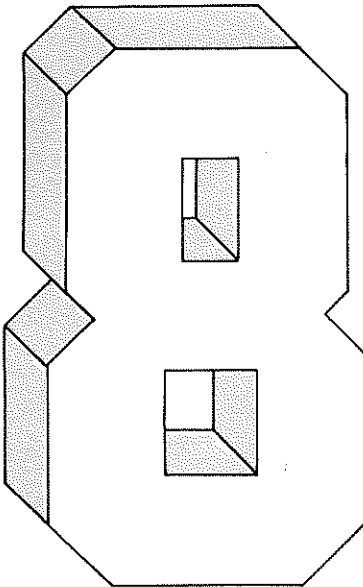


1986-1987



BLAIR JUNIOR COLLEGE



**GREAT
CAREER
CHOICES.**

Blair Junior College

Established 1897

“The Career College”

**828 Wooten Road
Colorado Springs, CO**

(303) 574-1082

1986 ACADEMIC CALENDAR

January 6	Christmas Vacation Ends/Classes Resume
January 9	Fall Quarter Ends
January 13	Winter Quarter Begins
January 15	Martin Luther King's Birthday — Holiday
February 17	George Washington's Birthday — Holiday
February 24	Winter Mini-Quarter Begins
April 3	Winter Quarter Ends
April 7	Spring Vacation Begins
April 13	Spring Vacation Ends
April 14	Spring Quarter Begins
May 26	Memorial Day Holiday
May 27	Spring Mini-Quarter Begins
July 3	Spring Quarter Ends
July 4	Independence Day Holiday
July 7	Summer Quarter Begins
August 4	Summer Vacation Begins
August 10	Summer Vacation Ends
August 25	Summer Mini-Quarter Begins
September 1	Labor Day Holiday
October 2	Summer Quarter Ends
October 6	Fall Quarter Begins
November 11	Veteran's Day Holiday
November 17	Fall Mini-Quarter Begins
November 27	Thanksgiving Holiday
December 22	Christmas Vacation Begins
January 5	Christmas Vacation Ends/Classes Resume
January 8	Fall Quarter Ends

1987 ACADEMIC CALENDAR

January 5	Classes Resume
January 12	Winter Quarter Begins
January 15	Martin Luther King's Birthday — Holiday
February 16	Washington's Birthday Holiday
February 23	Winter Mini-Quarter Begins
April 6	Spring Vacation begins
April 12	Spring Quarter Begins
May 25	Memorial Day Holiday
May 26	Spring Mini-Quarter Begins
July 6	Independence Day Holiday
July 7	Summer Quarter Begins
August 3	Summer Vacation begins
August 9	Summer Vacation ends
August 24	Summer Mini-Quarter Begins
September 7	Memorial Day Holiday
October 5	Fall Quarter Begins
November 11	Veteran's Day Holiday
November 16	Fall Mini-Quarter Begins
November 26	Thanksgiving Day Holiday
December 21	Christmas Vacation begins
January 4, 1988	Classes Resume

Blair Junior College

“The Career College”

Blair Junior College is a career college offering education in business and technology. Blair is committed to preparing individuals for “fast track” entry or advancement into the career field of their choice. The curriculum provides students with a wide variety of career training choices and general education in order to be successful in today’s complex society. To accomplish this goal, the school offers both one and two year courses of study. With over 80 years of experience, Blair Junior College has earned a reputation for excellence in career training.

The educational philosophy supports the concept that material presented in the classroom be relevant to current issues in business and have real-world application.

Blair has been providing quality education since 1897 and is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools (AICS) as a Junior College of Business. The school is also a candidate for accreditation with the North Central Association of Colleges and Schools. Blair Junior College is regulated by the Colorado State Board of Community Colleges and Occupational Education. The college is approved for Veteran’s training and participates in Federal and State Guaranteed Loan and Grant Programs.

The modern college building is situated on a five-acre site; is easily accessible; and is serviced by public transportation. Student services include a well-stocked library, a Developmental Studies Program for tutorial assistance and individualized laboratories including: computers, electronics, medical typing, and office management. The school has a full time Placement Office which assists in finding full and part time jobs for current students and graduates.

Blair Junior College is committed to further excellence in serving the community in the years ahead.

