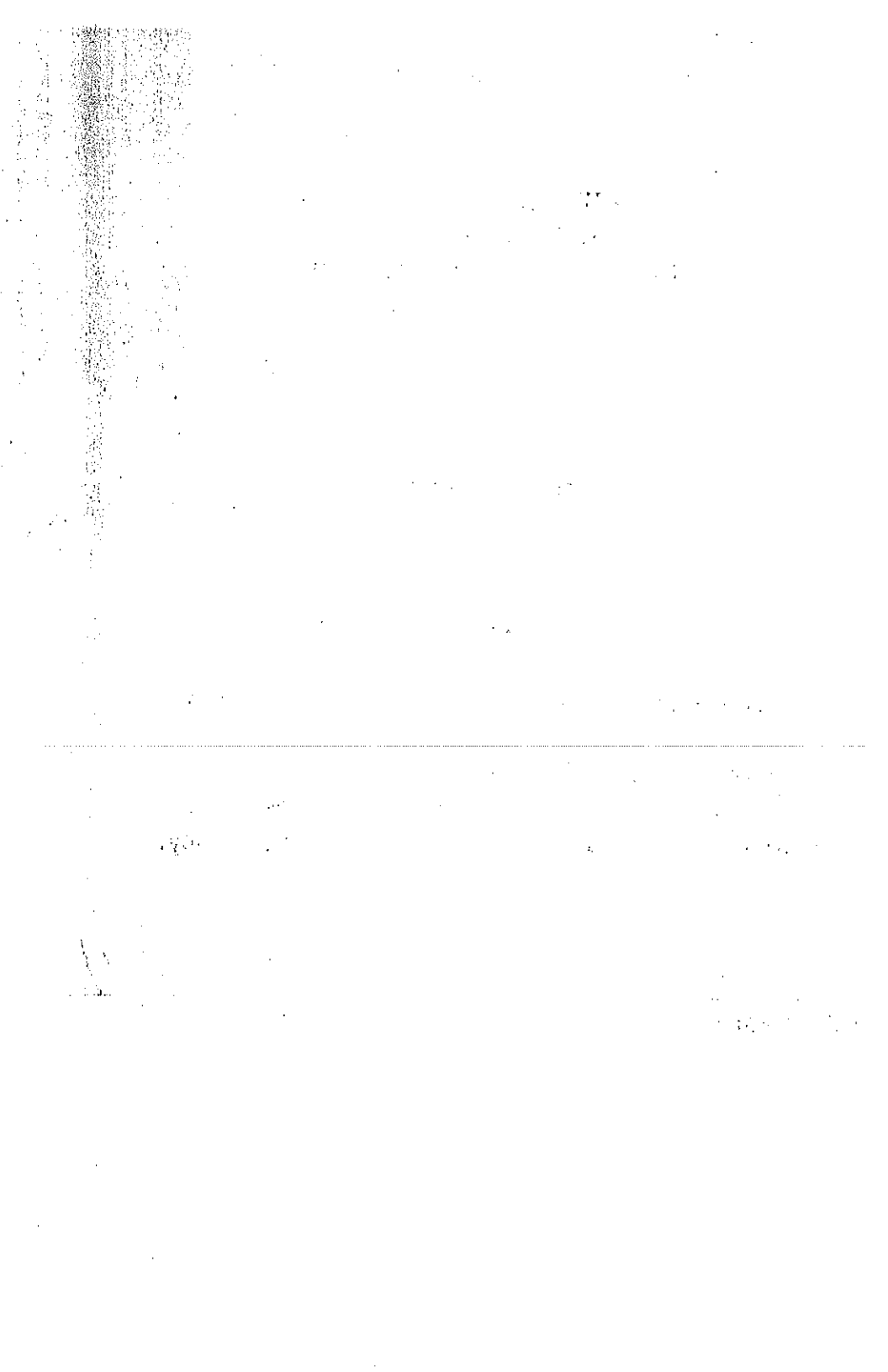Addendum to General Catalog 1992-1994

This addendum contains significant changes or clarifications of college policies and procedures certified as true and correct in content and policy.

