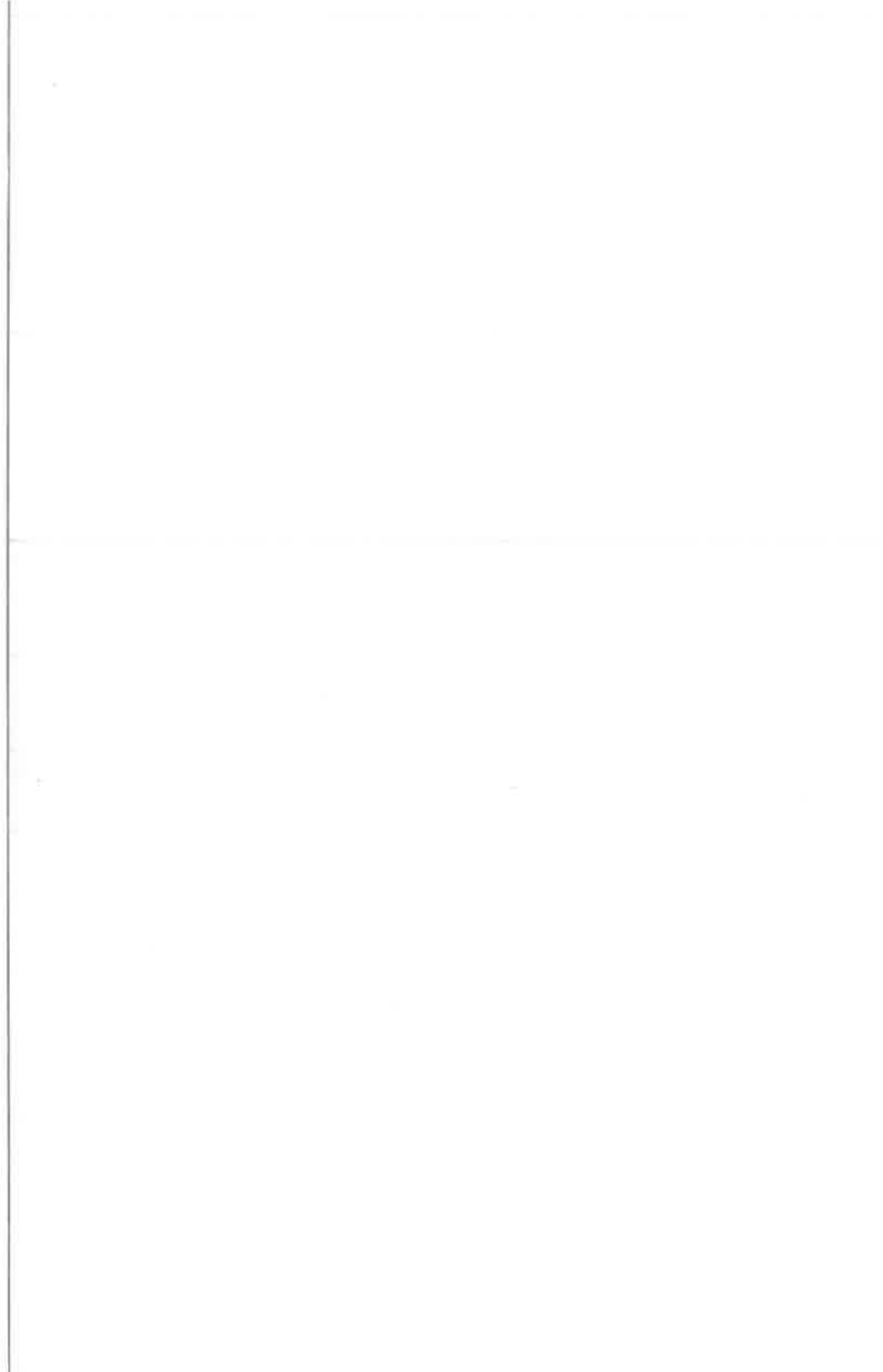


**W  
B  
C** **WESTERN**  
BUSINESS COLLEGE

**1975-1976**  
SCHOOL CATALOG





**1975 and 1976**  
**SCHOOL CATALOG**

**for**



*An Oregon Corporation*

DON H. GRULKE, *President*

CAROL L. GRULKE, *Secretary*

505 S. W. SIXTH AVENUE  
PORTLAND, OREGON 97204  
222-3225

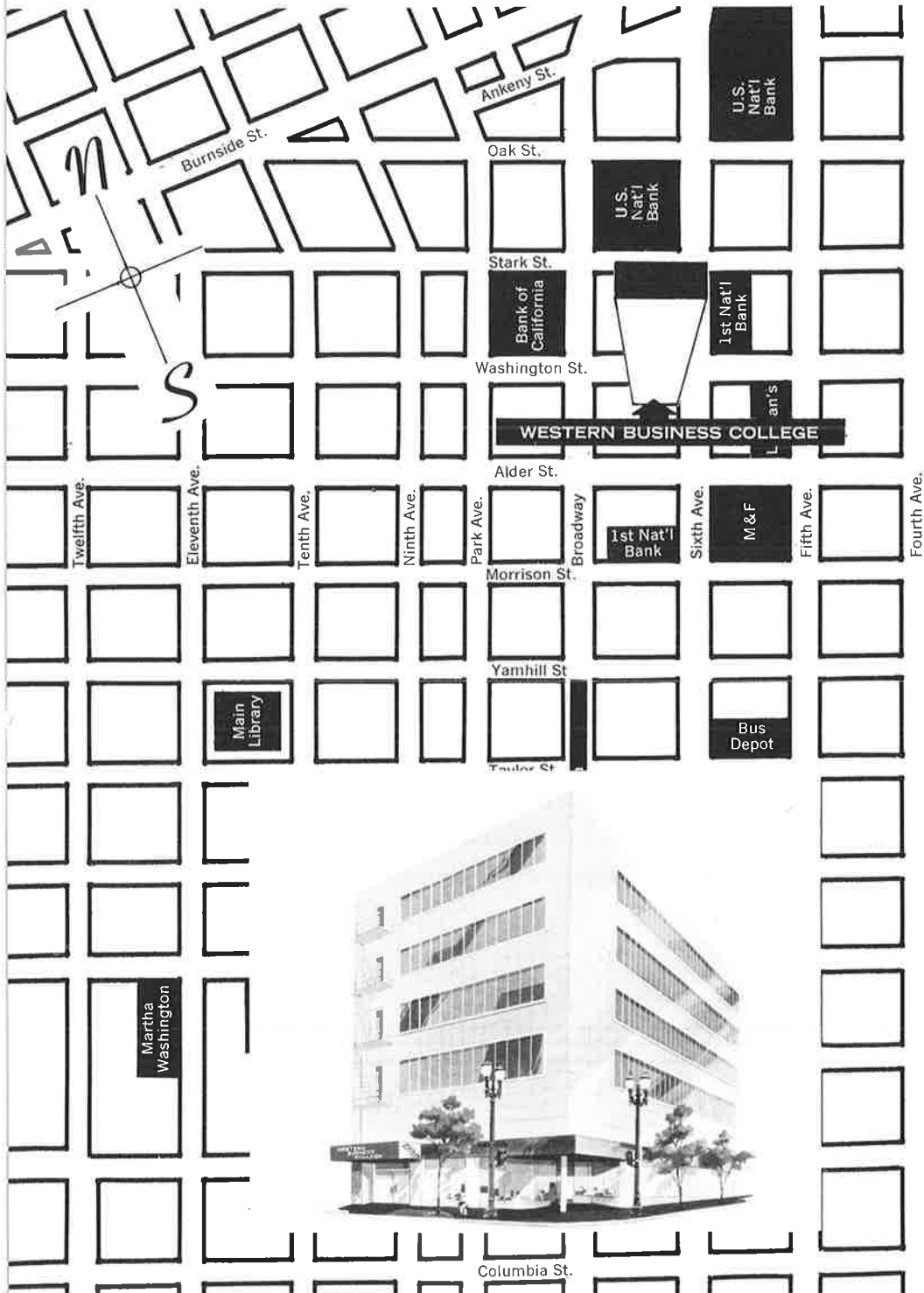


Accredited by the Accrediting Commission of the  
Association of Independent Colleges and Schools

Published April 1, 1975

# MAP OF DOWNTOWN PORTLAND AREA

Showing Location of WESTERN BUSINESS COLLEGE  
and Other Important Points of Interest



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## ADMINISTRATION AND STAFF

Mr. Don H. Grulke . . . . . *President*  
Mrs. Carol L. Grulke . . . . . *Secretary-Treasurer, Dean of Women*  
Mr. L. O. Gillette . . . . . *Managing Director*  
Mr. Frank Edenburn . . . . . *Director, Data Processing Division*  
Mrs. Marilyn Moffitt . . . . . *Student Finance Officer, Executive Secretary*  
Mrs. Carol Pope . . . . . *Placement Service, Housing Director*

