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**2002-2003 CATALOG**  
**WESTERN BUSINESS COLLEGE**

WesternBusinessCollege0102

425 S.W. Washington Street  
Portland, Oregon 97204  
(503) 222-3225

120 N.E. 136th Avenue, Suite 130  
Vancouver, Washington 98684  
(360) 254-3282

Established 1955

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**2002-2003 CATALOG - Western Business College**  
WesternBusinessCollege0102

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Effective January 1, 2002 through December 31, 2003

This school is a unit of a business organization authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Oregon Student Assistance Commission; 1500 Valley River Drive, Suite 100; Eugene, Oregon 97401.

Western Business College, Vancouver campus, is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. This authorization is valid until December 1, 2003 and authorizes Western Business College to offer the following degree programs:

- Associate of Applied Science in Advanced Microcomputer Applications DP9
- Associate of Applied Science in Accounting AAC
- Associate of Applied Science in Executive Assistant ST9E
- Associate of Applied Science in Medical Assistant MAD3
- Associate of Applied Science in Microsoft Office User Specialist

Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the Board at 919 Lakeridge Way, Olympia, WA 98502.

Both campuses are also licensed under chapter 28C.10 RCW; inquiries or complaints regarding the diploma programs may be made to the Washington Workforce Training and Education Coordinating Board, 128 Tenth Avenue SW, P.O. Box 43105, Olympia, Washington 98504-3105, (360) 753-5662.

All students are welcome to review Western Business College's present state licensure documents, located in the reception area of each campus.

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## A MESSAGE FROM THE PRESIDENTS

*"Career training is not an expense, but an investment  
in your future which pays dividends for a lifetime."*

The most important purpose of education is to assist individuals in achieving more useful, meaningful, and happier lives. Western Business College has a 47-year tradition of assisting individuals in the accomplishment of their career goals.

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 their chosen fields. Since the college's founding, our trademark has been Academic Excellence with Personal Care.

An essential for secure living today is 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.

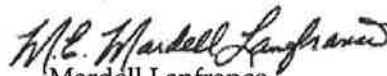
Look through this catalog carefully to examine the specialized training programs designed to prepare you for a successful career in the field of your choice: computers, accounting, secretarial, paralegal, travel, and medical.

Our pledge is to strive for excellence in career training and to continue to match the talents of our graduates with the many and varied employment opportunities in today's workplace.

We look forward to helping you.



Randy R. Rogers  
College President, Portland



Mardell Lanfranco  
College President, Vancouver

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# ABOUT WESTERN BUSINESS COLLEGE

## PHILOSOPHY AND OBJECTIVES

The mission of Western Business College is to provide quality job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The College believes that this preparation of students to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for capable students without regard to age, 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 the business, medical, legal, and travel fields 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 and Washington State Departments of Education, the Accrediting Council for 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 the degree that each can appreciate and handle the many human relations problems that will be encountered
6. To provide placement assistance to all diploma and degree graduates throughout their careers.

## GENERAL INFORMATION

Western Business College was acquired in October 1996, by Rhodes Colleges, Inc., which owns colleges located throughout the United States. Further details regarding the ownership are available from the College President.

The entire college system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, life-long learning in their fields.

### **Portland, Oregon Campus**

Western Business College was established in 1955. During the years since 1955, the College has moved four times, each time into a larger and more modern facility, reflecting the successful growth of the College.

In 1957 Western Business College became the first college in Oregon to offer data processing employment training. Western Business College was also the first Oregon college to provide hands-on training in the classroom on its own computer equipment. Since its founding Western Business College has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

To give our students an excellent education and job skills training, we offer a six-story school building with 26,000 square feet of space, 23 classrooms, and a student lounge, especially remodeled for our purposes. Class sizes average from 20-25 on a term-by-term basis.

Western Business College students have access to the Multnomah County Library, which is located several blocks from the campus. In addition, the College has a reference library containing approximately 2500 volumes that feature all areas of specialization at the College. The College also has an extensive law library containing approximately 2000 volumes as well as the availability of WESTLAW, an on-line legal research tool. An Internet connection is available in the reference library for research.

We are in the heart of downtown Portland on S.W. Washington Street between Fourth and Fifth Avenues, adjacent to the Transit Mall. This central location provides easy access from any part of the Portland metropolitan area.