_____   _____
Pat Draper-Hardy, Director   Date

TUITION SUPPLEMENT

Effective February 25, 1994

ASSOCIATE OF APPLIED SCIENCE DEGREES	CREDIT HOURS	APPROX. LENGTH	TUITION
Associate of Applied Science Degree in Accounting	96	24	$11,400
Associate of Applied Science Degree in Administrative Assistant	96	24	$11,400
Associate of Applied Science Degree in Business Administration	96	24	$11,400
Associate of Applied Science Degree in Computer Specialist	96	24	$11,400
Associate of Applied Science Degree in Hospitality Management	96	24	$11,400
Associate of Applied Science Degree in Legal Assistant/Paralegal	96	24	$11,400
Associate of Applied Science Degree in Medical Assisting	96	24	$11,400
Associate of Applied Science Degree in Travel & Tourism Management	96	24	$11,400
Medical Secretary/Receptionist Diploma	60	15	$ 7,125
Secretarial Science Diploma	48	12	$ 5,700

ADDITIONAL FEES

Registration Fee . . . . $ 25.00
Change of Program Fee (First Change-No Charge) . . . . $ 25.00
Additional or Repeated Courses . . . . $ 475.00
    (Does not include textbook expenses)
Transcript Fee (First Copy Free) . . . . $ 2.00
Replacement for Diploma/Degree . . . . $ 20.00
Withdrawal Processing Fee . . . . $ 100.00
Uniform (Required of Medical Assisting Students Only) . . . . $ 125.00

TEXTBOOKS

Textbooks are loaned to students under the Textbook Loaner Program. Any lost, stolen, or damaged textbooks will be charged at the new retail price.
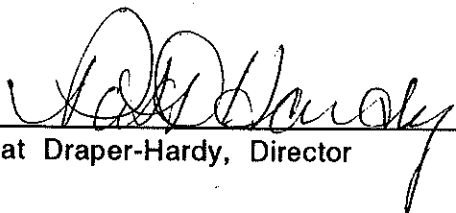
CATALOG ADDENDUM
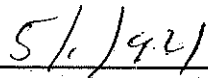
No. 1

Effective May 1, 1994

Addendum to General Catalog

1992-1994

Volume 15, Number 1

This addendum supersedes all other addenda to this catalog and contains significant changes to procedures, certified as true and correct in content and policy.

_____   ___5/ /94/_____

Pat Draper-Hardy, Director   Date

APPLICATION FEE
Effective January 15, 1992

A fee of $25.00 must be paid at the time of application for enrollment.

ATTENDANCE POLICY

A student who is absent more than eight (8) consecutive or twelve (12) cumulative hours in any class will be dropped from that class. Late arrival to class and early departure from class will be calculated in determining cumulative hours of class absence.

TEST-OUT CLASS VALUE
Effective April 13, 1992

A class for which a student successfully "tests out" will be given full value per credit hour.

TRANSFER OF CREDIT
Effective May 15, 1992

Credits transferred into Blair Junior College from another college will be accepted at full value per credit hour according to current tuition supplement.

REFUND POLICY ADDENDUM TO THE ENROLLMENT AGREEMENT
Effective July 23, 1992

Institutions are required to have a fair and equitable refund policy for Title IV programs, refunding students or parents for a PLUS Loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment. These provisions for refunds are required only for students attending the institutions for the first time. This provision will not apply to the institution's refund policy for any student whose withdrawal date is after the 60 percent enrollment period in time for which the student has been charged.

Pro-rata refund is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and other charges assessed the student equal to the portion of enrollment period for which the student has been charged that remains on the last day of attendance rounded downward to the nearest ten percent of that period, LESS any unpaid student charges, and LESS an administrative fee of $100.00.