## FACULTY

Mr. Jack Andrews, A.B.A. . . . . *Mt. Hood C.C.*  
Mrs. Anne Bell, B.S. . . . . *Oregon State University*  
Mrs. Meryl Bortvedt, B.S., M.E. . . . . *Great Falls College of Education, University of Montana*  
Mrs. Linda Condon, B.S. . . . . *University of Oregon*  
Mr. John Corn . . . . . *Natal Comm. Training Center, Western Business College*  
Mrs. Cynthia Edenburn . . . . . *Pacific Lutheran University, Western Business College*  
Mr. Frank Edenburn . . . . . *Portland State University*  
Mr. Mark Eklund, B.S. . . . . *Oregon State University*  
Mrs. Carol Grulke, R.N. . . . . *Emanuel Hospital*  
Mrs. Faye McWilliams, B.S. . . . . *Oregon State University*  
Mrs. Barbara Sloan, B.A. . . . . *University of Montana*  
Mr. Roderick Spring, CDP . . . . . *Portland State University*  
Mrs. Hoveta Stone . . . . . *Weaver Airline School, United Airlines*  
Miss Deanna Thomas, B.B.A. . . . . *University of Portland*

## ADMISSIONS OFFICERS

Mr. Harry Brent, Mr. Jack Carlisle, Mrs. Ruth May,  
Mr. Fred Smith, Mr. John Wiese

## AFFILIATIONS AND MEMBERSHIPS

Association of Independent Colleges and Schools	Oregon Private School Association
Pacific Northwest Business Schools Association	Oregon Business Education Association
National Business Education Association	Portland Chamber of Commerce
Data Processing Management Association	Better Business Bureau
Pacific Northwest Personnel Management Assn.	Portland Kiwanis Club
American Society for Personnel Administration	Royal Rosarians
Accredited by the Accrediting Commission of the Association of Independent Colleges and Schools	Certified Private Vocational School, Board of Education, State of Oregon

Approved for the Training of Veterans, Vocational Rehabilitation Students  
and Foreign Students



NANCY WIITALA took Airline and Travel Course and is shown above working at Hilton Hotel Reservation Service Office.



LARRY STANTON, graduate of the Management and Executive Data Processing Course, placed with a Portland CPA firm.

## PLACEMENT SERVICE

Every student who graduates from Western Business College qualifies for the benefits of placement service at no extra cost to the student or employer. This is a service performed by our Placement Department which is under the administration of Placement Directors who make sure our graduates find the best possible jobs available.

They set up a personal file on each graduate. Through contacts with hundreds of individual firms in the Portland area we are able to locate positions ideally suited for our students. We also assist in every way possible to find part-time jobs for students who need them.

If the graduate wishes to make a change at a later date, our Placement Service is always available. Graduates can also utilize the placement services of the other affiliated schools located in principal cities throughout the United States.

## THE IMPORTANCE OF A BUSINESS COLLEGE

The "business field" is a broad, tolerant term which includes 87 out of every 100 working people in the U.S. It includes people in many colorful, varied occupations . . . at any point of the pay scale . . . with differing degrees of responsibility.

But the term carries its own special magic for young men and women who are training for business careers. They realize the higher plateaus of the business field are reached through professional training . . . developing their ability into a valuable skill. It will be these professionally trained people who will be the policy makers . . . the decision makers . . . the future executives of the business world.

There is only one type of educational institution in the country which specializes exclusively in training people for a career in business . . . that school is a specially equipped, privately financed business college. Such a school is Western Business College, concentrating on business courses relating to the world of business and finance, and eliminating other non-related, time-consuming subjects. By following a curriculum that deals exclusively in business courses and skills, the students at WBC reduce their training time and total cost greatly.

The private business college is as important to you as your ambition for a successful business career.





## THE MOST COMPLETE BUSINESS COLLEGE

Western Business College sets a goal for itself as it does for its students. Our goal is thorough training—the crucial factor in preparing students for a career in business. To give our students an excellent education for the business field, we offer a five-story modern school building, especially designed and remodeled for our purposes, with the most qualified instructors and the most up-to-date equipment available.

Our staff includes data processing, secretarial and business instructors with years of teaching experience behind them, advisors to guide students into the field of business where they will be most successful, registration personnel to help them plan their curriculum and make efficient use of their time at Western Business College, and placement service at no extra cost to help them find just the right jobs at the completion of their training.

WBC has the newest and most modern equipment available. Complete typing and dictation facilities, the latest office machines, and a complete electronic data processing installation right in the classroom-lab to give the student actual on-the-machine training in the automation field—from IBM key punch to computer programming.

Our business college boasts of the best equipped quarters in the heart of downtown Portland at S.W. Sixth and Washington streets. The school has the most modern lighting, controlled heating and air conditioning for student comfort. In addition to 20 modern classrooms and a library, there are six advisors' offices, administrative offices, an aptitude test room, a student center, a book store and general reception and waiting areas.

Western Business College is more than just a training center. It is a school whose staff, equipment and facilities are a source of pride to the students who benefit from them. It is a college dedicated to the success of the men and women who train there . . . it is their alma mater.

# TWO SHORTHAND SYSTEMS

Available at WBC

*Speedwriting*<sup>®</sup>

—or—

GREGG  
Continuation

When students register for Secretarial Training at WBC they have the opportunity to learn Speedwriting Shorthand, the most modern shorthand, the most popular shorthand system in the world, or to continue with Gregg.

Speedwriting uses the familiar ABCs that the student already knows. Consequently, the system is easy to learn and the student starts writing it the very first day. After only 12 weeks, the system is completely learned and the student is ready to continue dictation and transcription. As most people write approximately 40 words a minute in longhand, it is very easy to triple that speed with Speedwriting and be writing 120 wam.

Those students who have previously learned Gregg Shorthand will have a choice of taking Speedwriting ABC Shorthand or continuing with Gregg. In either case the graduate can qualify for any one of the hundreds of secretarial jobs available all over the country. You'll be able to choose the field you want . . . advertising, TV, radio, medicine, law, science-engineering, publishing . . . at the salary you want. The demand for secretaries continues to be great. And those who know shorthand are always assured of excellent jobs at top salaries.



# SECRETARIAL CAREER COURSE OUTLINES

typing

shorthand—speedwriting, Gregg

dictating machines

office machines

spelling and vocabulary

business english

business math

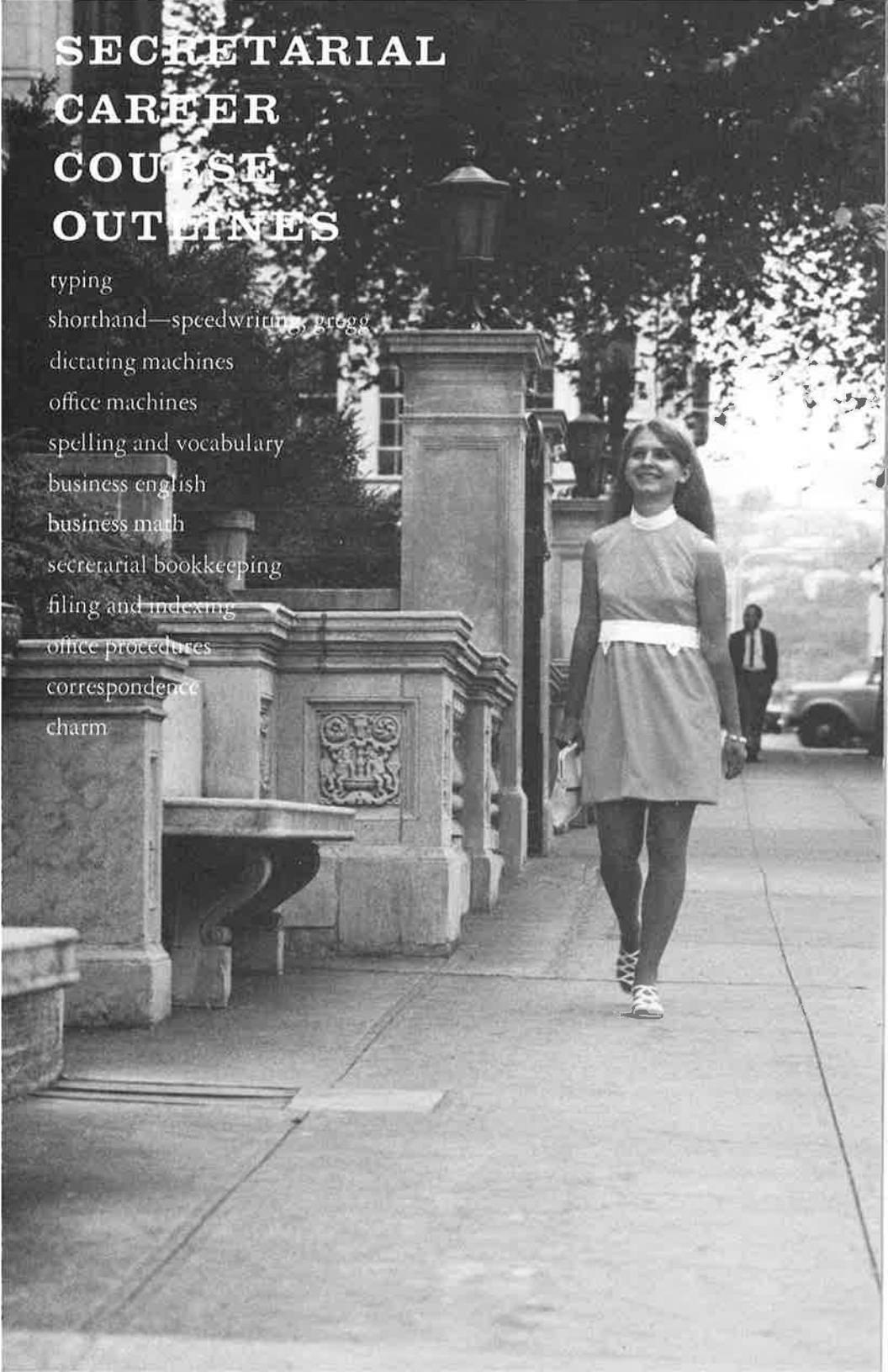
secretarial bookkeeping

filing and indexing

office procedures

correspondence

charm





## RECEPTIONIST CAREER (ST-3)

Here is a practical course for the student who wishes to know general office work and could be a receptionist or secretary in an office where shorthand is not necessary. It is recommended for those who like dealing with people and who wish to prepare for light secretarial work.

