

90-91



**BLAIR JUNIOR COLLEGE**

**8**

**GREAT  
CAREER  
CHOICES.**



**Blair Junior College**

**Established 1897**

**“The Career College”**

**828 Wooten Road  
Colorado Springs, CO**

**(719) 574-1082**

## 1990 ACADEMIC CALENDAR

January 2	Classes Resume
January 12	Fall Quarter Ends
January 15	M.L. King's Birthday — Holiday
January 16	Winter Quarter Starts
February 19	Washington's Birthday — Holiday
February 26	Mid-Quarter (Winter Odd) Starts
March 26-30	Spring Vacation
April 13	Winter Quarter Ends
April 16	Spring Quarter Starts
May 28	Memorial Day — Holiday
May 29	Mid-Quarter (Spring Odd) Starts
July 4	Independence Day — Holiday
July 6	Spring Quarter Ends
July 9	Summer Quarter Starts
July 30-August 4	Summer Vacation
August 27	Mid-Quarter (Summer Odd) Starts
September 3	Labor Day — Holiday
October 5	Summer Quarter Ends
October 8	Fall Quarter Starts
November 19	Mid-Quarter (Winter Odd) Starts
November 22	Thanksgiving — Holiday
December 17-January 6, 1991	Christmas — Holidays

## 1991 ACADEMIC CALENDAR

January 7	Classes Resume
January 18	Fall Quarter Ends
January 21	M.L. King Jr. Birthday Holiday
January 22	Winter Quarter Starts
February 18	Washington's Birthday Holiday
March 3	Mini-Quarter (Winter Odd) Starts
April 1-5*	Spring Vacation
April 19	Winter Quarter Ends
April 22	Spring Quarter Starts
May 27	Memorial Day Holiday
June 3	Mini-Quarter (Spring Odd) Starts
July 4	Independence Day Holiday
July 12	Spring Quarter Ends
July 15	Summer Quarter Starts
July 29-August 2	Summer Vacation
September 2	Labor Day Holiday
September 3	Mini-Quarter (Summer Odd) Starts
October 10	Summer Quarter Ends
October 14	Fall Quarter Starts
November 25	Mini-Quarter (Fall Odd) Starts
November 28	Thanksgiving Day Holiday
December 23-January 5, 1992	Christmas Holidays
January 6, 1992	Classes Resume
January 17, 1992	Fall Quarter Ends

\*Spring Vacation will vary by city. May be coordinated with public school vacation.

# **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. 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, tutorial assistance, and individualized laboratories including: computers, typing, medical skills, 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.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Accounting**  
**96 CREDIT HOURS**

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.

**Listing of Courses in the Program:**

Number	Title	Lecture Hours	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>				
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	48	4
ACC 215	Accounting Practicum		96	4
ACC 217	Advanced Computerized Accounting	24	48	4
ACC 218	Computerized Payroll Accounting	24	48	4
BSA 101	Introduction to Business	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
MGT 201	Principles of Management	48		4
MGT 204	Financial Management	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>				
ECO 102	Economics	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
PSY 105	Professional Development	48		4
<b>4 CREDIT HOURS — ELECTIVE</b>				
		48		4
		<u>984</u>	<u>336</u>	<u>96</u>

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Business Administration**  
**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.

**Listing of Courses in the Program:**

Number	Title	Lecture Hours	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>				
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 207	Computerized Accounting	24	48	4
BSA 101	Introduction to Business	48		4
BSA 201	Business II	48		4
BSA 110	Business Law I	48		4
BSA 211	Business Law II	48		4
CSD 110	Introduction to Computers	48		4
CSD 120	Computer Programming (BASIC)	24	48	4
MGT 201	Principles of Management	48		4
MGT 203	Personnel Management	48		4
MGT 204	Financial Management	48		4
MKT 200	Fundamentals of Sales	48		4
MKT 201	Principles of Marketing	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>				
ECO 102	Economics	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
PSY 105	Professional Development	48		4
<b>4 CREDIT HOURS — ELECTIVE</b>				
		48		4
		<u>1080</u>	<u>144</u>	<u>96</u>

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Computer Science with Business Emphasis**  
**96 CREDIT HOURS**

This Computer Science Program is designed with a business emphasis 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	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
ACC	101	Principles of Accounting I	48		4
ACC	102	Principles of Accounting II	48		4
ACC	203	Principles of Accounting III	48		4
BSA	101	Introduction to Business	48		4
BSA	110	Business Law I	48		4
CSD	110	Introduction to Computers	48		4
CSD	120	Computer Programming (BASIC)	24	48	4
CSD	200	ADA	24	48	4
CSD	230	Computer Programming (COBOL I)	24	48	4
CSD	235	Computer Programming (COBOL II)	24	48	4
CSD	240	System Analysis & Design I	48		4
CSD	242	File Management Techniques	48		4
CSD	246	Data Structures	48		4
CSD	247	Fundamentals of Operating Systems	48		4
CSD	250	Microcomputers in Business	24	48	4
MGT	201	Principles of Management	48		4
MTH	120	Algebra	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>					
ECO	102	Economics	48		4
ENG	101	College English I	48		4
ENG	201	College English II	48		4
ENG	203	Speech	48		4
MTH	101	College Mathematics II	48		4
PSY	105	Professional Development	48		4
			1008	288	96



**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Computer Science with Scientific Emphasis**  
**96 CREDIT HOURS**

This 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 companies who require a scientific emphasis.