LEAVE OF ABSENCE POLICY
Effective August 10, 1992

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Blair Junior College permits students to request a Leave of Absence under certain circumstances limited to the following:
Medical -- planned or emergency medical treatment for self or immediate family; including pregnancy.
Family -- summer child-care concerns for school-age children; family tragedies.
Employment -- employment-related training; special assignments or shifts.
Military -- reserve/active obligations.

PRO-RATA REFUND POLICY
Effective September 1992

60% Pro-Rata Refund Policy (For All First Time Students, First Academic Year)

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to prorate tuition refunds for all Title IV Funds recipients. For each first time student at our institution who withdraws, the college will calculate a pro-rata refund which conforms to U.S. Department of Education regulations. This pro-rata refund policy will be applied to Title IV Funds recipients who withdraw:

> Prior to completing 60% of the period of enrollment.

The term "Pro-rata Refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid student charges, and less a reasonable administrative fee. A reasonable administrative fee is defined as the lesser of 5 percent of the tuition, fees, room and board, and other charges assessed the student, or $100.00

The period of enrollment is determined by dividing the total number of clock hours comprising the enrollment period for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance. The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications for first time students completing no more than 60% of their first academic year; however, the refund will be based upon the refund policy which yields the larger refund to the student for this period.

STANDARDS OF ACADEMIC PROGRESS
Effective October 5, 1992

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS FOR A 96 QUARTER CREDIT HOUR PROGRAM:

Total allowable attempted credits (150% of 96) is 144,
The midpoint of the maximum program length (50% of 144) is 72.
The three-quarter point of the maximum program length (75% of 144) is 108.

Total number of credits attempted:	Probation if CGPA is below:	Suspension if CGPA is below:	Suspension if percent of completed credits compared to attempted credits are as follows:
1-16	1.5	n/a	n/a
17-32	1.5	1.0	n/a
33-48	1.5	1.2	50%
49-60	1.65	1.3	60%
61-71	1.8	1.5	65%
72-95	2.0	1.75	67%
96-144	-----	2.0	67%

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENT FOR A 60 QUARTER CREDIT HOURS PROGRAM

Total number of credits attempted:	Probation if CGPA is below:	Suspension if CGPA is below:	Suspension if percent of competed credits compared to attempted credits are below:
1-12	1.5	n/a	n/a
13-30	1.5	1.0	n/a
31-44	1.75	1.5	60%
45-67	2.0	1.75	67%
68-90	-----	2.0	67%

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENT FOR A 48 QUARTER CREDIT HOURS PROGRAM

Total number of credits attempted:	Probation if CGPA is below:	Suspension if CGPA is below:	Suspension if percent of competed credits compared to attempted credits are below:
1-12	1.5	n/a	n/a
13-24	1.5	1.0	n/a
25-35	1.75	1.5	60%
36-53	2.0	1.75	67%
54-72	----	2.0	67%

GRADING STANDARDS
Effective July 18, 1993

Letter grades used to inform students of their progress in their courses includes an "I" for Incomplete. The "I" designation may be approved for students who have been unable to complete course requirements by the end of a term due to special circumstances. Students, with instructor consent, have two (2) weeks from the date of the final exam to complete the missing work and receive a grade, or the "I" will automatically be changed to an "F".

CURRICULA CHANGES
Effective February 25, 1994

Professional Development replaces one elective for all Associate of Applied Science Degrees.

Math 101 is required in place of Math 100

PSY 100 is in error and should be PSY 110

LAN 102 and LAN 103 have been eliminated from course offerings

On page 42 in the Legal Assistant/Paralegal program, it reads as follows: " *Students will take 1 of these 4 courses", this should read "*Students will take 2 of these 4 courses"

Other minor program revisions and additions to program offerings have been summarized in the following curriculum outlines and course descriptions which reflect these changes.