### COURSE OUTLINE

Time: 720 Clock Hours—Approximately 24 Weeks.

Diploma Course—20 Credits required for graduation.

Subjects	Credits
- Typewriting I	2
Typewriting II & III (Intermediate)	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
- College Accounting I	4
- Business Math I	1
- Office Machines I	1
Professional Development	2
Office Procedures	4
	<hr/>
	20

Credits from this course may be applied toward any higher-level course.

## STENOGRAPHIC (ST-4)

Here is the course for those students with limited time who would like to enjoy some of the advantages of knowing Shorthand. Employers are demanding these people in greater numbers than can be supplied, so even graduates of this short course may find shorthand an entre to a position in a fine office.

### COURSE OUTLINE

Time: 720 Clock Hours—Approximately 24 Weeks.

Diploma Course—23 Credits required for graduation.

Subjects	Credits
Typewriting I	2
Typewriting II & III (Intermediate)	2
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Professional Development	2
Office Machines I	1
Office Procedures	4
	<hr/>
	23

Credits from this course may be applied toward any higher-level course.

## PROFESSIONAL SECRETARIAL (ST-5)

This course is designed to give a girl the skills necessary to be a good secretary. No other field can offer such a rewarding career in so short a time. Our placement director can't keep up with the increasing demand for good secretaries.

### COURSE OUTLINE

Time: 1080 Clock Hours—30-36 Weeks.

Diploma Course—29 Credits required for graduation.

Subjects	Credits
Typewriting I	2
Typewriting II & III (Intermediate)	2
Typewriting IV (Advanced)	2
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	3
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Professional Development	2
Office Machines I	1
Business Math I	1
Office Procedures	4
	<hr/>
	29

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.



SECRETARIES— Graduates Jean Ritchey (left) Black and Company, Inc., Stock-brokers, and Donna Barker, Portland branch of a national firm.

## ADVANCED SECRETARIAL (ST-6) (ST-6M) (ST-6L)

These programs are for the student who has had sufficient commercial training in high school or college to start at this higher level at Western. Prerequisites: Typing 40 wam in 5-minute timed writing and shorthand 60 wam, new material.

### BASIC COURSE OUTLINE (ST-6)

Time: 720 Clock Hours—Approximately 24 Weeks.

Diploma Course—20 Credits required for graduation.

Subjects	Credits
Typewriting II & III (Intermediate)	2
Typewriting IV (Advanced)	2
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	3
Business English (English I)	2
Professional Development	2
Business Math I	1
Office Procedures	4
	20
Electives, where time permits	
Spelling & Vocabulary (English II)	1
Office Machines I	2
Business Math II	1
Records Management (Filing)	1
Business Automation Fundamentals	1

### ADVANCED SECRETARIAL MEDICAL (ST-6M)

Time: 1020 Clock Hours—30-36 Weeks.

Diploma Course—24 Credits required for graduation.

Subjects	Credits
Basic Course (above)	20
Medical Terminology	2
Medical Dictaphone and Case Histories	1
Medical Dictation, Transcription	1
	<hr/> 24

### ADVANCED SECRETARIAL LEGAL (ST-6L)

Time: 1020 Clock Hours—30-36 Weeks.

Diploma Course—28 Credits required for graduation.

Subjects	Credits
Basic Course (above)	20
Legal Dictation, Transcription	1
Legal Dictaphone	1
Business Law	2
College Accounting I	4
	<hr/> 28

Electives may be chosen to complete credit requirements or to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training.

## MEDICAL SECRETARIAL (ST-7M)

In this professional secretarial course, besides being an excellent secretary, the student chooses a medical career. Never before has there been such demand for young women capable of being a secretary, receptionist, and girl assistant in a clinic, hospital, or doctor's office.

The student receives a well-rounded business background plus professional training under the guidance of an R.N. and in a hospital or clinic.

### COURSE OUTLINE

Time: 1440 Clock Hours—42-48 Weeks.

Diploma Course—37 Credits required for graduation.

Subjects	Credits
Typewriting I (Beginning or level by test)	2
Typewriting II & III (Intermediate)	2
Typewriting IV (Advanced-Medical)	2
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	3
Medical Dictation, Transcription	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Professional Development	2
Office Machines I	1
College Accounting I—Medical Set	4
Business Math I	1
Office Procedures—Medical	4
Medical Terminology, Office Procedures and Human Anatomy	2
Medical Dictaphone and Case Histories	1
	<hr/>
	37

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.





# MEDICAL OFFICE MANAGEMENT AND RECEPTIONIST (ST-8M)

A girl can enjoy an extremely interesting and satisfying career as a medical receptionist. It is also a challenging position, for she must be the doctor's receptionist, hostess, office bookkeeper, telephone operator, practical psychologist, and diplomat.

## COURSE OUTLINE

Time: 1080 Clock Hours—30-36 Weeks.

Diploma Course—26 Credits required for graduation.

Subjects	Credits
Typewriting I (Beginning or level by test)	2
Typewriting II & III (Intermediate)	2
Typewriting IV (Advanced-Medical)	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Professional Development	2
Office Machines I	1
Office Machines II	1
College Accounting I+Medical Set	4
Business Math I	1
Office Procedures—Medical	4
Medical Terminology, Office Procedures and Human Anatomy	2
Medical Dictaphone and Case Histories	1
	<hr/>
	26

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.



## LEGAL SECRETARIAL (ST-7L)

In this professional secretarial course, besides being an excellent secretary, the student chooses a legal career. The demand for young persons in lawyer's offices is overwhelming. Ability, accuracy, and a mature manner is essential, and such are the objectives of this course.

### COURSE OUTLINE

Time: 1440 Clock Hours—42-48 Weeks.

Diploma Course—38 Credits required for graduation.

Subjects	Credits
Typewriting I	2
Typewriting II & III (Intermediate)	2
Typewriting IV (Advanced-Legal)	2
Typewriting V (Sustaining)	1
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	3
Legal Dictation, Transcription	1
Legal Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Professional Development	2
Office Machines I	1
College Accounting I+ Law Set	4
Business Math I	1
Business Law	2
Office Procedures—Legal	4

38

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.





## EXECUTIVE PRIVATE SECRETARIAL (ST-9)

The private secretary, man or woman, occupies a unique niche in the field of business. The responsibilities are varied and vital to the inner workings of the company for which he or she works. The job is interesting and challenging. The importance of the job increases because the private secretary works closely with management-level personnel and is exposed to policy-making decisions.

The Executive Secretarial Course at Western Business College is a most advanced course providing thorough training in the skill subjects of stenography and secretarial training supplemented by secretarial technique and practice.

### COURSE OUTLINE

Time: 1440 Clock Hours—42-48 Weeks.

Diploma Course—43 Credits required for graduation.

Subjects	Credits
Typewriting I (Beginning or level by test)	2
Typewriting II & III (Intermediate)	2
Typewriting IV (Advanced)	2
Typewriting V (Sustaining)	1
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	3
Shorthand IV—Sustaining	1
Business Management	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Professional Development	2
Office Machines I	1
Office Machines II	1
College Accounting I	4
Business Math I	1
Business Math II	1
Business Law	2
Office Procedures	4
	<hr/>
	43

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training.



## AUTOMATION SECRETARIAL (ST-10)

This professional course trains the young person to be both a good Secretary and a good Key Punch Operator. Data Processing Departments are becoming the key area in the modern office and they need employees who can work with the programmers, executives and other data processing people successfully. This may be the course for the student who likes to work with people and modern machines.

### COURSE OUTLINE

Time: 1080 Clock Hours—30-36 Weeks.

Diploma Course—28 Credits required for graduation.

Subjects	Credits
Business Automation Fundamentals	1
IBM Key Punch 024	}
IBM Key Punch 029	
IBM Key Punch 129	
IBM Verifier 129	
Alternate Programming	3
Typewriting I	2
Typewriting II & III (Intermediate)	2
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Records Management (Filing)	1
Business Math I	1
Office Machines I	1
Office Procedures	4
Professional Development	2
	<hr/>
	28

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training.



