

1982-84

**Accounting**

**Business Administration**

**Data Processing**

**Computer Careers**

**Secretarial**

**Administrative Assistant**

**Information**

**Processing**

**Travel**

**Tourism**

**Medical**

**Administrative Assistant**

# *On the mall in downtown Portland*

at the corner of  
S.W. 6th & Washington

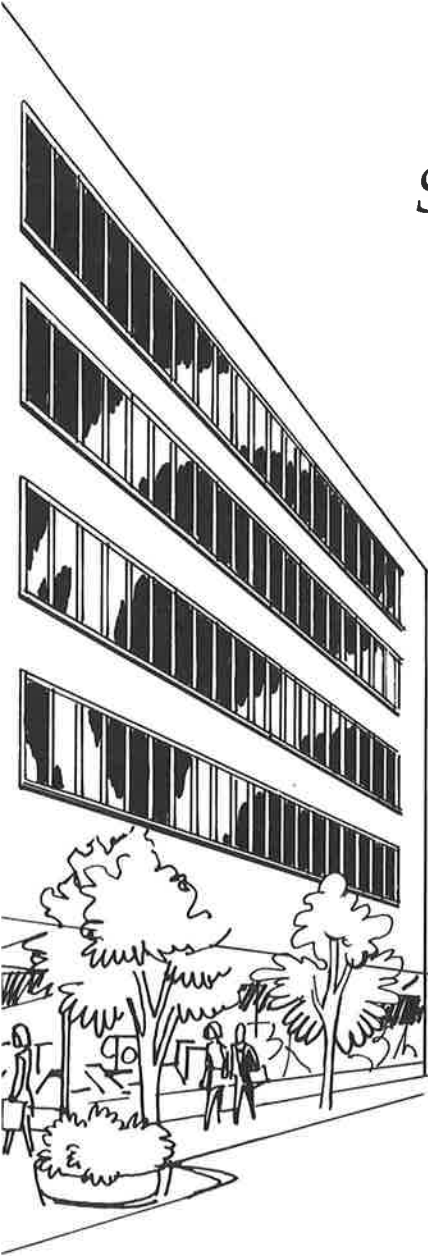
505 S.W. Sixth Avenue  
Portland, Oregon 97204

Telephone 503/222-3225



## *School Catalog 1982-84*

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



*and in Vancouver*

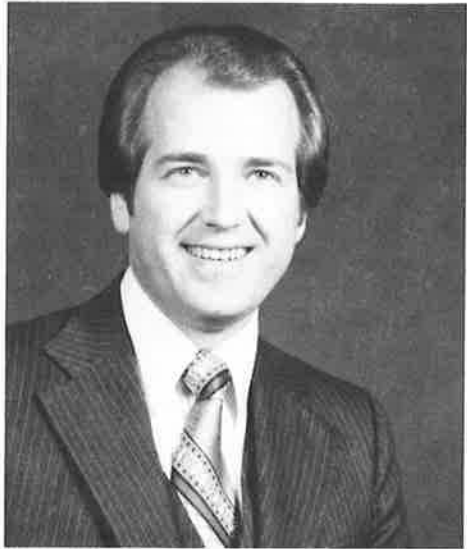
at Mill Plain Boulevard & Andresen Rd.  
6625 E. Mill Plain Boulevard  
Vancouver, Washington 98661  
Telephone 206/694-3225

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# “The Business of America is Business.”

*Our Business is  
Getting You  
Ready for It!*



The most important purpose of education is to assist individuals in achieving more useful, meaningful and happy lives. Western Business College has been doing this for over 25 years.

We look back with pride at the many thousands of men and women who have attended Western Business College and have gone on to be successful in all fields of business. Since the College's founding our trademark has been *Academic excellence with personal care.*

The essentials for secure living today require quality career preparation. *Today decides tomorrow.* In the life of each Western Business College graduate, successful training and employment can lead directly to self-development, security and happiness.

Look through this catalog carefully to examine the specialized courses to train you for accounting, data processing, secretarial, medical and travel-tourism careers.

Our pledge is to strive for excellence in skill training and to continue to match the talents of our graduates with the many and varied opportunities of the business world.

We look forward to helping you.

Donald H. Waldbauer, President

**Fall Quarter****1982**

September 27	<b>New Students Begin</b>
October 8	Professional Day
November 5	Graduation
November 8	<b>New Students Begin</b>
November 11	Holiday (Veterans Day)
November 25-26	Holiday (Thanksgiving)
December 17	Graduation
December 22-January 3	Christmas Vacation

**Winter Quarter****1983**

January 3	<b>New Students Begin</b>
February 11	Graduation
February 14	<b>New Students Begin</b>
February 21	Holiday (Washington's Birthday)
March 25	Graduation
March 28-April 1	Spring Vacation

**Spring Quarter**

April 4	<b>New Students Begin</b>
May 13	Graduation
May 16	<b>New Students Begin</b>
May 30	Holiday (Memorial Day)
June 24	Graduation

**Summer Quarter**

June 27	<b>New Students Begin</b>
July 4	Holiday (Independence Day)
August 5	Graduation
August 8-12	Summer Vacation
August 15	<b>New Students Begin</b>
September 5	Holiday (Labor Day)
September 23	Graduation

**Fall Quarter**

September 26	<b>New Students Begin</b>
November 4	Graduation
November 7	<b>New Students Begin</b>
November 11	Holiday (Veterans Day)
November 24-25	Holiday (Thanksgiving)
December 16	Graduation
December 19-December 30	Christmas Vacation

## Winter Quarter

1984

January 2  
February 10  
February 13  
February 20  
March 23  
March 26-30

New Students Begin  
Graduation  
New Students Begin  
Holiday (Washington's Birthday)  
Graduation  
Spring Vacation

## Spring Quarter

April 2  
May 11  
May 14  
May 28  
June 22

New Students Begin  
Graduation  
New Students Begin  
Holiday (Memorial Day)  
Graduation

## Summer Quarter

June 25  
July 4  
August 3  
August 6-10  
August 13  
September 3  
September 21

New Students Begin  
Holiday (Independence Day)  
② Graduation  
Summer Vacation  
New Students Begin  
Holiday (Labor Day)  
③ Graduation

## Fall Quarter

September 24  
November 2  
November 5  
November 12  
November 22-23  
December 14  
December 17-December 31

New Students Begin  
④ Graduation  
New Students Begin  
Holiday (Veterans Day)  
Holiday (Thanksgiving)  
⑤ Graduation  
Christmas Vacation



## **ACCREDITATION**

Western Business College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized accrediting agency by the United States Office of Education.

The Accrediting Commission is the nationally recognized agency that provides this service for our field of specialized business education. It is thoroughly professional in concept, structure, and operation, and works in close cooperation with other professional accrediting bodies.

## **APPROVALS**

Approved for the training of veterans

Approved by the United States Department of Justice — Immigration and Naturalization, Division for Training of Foreign Students

Recognized as an eligible institution by the United States Department of Education for Federal Assistance Programs

Recognized for training by:

Manpower Instructional Services (CETA)

United States Bureau of Indian Affairs

Oregon State Department of Vocational Rehabilitation

Washington State Department of Vocational Rehabilitation

Oregon and Washington State Employment Service

## **AFFILIATIONS AND MEMBERSHIPS**

Association of Independent Colleges  
and Schools

Oregon Business Education Association

Washington Business Education Association

Western Business Education Association

National Business Education Association

Oregon Private School Association

Data Processing Management Association

International Word Processing Association

National Assoc. of Financial  
Aid Administrators

Pacific Northwest Business  
School Association

Portland Chamber of Commerce

Vancouver Chamber of Commerce

Better Business Bureau

Portland Kiwanis Club

Portland Rose Festival Association

Pacific Northwest Personnel  
Management Association

Northwest Regional User  
(Computer) Group

Society of Computer Users



## **FACILITIES**

### **PORTLAND COLLEGE:**

To give our students an excellent education for the purpose of starting them on their business careers, we offer a five-story school building, especially remodeled for our purposes and with up-to-date equipment.

We are in the heart of downtown Portland at S.W. Sixth Avenue and Washington Street . . . on the Transit Mall. The School has modern lighting, controlled heating and air-conditioning for student and staff comfort. In addition to modern classrooms and computer labs, there is a student center, word processing center, advisors' offices, administrative offices, an aptitude test room, a staff lounge, five rest rooms, a book store, and general reception and waiting areas.