TWO YEAR DEGREE PROGRAMS

Associate of Applied Science Degree in Business MAJOR: Accounting

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. Thus a variety of positions are available to accounting graduates in business, industry, and governmental accounting fields.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
ACC 101	Principles of Accounting I	48	4	
ACC 102	Principles of Accounting II	48	4	
ACC 203	Principles of Accounting III	48	4	
ACC 204	Income Tax Accounting	48	4	
ACC 205	Cost Accounting	48	4	
ACC 206	Intermediate Accounting	96	8	
ACC 207	Computerized Accounting	24	4	48
CSD 120	BASIC	48	4	48
MGT 204	Financial Management	48	4	
ACC 215	Accounting Practicum		4	96
ACC 218	Computerized Accounting/Payroll	24	4	48
ACC 217	Advanced Computerized Accounting	24	4	48

36 CREDIT HOURS — GENERAL EDUCATION

PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 201	College English II	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
BSA 101	Introduction to Business	48	4	
BSA 110	Business Law I	48	4	
CSD 110	Introduction to Computers	48	4	
TYP 101	Keyboarding for Typewriters and Computers	24	4	48

8 CREDIT HOURS — RECOMMENDED ELECTIVES

Students must have approval from the Dean of Education for elective courses. Electives should complement programs.

GEN 285	Vocational Practicum		4	96
ECO 102	Introduction to Economics (MICRO)	48	4	

Associate of Applied Science Degree in Business

MAJOR: Business Administration

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 men and women who aspire to positions in business, industry and government.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
ACC 101	Principles of Accounting I	48	4	
ACC 102	Principles of Accounting II	48	4	
ACC 203	Principles of Accounting III	48	4	
ACC 207	Computerized Accounting	24	4	48
ACC 204	Income Tax Accounting	48	4	
MGT 203	Personnel Management	48	4	
ECO 102	Introduction to Economics (MICRO)	48	4	
MKT 201	Principles of Marketing	48	4	
MGT 204	Financial Management	48	4	
MGT 201	Principles of Management	48	4	
CSD 120	Computer Programming (BASIC)	48	4	
CSD 225	RPG II	24	4	48
MKT 200	Fundamentals of Sales	48	4	
36 CREDIT HOURS — GENERAL EDUCATION				
PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 201	College English II	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
CSD 110	Introduction to Computers	48	4	
BSA 101	Introduction to Business	48	4	
BSA 110	Business Law I	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48
8 CREDIT HOURS — RECOMMENDED ELECTIVES				
Students must have approval from the Dean of Education for elective courses. Electives should complement programs.				
SUGGESTED ELECTIVES				
GEN 285	Vocational Practicum		4	96
ECO 202	Economics (Macro)	48	4	
BSA 201	Introduction to Business II	48	4	
BSA 211	Business Law II	48	4	
GEO 111	Geography	48	4	
ACC 206	Intermediate Accounting	96	4	

Associate of Applied Science Degree

MAJOR: Computer Science with Business Emphasis

The Computer Science Program is designed to provide the student with the necessary skills and knowledge to obtain an entry-level position in the computer field with a business emphasis.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
CSD 240	Systems Analysis & Design I	48	4	
CSD 241	Systems Analysis & Design II	16	4	64
CSD 246	Data Structures	48	4	
CSD 247	Fundamentals of Operating Systems	48	4	
CSD 120	Computer Programming (BASIC)	24	4	48
CSD 230	Computer Programming (COBOL I)	24	4	48
CSD 235	Computer Programming (COBOL II)	24	4	48
CSD 225	Computer Programming (RPG II)	24	4	48
MTH 120	Introduction to Algebra	48	4	
CSD 242	File Management Techniques	48	4	
ACC 101	Principles of Accounting I	48	4	
ACC 102	Principles of Accounting II	48	4	
ACC 203	Principles of Accounting III	48	4	
36 CREDIT HOURS — GENERAL EDUCATION				
PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 201	College English II	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
CSD 110	Introduction to Computers	48	4	
BSA 101	Introduction to Business	48	4	
BSA 110	Business Law I	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48
8 CREDIT HOURS — RECOMMENDED ELECTIVES				
Students must have approval from the Dean of Education for elective courses.				
Electives should complement programs.				
SUGGESTED ELECTIVES				
GEN 285	Vocational Practicum		4	96
MKT 201	Principles of Marketing	48	4	
MGT 201	Principles of Management	48	4	
MGT 203	Personnel Management	48	4	
MGT 204	Financial Management	48	4	
ECO 102	Introduction to Economics (MICRO)	48	4	