## IBM KEY PUNCH AND GENERAL BUSINESS (DP-5)

The young persons who wish to enter the fascinating field of Electronic Data Processing will find this course the shortest and easiest way. They will receive a sound general business training and learn the complete operations and skills necessary to be an IBM Card Punch (Key Punch) Operator.

### COURSE OUTLINE

Time: 720 Clock Hours—Approximately 24 Weeks,  
Diploma Course—24 Credits required for graduation.

Subjects	Credits
Business Automation Fundamentals	1
IBM 024 Card Punch	
IBM 029 Card Punch	
IBM 129 Card Punch	3
IBM 129 Verifier	
Alternate Programming	
Typewriting I	2
Typewriting II & III (Intermediate)	2
Records Management (Filing)	1
Office Machines I	1
College Accounting I	4
Business Math I	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Professional Development	2
Office Procedures	4
	24

## BUSINESS AND DATA PROCESSING (DP-6)

This course gives the student all of the subjects and skills in DP-5 (above), plus training in operations of the IBM 360 Computer and a remote terminal and data-phone. With this background the graduate may move ahead further in the company to an even more enjoyable position.

### COURSE OUTLINE

Time: 1080 Clock Hours—30-36 Weeks)  
Diploma Course—30 Credits required for graduation.

Subjects	Credits
DP-5 Course (above)	24
Operational Techniques of IBM 082-083 Sorter	
The Punched Card	
Computer Concepts	
Computer Numbering Systems	4
Problem Definition	
IBM 360 Computer System Introduction	
Programming Introduction	
Flow Charting	
Business Math II	1
Office Machines II	1
	30

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.

# AIRLINE and TRAVEL AGENCY CAREER COURSE OUTLINES

travel itineraries

airline guides

schedules and fares

ticketing

reservations

travel agency operations

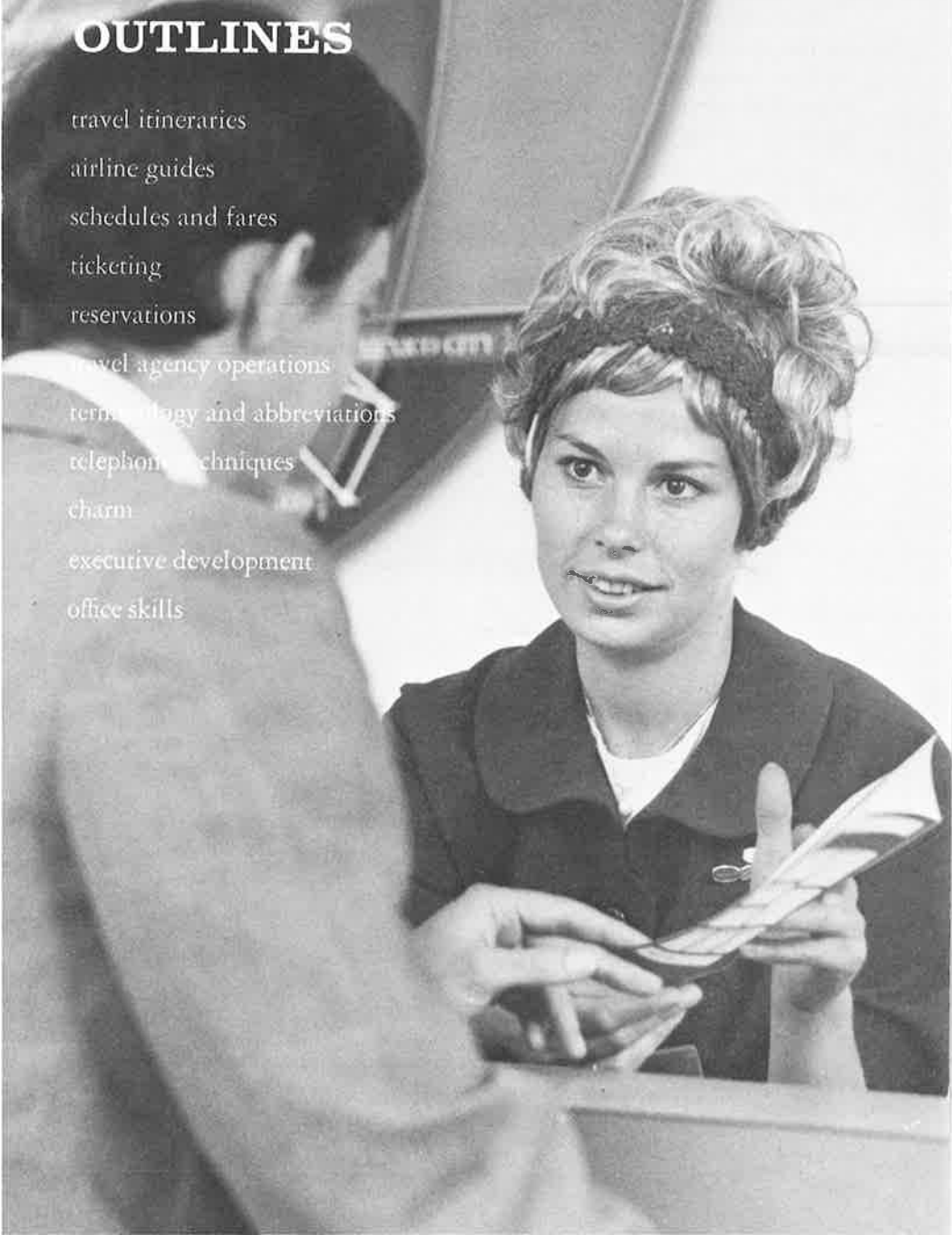
terminology and abbreviations

telephonic techniques

charm

executive development

office skills



# AIRLINE AND TRAVEL AGENCY SECRETARIAL (AT-1)

Airline travel has become an everyday occurrence for millions of busy people. Modern jets have made it possible for vacationers to visit exotic places and to see more countries in a shorter time than anyone dreamed possible a few short years ago. As a result of the energy shortage more people are using public transportation and Travel Agencies report being busier than ever.

Students learn how to make up tickets and compute fares. Through classroom practice, they learn how to make and confirm reservations for passengers, arrange space on connecting lines and plan travel itineraries. They make field tours to observe the operation of airline reservation and ticketing facilities, and work with the actual reference materials used by every airline.

With this course you may become an executive secretary to an airline or travel V.I.P. You could become a representative to a foreign airline. You could be eligible for an exciting job as secretary in a hotel, resort or tourist bureau.

## COURSE OUTLINE

Time: 1260 Clock Hours—36-42 Weeks.

Diploma Course—37 Credits required for graduation.

Subjects	Credits
Planning Travel Itineraries	6
Official Airline Guide Studies	
Travel Schedules and Fares	
Ticketing	
Airline Reports	
Reservationist Duties	
Travel Agency Operations	
Airline and Travel Terminology & Abbreviations	
Telephone Techniques	
Professional Development	
Business Automation Fundamentals	2
Typing I	1
Typing II & III (Intermediate)	2
Typing IV (Advanced)	2
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	3
Business Math I	1
Business Math II	1
Office Machines I	1
Records Management (Filing)	1
Office Procedures	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
	<hr/>
	37

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training.



## AIRLINE AND TRAVEL (AT-3)

Many men and women are anxious to become part of the exciting travel industry, perhaps as a Travel Agent or an Airline Ticket Agent. However, during the energy shortage, entry-level job opportunities may fluctuate, depending upon changing conditions.

Consequently, the student may wish to take the subject as a minor along with any other diploma course listed in this catalog. Upon graduation, the student may then evaluate the job selection at the time, and if it appears preferable to delay job-seeking in the area of travel, the graduate can then enter the field of business in another area because of the training received in the student's major.

The knowledge and training gained from taking this program, listed below, sets the person apart from the average company employee. He or she can advise other personnel on travel arrangements, make up travel itineraries for executives, and can comprehend future changes in travel schedules, tariffs, etc. Such a person can then plan to enter the field of travel at a later date, if so desired.

Subjects	Credits
Planning Travel Itineraries	6
Official Airline Guide Studies	
Travel Schedules and Fares	
Ticketing	
Airline Reports	
Reservationist Duties	
Travel Agency Operations	
Airline and Travel Terminology and Abbreviations	
Telephone Techniques	



# PROFESSIONAL DEVELOPMENT PROGRAM

## Nancy Taylor Finishing Training

Every clerical, receptionist and secretarial student who graduates from Western Business College has the professional skills and training which are required in today's business world. She also has much more . . . included in her course of study is the **NANCY TAYLOR FINISHING TRAINING** which teaches her the qualities of personal charm, stemming from grace, poise and flawless grooming. These are the qualities which turn her professional skills into a high-paying successful career.

The **NANCY TAYLOR COURSE** gives her expert guidance in wardrobe planning, correct selection and application of cosmetics, diet, exercise and graceful carriage. All elements of good grooming are thoroughly followed in these friendly, informal classes.

Personality development is stressed to give each girl the necessary self-confidence to carry her through a busy career and social life. Professional poise during the job interview, conduct on the job and telephone manners are covered extensively.

The **NANCY TAYLOR COURSE** is one of the big extras that makes the Western Business College graduate the one who gets and keeps the high-paying, exciting career of the future.