Four of the rooms contain typewriters — 140+ all electric. The College has a radio-equipped six-channel shorthand dictation laboratory, office machines, dictating equipment, word processing equipment, a travel-tourism lab, two computer labs containing two computer systems and individual computers and a modern new medical laboratory.

### **VANCOUVER BRANCH:**

The Vancouver School occupies 7,000 square feet in the Heights Shopping Center on Mill Plain Boulevard. The facility was totally remodeled for our purposes and furnished with new modern furnishings and equipment. The school is fully air conditioned for student and staff comfort.

The shopping center offers many convenient services for students along with plenty of free student parking and good bus service.

## **OWNERSHIP — LEGAL CONTROL**

Western Business College was founded in Portland in 1955 by a group of Portland people interested in establishing a new modern business college. The school is locally owned by the original corporation.

W.B.C. is incorporated and operates under the corporation laws of Oregon and the regulations of the Oregon Department of Education. Mr. Donald H. Waldbauer is corporation president.

## **MANAGEMENT**

Western Business College is managed by a team of the following persons:

Donald H. Waldbauer, President

Kathleen Brown, Vice President/Director

Randy Rogers, Vancouver Director of Education

## **PHILOSOPHY AND OBJECTIVES**

The "business field" is a broad term comprising the largest employment group of people in the United States. It includes people in many colorful, varied occupations . . . at any point of the pay scale . . . with differing degrees of responsibility.

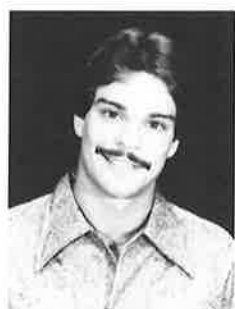
But the term carries its own special meaning for young men and women who are training for business careers. They realize that the higher plateaus of business are reached through training . . . developing their ability into a valuable skill. It will be these trained people who get the jobs today, and through enthusiasm and work, will build their future in business.

Western Business College believes that career education is growth and each student should have the opportunity to develop to their full potential. To achieve this W.B.C. is dedicated to a curriculum which prepares today's students for tomorrow's jobs; to a faculty prepared to meet the challenges of a forward curriculum; to an openness which makes faculty and administration available to student needs; to an employment assistance program which assists students in obtaining positions equal to their training; and to provide students with a form of security available only through up-to-date occupational education.

The main purpose of Western Business College is to provide quality job-relevant career training to make individuals employable in as short a time as possible. In addition to this, our aim is to develop in our students good character, an understanding of responsibility, and leadership capabilities.

Specifically, our objectives are:

1. To provide business career training for capable students without regard to race, sex, handicap, color or creed.
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions.
3. To prepare men and women for better opportunities in business, and to develop in them a sense of responsibility and loyalty to their employers.
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon State Department of Education, the Association of Independent Colleges and Schools, and the various college associations of which we are a member.
5. To help our graduates become socially competent members of their communities to a degree that each can appreciate and handle the many human relations problems that will be encountered.
6. To provide lifetime security to all graduates through lifetime placement assistance and lifetime review privileges.





Accounting and Business Management are important ingredients of every business organization. Accurate financial records and reports coupled with effective management are vital to a successful business operation.

The Accounting Field requires individuals who have a solid foundation in Accounting and general business who are accurate, analytical and conscientious. Few careers can offer more opportunities for future financial success and business leadership than Accounting/Business Administration. More corporation presidents and other top business executives come from the ranks of Accountants than from any other business field. Graduates are

prepared for employment opportunities as Bookkeepers, Junior Accountants, Payroll Supervisors, Management Trainees and many other related business positions. With experience, graduates may qualify for more advanced positions as Auditor, Senior Accountant, Controller or Finance Officer.

Business is everywhere and is a part of nearly every company and corporation. Accounting and Administration skills are often coupled with other areas of special training and interests to achieve successful careers. The possible areas of employment and even business ownership are as varied as business itself.



## 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.

## PROGRAM OUTLINE

Time: 900 Instructional Hours — 36 Weeks.

Diploma Course — 60 Credits required for graduation.

Subjects	Credits
AC-101 Introduction to Accounting .....	8
AC-102 College Accounting II .....	8
AC-103 College Accounting III .....	4*
BA-101 Business Law .....	4
BA-105 Professional Development .....	2
DP-101 Introduction to Data Processing .....	2
OP-101 Office Procedures I .....	4
TW-101 Keyboarding I .....	4
TW-102 Typewriting II (Business Forms Practice Set) .....	4
SS - 101 Records Management .....	2
MA-101 Business Math I .....	2
MA-102 Business Math II .....	2
OM-101 Office Machines I .....	2
OM-102 Office Machines II .....	2
CM-101 Communications — Business English .....	4
CM-102 Communications — Spelling/Vocabulary Building .....	2
CM-103 Communications — Business Correspondence .....	2
CM-104 Reading Development and Study Skills .....	2
	60

\*First Half (6 weeks) of Accounting III

**ACCOUNTING AC-6**

This course is 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 persons who plan to manage businesses of their own or assume responsibilities in accounting departments.

**PROGRAM OUTLINE**

Time: 1200 Instructional Hours —  
48 Weeks.

Diploma Course — 80 Credits required  
for graduation.

Subjects	Credits
AC-101 Introduction to Accounting	8
AC-102 College Accounting II	8
AC-103 College Accounting III (Computerized Accounting Practice Set)	8
AC-105 Cost Accounting	8
AC-106 Intermediate Accounting	2
AC-107 Tax Accounting	2
BA-101 Business Law	4
BA-102 Principles of Management	2
BA-103 Economics	2
BA-104 Human Relations in Management	2
BA-105 Professional Development	2
MA-101 Business Math I	2
MA-102 Business Math II	2
OM-101 Office Machines I	2
OM-102 Office Machines II	2
TW-101 Keyboarding	4
TW-102 Typewriting II	4
OP-101 Office Procedures I	4
DP-101 Introduction to Data Processing	2
DP-110 Introduction to Computer Operations and Data Entry	2
CM-101 Communications — Business English	4
CM-103 Communications — Business Correspondence	2
CM-104 Reading Development and Study Skills	2

**BUSINESS ADMINISTRATION  
AC-7**

Many young men and women get their start in business and move up 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 knowledgeable in the areas where they can understand business and be a part of it. This course is designed to give students the training and actual practice so they may do just that. Business needs many young executive trainees.



**PROGRAM OUTLINE**

Time: 1050 Instructional Hours —  
42 Weeks.

Diploma Course — 72 Credits required  
for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>BA-101</b> Business Law .....	4
<b>BA-102</b> Principles of Management .....	2
<b>BA-103</b> Economics .....	2
<b>BA-104</b> Human Relations in Management .....	2
<b>BA-105</b> Professional Development .....	2
<b>DP-101</b> Introduction to Data Processing .....	2
<b>DP-110</b> Introduction to Computer Operations and Data Entry .....	2
<b>AC-101</b> Introduction to Accounting .....	8
<b>AC-102</b> College Accounting II .....	8
<b>AC-103</b> College Accounting III (Computerized Accounting Practice Set) .....	8
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>TW-101</b> Keyboarding .....	4
<b>TW-102</b> Typewriting II .....	4
<b>OP-101</b> Office Procedures I .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
<b>SS - 101</b> Records Management .....	<u>2</u>



The Data Processing Division of Western Business College works in a modern world. It relieves man of menial, monotonous — but vitally important — work. It solves problems with split-second efficiency that would take men and women 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 person's bidding, business automation can conquer almost any task.

But people must learn to direct this complex servant. With modern computer systems, W.B.C. provides actual hands-on training to supplement classroom instruction.

With qualified instructors to guide them, students learn the skills required to program, operate, and analyze the systems utilized in business today.

They learn that automated equipment can receive and process information only after it has been properly instructed. This is accomplished by means of programming languages such as BASIC, RPGII and COBOL.

With Western's CRT Terminals, students are instructed in interactive programming, real-time processing, online file maintenance and various other DP developments.

Graduates from W.B.C.'s DP Division will find themselves well prepared to approach the exciting field of Data Processing with a command of modern skills.

Western Business College was the first school in Oregon, public or private, to offer Data Processing employment training starting in 1957. Our programs are comprehensive, well-balanced courses designed to get you into the job market and keep you there.