Associate of Applied Science Degree

MAJOR: Computer Science with Scientific Emphasis

The Computer Science Program is designed to provide the student with the necessary skills and knowledge to obtain an entry-level position in the computer field with a scientific emphasis.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
CSD 240	Systems Analysis & Design I	48	4	
CSD 241	Systems Analysis & Design II	24	4	48
CSD 246	Data Structures	48	4	
CSD 247	Fundamentals of Operating Systems	48	4	
CSD 120	Computer Programming (BASIC)	24	4	48
CSD 210	Computer Programming (FORTRAN)	24	4	48
CSD 220	Computer Programming (Pascal)	24	4	48
CSD 232	Computer Systems and Assembly Language	24	4	48
CSD 205	Logic Design of Computers	48	4	
MTH 120	Introduction to Algebra	48	4	
MTH 150	Advanced Algebra	48	4	
MTH 200	Trigonometry	48	4	
MTH 250	Introduction to Calculus	48	4	

36 CREDIT HOURS — GENERAL EDUCATION

PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 201	College English II	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
CSD 110	Introduction to Computers	48	4	
BSA 101	Introduction to Business	48	4	
BSA 110	Business Law I	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48

8 CREDIT HOURS — RECOMMENDED ELECTIVES

Students must have approval from the Dean of Education for elective courses. Electives should complement programs.

SUGGESTED ELECTIVES

GEN 285	Vocational Practicum		4	96
CSD 230	Computer Programming (COBOL I)	24	4	48
CSD 125	Advanced BASIC	24	4	48
CSD 223	Advanced Pascal	24	4	48
CSD 215	Advanced FORTRAN	24	4	48
CSD 235	Computer Programming (COBOL II)	24	4	48

Associate of Applied Science Degree

MAJOR: Electronics Technology

The Electronics Technology Program teaches repair and design of equipment for the electronics industry. Electronic communication is emphasized as relates to distributive data and multi-processing. The combined training in microprocessors, electronic communications and digital systems gives the student an in-depth knowledge of the electronics field.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
ELT 110	Fundamentals of Electronics (DC)	24	4	48
ELT 120	Fundamentals of Electronics (AC)	24	4	48
ELT 130	Solid State Electronics	24	4	48
ELT 235	Electronic Communications I	24	4	48
ELT 230	Advanced Solid State	24	4	48
ELT 240	Electronic Communications II	24	4	48
ELT 125	Circuit Analysis	24	4	48
ELT 225	Digital Electronics I	24	4	48
ELT 245	Digital Electronics II	24	4	48
ELT 250	Microprocessors I	24	4	48
ELT 255	Microprocessors II	24	4	48
MTH 210	Technical Math	48	4	
MTH 250	Introduction to Calculus	48	4	

36 CREDIT HOURS — GENERAL EDUCATION

PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 201	College English II	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
CSD 110	Introduction to Computers	48	4	
BSA 101	Introduction to Business	48	4	
BSA 110	Business Law I	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48

8 CREDIT HOURS — RECOMMENDED ELECTIVES

Students must have approval from the Dean of Education for elective courses. Electives should complement programs.

SUGGESTED ELECTIVES

GEN 285	Vocational Practicum		4	96
CSD 120	Computer Programming (BASIC)	24	4	48
CSD 230	Computer Programming (COBOL I)	24	4	48
CSD 210	Computer Programming (FORTRAN)	24	4	48
CSD 220	Computer Programming (Pascal)	24	4	48
CSD 240	Systems Analysis and Design I	48	4	