*After 19 years of growth,  
we moved into our  
big, new building.*

*We think you'll like it.*

*Here are some scenes.....*







*Students  
all agree:*

*“It’s the **PLACE** to go!”*



# **BOOKKEEPING, ACCOUNTING and JUNIOR EXECUTIVE CAREER COURSE OUTLINES**



bookkeeping  
accounting  
business law  
business math  
business english  
business management  
human relations  
personal development  
typing  
automation fundamentals  
spelling and vocabulary  
office machines

## BOOKKEEPING (AC-1)

This course is for the student who desires thorough training in the basic fundamentals of bookkeeping. It is highly recommended for young men and women who wish to get a good start in a bookkeeping department in business or be able to take care of the books and general office procedures in their own business.

### COURSE OUTLINE

Time: 1080 Clock Hours—Approximately 36 Weeks,

Diploma Course—33 Credits required for graduation.

Subjects	Credits
College Accounting I (Basic)	4
College Accounting II (Principles)	4
College Accounting III (Corporation)	4
Business Automation Fundamentals	1
Typewriting I	2
Typewriting II & III (Intermediate)	2
Records Management (Filing)	1
Office Machines I	1
Office Machines II	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Math I	1
Business Math II	1
Office Procedures	4
Professional Development	2

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(plus at least 2 credits selected from the electives below)

Accounting V (Cost)	4
Business Law	2
Typewriting IV (Advanced)	4

Electives may be chosen to complete credit requirements or to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.





# ACCOUNTING (AC-6)

This is a course designed for those who want a thorough knowledge of the fundamental principles of accounting, business methods and procedures. It prepares for practical work in bookkeeping and accounting, or employment in financial, credit, or production departments of business. It may also serve as good basic training for any person who plans to manage a business of his own or assume responsibilities in an accounting department.

## COURSE OUTLINE

Time: 1620 Clock Hours—Approximately 54 Weeks.

Diploma Course—40 Credits required for graduation.

Subjects	Credits
College Accounting I (Basic)	4
College Accounting II (Principles)	4
College Accounting III (Corporation)	4
College Accounting V (Cost)	4
College Accounting VI (Intermediate)	6
Business Management	4
Business Law	2
Business Math I	1
Business Math II	1
Office Machines I	1
Office Machines II	1
Typewriting I	2
Typewriting II	1
Office Procedures	2
Business English (English I)	2
Business Automation Fundamentals	1

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## BUSINESS ADMINISTRATION (AC-7)

Many young men and women get their start in business and move up the ladder as assistants to top executives. In order to prepare themselves to do this, they must train in those skills which will open the way to such a position and must learn the basic subjects which will make them intelligent in the areas where they can understand business and be a part of it. This course is designed to give the student training and actual practice so he may do just that. Business needs many young executive trainees.

### COURSE OUTLINE

Time: 1190 Clock Hours 36 1/2 Weeks.

Diploma Course—37 Credits required for graduation.

Subjects	Credits
Business Management	4
Business Law	2
Business Automation Fundamentals	1
College Accounting I (Basic)	4
College Accounting II (Principles)	4
College Accounting III (Corporation)	4
Professional Development	2
Business Math I	1
Business Math II	1
Office Machines I	1
Office Machines II	1
Typewriting I	2
Typewriting II & III (Intermediate)	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Office Procedures	4
Records Management (Filing)	1

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37

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training.



**DATA  
PROCESSING  
CAREER  
COURSE  
OUTLINES**



## THE DATA PROCESSING DIVISION OF WESTERN BUSINESS COLLEGE

The Data Processing division of Western Business College, works in the world of tomorrow. Business automation is the future prosperity of the modern business world. It relieves man of menial, monotonous—but vitally important—work. It solves problems with split-second efficiency that would take men years to work out. Business automation produces more jobs, better jobs, higher paying jobs, and produces better goods and services to provide a higher scale of living and more leisure time. At a man's bidding, business automation can conquer almost any task; it is the genie in the lamp of progress.



Our Control Data 200 Terminal, Dataphone, Cybernet System

But man must learn to direct this complex servant. With the complete business automation installation within the school, Western gives actual on-the-machine training to supplement classroom instruction. Students are never shorted on machine time. Our equipment is installed for our students.

With qualified instructors to guide them, the school's students learn the theory behind business automation. They learn that automated equipment can automatically receive and process information only after it has been written or converted to machine language. Punched cards are the most widely used medium for putting information into machines for processing. When a machine converts punched holes in a card into electrical impulses, it "reads" the card. The electrical impulses tell the machine what the holes in the card say and enable the machine to process the information it receives. The type of processing depends upon the type of machines and the desired results.

The computer and the terminal right in the school lab familiarizes the student with the type of equipment that is basic in automated record keeping and accounting systems that make it possible for the business to operate. In a sense, these machines and their helpers represent the three basic considerations in all basic processing systems: input, processing, and output. A single machine or a series of inter-connected machines that would be an entire data processing system in itself capable of performing a complete data processing and recording operation is a **COMPUTER**. Our students program and operate our own IBM 360 Computer and

our on-line Control Data Terminal connected to the famous Cybernet System. Through this system the student is connected to and programs through the world's most powerful computer system. As this type of operation is increasing rapidly, our students are fortunate to be able to program through and to learn to handle this on-line equipment. Employers are anxious to have such personnel.

WBC is the only automation training center in the northwest that gives complete on-the-machine training of this kind as well as classroom instruction. Operations and computer programming are taught with skill and precision. The graduate finds himself thoroughly prepared in a field of unlimited opportunity. He or she may look forward to a stimulating life of challenge and achievement.



Our IBM 360 Computer System

## EXECUTIVE DATA PROCESSING (DP-1)

This is a complete course covering all phases of Progressive Automated Data Processing. Its purpose is to train men and women for entry into the field of data processing in a unit record or computer based installation, and provide the basic training required to advance into positions in a systems group.

The course will enable the student to program most computers with a minimum of instruction other than reading the instruction manual provided with the system; provide the student with actual "hands-on" experience with a computer system and batch terminal operations; provide the student with theory of wired control panels and operations of standard unit record equipment used in conjunction with, or independently of, computer systems; provide the student with understanding of the basic elements of designing systems, including conversions and new applications.

### COURSE OUTLINE

Time: 600 Clock Hours—Day School Approximately 24 Weeks  
Night School Approximately 48 Weeks

Diploma Course—24 Credits required for graduation.

Subjects	Credits	Subjects	Credits
Computer Programming Concepts	3	Machine Room Techniques & Procedures	
Computer Number Systems		The Punched Card	
Problem Definition		IBM 083 Sorter	
Flow Charting		IBM 029 Card Punch	
Disk Operations and Theory		IBM 129 Card Punch	
IBM 2311 Disk Storage Drive		RPG—Report Program Generator	4
Job Control Language		Introduction to RPG II	
Introduction to Fortran	2	PCU—Punched Card Utilities	
Control Data Cybernet System		IBM 360 Computer Operations	
Data Phone 201A		IBM 2360 Operations	
Control Data 224-2		IBM 2203 Operations	
Control Data 222-2		IBM 2311 Theory	
Control Data 217-2 Entry		BAL—Basic Assembly Language	5
Display Station		IOCS—Input/Output Control System	
Systems Design	5	COBOL—Common Business Oriented Language	5
Implementation of Systems		Control Data Cybernet System	
Forms Design			—
			24

This is Western Business College's "blue chip" program. Over 16 years has gone into the development of this highly respected curriculum. Students taking this course learn Automated Data Processing on the two computer systems located in the classroom and learn several computer languages. Graduates of the Executive Data Processing Course are trained to take their place in any of the wide variety of data processing positions such as computer programmer, coder, computer operator and operator of unit record equipment.

# MANAGEMENT AND EXECUTIVE DATA PROCESSING (DP-2)

The student who elects to take this professional-level course is fortunate. Top-level employers are desperately trying to find new personnel who can help them set up complete data processing departments. The student completing this course is training to do that. The business subjects coupled with our Executive Data Processing Course, will give him an enviable education for his future success.

## COURSE OUTLINE

Time: 1200 Clock Hours—Approximately 48 Weeks.

Diploma Course—44 Credits required for graduation.

Subjects	Credits	Subjects	Credits
Computer Programming Concepts	3	BAL—Basic Assembly Language	5
Computer Number Systems		IOCS—Input/Output Control System	
Problem Definition		COBOL—Common Business Oriented Language	5
Flow Charting		Control Data Cybernet System	
Disk Operations and Theory		Systems Design	5
IBM 2311 Disk Storage Drive		Implementation of Systems	
Job Control Language		Forms Design	
Introduction to Fortran	2	College Accounting I (Basic)	4
Control Data Cybernet System		College Accounting II (Principles)	4
Data Phone 201A		College Typewriting I	2
Control Data 224-2		Business Math I & II	2
Control Data 222-2		Office Machines I	1
Control Data 217-2 Entry Display Station		Office Machines II	1
Machine Room Techniques & Procedures		Business Law	2
The Punched Card		Business Management	4
IBM 083 Sorter			
IBM 029 Card Punch			
IBM 129 Card Punch			
RPG—Report Program Generator	4		
Introduction to RPG II			
PCU—Punched Card Utilities			44
IBM 360 Computer Operations			
IBM 2560 Operations			
IBM 2203 Operations			
IBM 2311 Theory			

Electives may be taken by students who achieve advanced standing due to superior work.