**Listing of Courses in the Program:**

Number		Title	Lecture Hours	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
BSA	101	Introduction to Business	48		4
BSA	110	Business Law I	48		4
CSD	110	Introduction to Computers	48		4
CSD	120	Computer Programming (BASIC)	24	48	4
CSD	125	Advanced BASIC	24	48	4
CSD	200	ADA	24	48	4
CSD	210	Computer Programming (FORTRAN)	24	48	4
CSD	220	Computer Programming (Pascal)	24	48	4
CSD	230	Computer Programming (COBOL I)	24	48	4
CSD	235	Computer Programming (COBOL II)	24	48	4
CSD	240	Systems Analysis & Design I	48		4
CSD	246	Data Structures	48		4
CSD	247	Fundamentals of Operating Systems	48		4
CSD	250	Microcomputers in Business	24	48	4
MTH	120	Algebra	48		4
MTH	210	Technical Mathematics	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>					
ECO	102	Economics	48		4
ENG	101	College English I	48		4
ENG	201	College English II	48		4
ENG	203	Speech	48		4
MTH	101	College Mathematics II	48		4
PSY	105	Professional Development	48		4

936      432      96

CSD 280  
 CSD 160  
 PSY 110

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Medical Administrative Assisting**  
**96 CREDIT HOURS**

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

**Listing of Courses in the Program:**

<b>Number</b>	<b>Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Credit Hours</b>
<b>68 CREDIT HOURS -- PROGRAM REQUIREMENTS</b>				
ACC 101	Principles of Accounting I	48		4
BSA 101	Introduction to Business	48		4
BSA 105	Introduction to Office Technology	48		4
BSA 110	Business Law I	48		4
CSD 105	Word Processing I	24	48	4
CSD 110	Introduction to Computers	48		4
MED 101	Medical Terminology	48		4
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 215	Medical Science V	48		4
MED 220	Medical Assisting Skills	24	48	4
MED 230	Medical Office Procedures	24	48	4
MGT 203	Personnel Management	48		4
SHD 101	Shorthand I	24	48	4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS -- GENERAL EDUCATION</b>				
ECO 102	Economics	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
PSY 105	Professional Development	48		4
<b>4 CREDIT HOURS -- ELECTIVE</b>				
		<u>48</u>	<u>48</u>	<u>4</u>
		1032	240	96

# ASSOCIATE OF APPLIED SCIENCE DEGREE

## MAJOR: Paralegal Studies

### 96 CREDIT HOURS

The Paralegal Studies Program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting and research. The program prepares the student for employment by attorneys or in legal related occupations such as corporate, real estate or government agencies.

### Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>				
ACC 101	Principles of Accounting	48		4
BSA 105	Introduction to Office Technology	48	4	4
CSD 105	Word Processing I	24	48	4
CSD 107	Word Processing II	24	48	4
CSD 110	Introduction to Computers	48		4
PAR 101	Introduction to Paralegal Studies	48		4
PAR 102	Legal Research and Writing I	48		4
PAR 103	Contract Law	48		4
PAR 104	Torts and Insurance Law	48		4
PAR 200	Legal Research and Writing II	48		4
PAR 201	Wills, Probate and Family Law	48		4
PAR 202	Bankruptcy, Property and Real Estate Law	48		4
PAR 203	Civil Procedures	48		4
PAR 204	Trial Preparation and Procedures	48		4
PAR 205	Paralegal Studies Internship	0	96-144	4
SEC 203	Office Management	48	5	4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>				
ECO 102	Economics	48		4
ENG 101	College English I	48		4
ENG 201	College English II	48		4
ENG 203	Speech	48		4
MTH 101	College Mathematics I	48		4
PSY 105	Professional Development	48		4
<b>4 CREDIT HOURS - ELECTIVE</b>				
		48	0-96	4
		<hr/> 1032	<hr/> 249-393	<hr/> 96

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Secretarial Science**  
**96 CREDIT HOURS**

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, speedwriting, and word processing.