Associate of Applied Science Degree in Business

MAJOR: Medical Administrative Assisting

The Medical Administrative Assisting Program prepares the graduate to assist the physician and allied personnel. The program teaches the fundamentals of patient care, laboratory procedures, and current medical office management.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
51 CREDIT HOURS — CORE COURSES				
• MED 105	Medical Science I	48	5	
• MED 110	Medical Science II	48	5	
• MED 205	Medical Science III	48	5	
• MED 210	Medical Science IV	48	5	48
• MED 215	Medical Science V	48	5	
• MED 230	Medical Office Procedures	24	5	48
• ACC 101	Principles of Accounting I	48	4	
• BSA 105	Introduction to Office Technology	48	4	
• MED 220	Medical Assisting Skills	24	5	48
• SHD 101	Shorthand I	24	4	48
• MGT 203	Personnel Management	48	4	
36 CREDIT HOURS — GENERAL EDUCATION				
• PSY 105	Professional Development	48	4	
• ENG 101	College English I	48	4	
• ENG 201	College English II	48	4	
• ENG 203	Speech	48	4	
• MTH 100	College Mathematics	48	4	
• CSD 110	Introduction to Computers	48	4	
• BSA 101	Introduction to Business	48	4	
• BSA 110	Business Law I	48	4	
• TYP 101	Keyboarding for Typewriting and Computers	24	4	48
8 CREDIT HOURS — RECOMMENDED ELECTIVES				
Students must have approval from the Dean of Education for elective courses.				
Electives should complement programs.				
SUGGESTED ELECTIVES				
• GEN 285	Vocational Practicum		4	96
• CSD 105	Word Processing I	24	4	48
• CSD 107	Word Processing II	24	4	48
• TYP 102	Typing II	24	4	48
• MGT 201	Principles of Management	48	4	
• SHD 201	Shorthand II	24	4	48

Associate of Applied Science Degree in Business

MAJOR: Secretarial Science

The Secretarial Science 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 skills including information systems, office planning and services, micrographics, and word processing.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
SHD 101	Shorthand I	24	4	48
SHD 201	Shorthand II	24	4	48
SHD 202	Shorthand III	24	4	48
TYP 102	Typing II	24	4	48
TYP 202	Typing III	24	4	48
ACC 101	Principles of Accounting I	48	4	
SEC 203	Office Management (Executive)	48	4	
BSA 105	Introduction to Office Technology	48	4	
MGT 201	Principles of Management	48	4	
CSD 120	Computer Programming (BASIC)	24	4	48
MGT 203	Personnel Management	48	4	
CSD 105	Word Processing I	24	4	48
CSD 107	Word Processing II	24	4	48

36 CREDIT HOURS — GENERAL EDUCATION

PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 201	College English II	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
CSD 110	Introduction to Computers	48	4	
BSA 101	Introduction to Business	48	4	
BSA 110	Business Law I	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48

8 CREDIT HOURS — RECOMMENDED ELECTIVES

Students must have approval from the Dean of Education for elective courses. Electives should complement programs.

SUGGESTED ELECTIVES

GEN 285	Vocational Practicum		4	96
ACC 102	Accounting II	48	4	
ACC 203	Accounting III	48	4	
MKT 201	Marketing	48	4	
MGT 204	Financial Management	48	4	
CSD 225	RPG II	24	4	48

Associate of Applied Science Degree in Business

MAJOR: Travel And Tourism Careers

The Travel and Tourism Program combines general business and office management courses with specialized training for employment with hotels, travel agencies, cruise ships, airline companies and the general hospitality industry.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
52 CREDIT HOURS — CORE COURSES				
TAC 105 ✓	Introduction to Travel	48	4	
TAC 125 ✓	Ticketing and Tariffs	48	4	
TAC 130 ✓	Reservations I	48	4	
TAC 135 ✓	Reservations II	48	4	
TAC 140 ✓	Reservations III	24	4	48
TAC 205 ✓	Hotels and Tours (International Travel)	48	4	
TAC 225 ✓	Tourism	48	4	
TAC 230 ✓	Operations (Travel Agency Management)	48	4	
GEO 111	Human and Cultural Geography	48	4	
ACC 101 ✓	Principles of Accounting I	48	4	
MKT 201	Marketing	48	4	
MKT 200	Fundamentals of Sales	48	4	
MGT 203	Personnel Management	48	4	

36 CREDIT HOURS — GENERAL EDUCATION

PSY ✓ 105	Professional Development	48	4	
ENG ✓ 101	College English I	48	4	
ENG ✓ 201	College English II	48	4	
ENG ✓ 203	Speech	48	4	
MTH ✓ 100	College Mathematics	48	4	
CSD ✓ 110	Introduction to Computers	48	4	
BSA ✓ 101	Introduction to Business	48	4	
BSA ✓ 110	Business Law I	48	4	
TYP ✓ 101	Keyboarding for Typewriting and Computers	24	4	48

8 CREDIT HOURS — RECOMMENDED ELECTIVES

Students must have approval from the Dean of Education for elective courses. Electives should complement programs.