### Pre-Requisites to DP-1, DP-2, DP-3 and DP-4 Courses

1. High School Graduation or equivalent.
2. Successful **personal** evaluation by one of our staff to assure you have the capabilities this field demands.
3. Passing grade on the IBM Aptitude Analysis, administered free in our office.

### Acceptance

Final acceptance of the Applicant is made by the Director of the School.

## ACCOUNTING—EXECUTIVE DATA PROCESSING (DP-3)

As electronic data processing has now combined with accounting at almost every level of business, the person who may reach the highest level in either the computer field or the accounting field is the one who is well trained in both. We recommend this course for everyone who desires high-level achievement.

### COURSE OUTLINE

Time: 1650 Clock Hours—Approximately 54 Weeks.

Diploma Course—56 Credits required for graduation.

Subjects	Credits
Executive Data Processing Course (DP-1)	24
College Accounting I	4
College Accounting II (Principles)	4
College Accounting III (Corporation)	4
College Accounting V (Cost)	4
College Accounting VI (Intermediate)	6
Business Management	4
Business Law	2
Business Math I	1
Business Math II	1
Office Machines I	1
Office Machines II	1
	<hr/>
	56

## BUSINESS ADMINISTRATION—EXECUTIVE DATA PROCESSING (DP-4)

This course is for the student who wishes to develop a higher-level of business administration skills along with his Executive Data Processing training. He will have ability in many areas which could help him attain management status.

### COURSE OUTLINE

Time: 1790 Clock Hours—Approximately 66 Weeks.

Diploma Course—61 Credits required for graduation.

Subjects	Credits
Executive Data Processing Course (DP-1)	24
Business Administration Course (AC-7)	37
	<hr/>
	61



## IBM KEY PUNCH AND GENERAL BUSINESS (DP-5)

The young woman who wishes to enter the fascinating field of Electronic Data Processing will find this course the shortest and easiest way. She will receive a sound general business training and learn the complete operations and skills necessary to be an IBM Card Punch (Key Punch) Operator.

### COURSE OUTLINE

Time: 720 Clock Hours—Approximately 24 Weeks.  
Diploma Course—24 Credits required for graduation.

Subjects	Credits
Business Automation Fundamentals	1
IBM 024 Card Punch	}
IBM 029 Card Punch	
IBM 129 Card Punch	
IBM 129 Verifier	
Alternate Programming	3
Typewriting I	2
Typewriting II & III (Intermediate)	2
Records Management (Filing)	1
Office Machines I	1
College Accounting I	4
Business Math I	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Professional Development	2
Office Procedures	4
	24

## BUSINESS AND DATA PROCESSING (DP-6)

This course gives the student all of the subjects and skills in DP-5 (above), plus training in operations of the IBM 360 Computer and a remote terminal and data-phone. With this background, she may move ahead further in her company to an even more enjoyable position.

### COURSE OUTLINE

Time: 1080 Clock Hours—30-36 Weeks.  
Diploma Course—30 Credits required for graduation.

Subjects	Credits
DP-5 Course (above)	24
Operational Techniques of IBM 082-083 Sorters	}
The Punched Card	
Computer Concepts	
Computer Numbering Systems	
Problem Definition	
IBM 360 Computer System Introduction	
Programming Introduction	4
Flow Charting	
Business Math II	1
Office Machines II	1
	30

Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.

# DESCRIPTION OF SUBJECTS

Number after subject indicates number of credits

## ACCOUNTING I (4)

Accounting I is designed to provide the student with an understanding of business terminology and basic accounting procedures.

## ACCOUNTING II (4)

Accounting II is an introduction to accounting principles and procedures with major emphasis on the accrual system. Concepts relating to depreciation, inventory control, setting up of allowances, property taxes and the voucher system are considered in depth.

## ACCOUNTING III (4)

This course is a continuation of Accounting II. It places particular emphasis on the capital structure of a corporation, corporate reports, corporate stocks and bonds along with statement analysis. An introduction to cost accounting is also included.

## ACCOUNTING V—COST (4)

This course covers, in depth, the basic principles and procedures of cost accounting; those that might be found in use by any manufacturing organization, differing only in degree depending on the size of the company, as well as the uses of accumulated data for cost control. Included are standard cost systems, budgeting principles and managerial cost applications.

## ACCOUNTING VI—INTERMEDIATE (6)

An extensive study of working papers, account records, and statements as required for manufacturing companies is introduced. Organizations and reorganizations are studied. The course considers the different types of capital stock used by corporations and the proper accounting methods for the capitalization accounts. It also gives the student practice in properly accounting for assets such as cash, receivables, inventories, tangible and intangible fixed assets and liabilities, with particular emphasis on the methods of valuation and classification for balance sheet and statement purposes.

## BUSINESS MATH I (1)

Arithmetic is the key to many business problems. The ability to use figures accurately and quickly is stressed in this course. It takes the student through a review of addition, subtraction, multiplication, division, fractions, decimals, and applies them to business problems.

## BUSINESS MATH II (1)

This course is a continuation of MATH I with additional instruction in percentages, interest and trade discounts.

## BUSINESS AUTOMATION FUNDAMENTALS (1)

The education of the student about all of today's machines and processes which make up the ever-broadening field of business automation. A general background is given—from the simplest of machines up to the complex electronic computer.

## BUSINESS ENGLISH—ENGLISH I (2)

This course offers a thorough review of grammar. Numerous exercises are used to give the student practice in applying the principles of good sentence construction.

## BUSINESS LAW (2)

A study of the legal situations most frequently encountered in everyday life: contracts, sales, agency, partnership, corporations, negotiable instruments, personal property, real property, and federal and state regulation of business. The origin and development of law and its social aspects are studied along with the application of the law.

## **BUSINESS MANAGEMENT (4)**

This course presents a composite picture of the 4 basic elements of business: Management, Production, Finance and Economics, broken down into 4-6 week sections. The discussions center around the current trends in business as well as practical applications to relevant business problems.

## **COMPUTER LANGUAGES**

(See Page 40)

## **CORRESPONDENCE—ENGLISH III (1)**

After introductory coaching in composition and letter-mechanics, students examine successful business letters for fundamentals of appearance, organization and strategy. Students write collection, adjustment, claim and application letters. This subject is part of Office Procedures for most secretarial students.

## **DATA PROCESSING**

(See Page 40)

## **DICTAPHONE MACHINES (1)**

Incorporates the use of dictating equipment for correspondence. Students learn to transcribe from various types of material.

## **ELECTIVES**

Almost any single subject listed on these pages may be chosen as an elective, provided it bears a relationship to the student's course.

## **IBM CARD PUNCH, VERIFIER (3)**

This course, developed under the guidance of Automation Institute of America experts and taught by experienced instructors gives extensive training on how to read the IBM card, how to program and alternate program and operate the IBM Card Punch (Key Punch) and IBM Verifier. A high degree of skill and accuracy is developed through special exercises and operations. The theory of the 96 column card is included.

## **LEGAL DICTAPHONE (1)**

Advanced work on dictating machines using legal data.

## **LEGAL DICTATION (1)**

This course deals with the dictation and transcription by the student of the various legal documents such as deeds, wills, contracts, summons and complaints, bills of particulars in the manner used by practicing attorneys, and common legal correspondence.

## **MEDICAL DICTAPHONE & CASE HISTORIES (1)**

Advanced work on dictating machines using medical data. Case histories are stressed.

## **MEDICAL DICTATION (1)**

This course deals with the dictation and transcription by the student of various medical documents, case histories, speeches and letters as normally dictated by the doctor.

## MEDICAL TERMINOLOGY, OFFICE PROCEDURES & ANATOMY (2)

This course includes medical terminology, articles from medical journals, and case histories taken from the various specializations within the medical profession. The spelling and meaning of medical terms are covered. This unit is designed to give the career medical secretary or receptionist a knowledge of the duties, methods and procedures in the performance of their duties and obligations. They will also study what is expected from the medical technician and the registered nurse and how they can co-ordinate with them in the achievement of these duties. Ethics existing in the medical profession are discussed. Anatomy, which deals with the structure, and Physiology, which is concerned with the function of all parts of the body are taught simultaneously since a knowledge of one subject gives immediate meaning to the other. Special emphasis is placed on knowing the names along with the spelling of all terms.

## OFFICE MACHINES I (1)

This course provides detailed instruction and practice in addition, subtraction and multiplication. Many makes of ten-key adding machines are used.

## OFFICE MACHINES II (1)

Complete instruction is given on the Friden and Marchant Rotary Calculators. Drill brings proficiency in addition, subtraction, multiplication and division. Also, the student operates and learns the many functions of the brand new electronic calculator which operates silently and responds instantly.

## OFFICE PROCEDURES (4)

A practical course which includes classroom and laboratory work in the responsibilities of the office worker, with special emphasis on the duties necessary for top-flight performance. This course acquaints the student with common types of office equipment, records management, effective techniques of public relations, and efficient processing of paper-work. Training in Correspondence is covered extensively. Great stress is placed on high standards of professional ethics, conduct, and responsibility toward the employer, the co-workers, and the profession.