**DATA PROCESSING/  
COMPUTER PROGRAMMING  
DP-1**

This is Western Business College's "blue chip" program. Over 24 years have gone into the development of this highly respected curriculum. Students taking this course practice on the computer systems located in the laboratory and learn several modern computer languages.

Graduates are trained to take their places in any of the wide variety of entry-level data processing positions.

**PROGRAM OUTLINE**

Time: 600 Instructional Hours —  
24 Weeks.

Diploma Course — 40 Credits required for graduation.

<b>Subjects</b>		<b>Credits</b>
<b>DP-103</b>	Data Processing Concepts ..... Data Processing History      Operating System Computer Numbering Systems      Theory Data Entry Concepts      Computer Operations Magnetic Tape Theory      Hardware Concepts Magnetic Disk Theory      Terminal Operations Structured Program Design      Job Control Language Flowcharting      Decision Tables	6
<b>DP-104</b>	Introduction to Programming (Introduction to FORTRAN) ..... Problem Solving Techniques Programming Language Fundamentals Beginning FORTRAN	3
<b>DP-105</b>	RPGII — Report Program Generator (Control Language Concepts) ....	6
<b>DP-106</b>	COBOL — Common Business Oriented Language .....	9
<b>DP-107</b>	System Analysis ..... Communication Techniques      Systems Design Feasibility Analysis      Documentation System Proposals      Implementation Planning	3
<b>DP-109</b>	BASIC .....	9
<b>BA-105</b>	Professional Development .....	2
<b>CM-104</b>	Reading Development and Study Skills .....	2
		40

**MANAGEMENT AND  
DATA PROCESSING/  
COMPUTER PROGRAMMING  
DP-2**

Training in computer operation, computer programming, emphasis on accounting, and other business related subjects assure understanding of the fields of business and data processing. This merging of business skills and computer know-how serve as an

invaluable preparation for today's modern business world.

Employers are looking for persons with this combination of training background.

**PROGRAM OUTLINE**

Time: 1170 Instructional Hours — 48 Weeks.

Diploma Course — 78 Credits required for graduation.

**Subjects**

**Credits**

<b>DP-103</b>	Data Processing Concepts .....	6
	Data Processing History	Operating System
	Computer Numbering Systems	Theory
	Data Entry Concepts	Computer Operations
	Magnetic Tape Theory	Hardware Concepts
	Magnetic Disk Theory	Terminal Operations
	Structured Program Design	Job Control Language
	Flowcharting	Decision Tables
<b>DP-104</b>	Introduction to Programming (with FORTRAN) .....	3
	Problem Solving Techniques	
	Programming Language Fundamentals	
	Beginning FORTRAN	
<b>DP-105</b>	RPGII — Report Program Generator (Control Language Concepts) ....	6
<b>DP-106</b>	COBOL — Common Business Oriented Language .....	9
<b>DP-107</b>	System Analysis .....	3
	Communication Techniques	Systems Design
	Feasibility Analysis	Documentation
	System Proposals	Implementation Planning
<b>DP-109</b>	BASIC .....	9
<b>AC-101</b>	Introduction to Accounting .....	8
<b>AC-102</b>	College Accounting II .....	8
<b>TW-101</b>	Keyboarding .....	4
<b>MA-101</b>	Business Math I .....	2
<b>MA-102</b>	Business Math II .....	2
<b>OM-101</b>	Office Machines I .....	2
<b>OM-102</b>	Office Machines II .....	2
<b>BA-101</b>	Business Law .....	4
<b>BA-102</b>	Principles of Management .....	2
<b>BA-103</b>	Economics .....	2
<b>BA-104</b>	Human Relations in Management .....	2
<b>BA-105</b>	Professional Development .....	2
<b>CM-104</b>	Reading Development and Study Skills .....	2

**DATA PROCESSING  
SPECIALIST DP-4**

The rapidly expanding field of computer data processing has created a demand for specialized training in the computer field. This program provides the student with general business, clerical and accounting training along with electronic data processing entry, operations and concepts.

**PROGRAM OUTLINE**

900 Instructional Hours —  
36 weeks.  
Diploma Course — 60 Credits,  
required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>DP-101</b> Introduction to Data Processing .....	2
<b>DP-110</b> Introduction to Computer Operations and Data Entry .....	2
<b>DP-111</b> Computer Operations and BASIC Programming .....	8
<b>TW-101</b> Keyboarding .....	4
<b>TW-102</b> Typewriting II .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>SS - 101</b> Records Management .....	2
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>AC-101</b> Introduction to Accounting .....	8
<b>AC-102</b> College Accounting II .....	8
<b>BA-105</b> Professional Development .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
	60



*lg u f ur re ab u* Secretarial  
*ad w sec* Administrative Assistant



The Administrative Assistant/Secretarial Field is an excellent career choice for individuals who want an interesting and challenging position which is in demand and offers excellent growth opportunities. According to the U.S. Bureau of Labor Statistics, secretaries and clerical workers comprise the fastest growing field of future job openings. This demand offers excellent job security and increasing compensation for the professionally trained administrative assistant.

The professional secretary is a very important part of every business office. She is actually a public relations representative for the company. With experience, she often shares in the activity and decisions of management and has a

position of prestige as a valuable member of the business team.

The Administrative Assistant position offers excellent career advancement opportunities. It is often used as a "stepping stone" to management positions. The majority of all women executives today started their careers as secretaries.

*"A secretarial job has great learning potential because you are exposed to whatever your boss is exposed to. Find out where your talents are - marketing, administration - then make sure you are a secretary in that area so you can learn things that interest you. Let your bosses know you want more responsibility."*

Joan Manley  
Chairman of Board, Time-Life Books  
(former secretary)

## RECEPTIONIST/GENERAL OFFICE ST-1

This is a practical course for the student who wishes to train for general office work or to become a receptionist or Clerk-Typist. It is recommended for those who like dealing with people or

wish to be qualified to perform a variety of office duties.

### PROGRAM OUTLINE

Time: 810 Instructional Hours —  
36 Weeks.

Diploma Course — 54 Credits required  
for graduation.

	Subjects	Credits
TW-101	Keyboarding .....	4
TW-102	Typewriting II .....	4
TW-103	Typewriting III .....	4
CM-101	Communications — Business English .....	4
CM-102	Communications — Spelling/Vocabulary Building .....	2
CM-103	Communications — Business Correspondence .....	2
SS - 101	Records Management .....	2
SS - 102	Machine Transcription .....	2
AC-101	Introduction to Accounting .....	8
MA-101	Business Math I .....	2
MA-102	Business Math II .....	2
OM-101	Office Machines I .....	2
OM-102	Office Machines II .....	2
OP-101	Office Procedures I .....	4
OP-102	Office Procedures II .....	4
DP-101	Introduction to Data Processing .....	2
BA-105	Professional Development .....	2
CM-104	Reading Development and Study Skills .....	2
		54



**SECRETARIAL ST-5**

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

**PROGRAM OUTLINE**

Time: 900 Instructional Hours —  
36 Weeks.

Diploma Course — 60 Credits required  
for graduation.

	<b>Subjects</b>	<b>Credits</b>
<b>TW-101</b>	Keyboarding .....	4
<b>TW-102</b>	Typewriting II .....	4
<b>TW-103</b>	Typewriting III .....	4
<b>SH-101</b>	Speedwriting Theory or .....	8
<b>SH-102</b>	Gregg Theory Review .....	8
<b>SH-103</b>	Dictation/Transcription I .....	8
<b>CM-101</b>	Communications — Business English .....	4
<b>CM-102</b>	Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b>	Communications — Business Correspondence .....	2
<b>WP-101</b>	Introduction to Word Processing .....	4
<b>SS - 101</b>	Records Management .....	2
<b>OM-101</b>	Office Machines I .....	2
<b>MA-101</b>	Business Math I .....	2
<b>SS - 102</b>	Machine Transcription .....	2
<b>OP-101</b>	Office Procedures I .....	4
<b>OP-102</b>	Office Procedures II .....	4
<b>BA-105</b>	Professional Development .....	2
<b>CM-104</b>	Reading Development and Study Skills .....	2
		60



**LEGAL SECRETARY/  
ADMINISTRATIVE  
ASSISTANT ST-7L**

In this professional secretarial course, besides becoming an excellent secretary, the student chooses a legal career. The demand for qualified individuals in the legal field is overwhelming. Ability, accuracy, and a mature manner are essential, and such are the objectives of this course.