**Listing of Courses in the Program:**

Number		Title	Lecture Hours	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
ACC	101	Principles of Accounting I	48		4
BSA	101	Introduction to Business	48		4
BSA	105	Introduction to Office Technology	48		4
BSA	110	Business Law I	48		4
CSD	105	Word Processing I	24	48	4
CSD	107	Word Processing II	24	48	4
CSD	110	Introduction to Computers	48		4
CSD	120	Computer Programming (BASIC)	24	48	4
MGT	201	Principles of Management	48		4
MGT	203	Personnel Management	48		4
SEC	203	Office Management (Executive)	48		4
SHD	101	Shorthand I	24	48	4
SHD	201	Shorthand II	24	48	4
SHD	202	Shorthand III	24	48	4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
TYP	102	Typing II	24	48	4
TYP	202	Typing III	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>					
ECO	102	Economics	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
PSY	105	Professional Development	48		4
<b>4 CREDIT HOURS — ELECTIVE</b>					
			48		4
			936	432	96

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**MAJOR: Travel and Tourism Careers**  
**96 CREDIT HOURS**

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	Lab Hours	Credit Hours
<b>68 CREDIT HOURS — PROGRAM REQUIREMENTS</b>				
ACC 101	Principles of Accounting I	48		4
BSA 101	Introduction to Business	48		4
BSA 110	Business Law I	48		4
CSD 110	Introduction to Computers	48		4
GEO 111	Geography	48		4
MGT 203	Personnel Management	48		4
MKT 200	Fundamentals of Sales	48		4
MKT 201	Marketing	48		4
TAC 105	Introduction to Travel	48		4
TAC 125	Ticketing and Tariffs	48		4
TAC 130	Reservations I	48		4
TAC 135	Reservations II	24	48	4
TAC 140	Reservations III	24	48	4
TAC 205	International Travel	48		4
TAC 225	Tourism	48		4
TAC 230	Travel Operations	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
<b>24 CREDIT HOURS — GENERAL EDUCATION</b>				
ECO 102	Economics	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
PSY 105	Professional Development	48		4
<b>4 CREDIT HOURS — ELECTIVE</b>		48		4
		<u>1080</u>	<u>144</u>	<u>96</u>

## JUNIOR ACCOUNTING DIPLOMA 48 CREDIT HOURS

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

### Listing of Courses in the Program:

Number	Title	Lecture Hours	Lab Hours	Credit Hours
<b>32 CREDIT HOURS -- PROGRAM REQUIREMENTS</b>				
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	48	4
BSA 101	Introduction to Business	48		4
TYP 101	Keyboarding for Typewriters and Computers	24	48	4
<b>16 CREDIT HOURS -- GENERAL EDUCATION</b>				
ENG 101	College English I	48		4
ENG 203	Speech	48		4
MTH 100	College Mathematics	48		4
PSY 105	Professional Development	48		4
		<u>528</u>	<u>96</u>	<u>48</u>

# MEDICAL OFFICE SPECIALIST DIPLOMA

## 48 CREDIT HOURS

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	Lab Hours	Credit Hours
<b>32 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
ACC	101	Principles of Accounting I	48		4
MED	101	Medical Terminology	48		4
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	230	Medical Office Procedures	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
<b>16 CREDIT HOURS — GENERAL EDUCATION</b>					
ENG	101	College English I	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
			<u>552</u>	<u>48</u>	<u>48</u>

## SECRETARIAL SCIENCE DIPLOMA 48 CREDIT HOURS

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, speedwriting, and office administration. This program is designed to prepare graduates to meet the challenges of the modern office.

### Listing of Courses in the Program:

Number		Title	Lecture Hours	Lab Hours	Credit Hours
<b>32 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
ACC	101	Principles of Accounting I	48		4
BSA	105	Introduction to Office Technology	48		4
CSD	105	Word Processing I	24	48	4
SEC	203	Office Management	48		4
SHD	101	Shorthand I	24	48	4
SHD	201	Shorthand II	24	48	4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
TYP	102	Typing II	24	48	4
<b>16 CREDIT HOURS — GENERAL EDUCATION</b>					
ENG	101	College English I	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
			<u>456</u>	<u>240</u>	<u>48</u>



## TRAVEL AND TOURISM DIPLOMA 48 CREDIT HOURS

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

### Listing of Courses in the Program:

Number		Title	Lecture Hours	Lab Hours	Credit Hours
<b>32 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
GEO	111	Geography	48		4
TAC	105	Introduction to Travel	48		4
TAC	125	Ticketing and Tariffs	48		4
TAC	130	Reservations I	48		4
TAC	135	Reservations II	24	48	4
TAC	205	International Travel	48		4
TAC	225	Tourism	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
<b>16 CREDIT HOURS — GENERAL EDUCATION</b>					
ENG	101	College English I	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
			<u>528</u>	<u>96</u>	<u>48</u>

## WORD PROCESSING SPECIALIST DIPLOMA 48 CREDIT HOURS

The Word Processing Specialist Diploma 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	Lab Hours	Credit Hours
<b>32 CREDIT HOURS — PROGRAM REQUIREMENTS</b>					
ACC	101	Principles of Accounting I	48		4
BSA	105	Introduction to Office Technology	24	48	4
CSD	105	Word Processing I	24	48	4
CSD	107	Word Processing II	24	48	4
CSD	110	Introduction to Computers	24	48	4
SEC	203	Office Management	48		4
TYP	101	Keyboarding for Typewriters and Computers	24	48	4
TYP	102	Typing II	24	48	4
<b>16 CREDIT HOURS — GENERAL EDUCATION</b>					
ENG	101	College English I	48		4
ENG	203	Speech	48		4
MTH	100	College Mathematics	48		4
PSY	105	Professional Development	48		4
			<u>432</u>	<u>288</u>	<u>48</u>