ENTRANCE REQUIREMENTS
Effective March 20, 1994

Graduation from high school or successful completion of the General Education Development (GED) test, and meeting the minimum specified score on the entrance assessment are required for admission into Blair Junior College. Transfer students who are high school graduates or GED holders and who have successfully completed one (1) academic year at an accredited post secondary institution (24 semester or 36 quarter credits with at least a 2.00 cumulative grade point average) may be admitted to any program without testing.

Applicants with a recent ACT or SAT scores are encouraged to contact the Admissions Department.

ACCEPTANCE OF PRIOR CREDIT
Effective May 1, 1994

It is possible that Blair Junior College may grant academic and partial financial credit to those students who have experience or prior learning comparable to actual course work. It is the student's responsibility to provide written documentation required by the Academic Dean for proper evaluation. Acceptance of such credit remains at the discretion of Blair Junior College and the student must earn at least 50% of his/her credits at Blair Junior College to be awarded a degree/diploma. The college does not guarantee early graduation due to acceptance of prior credit.

MISSION STATEMENT
Effective May 20, 1994

COLLEGE MISSION

Blair Junior College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of Colorado Springs and its surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community which it serves.

OBJECTIVES

To offer one and two-year diploma and degree programs that will help students develop a solid foundation of basic technical and business skills.

To assist students to achieve a general education background.

To help students develop attitudes, knowledge and skills that will enhance quality of life and contribute to the community.

To offer practical and viable curricula, taught by instructors who have education and work experience related to their areas of instruction.

To provide career-related training based on current industry needs.

To provide job placement assistance to graduates.

ASSOCIATE OF APPLIED SCIENCE DEGREE:
BUSINESS ADMINISTRATION (BBA)....96 CREDIT HOURS

The Business Administration Program is designed to provide the student with a foundation in business management. The student is given a broad academic background including computer science and accounting principles. This degree program is recommended for those who aspire to positions in business, industry, and government.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER		COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC	101	Principles of Accounting I	40		4
ACC	102	Principles of Accounting II	40		4
ACC	203	Principles of Accounting III	40		4
ACC	217	Spreadsheet Applications	30	20	4
BSA	101	Introduction to Business	40		4
BSA	110	Business Law I	40		4
BSA	210	Business Law II	40		4
BSA	215	Small Business Management	40		4
CSD	101	Microcomputers in Business	30	20	4
MGT	201	Principles of Management	40		4
MGT	203	Personnel Management	40		4
MGT	205	Production and Operations Management	40		4
MGT	206	Financial Management	40		4
MKT	207	Principles of Marketing	40		4
MKT	210	Principles of Retailing	40		4
TYP	101	Keyboarding for Typewriters and Computers	30	20	4

GENERAL EDUCATION

ECO	102	Economics	40		4
ENG	101	College English I	40		4
ENG	201	College English II	40		4
ENG	203	Speech	40		4
HUM	100	Humanities Experience	40		4
MTH	101	College Mathematics I	40		4
PSY	110	General Psychology	40		4

OTHER REQUIRED COURSES

PSY	105	Professional Development	40		4

96

ASSOCIATE OF APPLIED SCIENCE DEGREE:
HOSPITALITY MANAGEMENT (HRA)....96 CREDIT HOURS

The Hospitality Management program is designed to provide students with the fundamental principles of hotel management. This program provides a unique combination of specialized training and management principles that help prepare graduates for a wide variety of entry-level positions upon completion.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER		COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC	101	Principles of Accounting I	40		4
CSD	101	Microcomputers in Business	30	20	4
HMM	102	Front Office Procedures	30	20	4
HMM	103	Food & Beverage Management	30	20	4
HMM	105	Housekeeping Management	40		4
HMM	106	Tourism & Hospitality Industry	40		4
HMM	107	Physical Plant Management	40		4
HMM	201	Marketing of Hospitality Services	40		4
HMM	202	Hospitality Law	40		4
HMM	203	Hotel/Motel Sales Promotion	40		4
HMM	205	Convention Management and Services	40		4
HMM	206	Hospitality Industry Computer System	30	20	4
HMM	207	Hospitality Industry Training	40		4
MGT	201	Principles of Management	40		4
MGT	203	Personnel Management	40		4
TYP	101	Keyboarding for Typewriters and Computers	30	20	4