## PROFESSIONAL DEVELOPMENT (2)

One of the greatest sources of waste in business is the failure of people to live up to their potential. This course will help the young woman to understand the value of good personality traits in getting ahead. It will also give her experience in how to conduct herself in business and society. The school uses the nationally-known Nancy Taylor Course for this training program.

## RECORDS MANAGEMENT—FILING (1)

A study and analysis of the rules and filing procedures employed in business offices: indexing and filing drills according to the alphabet, numerical, geographical, and by calendar and subject.

## SHORTHAND I—SPEEDWRITING THEORY OR GREGG REVIEW (4)

The student is taught the principles of Speedwriting or is given a review of Gregg Shorthand Diamond Jubilee. She acquires a shorthand vocabulary which includes brief forms, abbreviations, phrasing and commonly-used business words. The dictation of connected matter is introduced early in order to prepare the student for the following quarter of shorthand—dictation and transcription. Minimum shorthand goal—60 wam.

## SHORTHAND II—DICTATION & TRANSCRIPTION (4)

This course follows Shorthand I, after the student has acquired a sound vocabulary of words and phrases. It includes a continuation of automatic recall of brief forms, abbreviations, and common phrases through elementary dictation. Special study is directed toward the development of transcription into mailable copy with emphasis placed on spelling, word division, number usage and punctuation. Minimum Shorthand goal—80 wam.

## SHORTHAND III—DICTATION & TRANSCRIPTION (3)

This course features material and techniques which develop speed and accuracy. The dictation material used consists of more difficult business letters, editorials, reports and articles selected from various types of businesses. Special emphasis is placed upon developing the ability of the student to transcribe more material. This is done on the typewriter from the student's shorthand notes. Minimum shorthand goal—100 wam.

## SHORTHAND IV—SUSTAINING (1)

After the student has completed the listed Shorthand requirement of her course, and if there is a time-lapse prior to graduation, she is scheduled into Shorthand IV. She will take tape dictation and transcribe sufficiently to help her to at least sustain her skill, and probably improve it, until graduation and the job interview.

## SPELLING & VOCABULARY BUILDING—ENGLISH II (1)

Includes drill in the correct pronunciation and spelling of words and a review of the rules of punctuation, hyphenation, the writing of numbers, capitalization and word division. Vocabulary building.

## TRAVEL-AIRLINES (6)

Students learn how to make up tickets and compute fares. Through classroom practice, they learn how to make and confirm reservations for passengers, arrange space on connecting lines and plan travel itineraries. They make field tours to observe the operation of airline reservation and ticketing facilities, and work with the actual reference materials used by every airline—the Official Airline Guide, the Standard Interline Passenger Procedures, the Fares Tariff and the Rules Tariff, standard references of the Air Traffic Conference of America. Procedures are based on the Trade Practice Manual of the Air Transport Association of America. They are introduced to the functions of a travel agency, becoming familiar with accommodations offered by hotels, resorts, railroads, steamship lines, tour services, car rental firms, cruises, package tours. They also become acquainted with the requirements for foreign travel and with visas and passports.

## TYPEWRITING Ia AND Ib (2)

Typewriting Ia is the first six weeks of Typewriting I. It is a beginning typing course required of all students who have not had previous typewriting instruction. The complete keyboard, operating techniques, and parts of the machine are presented.

Typewriting Ib is the second six weeks of Typewriting I. It is a beginning typing course for those who have had some previous typing. Basic production skills, business letters, and tabulation problems are introduced. Minimum speed goal—30 net words per minute with five or fewer errors on a five minute timing.

## TYPEWRITING II & III—INTERMEDIATE (2)

A course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memorandums, tabulations, manuscripts, and business forms are emphasized. Minimum speed goal, Typewriting II—40 net words per minute; Typewriting III—50 net words per minute with five or fewer errors on a five minute timing.

## TYPEWRITING IV—ADVANCED (2)

This is an advanced typing course in which more complex production work and office typing are stressed. Minimum speed goal—60 net words per minute with five or fewer errors on a five minute timing.

## TYPEWRITING V—SUSTAINING (1)

This course is designed to maintain speed and accuracy from the completion of Typewriting IV until graduation and the job interview.

# DATA PROCESSING STUDIES AND OPERATIONS

## Basic Assembler Languages (BAL)

A machine-oriented programming language on third generation computers.

## COBOL

A problem-oriented language used in programming business problems.

## Computer Concepts

This is an introduction to data processing systems, computer numbers, computer hardware such as the central processing unit and input/output devices. Problem definition and flow charting for computer programs are also included.

## Disk Operations and Theory (2311 Disk Storage Drive)

Procedures used in operating a disk unit are presented. The theory of file organization on disk along with method used to access these files is taught.

## Fortran

A computer language used for mathematical and business applications. Only an introduction to fortran programming is offered.

## Key Punch (Card Punch)

Card punching is the basic method of converting source data into IBM cards. The operator reads a source document and presses the keys of the keyboard to punch the cards. The machine feeds, positions, and ejects the card automatically. The operation is similar to typing and other key-driven operations. A printing card punch automatically interprets the punched information and prints it at the top of the card. Training is presented on the IBM 024, 029 and 129 Punches. The theory of the 96 column card is also included.

## Report Program Generator (RPG)

Useful for a variety of business applications and report writing from organized files of data.

## Sorter

Sorting is the process of grouping cards in numeric or alphabetic sequence according to any classification punched in them. To group cards by account, for instance, cards are sorted into account sequence. This makes possible summarizing the cards by account.

## System Design

A problem based on the conversion from a manual payroll system to a small computer including card and form design, coding, documentation and procedures.

## Terminal (Control Data Marc-II 200 User Terminal)

The Marc-II was developed primarily to provide a more economical way to solve problems with a computer. It is a terminal equipped with a keyboard, CRT (Cathode Ray Tube Display which looks like a TV screen), a 300 card-per-minute reader and a 300 line-per-minute printer. It features convenience, versatility, speed and economy. There is a special telephone attachment by which the student dials the number that connects him to Palo Alto, California where he connects into the Cybernet System, the "World's Greatest Computer Power." When the computer answers, the student is ready to put the card reader to work relaying information to the computer. The computer processes the information and sends it back to the terminal where he can read the information displayed on the CRT and, at the same time, it is printed on the high-speed printer.



# GENERAL INFORMATION

## ADMISSIONS

WESTERN BUSINESS COLLEGE is a private school specializing in assisting its students to enter the wide field of business. The business world has urgent need for nearly every kind of talent. Business requires many different types of young men and young women who have a sincere interest and aptitude in this field. Western Business College requires that its students have earned a high school diploma or the equivalent preparation. If however, an applicant is beyond high school age or has been recommended to the school by a rehabilitation counselor or officer of a government agency, the student may be accepted into the college as a special student. Such students will be accepted on an individual basis.

All students are accepted on the basis of whether there is evidence the student can profit from the training. There is no discrimination against anyone on the basis of sex, race or national origin.

Prospective new students must complete the application for admission form and submit it along with the registration-reservation fee to an Admissions Officer. Application should be made in ample time for all credentials to be received by the College, if possible, prior to the start of the quarter in which the student plans to enter. After receipt of acceptance notice, the students will be notified of orientation and examination dates.

Veterans and vocational rehabilitation students, see page 45.

## GRADUATION—CREDITS

Candidates for a diploma must satisfactorily complete their courses, earning the credits listed. One unit of credit is generally one period of work daily for six weeks. Students must have maintained the standards of Western Business College, and their financial obligations with the school must be current.

## STANDARDS AND GRADES

Western Business College uses the following method of grading:

Grade	Percentage	G. P. A.	Grade	Percentage	G. P. A.
A	96 to 100	4.0	D	70 to 80	1.0
B	89 to 95	3.0	I	Incomplete	0.0
C	81 to 88	2.0			

Conduct or behavior unbecoming a student of Western Business College while either at the college or away may result in dismissal at the discretion of the Staff.

In order to maintain the training and placement standards of Western Business College and for the over-all student benefits, WBC requires strict conformance to attendance requirements. In placing graduates in positions, many employers request attendance records of the applicant, presuming that the prospective employee will be absent or tardy from work as often as he or she was from classes. Students cannot be absent from classes frequently and maintain their best efforts. Three tardys constitute one absence.

## COURSE CHANGES—ELECTIVES

The required subjects for individual courses are based upon what has proven best to qualify the average student for employment. In some cases substitution of subjects may be made when approved by the staff. If necessary, the college reserves the right to change subjects or revise whole courses without prior notice in order to meet changing business or employer requirements. Where time permits, students may choose electives that are applicable to their individual courses.



## FINANCES

Course prices are not listed in the catalog but are on a separate sheet, enclosed. Term payment details will be handled by the school through a leading local bank or a national educational funding organization. There is no additional charge to out-of-state students.

## DEFERRED PAYMENT LOANS

As WBC is an accredited institution, its students and their families may be eligible to apply for a Federally Guaranteed Student Loan or federal grant.

Students may be able to borrow up to \$1500 a year and not be required to begin repayment until the first day of the tenth month after the student leaves school.

For complete information, visit the school office or contact an Admissions Officer.