SUGGESTED ELECTIVES

GEN 285	Vocational Practicum		4	96
BSA 105	Introduction to Office Technology	48	4	
CSD 105	Introduction to Word Processing	24	4	48
SEC 203	Office Management	48	4	
CSD 120	Computer Programming (BASIC)	24	4	48
MGT ✓ 201	Principles of Management	48	4	

ONE YEAR DIPLOMA PROGRAMS

Junior Accounting Diploma

The Junior Accounting Program provides the student with a background in accounting, general business, and business law subjects to prepare graduates for accounting positions.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
28 CREDIT HOURS — CORE COURSES				
ACC 101	Principles of Accounting I	48	4	
ACC 102	Principles of Accounting II	48	4	
ACC 203	Principles of Accounting III	48	4	
ACC 204	Income Tax Accounting	48	4	
ACC 205	Cost Accounting	48	4	
ACC 207	Computerized Accounting	24	4	48
BSA 101	Introduction to Business	48	4	
20 CREDIT HOURS — GENERAL EDUCATION				
PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48

Medical Office Specialist Diploma

This concentrated medical/business program prepares the graduate for positions in medical offices or health care facilities.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
28 CREDIT HOURS — CORE COURSES				
MED 105	Medical Science I	48	4	
MED 110	Medical Science II	48	4	
MED 205	Medical Science III	48	4	
MED 210	Medical Science IV	48	4	
MED 220	Medical Assisting Skills	48	4	
BSA 105	Introduction to Office Technology	48	4	
ACC 101	Principles of Accounting I	48	4	
20 CREDIT HOURS — GENERAL EDUCATION				
PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	48

Secretarial Science Diploma

The Secretarial Science Diploma Program focuses on general office skills. The graduate will have competency in the use of state-of-the-art office machines, as well as typing, shorthand, and office administration. This program is designed to prepare graduates to meet the challenges in the modern office.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
28 CREDIT HOURS — CORE COURSES				
SHD 101	Shorthand I	24	4	48
SHD 201	Shorthand II	24	4	48
TYP 102	Typing II	24	4	48
SEC 203	Office Management	48	4	
ACC 101	Principles of Accounting I	48	4	
BSA 105	Introduction to Office Technology	48	4	
CSD 105	Word Processing I	24	4	48
20 CREDIT HOURS — GENERAL EDUCATION				
PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
TYP 101	Keyboard for Typewriting and Computers	24	4	48

Travel and Tourism Diploma

The Travel and Tourism Program combines general business and office management courses with specialized training within the travel or tourism industry. This program offers a Diploma and prepares the graduate for a variety of career choices in the hospitality industry.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
28 CREDIT HOURS — CORE COURSES				
TAC	105 Introduction to Travel	48	4	
TAC	125 Ticketing and Travel	48	4	
TAC	130 Reservations I	48	4	
TAC	135 Reservations II	48	4	
TAC	205 Hotels and Tours (International Travel)	48	4	
GEO	111 Geography	48	4	
TAC	225 Tourism	48	4	
20 CREDIT HOURS — GENERAL EDUCATION				
PSY	105 Professional Development	48	4	
ENG	101 College English I	48	4	
ENG	203 Speech	48	4	
MTH	100 College Mathematics	48	4	
TYP	101 Keyboarding for Typewriting and Computers	24	4	48

Word Processing Specialist Diploma

The Word Processing Specialist Program is designed to provide not only technical expertise but also a basic understanding of the concepts involved in the word processing field.

LISTING OF COURSES IN THE PROGRAM:

NUMBER	TITLE	LECTURE HOURS	CREDIT HOURS	LAB HOURS
28 CREDIT HOURS — CORE COURSES				
ACC 101	Principles of Accounting I	48	4	
CSD 105	Word Processing I	24	4	48
CSD 107	Word Processing II	24	4	48
TYP 102	Typing II	24	4	48
SEC 203	Office Management	48	4	
BSA 105	Introduction to Office Technology	24	4	48
CSD 110	Introduction to Computers	24	4	48
20 CREDIT HOURS — GENERAL EDUCATION				
PSY 105	Professional Development	48	4	
ENG 101	College English I	48	4	
ENG 203	Speech	48	4	
MTH 100	College Mathematics	48	4	
TYP 101	Keyboarding for Typewriting and Computers	24	4	