GENERAL EDUCATION

ENG	101	College English I	40		4
ENG	201	College English II	40		4
ENG	203	Speech	40		4
LAN	101	Conversational Spanish	40		4
MTH	101	College Mathematics I	40		4
HUM	100	Humanities Experience	40		4
PSY	110	General Psychology	40		4

OTHER REQUIRED COURSES

PSY	105	Professional Development	40		4

96

ASSOCIATE OF APPLIED SCIENCE DEGREE:
MEDICAL ASSISTING (MA)....96 CREDIT HOURS

The Medical Assistant Program prepares the graduate to assist the physician and allied health personnel in clinical capacities. The program teaches the fundamentals of medical terminology, anatomy and physiology, pharmacology, medical law and ethics, clinical, laboratory and front office procedures. Graduates of this program are prepared to work as Medical Assistants in private offices and clinics.

STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING COURSES:

COURSE NUMBER		COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
CSD	101	Microcomputers in Business	30	20	4
MED	101	Medical Terminology	40		4
MED	102	Anatomy &Physiology I	40		4
MED	103	Anatomy & Physiology II	40		4
MED	104	Medical Clinical I	30	20	4
MED	105	Medical Office Procedures	30	20	4
MED	106	Medical Office Insurance	30	20	4
MED	204	Medical Clinical II	30	20	4
MED	205	Lab Tech/MA Review	30	20	4
MED	210	Medical Law and Ethics	40		4
MED	215	Pharmacology	30	20	4
MED	222	Aseptic Techniques	30	20	4
MED	236	Telephone Medicine	40		4
MED	240	Medical Transcription	40		4
MED	285	Medical Externship		160*	4
MGT	203	Personnel Management	40		4
TYP	101	Keyboarding for Typewriters and Computers	30	20	4

GENERAL EDUCATION

ENG	101	College English I	40		4
ENG	201	College English II	40		4
ENG	203	Speech	40		4
HUM	100	Humanities Experience	40		4
MTH	101	College Mathematics I	40		4
PSY	110	General Psychology	40		4

OTHER REQUIRED COURSES

PSY	105	Professional Development	40		4
					96

*Externship Hours

SECRETARIAL SCIENCE DIPLOMA (SCD)....48 CREDIT HOURS

The one-year Secretarial Science Program will provide a graduate with the basic essential skills and knowledge needed for an entry-level secretary/receptionist position. There is a 30 wpm typing requirement for entry into this program.

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
BSA 101	Introduction to Business	40		4
CSD 101	Microcomputers in Business	30	20	4
WDP 105	Word Processing I	30	20	4
WDP 107	Word Processing II	30	20	4
CSD 160	Desktop Publishing	30	20	4
SEC 101	Speedwriting I	30	20	4
SEC 103	Introduction to Office Technology	30	20	4
SEC 203	Office Management	30	20	4
TYP 201	Typing II	30	20	4

GENERAL EDUCATION

ENG 101	College English I	40		4
MTH 101	College Math I	40		4
				48

MEDICAL SECRETARY/RECEPTIONIST DIPLOMA (SMD)....60 CREDIT HOURS

The 15-month Medical Secretary/Receptionist Program will provide a graduate with essential skills and knowledge needed for a medical secretary/receptionist position. There is a 30 wpm typing requirement for entry into this program.