**PROGRAM OUTLINE**

Time: 1230 Instructional Hours —  
48 Weeks.

Diploma Course — 82 Credits required  
for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>TW-101</b> Keyboarding .....	4
<b>TW-102</b> Typewriting II .....	4
<b>TW-103</b> Typewriting III — Legal .....	4
<b>SH-101</b> Speedwriting Theory or .....	8
<b>SH-102</b> Gregg Theory Review .....	8
<b>SH-103</b> Dictation/Transcription I .....	8
<b>SH-104</b> Dictation/Transcription II .....	8
<b>SH-107</b> Legal Dictation/Transcription .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>SS - 101</b> Records Management .....	2
<b>AC-101</b> Introduction to Accounting — Legal Practice Set .....	8
<b>MA-101</b> Business Math I .....	2
<b>BA-101</b> Business Law .....	4
<b>BA-105</b> Professional Development .....	2
<b>OM-101</b> Office Machines I .....	2
<b>SS - 102</b> Machine Transcription .....	2
<b>SS - 103</b> Legal Machine Transcription .....	2
<b>OP-101</b> Office Procedures I — Legal .....	4
<b>WP-101</b> Introduction to Word Processing .....	4
<b>CM-104</b> Reading Development and Study Skills .....	2
	<b>82</b>

Elective Option:

<b>WP-102</b> Information Processing .....	4
(Must meet prerequisites of subject six weeks prior to program completion. May require use of six week extension to complete)	



**EXECUTIVE SECRETARY/  
ADMINISTRATIVE  
ASSISTANT ST-9**

The executive 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 career is interesting and challenging. Its importance increases because the executive 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, supplemented by administrative techniques and practice.

**PROGRAM OUTLINE**

Time: 1200 Instructional Hours —  
48 Weeks.

Diploma Course — 80 Credits required  
for graduation.

**Subjects**

**Credits**

<b>TW-101</b>	Keyboarding .....	4
<b>TW-102</b>	Typewriting II .....	4
<b>TW-103</b>	Typewriting III .....	4
<b>SH-101</b>	Speedwriting Theory or	
<b>SH-102</b>	Gregg Theory Review .....	8
<b>SH-103</b>	Dictation/Transcription I .....	8
<b>SH-104</b>	Dictation/Transcription II .....	8
<b>CM-101</b>	Communications — Business English .....	4
<b>CM-102</b>	Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b>	Communications — Business Correspondence .....	2
<b>SS - 101</b>	Records Management .....	2
<b>SS - 102</b>	Machine Transcription .....	2
<b>AC-101</b>	Introduction to Accounting .....	8
<b>MA-101</b>	Business Math I .....	2
<b>BA-102</b>	Principles of Management .....	2
<b>BA-105</b>	Professional Development .....	2
<b>OP-101</b>	Office Procedures I .....	4
<b>OP-102</b>	Office Procedures II .....	4
<b>OM-101</b>	Office Machines I .....	2
<b>WP-102</b>	Introduction to Word Processing .....	4
<b>DP-101</b>	Introduction to Data Processing .....	2
<b>CM-104</b>	Reading and Study Skills .....	2
		80

Elective Option:

<b>WP-102</b>	Information Processing .....	4
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(Must meet prerequisites of subject six weeks prior to program completion. May require use of six week extension.)

# Gentlemen: The CRT screen Information Processing has improved our production Processing



An exciting new career field has developed in the past few years with the tremendous expansion of Computerized Word Processing equipment and technology. With this expansion, the opportunities for specially trained and qualified Information Processing Specialists familiar with Word Processing techniques has rapidly grown. The need for specialists with this training will continue to grow rapidly in the years to come and those with this ability will be secure in their future opportunities for success and growth.

The Western Business College Program provides an effective mixture of Word Processing theory applicable to all kinds of equipment, and hands-on training and experience on modern equipment. The program is designed to provide practical job relevant training on a variety of Computerized Word Processing instruments.

## INFORMATION PROCESSING SPECIALIST WP-1

To Train: Word Processing  
Administrative Secretaries  
Word Processing  
Correspondence Secretaries

## PROGRAM OUTLINE

Time: 900 Instructional Hours —  
36 Weeks.  
Diploma Course — 58 Credits required  
for graduation.  
Course Prerequisite — Must know  
typewriter keyboard and type 25 wpm  
or enroll in Keyboarding (A) class and  
add six weeks to program.

### Subjects

### Credits

TW-101	Keyboarding (B) .....	2
TW-102	Typewriting II .....	4
TW-103	Typewriting III .....	4
CM-101	Communications — Business English .....	4
CM-102	Communications — Spelling/Vocabulary Building .....	2
CM-103	Communications — Business Correspondence .....	2
CM-104	Reading Development and Study Skills .....	2
SS - 101	Records Management .....	2
SS - 102	Machine Transcription .....	2
OM-101	Office Machines I .....	2
MA-101	Business Math I .....	2
OP-101	Office Procedures I .....	4
OP-102	Office Procedures II .....	4
DP-101	Introduction to Data Processing .....	2
DP-110	Introduction to Computer Operations and Data Entry .....	2
BA-105	Professional Development .....	2
AC-101	Introduction to Accounting .....	8
WP-101	Introduction to Word Processing .....	4
WP-102	Information Processing .....	4

58



### \*Prerequisites for OP-103:

Must achieve grade average of "B"  
or better in CM-101, CM-102,  
WP-101 and achieve 50 net wpm  
typing speed.

Those not accepted into WP-102 will  
be granted an ST-1 diploma.

AA354Y010CTPDXDFW HKI Travel

144P 715P 727 HTLAAH Tourism



The travel industry is the second largest industry in the United States. It is estimated that tourism may be the world's largest industry by the turn of the century. This exciting business is also a challenging profession that's constantly changing and growing. A career in travel offers men and women of every age the chance to travel and the opportunity to meet a variety of people on a daily basis.

Through comprehensive training, students learn the many details and procedures of the travel industry on a worldwide basis. Students work with actual travel materials to learn how to make, confirm and document all types of travel reservation and accommodations,

both domestic and international. Emphasis is placed on knowledge, accuracy and speed. Training includes selling techniques of travel services along with proper telephone techniques.

The travel industries offer potential employment in areas such as Travel Secretaries, Reservationists, Receptionists, Travel Agents, and many other related transportation and business positions.

The Western Business College Travel Program is unique in that it combines travel training with business skills. This combination offers graduates the advantage of more diversified employment opportunities.



## TRAVEL TOURISM TT-3

### PROGRAM OUTLINE

Time: 900 Instructional Hours —  
36 Weeks.

Diploma Course — 58 Credits required  
for graduation.

### Subjects

### Credits

<b>TT-101</b>	Travel-Tourism Studies .....	12
	Domestic and International Training	
	Official Airline Guides and Travel Reference Manuals	
	Airline Reservations, Tariff and Ticketing	
	Travel Geography and Itineraries	
	Travel Terminology and Codes	
	Tours, Packages and Cruises	
	Travel Agency and Airline Operations	
	Travel Operation Observation	
	Hotels, Car Rentals, Rail and Chartered Bus	
	Introduction to Computer Operations	
	Salesmanship and Telephone Techniques	
<b>BA-101</b>	Business Law .....	4
<b>BA-105</b>	Professional Development .....	2
<b>TW-101</b>	Keyboarding .....	4
<b>TW-102</b>	Typewriting II .....	4
<b>OP-101</b>	Office Procedures I .....	4
<b>DP-101</b>	Introduction to Data Processing .....	2
<b>CM-101</b>	Communications — Business English .....	4
<b>CM-102</b>	Communications — Spelling/Vocabulary Building .....	2
<b>CM-104</b>	Reading Development and Study Skills .....	2
<b>SS - 101</b>	Records Management .....	2
<b>SS - 102</b>	Machine Transcription .....	2
<b>AC-101</b>	Introduction to Accounting .....	8
<b>MA-101</b>	Business Math I .....	2
<b>MA-102</b>	Business Math II .....	2
<b>OM-101</b>	Office Machines I .....	2
<b>OM-102</b>	Office Machines II .....	2



A career in the Medical Field is a dynamic and rewarding opportunity. The Medical Administrative Assistant is trained as a versatile part of the medical team. They assist in patient care, laboratory procedures and administrative areas. For example, they may carry out clinical procedures, record electrocardiograms, perform laboratory tests, take medical history and handle patient administration.