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### **Vancouver, Washington Campus**

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of Southwest Washington. In July 1998 the campus moved into its new facility at its current location in Stonemill Center, 120 NE 136 Avenue, Suite 130.

With the rapid growth of the school, an expansion was completed in January 2001, increasing the facility to over 16,000 square feet of space. To give students an excellent education and job skills training, the college has four computer labs, two medical labs, six classrooms, a student lounge, and administrative space. The location offers many convenient services for students in addition to free student parking and well-located bus service.

Western Business College students have access to the Fort Vancouver Regional Library, which is located several blocks from the campus. The campus also has a resource center with Internet access.

## **ACCREDITATION**

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and occupational associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

Accreditation assures students (1) that the College is recognized as a qualified institution of higher learning with approved programs of study which meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

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

The president will be happy to discuss present accreditation approvals and issues with individual students.

## **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:

- United States Bureau of Indian Affairs
- Oregon State Department of Vocational Rehabilitation
- Washington State Department of Vocational Rehabilitation
- Oregon and Washington State Employment Service
- State of Washington Workforce Training and Education Coordinating Board
- Oregon Department of Education



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## ADMINISTRATIVE STAFF

### Portland Campus

|                    |                               |  |
|--------------------|-------------------------------|--|
| Randy R. Rogers    | President                     | B.A., University of Washington                               |
| Jacquelyn Ferguson | Academic Dean                 | B.A., Pacific University                                     |
| Helen Dunford      | Associate Academic Dean       | M.A., University of London<br>B.A., University of Manchester |
| Laurel Buchanan    | Director of Admissions        |  |
| Sharon Hale        | Student Finance Director      |  |
| Gail Muller        | Director of Graduate Services | M.B.A., George Fox University<br>B.A., George Fox University |

### Vancouver Campus

|                   |                          |  |
|-------------------|--------------------------|--|
| Mardell Lanfranco | President                | M.Ed., University of South Carolina<br>B.S., University of Oregon          |
| Nancy Cann        | Academic Dean            | Ed.M., Washington State University<br>B.A., San Francisco State University |
| Maryann Green     | Director of Admissions   |  |
| Bobi Jo Wakefield | Student Finance Director | B.S., Hawaii Pacific University  |
| Steven Maxwell    | Placement Coordinator    | B.A., Western Washington University  |

## FACULTY

Western Business College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience, and are qualified to provide job-relevant training. An additional characteristic required of Western Business College faculty is a genuine interest in assisting students to achieve their career goals. The College faculty are listed below.

### Portland Campus

| <i>Name</i>        | <i>Discipline</i>                 | <i>Degrees Earned</i>   |
|--------------------|-----------------------------------|---|
| Larry G. Andersen  | Accounting                        | B.A., University of Washington  |
| Kim Bahr           | Computer Applications/Mathematics | B.A., Brigham Young University  |
| James B. Bartlett  | Paralegal/General Education       | J.D., University of San Francisco<br>A.B., Humboldt State University  |
| Stephanie Blackman | Psychology/Computer Applications  | B.A., Colby College   |
| Nedra D. Brill     | Computer Applications             | B.A., Linfield College  |
| Mary Hall          | Medical                           | M.H.A., Montana State University<br>B.A., California State University |
| R. Terre Harper    | Travel/Finance                    | B.S., Oregon State University   |

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|------------------|---|---|
| Sara Newman      | Medical                                 | Portland Paramedical Center, Medical Assisting Diploma<br>CMA Certified |
| Kenneth S. Price | Desktop Publishing/<br>Human Relations  | B.A., Humboldt State University   |
| Lee Schulz       | Communications/Business                 | B.S., Oregon State University   |
| Kay Simons       | Business/Human Relations                | B.A., Wichita State University  |
| Stephen Ulrich   | Communications/Math/<br>Human Relations | A.B., Whitman College   |

### **Vancouver Campus**

| <i>Name</i>         | <i>Discipline</i>                           | <i>Degrees Earned</i>  |
|---------------------|---|--|
| Linda Aleksa        | English/Communication                       | B.S., Northern Illinois University                               |
| Holly Bower         | Computer Applications                       | B.A., Linfield College   |
| Mary Durrall-DuPree | Communications/Business/<br>Human Relations | M.S.T., Portland State University<br>B.A., George Fox University |
| Evalinn Johnson     | Medical/Computer<br>Applications            | B.S., Humboldt State University                                  |
| Steven Maxwell      | Human Relations/<br>Mathematics             | B.A., Western Washington University                              |
| Patricia Stoddard   | Medical                                     | B.A., Linfield College<br>M.S., Portland State University        |
| Karen Woodin        | Medical                                     | Medical Assistant, Apollo College                                |