COURSE NUMBER	COURSE TITLE	THEORY HOURS	LAB HOURS	CREDIT HOURS
ACC 101	Principles of Accounting I	40		4
CSD 101	Microcomputers in Business	30	20	4
WDP 105	Word Processing I	30	20	4
WDP 107	Word Processing II	30	20	4
MED 101	Medical Terminology	40		4
MED 105	Medical Office Procedures	30	20	4
MED 106	Medical Office Insurance	30	20	4
MED 210	Medical Law and Ethics	40		4
MED 236	Telephone Medicine	40		4
MED 240	Medical Transcription	40		4
SEC 101	Speedwriting I	30	20	4
SEC 103	Introduction to Office Technology	30	20	4
TYP 201	Typing II	30	20	4

GENERAL EDUCATION

ENG 101	College English I	40		4
MTH 101	College Math I	40		4

60

HOSPITALITY MANAGEMENT

HMM 102   FRONT OFFICE PROCEDURES   4 CREDITS
Prerequisite: None. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with check-out and settlement.   This course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management.

HMM 103   FOOD AND BEVERAGE MANAGEMENT   4 CREDITS
Prerequisite: None. This course provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management.

HMM 105   HOUSEKEEPING MANAGEMENT   4 CREDITS
Prerequisite: None. This course provides an overview of the fundamentals of housekeeping management. This course describes the management function, tools, and practices required in today's lodging and institutional housekeeping departments.

HMM 106   TOURISM AND HOSPITALITY SERVICES   4 CREDITS
Prerequisite: None. The purpose of this course is to provide the student with an instruction to the lodging and food service industry and to explain the complex interrelationships and components involved in the business.

HMM 107   PHYSICAL PLANT MANAGEMENT   4 CREDITS
Prerequisite: None. This course provides an in-depth study of the engineering department and building systems. The student will be introduced to the basic costs associated with the physical plant; management functions of the engineering department; major building engineering systems; major operational systems and their design; and relationship of temperature and humidity to human comfort.

HMM 201   MARKETING OF HOSPITALITY SERVICES   4 CREDITS
Prerequisite: None. This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/motel properties.

HMM 202   HOSPITALITY LAW   4 CREDITS
Prerequisite: None. This course provides an awareness of the rights and responsibilities the law grants or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.

HMM 203 HOTEL/MOTEL SALES PROMOTION   4 CREDITS
Prerequisite: None. This course is designed to provide students with a solid background in hospitality sales and advertising. Although marketing concepts are also discussed, the course focuses on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.

HMM 205 CONVENTION MANAGEMENT AND SERVICE   4 CREDITS
Prerequisite: None. This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to met those needs as part of meeting and convention service.

HMM 206 HOSPITALITY INDUSTRY COMPUTER SYSTEM 4 CREDITS
Prerequisite: None. This course provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; and focuses on computer-based restaurant management systems for both service-oriented and management-oriented functions.

HMM 207 HOSPITALITY INDUSTRY TRAINING   4 CREDITS
Prerequisite: None. Upon completion of this course, the student will have evaluated every facet of training for a new or established hospitality operation.

PSYCHOLOGY

PSY 105 PROFESSIONAL DEVELOPMENT   4 CREDITS
Prerequisite: None. This course is designed to enable students to understand and develop mental attitudes, skills and life-related techniques which can lead to more successful personal academic and career experiences in life.

MEDICAL ASSISTING

MED 101 MEDICAL TERMINOLOGY   **4 CREDITS**
Prerequisite: None. This course introduces the students to the basic structure of medical terms, including word roots, combining vowels and forms, suffixes, and prefixes. Additionally, attention is given to common medical abbreviations and symbols. With this foundation, the student is then exposed to bioorganization of the body with specific terminology as it relates to the anatomy and physiology of the body.

MED 102 ANATOMY AND PHYSIOLOGY I   **4 CREDITS**
Prerequisite: MED 101. This course provides the student with a basic understanding of the body through the study of physical and life-science principles of bioorganization, the metric system, basic chemistry, metabolism, homeostasis, cells, tissues, membranes, microbiology, disease and immunity processes, and heredity. Once this foundation is laid, the course then explores the anatomy, physiology, and pathology of specific body systems, and basic psychiatry.