The changing nature of medical practice is creating a demand for increasing numbers of para-professionals. Current employment forecasts indicate that the medical field is an area of expanding future job opportunities.

Training will include the practice of laboratory and clinical procedures in a modern medical learning environment furnished with the latest medical

equipment. At the same time the program includes administrative skill training valuable in any office. With training in both general business, medical science and laboratory skills, our graduate is a valuable and versatile employee in the medical and business fields.

A medical career requires a special kind of person — someone dedicated to caring for people and caring about people.

The program uses modern methods of training to provide well-organized quality instruction with emphasis on the individual. This comprehensive, career oriented medical training along with secretarial-business competence effectively prepares individuals for the many opportunities in today's medical world.

## MEDICAL ADMINISTRATIVE ASSISTANT MA-1

A career in the medical field is a dynamic and rewarding opportunity. The medical assistant is trained in patient care, clinical procedures and administrative areas of a medical practice. The versatile training includes the practice of laboratory and clinical procedures in a medical laboratory furnished with the latest medical equipment.

### PROGRAM OUTLINE

1230 Instructional Hours —  
48 Weeks.

Diploma Course — 82 Credits required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>ME-101</b> Medical Science I .....	4
<b>ME-102</b> Medical Science II .....	4
<b>ME-103</b> Medical Science III .....	4
<b>ME-104</b> Medical Science IV .....	4
<b>ME-105</b> Medical Laboratory I .....	4
<b>ME-106</b> Medical Laboratory II .....	4
<b>ME-107</b> Medical Laboratory III .....	4
<b>ME-108</b> Medical Laboratory IV .....	4
<b>ME-109</b> Medical Terminology .....	2
<b>ME-110</b> Medical Ethics, Law and Insurance .....	2
<b>OP-101</b> Office Procedures I — Medical .....	4
<b>OP-102</b> Office Procedures II — Medical .....	4
<b>TW-101</b> Keyboarding .....	4
<b>TW-102</b> Typewriting II .....	4
<b>TW-103</b> Typewriting III — Medical .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
<b>SS - 101</b> Records Management .....	2
<b>SS - 102</b> Machines Transcription — Medical .....	2
<b>AC-101</b> Introduction to Accounting — Medical Practice Set .....	8
<b>MA-101</b> Business Math I .....	2
<b>OM-101</b> Office Machines I .....	2
<b>BA-105</b> Professional Development .....	2

Number after subject title indicates number of credits.

## **ACCOUNTING**

### **AC-101**

#### *Introduction to Accounting (8)*

An introduction to accounting, emphasizing the operation of business under the single proprietorship. The complete accounting cycle is studied — journalizing and posting of business transactions, the preparation of simple financial statements and the closing process including adjusting and reversing entries.

### **AC-102**

#### *College Accounting II (8)*

This course is an introduction to accounting principles and procedures with major emphasis on the accrual system. Concepts relating to depreciation, inventory control, setting up allowances, partnerships and corporate accounting are considered in depth. Prerequisite: AC-101.

### **AC-103**

#### *College Accounting III (8)*

This is a continuation of AC-102. It places particular emphasis on bonds, introduction to cost accounting concepts and practices. Second half of course covers computerized accounting. Prerequisite: AC-102.

### **AC-105**

#### *Cost Accounting (8)*

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. Prerequisite: AC-103.

### **AC-106**

#### *Intermediate Accounting (2)*

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.

Prerequisite: AC-103.

### **AC-107**

#### *Tax Accounting (2)*

Study of Federal Income Tax concepts relating to both individual and business taxpayer.





## **BUSINESS ADMINISTRATION**

### **BA-101**

#### *Business Law (4)*

A study of the legal situations most frequently encountered in every day 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.

### **BA-102**

#### *Principles of Management (2)*

This course presents a composite picture of the basic elements of business: management, production and finance. The discussions center around the current trends in business as well as practical applications to relevant business problems.

### **BA-103**

#### *Economics (2)*

This course covers the interesting principles of economics, business cycles and economic activity and the gross national product. It covers the role of capitalism and private enterprise, and the function and control of money.

### **BA-104**

#### *Human Relations in Management (2)*

Provides theory and practice relating to the management of people, leadership and human relations. Major attention is devoted to the basic personnel processes that are involved in the procurement, development, and maintenance of human resources.

### **BA-105**

#### *Professional Development (2)*

This business human relations course is designed to help the student develop habits, traits and standards of grooming necessary for success. It strives to give the confidence needed to enter the business world and to achieve the poise desired. The student is instructed in proper business telephone techniques. It covers job applications, making resumes, conduct on the job interview, how to get the job, and proper conduct during the early days on the job. The class instructor, the college's placement director and employers all contribute to the student's knowledge in this course.

## **COMMUNICATIONS**

### **CM-101**

#### *Communications I – Business English (4)*

This course offers a thorough review of grammar and sentence structure. It includes the rules of punctuation, hyphenation, writing of numbers, and capitalization. Much work is given to provide the student practice in applying this knowledge and these principles.

### **CM-102**

#### *Communications II – Spelling and Vocabulary Building (2)*

Includes drill in the correct pronunciation and spelling of words, and in word division. Vocabulary building.

### **CM-103**

#### *Communications III – Business Correspondence (2)*

This subject covers composition and letter-mechanics. Students examine and familiarize themselves with successful business letters for fundamentals of appearance, organization and strategy.

## **CM-104**

### *Reading Development and Study Skills (2)*

This is a subject to help the student be more effective in the learning process through improved reading and study skills. Emphasis is on reading comprehension and understanding. Though speed reading is not the goal of this program, an increase in speed in reading is generally an extra achievement by most students. Results from this subject have been excellent in helping students who might otherwise have difficulties in their studies. All students are required to take this program during their first six weeks at Western Business College unless the pre-test shows an unusually adequate ability to read with comprehension.

## **DATA PROCESSING**

### **DP-101**

#### *Introduction to Data Processing (2)*

Introduces the student to manual, mechanical and electronic forms of data processing so that graduates may be familiar with the terminology, hardware and software used in processing business data. The human responsibility for correct data is emphasized.

### **DP-103**

#### *Data Processing Concepts (6)*

This is an introduction to data processing, computer numbering systems, and computer hardware, including hands-on operation of school computer systems.

## **DP-104**

### *Introduction to Programming (Introduction to FORTRAN) (3)*

A study of the capabilities of computer programming languages using beginning FORTRAN as a tool in understanding basic programming concepts. The problem-solving techniques of flow-charting, decision tables and structured program design are studied as aids in developing sound program logic.

## **DP-105**

### *RPG II (Report Program Generator) (6)*

Computer programming instruction in RPG II Language. RPG is useful for a variety of business applications and report writing from organized files of data. Instruction in control language concepts.



**DP-106****COBOL (Common Business Oriented Language) (9)**

This is a study in writing computer programs in the Common Business Oriented Language. COBOL is widely used for business applications. It was designed to utilize the terms that are common to modern business methods. The student codes, tests, debugs and documents COBOL programs focusing on typical business applications.

**DP-107****Systems Analysis (3)**

A case study of the systematic approach to solving business problems. Students get practical systems analysis experience working through each step in the process, from initial problem definition to the implementation of that new system.

**DP-109****BASIC (9)**

This course provides a concise and comprehensive introduction to computer programming in BASIC. The BASIC language is a simple but powerful computer language ideally suited for use on computer terminals in an on-line real time environment. The student physically operates terminals with direct access to the college's computer system.

**DP-110****Introduction to Computer Operations and Data Entry (2)**

This course provides the student with a basic understanding of computers and data entry equipment utilized for processing and print out.

**DP-111****Computer Operations and Basic Programming (8)**

This course provides introductory training in D.P. concepts, computer operations and basic language programming and modification. Training emphasis is on small business computer input and operations with hands-on time on the schools computer.

**MATH****MA-101****Business Math I (2)**

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.

**MA-102****Business Math II (2)**

This course is a continuation of MA-101 Business Math I with additional instruction in percentages, interest and trade discounts.  
Prerequisite: MA-101 or equivalent.



## **MEDICAL**

### **ME-101**

#### *Medical Science I (4)*

Introduction to the science of medicine. Included are cell and tissue structure, classification of disease and methods of diagnosis and treatment.

### **ME-102**

#### *Medical Science II (4)*

The study of obstetrics, gynecology, cardiology and endocrinology. Included in the study are the anatomy and physiology of body structure.