## SCHOLARSHIPS

Many students attend Western under the auspices of a scholarship program. To aid worthy students in obtaining their business education under such programs, Western inaugurated a matching scholarship plan on August 1, 1967.

Under this program, Western will match any scholarship sponsored by a local or civic or social organization (such as a lodge, service club or permanent association) up to \$100. This will make a scholarship worth up to \$100 more when the student completes a course of training at Western Business College.

WBC also offers annually, two \$1000 scholarships in honor of the late Dennis Patch, longtime worker with private vocational schools. One scholarship is in the area of secretarial science or accounting. The other is in the data processing division.

For further information write to the Oregon State Scholarship Commission, 1445 Willamette Street, Eugene, Ore. 97401 or contact your high school counselor or advisor, or an Admissions Officer at Western Business College.

## HOUSING

Housing in the Portland area is available at the YWCA, Martha Washington Hotel for Women, The Ondine, and in many private homes. It is possible for a student to secure room and board in a private home in exchange for the performance of minor household duties. Ask for our Housing Director.

## SCHOOL HOURS

The school building is open for classes from 8:00 a.m. to 10:30 p.m. Monday through Friday. Day classes in Secretarial Science and Accounting are held from 8:30 a.m. to 2:55 p.m. Class hours for Business Automation students vary with specific time periods assigned to each class.

## EVENING SCHOOL

Though the information and courses offered in this catalog are primarily for day school, many earnest, conscientious persons must look to evening school for training in order to achieve their goal of entering the field of business or automation.

Clerical, secretarial and accounting courses in evening school, though limited in scope compared with day school offerings, are presented two evenings per week from 6:30 to 9 o'clock. Five hours in school per week plus diligent

(continued next page)

home study can prepare the student for an entry-level position or help the present office worker to upgrade.

IBM Key Punch training is offered two evenings per week and computer programming and operations, systems and unit record operations is offered three evenings per week. Because Western Business College was the first in Oregon to present vocational training on actual business automation equipment, we have continued our leadership and obligation to the public by offering full programs in evening school as well as day school.

Call the school for special brochures in these areas of training or come in for an interview with a counselor.

## BOOKS AND SUPPLIES

Because cost of books and supplies is an important factor in the student's planning, the College lists a Book Fee for each course on its tuition price sheet inserted in this catalog. The Book Fee covers book locker and all books and lab supplies normally used in the course. It does not cover incidentals such as typing paper, pencils, pens and steno pads which students may purchase at the College Bookstore as needed.

## STUDENT ACTIVITIES

Students at Western Business College enjoy a wide variety of opportunities for activity. For fun and new friends get acquainted mixers are planned. Dances, talent and style shows are regularly scheduled events. Basketball and softball teams play in season. Committees are formed regularly to spearhead activities. Western Business College encourages participation by its students to develop leadership qualities and social poise.

## WITHDRAWALS—REFUNDS

This refund schedule covers all of the courses offered by Western Business College and is applicable both to the student and the school. Upon withdrawal, the student is obligated to meet tuition costs for services rendered within the limits provided in the text of the policy. The school is obligated, upon student withdrawal, to meet refund payments for services not received by the student as provided in the text of the policy.

If a student gives notice IN WRITING of his intention not to attend school, within three days after signing an enrollment agreement, the school will give full refund of any monies paid. If a student is not accepted by the school, the school will give full refund of any monies paid. After the three-day period but before the start of classes, or during the first week of classes, if the student is enrolled in a course greater than 120 hours in length and decides not to continue, the school will retain the enrollment fee, which is \$50, immediately refunding any other money paid, except monies retained for books issued.

Thereafter, if the student withdraws during the next three weeks of classes, the school will refund 80% of the stated course tuition, retaining 20% of the tuition plus the enrollment fee. Thereafter, during the first 25% of the course, the school will refund 75% of the stated course tuition, retaining 25% of the tuition plus the enrollment fee. Thereafter, during the second 25% of the course, the school will refund 50% of the stated course tuition, retaining 50% of the tuition plus the enrollment fee. Thereafter, there is no refund.

Any unused portion of the book fee will be refunded.

If a student may be enrolled in the school for a course of training less than 120 hours in length, and withdraws, the refund policy is the same

(continued next page)

as above except for the enrollment fee. In the case of such short courses, the enrollment fee is usually less. Upon student withdrawal, the enrollment fee retained by the school would be that published with the course price, but in no instance will it be greater than 10% of the course tuition or \$50, whichever is the lesser.

Percentage of course completion is to be computed on the basis of clock hours as listed in the catalog. Units of credit earned is not the criteria in implementing this policy; rather, it is the amount of time attended. Amounts due the school or refunds due the student are computed from the last day of recorded attendance. They shall be paid within 15 days after notice that the student is withdrawing.

## VETERANS EDUCATION AND TRAINING (G.I. BILL)

Veterans who are eligible for education and training under the Cold War G.I. Bill are entitled to a monthly allowance from \$270 to \$366 or more while attending Western Business College in an approved program of study. For each month spent on active duty, the veteran is entitled to a month and a half of educational benefits up to a maximum of 36 months.

## VOCATIONAL REHABILITATION TRAINING

Veterans who were disabled during World War II or the Korean conflict may be eligible for educational training, provided the Veteran's Administration determines they need vocational rehabilitation to overcome a disability or a new disability handicap. The basic monthly subsistence rate for disabled veterans studying full time in schools and colleges is \$209.00 without dependents, and \$259.00 or more with dependents. Other persons may be eligible for Vocational Rehabilitation Training. If in doubt, ask our Registrar.

## WAR ORPHAN EDUCATION ASSISTANCE (For Children of Deceased Veterans)

Who is eligible? Generally, children between ages 18 and 26 of veterans who died from disease or injury incurred or aggravated in line of duty in active service during one of the above-mentioned periods. Children of veterans are also eligible if the parent has a 100% service connected disability. The length and type of training is similar to that allowed the veteran under the G.I. Bill. The student in school under the War Orphan program will receive \$270.00 per month if enrolled full time, \$203.00 per month if three-quarter time, and \$135.00 per month if half-time.

For complete information about the veterans education programs, please contact your Veterans' Service Officer in your county or the VA regional office in your state. Western Business College is approved by the U.S. Federal Government for training under all three programs.

## FOREIGN STUDENTS

The United States Department of Immigration has given Western Business College permission to accept foreign students if they have a satisfactory command of the English language.

# CALENDAR

1975

## *Winter Quarter*

January 6	Monday	New Students May Begin
February 14	Friday	Graduation
February 17	Monday	Holiday (Washington's Birthday)
February 18	Tuesday	New Students May Begin Mid-Quarter
March 27	Thursday	Winter Quarter Ends—Graduation
March 28	Friday	Holiday (Good Friday)

## *Spring Quarter*

March 31	Monday	New Students May Begin
May 9	Friday	Graduation
May 12	Monday	New Students May Begin Mid-Quarter
May 26	Monday	Holiday (Memorial Day)
June 20	Friday	Spring Quarter Ends—Graduation

## *Summer Quarter*

June 23	Monday	New Students May Begin
July 4	Friday	Holiday (Independence Day)
August 1	Friday	Graduation
August 4-15		Summer Vacation
August 18	Monday	New Students May Begin Mid-Quarter
September 1	Monday	Holiday (Labor Day)
September 26	Friday	Summer Quarter Ends—Graduation

## *Fall Quarter*

September 29	Monday	New Students May Begin
November 7	Friday	Graduation
November 10	Monday	New Students May Begin Mid-Quarter
November 11	Tuesday	Holiday (Veteran's Day)
November 27	Thursday	Holiday (Thanksgiving Day)
November 28	Friday	Holiday
December 19	Friday	Fall Quarter Ends—Graduation
December 22-January 2		Christmas Vacation

# CALENDAR

1976

## *Winter Quarter*

January 5	Monday	New Students May Begin
February 13	Friday	Graduation
February 16	Monday	Holiday (Washington's Birthday)
February 17	Tuesday	New Students May Begin Mid-Quarter
March 26	Friday	Winter Quarter Ends—Graduation

## *Spring Quarter*

March 29	Monday	New Students May Begin
April 16	Friday	Holiday (Good Friday)
May 7	Friday	Graduation
May 10	Monday	New Students May Begin Mid-Quarter
May 31	Monday	Holiday (Memorial Day)
June 18	Friday	Spring Quarter Ends—Graduation

## *Summer Quarter*

June 21	Monday	New Students May Begin
July 5	Monday	Holiday (Independence Day)
July 30	Friday	Graduation
August 2-13		Summer Vacation
August 16	Monday	New Students May Begin Mid-Quarter
September 6	Monday	Holiday (Labor Day)
September 24	Friday	Summer Quarter Ends—Graduation

## *Fall Quarter*

September 27	Monday	New Students May Begin
November 5	Friday	Graduation
November 8	Monday	New Students May Begin Mid-Quarter
November 11	Thursday	Holiday (Veteran's Day)
November 25	Thursday	Holiday (Thanksgiving)
November 26	Friday	Holiday
December 17	Friday	Fall Quarter Ends—Graduation
December 20-31		Christmas Vacation





**W**  
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BUSINESS COLLEGE  
505 S.W. 6th Ave.