MED 103 ANATOMY AND PHYSIOLOGY II   **4 CREDITS**
Prerequisite: MED 101, MED 102. This course continues the study of the a n a t o m y , physiology, and pathology of specific body systems not previously covered in MED 101.

MED 104 MEDICAL CLINICAL I   **4 CREDITS**
Prerequisite: MED 101. This course is designed to prepare the student to p e r f o r m specific clinical skills and procedures performed in the medical office. These skills will include: patient examination, vital signs, positioning draping, and EKG.

MED 105 MEDICAL OFFICE ADMINISTRATIVE   **4 CREDITS**
PROCEDURES I
Prerequisite: MED 101. This competency-based, administrative skills development course prepares the student to perform specific administrative tasks commonly done in the "front" medical office. Course content will be focused on office marketing, patient reception, records management, patient scheduling, documentation, mail management, medicolegal issues, and professionalism.

MED 106 MEDICAL OFFICE INSURANCE   **4 CREDITS**
Prerequisite: MED 101. The purpose of this course is to provide the student with a basic understanding of insurance billing through medical insurance abbreviations and terms, procedural and diagnostic codings, billing tips, various claim forms and types of insurance.

MED 204 MEDICAL CLINICAL II   **4 CREDITS**
Prerequisite: MED 101. This course is designed to teach the students the basic s k i l l s and procedure necessary for the clinical environment of the medical office. These skills will include, CPR certifications, first aid, nebulizer treatments, and application and use of oxygen.

MED 205 LAB TECH/MA REVIEW   **4 CREDITS**
Prerequisite: MED 101. This competency-based, skills development laboratory w i l l prepare the student to perform procedures commonly done in the medical "back" office laboratory. The focus of the course will be on proper microbial control, specimen collection and testing, normal values and interpretation of results, quality control, and basic laboratory safety measures.

MED 210   MEDICAL LAW AND ETHICS   **4 CREDITS**

Prerequisite: MED 101. This course addresses principles of medical law and ethics as they apply to the Medical Assistant in the medical office. Areas of emphasis will include an overview of the law and the ethics of the law, the importance of the law to the employee and the physician, litigation in the medical office, and public duties.

MED 215   PHARMACOLOGY   **4 CREDITS**

Prerequisite: MED 101, MTH 101. This course acquaints the student with basic principles of pharmacology, management for office medications and prescriptions, and provides familiarity with common prescription and non-prescription medications. Students will also have experience with parenteral injections.

MED 222   ASEPTIC TECHNIQUES   **4 CREDITS**

Prerequisite: MED 101, MED 105, MED 110. This competency-based, skills development class will prepare the student to work in an aseptic environment while working as a Medical Assistant. This class will include pathophysiology, physiology, and treatment of AIDS.

MED 236   TELEPHONE MEDICINE/HUMAN RELATIONS   **4 CREDITS**

The intent of this course is to increase the students' knowledge of the relevance of questions, decisions and quality of advice when evaluating illnesses presented by patients via the telephone. The student shall be exposed to telephone triage, management of time while taking telephone calls, practical time on the telephone in the classroom setting through prepared vignettes, and message taking techniques.

MED 240   MEDICAL TRANSCRIPTION   **4 CREDITS**

Prerequisite: CSD 101, ENG 101, ENG 201, MED 101, MED 102, MED 103, TYP 101. The intent of this course is to introduce the student to basic fundamentals of medical transcription with specific emphasis given to grammar, spelling, punctuation, and different transcription document forms.

MED 285   MEDICAL PROGRAM EXTERNSHIP   **4 CREDITS**

Prerequisite: Successful completion of all medical classes in respective program; current enrollment in next-to-last or last term before graduation; approval of Medical Department Chairperson. This course is designed to help the medical student make the transition from student in to the workplace, by gradually replacing the direct supervision encountered in the classroom with increasing opportunities or independent functioning within the professional setting.