### **ME-103**

#### *Medical Science III (4)*

Covers the areas of hematology, the respiratory system, gastroenterology and dermatology.

### **ME-104**

#### *Medical Science IV (4)*

Covers the areas of urology, neurology, psychiatry, and orthopedics.

### **ME-105**

#### *Medical Laboratory I (4)*

Demonstrations and practice in first aid, patients medical history, vital signs, electrocardiograms, sterilization of equipment and proper medical examination techniques.

### **ME-106**

#### *Medical Laboratory II (4)*

Introduction to laboratory equipment, demonstrations and practice in hematology, venipunctures, fingersticks, serology and blood typing.

### **ME-107**

#### *Medical Laboratory III (4)*

Introduction to microbiology. Demonstration and practice of cultures and their sensitivity and urinalysis.

### **ME-108**

#### *Medical Laboratory IV (4)*

Demonstrations and practice on all serum blood chemistries. Techniques and procedures on all bacteriology cultures.

### **ME-109**

#### *Medical Terminology (2)*

This course includes medical terminology, abbreviations and symbols. The spelling and meaning of medical terms are covered. Articles from medical journals and case histories from the various specializations within the medical profession are utilized for practical terminology study.

### **ME-110**

#### *Medical ethics, law and insurance (2)*

The study of standards of conduct and moral judgment in medicine. Also included will be insurance procedures for the doctor and patient.



## OFFICE MACHINES

### OM-101

#### *Office Machines I (2)*

This course provides detailed instruction and practice in addition, subtraction and multiplication on the 10-Key adding machine and the application of these skills to the various aspects of business.

### OM-102

#### *Office Machines II (2)*

Instruction is given on the electronic calculator. The student learns its many functions and how to apply them to different business problems. The student is introduced to the programmable electronic calculator.

## OFFICE PROCEDURES

### OP-101

#### *Office Procedures I (4)*

A practical course which includes classroom and laboratory work in the responsibilities of the office worker, with a 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 paperwork, including introduction to word processing. Prerequisites: TW-102, SS-101.

### OP-102

#### *Office Procedures II (4)*

This is a continuation of OP-101. This subject may be completed through internship based upon instructor's recommendation and administrative approval. Prerequisite: OP-101.

## SHORTHAND

### SH-101

#### *Speedwriting Theory (8)*

The students are taught the principles of Speedwriting ABC Shorthand. They quickly acquire a shorthand vocabulary which includes brief forms, abbreviations, phrasing and commonly-used business words. The dictation of connected material is introduced early which prepares the student for quick use of the system and for the following quarter of dictation/transcription. Minimum shorthand goal — 60 wam.

### SH-102

#### *Gregg Shorthand Review (8)*

This program is a review of the theory and principles of Gregg Shorthand Diamond Jubilee. It may be taken by students who have had a year or more of Gregg Shorthand schooling recently enough to profit from this review course. Shorthand goal — 60 wam.



**SH-103***Dictation/Transcription I (8)*

Emphasis is on building speed and accuracy through live and taped dictation drills and in extensive transcription practice. Minimum shorthand speed goal — 80 wam. Prerequisite: SH-101 or SH-102.

**SH-104***Dictation/Transcription II (8)*

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. Minimum shorthand speed goal — 100 wam. Prerequisite: SH-103.

**SH-105***Dictation/Transcription III (8)*

This is a continuation of SH-104 and may be elected by the advanced student to continue training in this area. Prerequisite: SH-104.

**SH-107***Legal Dictation/Transcription (4)*

This course deals with the dictation and transcription of common legal correspondence and of the various legal documents such as deeds, wills, contracts, summons and complaints, and bills of particulars in the manner used by practicing attorneys. Prerequisite: SH-104.

**SECRETARIAL SCIENCE****SS-101***Records Management (2)*

This course is a study and analysis of the rules and filing procedures employed in business offices: indexing and filing drills according to alphabet, numerical, geographical, and by calendar and subject. Many modern record management methods and systems are examined.

**SS-102***Machine Transcription (2)*

A course designed to fill the need of students for experience and training in the operation of modern dictating machines. The practice work includes various types of letters, manuscripts, reports and similar work. Prerequisites: TW-102, CM-101, CM-102.



## **SS-103**

### *Legal Machine Transcription (2)*

This course includes advanced work on transcription machines using legal materials. Prerequisite: SS-102.

## **SS-104**

### *Medical Machine Transcription (2)*

This course includes advanced work on transcription machines using medical materials.

## **TRAVEL/TOURISM**

### **TT-101**

#### *Travel-Tourism Studies (12)*

Through classroom study and practice, students learn how to make and confirm reservations for passengers, arrange space on connecting lines and plan travel itineraries. They learn how to make up tickets and compute fares. On field tours they 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**

### **TW-101**

#### *Keyboarding Ia and Ib (4)*

Keyboarding Ia is the first six weeks. It is a beginning keyboard course required of all students who have not had previous typewriting instruction. The complete keyboard, operating techniques, and parts of the machine are presented. Keyboarding Ib is the second six weeks. It is a beginning typing course for those who have had some previous typing. Basic production skills, business letters, and tabulation problems are introduced. Speed goal — 30 net words per minute on five 5-minute timings.



**TW-102***Typewriting II (4)*

Intermediate typewriting. 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. Speed goal — 45 net words per minute on five 5-minute timings. Prerequisite: TW-101 or equivalent.

**TW-103***Typewriting III (4)*

Advanced Typewriting. This is an advanced typing course in which more complex production work and office typing are stressed. Speed goal — 60 net words per minute on five 5-minute timings. Prerequisite: TW-102.

**TW-104***Typewriting Drill (0)*

A class to provide keyboarding drill to improve speed and accuracy.

**WORD PROCESSING****WP-101***Introduction to Word Processing (4)*

This course is an introduction to word processing concepts, theorys and operations. The student learns these concepts through multi-media presentations and hands-on application on text-editing equipment.

**WP-102***Information Processing (4)*

This is a program to train the student in the operation of a magnetic keyboard text-editor terminal, to teach the various systems involved in Information Processing, and to acquaint the student with the latest innovations in various companies in the Portland area. Prerequisite: Achieve grade average of "B" or better in CM-101, CM-102, WP-101 and achieve 50 NWPM typing speed.





## **ABOUT WESTERN BUSINESS COLLEGE**

Western Business College is proud of its record as one of the nation's outstanding private business colleges. Thousands of students have successfully graduated and entered their chosen career since the college was established in 1955.

During the years since 1955 the college has moved three times . . . each time into a larger and more modern facility, reflecting the successful growth of the college. In 1957 W.B.C. became the first college in Oregon to offer data processing employment training. W.B.C. was also the first Oregon college to provide hands-on training in the classroom on their own computer equipment. Since its founding W.B.C. has continuously updated its curriculum, equipment and facilities to successfully meet the ever changing business employment needs. Today W.B.C. is one of the most modern and progressive educational institutions in the western states.

### **VANCOUVER, WASHINGTON BRANCH SCHOOL:**

In 1979 W.B.C. established a modern new branch school in Vancouver, Washington to meet the growing business training and employment needs of Southwest Washington. The facility was totally remodeled for the college and furnished with new furnishings and equipment.

### **CURRICULUM:**

Western Business College specializes its curriculum to meet the needs of students who are job and career oriented. The men and women who attend W.B.C. are interested in job relevant training that will prepare them for professional business careers and advancement opportunities.

General business training along with specialization is one of the best ways to assure students of a quality education and to assure employers that W.B.C. graduates know their business. Therefore the curriculum is structured to specific employment opportunities in the business world.

### **FACULTY:**

W.B.C. faculty members are selected for their academic qualifications and business backgrounds. W.B.C. faculty represent many years of practical business experience so they can better provide job relevant training. An additional characteristic required of W.B.C. staff is a genuine interest in assisting students in achieving their career goals.

## **ADMISSIONS — ENROLLMENT**

WESTERN BUSINESS COLLEGE is a private school specializing in assisting its students to enter the field of business. The College seeks those students who have a genuine interest in obtaining a good position. The standard requirement for admission is that the applicant be a high school graduate, or has satisfied the requirement through the GED and satisfactorily completed entrance evaluation. Men and women above high school age may be considered for special enrollment. Such applications will be evaluated and considered by the college on an individual basis.