### **STATEMENT OF NON-DISCRIMINATION**

Western Business College does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

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## ADMISSIONS

### ADMISSION PROCEDURE

The applicant should request an appointment for a personal interview with an admissions officer of the College in order to gain a better understanding of career areas, training programs, and the institution and to view its facilities and equipment. The applicant will then complete an application for admission and an enrollment agreement. Applicants will complete a standardized, nationally-normed test, the Career Programs Assessment Test (CPAt). Successful completion of the assessment examination is a prerequisite for admission. The minimum scaled score for admission is 120. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

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

### ADMISSION POLICY

Graduation from high school or its equivalent is a prerequisite for admission. For students enrolling at the Portland campus, high school transcripts or equivalency documentation must be submitted by all applicants. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation. Students enrolling at the Vancouver campus must sign an attestation that they have graduated from high school or have received their GED.

### INTERNATIONAL STUDENT ADMISSION POLICY

This school is authorized under Federal law to enroll nonimmigrant alien students.

International students who want to study in a regular program at Western Business College must have a TOEFL score of at least 475 and pass the math section of the entrance evaluation with a minimum raw score of 13.

### ADMISSION INQUIRIES

Inquiries concerning admission should be made by calling or writing the College.

**Portland Campus**  
Admissions Department  
Western Business College  
425 S.W. Washington St.  
Portland, OR 97204  
(503) 222-3225

**Vancouver Campus**  
Admissions Department  
Western Business College  
120 N.E. 136<sup>th</sup> Avenue, Suite 130  
Vancouver, WA 98684  
(360) 254-3282

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## CAREER FIELDS

Western Business College specializes its curriculum to meet the needs of students who are job- and career-oriented. The men and women who attend Western Business College are interested in job-relevant training that will prepare them for professional careers and advancement opportunities. The curriculum is structured to specific employment opportunities in the business, legal, travel, and medical fields.

### ACCOUNTING

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 and who are accurate, analytical, and conscientious. Few careers can offer more opportunities for future financial success and business leadership than accounting. More corporate 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 full charge bookkeepers, senior accountants, assistant controllers, or finance officers.

### COMPUTERS

Computers have become an integral part of almost every business organization today. Competent microcomputer users are an important part of the business team. The computer field is an excellent choice for individuals who have problem-solving capabilities, who value accuracy, and who have an affinity for analytical thinking.

With qualified instructors to guide them, students become competent in using microcomputer application software programs for word processing, spreadsheets, and data base management. They also learn the skills required to write, de-bug, and run computer programs in programming languages.

Graduates qualify for employment in a variety of positions depending on their program of study. They are employable as data entry clerks, data center analysts, sales representatives, technical support representatives, or operations support technicians.

### MEDICAL

A career in the medical field is a dynamic and rewarding opportunity. A medical career requires a special kind of person—someone dedicated to caring for people and caring about people.

Medical secretaries and medical assistants are trained as versatile parts of the medical team. They are responsible for the smooth operation and coordination of a medical office.

Secretaries and assistants in the medical field make patients feel comfortable and welcomed in the office, they play a vital role in the delivery of health care, and they are responsible for the business aspects of operating a medical practice.

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

Training includes medical terminology; basic anatomy and physiology; common pathology; and the latest administrative procedures, including insurance billing and diagnostic coding. With the extensive scope of our medical office training, our graduate is a valuable and versatile employee in the medical field.

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

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## OFFICE TECHNOLOGY

The administrative assistant/office professional field is an excellent career choice for individuals who want an interesting and challenging position which is in demand and offers excellent growth opportunities. This demand offers excellent job security and increasing compensation for the professionally trained administrative assistant.

Office professionals are a very important part of every business office. They are actually public relations representatives for their companies. With experience they often share in the activity and decisions of management and have positions of prestige as valuable members of the business team.

The administrative assistant position offers excellent career advancement opportunities. It is often used as a "stepping stone" to management positions.