Inquiries concerning admission should be made by calling or writing the college:

Admissions Department  
Western Business College  
505 S.W. 6th Ave.  
Portland, OR. 97204  
(503) 222-3225

Admissions Department  
Western Business College  
6625 E. Mill Plain Blvd.  
Vancouver, Wash. 98661  
(206) 694-3225

All candidates for admission are encouraged to visit the College for a personal interview. They must complete the Application for Admission form and submit it along with the enrollment fee to an Admissions Officer or mail it to the College in time for all credentials to be received by the College and evaluation to be made, if possible, before the desired entrance date. Applicants must request that their high school and other transcripts from former schools attended be sent to Western Business College. The student may use a form supplied by our college.

Successful candidates will be sent an acceptance notice and be informed of orientation.

## **STANDARDS OF ETHICAL PRACTICE AND NONDISCRIMINATION**

The college does not discriminate against anyone on the basis of sex, religion, race, natural origin, or physical handicaps. However, the school will not knowingly enroll a student who cannot benefit from the training.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of this 1974 act, students have the right to inspect the student's own records, seek correction of information contained in the records, and to limit disclosure of such information.

## **ADVANCED STANDING**

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a B grade or better which are equivalent to those required by Western Business College curricula. Credits are determined by the college upon evaluation of official transcripts.

Students with business skills, experience or previous training may request and take exemption tests the first class day of subject and have credit and advanced standing granted if passed with 'A.' Subjects available for exemption are at discretion of college administration.

## **TRANSCRIPTS — RECORDS**

High School transcripts are requested of all applicants seeking admission as regular students in diploma programs. If desired, applicants may use a form supplied by Western Business College.

A complete, permanent set of records is kept at Western Business College on all students. One copy of the transcript is provided free of charge; additional copies may be ordered from the business office at a charge of \$2 each, accompanied by a signed authorization to release the transcript. The college will not release any information, documents or transcript if the student has any financial indebtedness to the college.

## **EVENING SCHOOL DIVISION**

Information regarding evening school course offerings is available from the Admissions Department.

## **STUDENT LOAD — PROGRAM COMPLETION TIME**

The average student will carry a ten credit program (150 instructional hours) for each six week-half quarter term. A credit load of at least eight credits or four instructional hours per day must be taken to be considered a full-time student. Class assignment and scheduling is at the discretion of college administration.

The time allotment for program completion/graduation is stated with each program outline in this catalog. Continued enrollment beyond the program length stated must be approved by school administration. Extension is based upon satisfactory progress and may not exceed 6 weeks in length.

## **CREDIT DEFINITION**

Each credit listed is equal to 15 scheduled hours of instruction, plus assigned homework and appropriate study.

## **INSTRUCTIONAL HOURS**

An instructional hour is defined as each scheduled 45-50 minute period of work, class or laboratory.

## **GRADING AND REPORTS**

The scholastic progress of the student is reported at the end of each half-quarter (6 weeks). The College uses the following grading system:

Grade	Meaning	GPA
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
E	Exempt	4.0

## **REPEATING SUBJECTS**

If students complete a subject but receive a grade other than a passing grade, they are allowed to repeat the subject one time without additional charge. Repeat subject scheduling is done at discretion of school administration and must be completed within program length. Students desiring to repeat a subject more than once will be charged the per-credit fee as listed on the current price sheet. Students desiring to repeat subjects to improve a passing grade will be charged for the subject.

## **PROGRAM CHANGE POLICY**

All program changes must be approved and cleared through school administration. Program changes which result in a reduction of school enrollment period and/or cost must be made during the first 6 weeks of student enrollment to be considered for program cost reduction.

## **GOOD STANDING/SATISFACTORY PROGRESS**

Students are required to maintain "satisfactory progress" during their program of instruction. "Satisfactory progress" criteria are: 1. Satisfactory attendance; 2. Must maintain a scholastic average of "C" (2.0 GPA) or better; 3. Satisfactory conduct and employability traits, (good work habits, attitudes and actions not disruptive to school and other students' progress); 4. Satisfactory skill development, sufficient to result in employability.

Students failing to meet the above criteria in any one-half quarter (6 weeks) period are subject to special status during the next six (6) weeks. Students failing to show progress or meet above criteria may then be placed on probation. Students failing to show progress during probation period may be discontinued from school.

## **ATTENDANCE**

Attendance is mandatory. Regular attendance is an essential ingredient for success. In many cases, good attendance may offset an otherwise average grade record. Poor attendance is almost a guarantee that you will have difficulty obtaining employment.

A student who is behind in classwork, program and attendance will be referred to the office for program review and counseling. A student is responsible for all work missed because of absence. It is recommended that the student consult with the instructors prior to the absence, if possible. A student dropped from a class may have the opportunity of being rescheduled into the next available class at the discretion of the Director of Education. All absences become part of the student's record and three tardies constitute one absence for the record.

## **CONDUCT AND DISCIPLINE**

The policy of the College places responsibility on the students. They are expected to conduct themselves with discretion and with regard to their fellow students and to the College. Students must be punctual in their attendance; observe school regulations willingly; devote themselves earnestly to their studies; and be honorable and upright in their living as well as their associations with the College.

The College does not allow the use of alcoholic beverages or illegal drugs in the College building, on College property, or at College-sponsored functions. A student who is in possession of or under the influence of alcoholic beverages or illegal drugs is subject to immediate dismissal from the College.

Any student who is reluctant to conform to the spirit and purpose of the College, or who fails to realize the objectives of school life, is subject to disciplinary action which could result in dismissal. Any student who is dismissed because of conduct detrimental to the best interest of the College or student body will not be reinstated.

### **RIGHT TO TERMINATE**

Western Business College has the absolute right, exercisable in its sole discretion at any time within the first 30 school days after the student enters the College to rescind the Enrollment Agreement and to terminate the student's enrollment. In such an event, the student shall be entitled to a refund of the registration and tuition fees previously paid, and neither party shall have any further obligation under the Enrollment Agreement.

### **STUDENT DRESS**

It is the philosophy of Western Business College that enrollment at the College is similar to employment in industry and that student conduct, attitude and dress be the same as those desired by future employers.

### **RESPONSIBILITY FOR PERSONAL PROPERTY**

The College assumes no responsibility for loss or damage to personal property through fire, theft or other causes.

### **GRADUATION REQUIREMENTS**

Candidates for a diploma must satisfactorily complete their courses, earning the credits listed and achieve the minimum skill requirements.

To be eligible for graduation, students must have completed each of their classes with a passing grade, maintained at least an overall "C" grade average and obtained GED if not a high school graduate. Those graduating with a GPA of 3.5 or better will have "WITH HONORS" affixed to their diplomas. All obligations to the college must be completed before a diploma will be issued. Students not achieving graduation requirements, but completing course time length, will be given a certificate listing those subjects completed.

Minimum skill requirements for diploma are:

<u>Program of Study</u>	<u>Typing</u>	<u>Shorthand</u>
ST-1	50 NWPM*	----
ST-5	55 NWPM*	90 WAM
ST-7L	60 NWPM*	100 WAM
ST-9	60 NWPM*	100 WAM
AC-1, 6, 7	35 NWPM*	----
ST-11	60 NWPM*	----
DP-4	45 NWPM*	----
DP-2	30 NWPM*	----
MA-1, TT-3	50 NWPM*	----

\*NWPM = Net Words Per Minute (5 or less errors)  
on minimum of five timings

## **CATALOG CHANGES — REVISIONS**

Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The College, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes, and to modify tuition rates.

Students who are currently attending the College will be protected against hardship which might arise as a result of any changes.

## **REFRESHER COURSES**

Diploma graduates of our College may take refresher courses without charge at any time 6 months after graduation. The refresher must be in the same area of study, on the type of equipment available and may not exceed six (6) weeks per year. Refresher course scheduling is dependent on time and space availability.

## **CONSULTATION AND FACULTY ASSISTANCE**

Each member of our faculty is interested in you as an individual. He or she wants you to succeed, and with your cooperation, will help you do so. Daily consultation periods are scheduled by the teaching staff and several persons in the College office work in "Student Services." New students will be informed of these aids and services on orientation day.

## **HOUSING**

Good living accommodations for out-of-town students are available and every assistance will be given students in securing satisfactory housing. Besides board and room facilities, it is sometimes possible for a student to earn room and board in a private home by performing minor household duties. Information regarding facilities for out-of-town students may be obtained from the Director of Placement and Housing.

## **SCHOOL HOURS**

The school building is open from 7:30 a.m. to 6 p.m. Monday through Thursday; to 5 p.m. on Friday. Classes in Accounting, Travel-Tourism, Medical and Secretarial Science are held from 8:30 a.m. to 2:40 p.m. Class hours for Data Processing students vary with specific time periods assigned to each class. The College office is open from 8 a.m. to 5 p.m. Monday through Friday.

## **FOREIGN STUDENTS**

Western Business College is authorized by the United States Department of Immigration to accept foreign students who have a satisfactory command of the English language. When the College receives the Application for Admission form, the \$50 Registration Fee and tuition payment arrangements, the I-20 Form will be sent.

## STUDENT ACTIVITIES

Western Business College encourages participation by its students in various school activities to develop leadership qualities and poise and to help the student in making new friendships.

### PHI BETA LAMBDA

This nationally-known organization is the College-level counterpart of Future Business Leaders of America. It is a business club open to all students at Western Business College. Members learn the value of competition on local, regional, and national levels through competitive events that develop occupational skills as well as character and leadership abilities. Also, through chapter projects and guest speakers the members gain a greater insight into the business community and business leaders within that community.

## WITHDRAWAL FROM SCHOOL — INTERRUPTION

A student who wishes to withdraw either from a class or from all work during a quarter must do so officially through the business office. Failure to withdraw properly may result in the assignment of failing grades, which become part of the student's permanent record, and/or termination from school.

In all cases of completion, termination, or leaves of absence, students are required to complete a withdrawal report. Those who have Federal Loans must participate in an exit interview with the College business office. Failure to complete an exit interview may give the lender just cause to accelerate payments.

Leaves are not encouraged unless absolutely necessary. A leave may extend the length of a student's course. A leave may place you out of cycle with your group and create complications in scheduling required classes when they are needed. Re-entrance may create additional charges. Any leave of absence in excess of six weeks could be reason to cancel a student's financial aid.

Students who discontinue enrollment in good standing may apply for readmittance. Credits will be evaluated to determine cost and time requirements.



## **PLACEMENT SERVICE**

Western Business College has earned a reputation for excellence among the business and professional communities it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers future graduates.

The College provides lifetime placement service at no extra cost to all graduates of diploma courses. Although the securing of positions cannot be guaranteed, every avenue is pursued to assist in obtaining desirable employment. Helpful counseling and instruction will have been given to every student in "Professional Development" which is part of every student's course.

Western Business College enjoys a good reputation among employers. Positions are offered in all types of business and professional offices, affording a variety of opportunities. A first position is very important, and great care is taken to match a student's talents and interests with a job in which he can succeed. It is required that the student contact the Placement Director well before graduation. However, as full cooperation from the graduate is required, the Placement Director has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

If the graduate wishes to make a job change at a later date, our placement service is always available. Graduates may also use the placement services of business colleges in principle cities nation-wide; through our Placement Department, contacts may be made with any of the some 500 schools who are members of the Association of Independent Colleges and Schools.

We also assist in every way possible to find part-time jobs for our students who need them at any time after the first six (6) weeks of training.

## **TUITION — FINANCES**

Tuition and fees are provided in the catalog supplement. The supplement is provided in this manner to supply students with the most up-to-date information available.

There is no additional charges to out-of-state students. Financial arrangements for tuition payment must be made prior to student start date.

## **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 in the catalog supplement inserted in this catalog. It does not cover incidentals such as typing paper, pencils, pens and steno pads which students may purchase at the College Bookstore as needed.

## **FINANCIAL ASSISTANCE PROGRAMS**

Students attending Western Business College have access to all available federal student financial aid programs in accordance with the federal guidelines for their eligibility and administration.

**TIME PAYMENT PLANS.** W.B.C. offers the opportunity for students to make monthly or quarterly payments over the period of their course.



**CONVENTIONAL BANK LOAN.** If there is a need to borrow funds in order to attend school, the student and family should first look to their own bank or credit union for a loan.

**PELL GRANT** (Formerly Basic Education Opportunity Grant - BEOG). The "Application for Determination of Basic Grant Eligibility" form may be obtained from the College, high school counselors, or public libraries, and is submitted to an agency of the Federal Government in accordance with the application instructions. The eligibility is then determined and notification sent directly to the student who then forwards such notification to the College where the actual Pell Grant Award is calculated.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG).** This program is available to those students with exceptional financial need. The Supplemental Educational Opportunity Grant may not exceed, for each of the student's undergraduate years, the lesser of \$1,500 or one-half the total amount of financial aid provided to the student.

**NATIONAL DIRECT STUDENT LOAN (NDSL).** This program makes it possible for many students to borrow up to \$2,500. The College Financial Aid Officer is responsible for determining which students are eligible and the amount of the loan. Repayment begins six months after the student ceases at least half-time study and may extend over a ten-year period. Small interest charges begin at the start of the repayment period.

**COLLEGE WORK-STUDY PROGRAM (CWS).** This program allows students to work part-time at non-profit agencies while attending school. To be eligible student must demonstrate financial need.

**SCHOLARSHIPS.** Many students attend Western Business College under the auspices of a scholarship program. To aid worthy students in obtaining their business education under such programs, Western will match any scholarship sponsored by a local or civic or social organization (such as a lodge, union, 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.

The College also offers annually, two \$1,000 scholarships in honor of the late Dennis Patch, longtime worker with private vocational schools.

For further information write to or contact an Admissions Officer at Western Business College.

**VETERANS EDUCATION AND TRAINING (GI BILL).** Western Business College is Approved for the Training of Veterans.

Those needing more information regarding educational assistance should contact the Admissions Department at our College or the Veteran's Administration.

**GUARANTEED STUDENT LOAN PROGRAM.** A student attending Western Business College may be eligible for a student loan from a participating Lendor. A student may borrow up to \$2,500 under this program. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study.

For more information regarding Financial Aid Programs contact the College Admissions or Financial Aid Department.

## REFUND POLICY

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. We are required by Oregon Law 345.115 to use and print below the policy established by the State Superintendent of Public Instruction. We wish to point out that our enrollment fee is only \$50 rather than \$100 as referred to in the State's policy.

1. If a student is not accepted, all monies paid by an applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to school.
3. If termination occurs within three (3) business days of enrollment and prior to student attendance, all monies paid shall be refunded.
4. In the event that a student shall terminate his attendance prior to his scheduled completion date, the student shall in no case be obligated for more tuition payments than listed below. The policy shall apply to all terminations, for any reason, by either party.  
A student termination will be considered to have occurred not later than two school weeks after the last day of attendance unless earlier written notification is received by the school. In all cases the refund will be calculated from the last day of attendance.
5. If termination occurs more than three (3) business days after enrollment or after student attendance, the student is financially obligated to the school according to the following schedule:

For Programs of 120 hours or more duration:

<b>Portion of Course Completed</b>	<b>Tuition Charge</b>
------------------------------------	-----------------------

One week or less	Registration fee (15% of tuition or \$100, whichever is less)
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Two to four weeks	Registration fee plus 20% of tuition
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More than four weeks but less than 25%	Registration fee plus 25% of tuition
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Over 25% but less than 50%	Registration fee plus 50% of tuition
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Over 50%	The full tuition
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For Programs of less than 120 hours duration:

<b>Portion of Course Completed</b>	<b>Tuition Charge</b>
------------------------------------	-----------------------

0% (i.e., termination after 3 business days, but before classes begin)	Registration fee (15% of tuition or \$100, whichever is less)
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Less than 25%	Registration fee plus 25% of tuition
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Over 25% but not more than 50%	Registration fee plus 50% of tuition
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Over 50%	The full tuition
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Percentage of course completion is to be computed on the basis of instructional hours as listed in the catalog. Units of credit earned is not the criteria in implementing this policy; rather, it is the period of enrollment (first to last dates of attendance). Any unused portion of the Book Fee will be refunded.



Portland, Oregon  
Vancouver, Washington

Inquiries and requests for  
information should be sent to:

Admissions Department  
Western Business College  
505 S.W. 6th Ave.  
Portland, Oregon 97204

Admissions Department  
Western Business College  
6625 E. Mill Plain Blvd.  
Vancouver, WA. 98661

OR CALL

Portland, OR.  
(503) 222-3225

Vancouver, WA.  
(206) 694-3225

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