## PARALEGAL

Few career fields are experiencing such dynamic growth as the legal assistant field. With the increasing legalization of business and society, lawyers and many other businesses find an increasing need for trained paraprofessionals.

A legal assistant must be trained in substantive fields of law and be ready to assume full responsibilities using the sophisticated computers found in modern law offices.

Legal assistants also need expertise in a wide range of research, writing, and communication skills. More than almost any other nation, America depends on the legal system, and legal assistants are fast assuming full professional roles in the legal system.

Graduates are fully conversant in an expansive range of areas of law, including contracts, property, probate matters, and a wide range of litigation issues. They are also thoroughly trained in legal research and writing. They are ready to assume positions as legal assistants for law firms, insurance and title companies, and public agencies, as well as many other related positions.

## PHARMACY TECHNICIAN

The Pharmacy Technician assists in performing, manipulative, non-discretionary functions associated with the practice of pharmacy under the immediate supervision and control of a licensed pharmacist.

Graduates are prepared to receive prescriptions, enter them into the computer, select and count medication, check for drug outdates, run a cash register, order drugs, fill unit dose packages, prepare IV bags with medication, and perform drug calculations per doctors' orders.

Because a large portion of our population consists of senior citizens, there is a demand for pharmaceutical care and a growing demand for pharmacy technicians.

## TRAVEL

The travel and hospitality industries are two of the fastest growing and changing industries in our world today. Combined, they comprise the largest industry in the United States. These two industries are becoming more interrelated every day as they produce increasing job opportunities. Airlines, resorts, hotels, motels, transportation companies, etc., are often dependent on one another. We even see common ownership between companies in these areas.

Western Business College was the first college in Oregon to offer travel training and continues as a pioneer with the development of this innovative combination program. The Western Business College travel/hospitality program is unique in that it combines travel training with hospitality, salesmanship, and business skills. This combination offers graduates the advantage of more diversified employment opportunities.

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## PROGRAMS OF STUDY

|                   |           |   |
|-------------------|-----------|---|
| ACCOUNTING        | AAC       | Accounting                                    |
|                   | AC4       | Accounting/Business Administration            |
|                   | AC3       | Bookkeeping                                   |
| COMPUTERS         | DP9       | Advanced Microcomputer Applications           |
|                   | DP8       | Microcomputer Applications                    |
|                   | DP7       | Operations Specialist                         |
| MEDICAL           | MAD3      | Medical Assistant                             |
|                   | MA2       | Medical Assistant                             |
|                   | MA1       | Administrative Medical Assistant              |
|                   | PHTA      | Pharmacy Technician                           |
|                   | PHT       | Pharmacy Technician                           |
| OFFICE TECHNOLOGY | ST9E      | Executive Assistant                           |
|                   | ST8       | Administrative Assistant                      |
|                   | ST8L      | Legal Administrative Assistant                |
|                   | ST4       | Automated Office Technology                   |
|                   | ST1       | Receptionist/General Office Assistant         |
|                   | COTAD     | Computer Office Technologies and Applications |
|                   | COTA      | Computer Office Technologies and Applications |
|                   | MOUS      | Microsoft Office User Specialist              |
|                   | PARALEGAL | LPA8  |
| TRAVEL            | HTM       | Travel/Hospitality Management                 |
|                   | HT4       | Travel/Hospitality Administration             |
|                   | HT3       | Travel/Hospitality                            |

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## ACCOUNTING AAC

Associate of Applied Science Degree  
Credit Hours Required: 96

This course is designed for those who want a thorough knowledge of the fundamental principles of accounting as well as business methods and procedures. It prepares a student 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 major responsibilities in accounting departments.

Time: 72 weeks for regular term day starts - 78 weeks for mid-term day starts

96 weeks for regular term evening starts - 102 weeks for mid-term evening starts

Recommended minimum typing speed for graduation: 30 NWPM

| COURSE NUMBER        | COURSE                                  | CREDITS   |
|----------------------|---|-----------|
| ACG2001              | Principles of Accounting I              | 4         |
| ACG2011              | Principles of Accounting II             | 4         |
| ACG2020              | Introductory Cost/Managerial Accounting | 4         |
| ACG2045              | Corporate Accounting                    | 4         |
| ACG2246              | Externship in Accounting                | 4         |
| ACG2452              | Computerized Accounting                 | 4         |
| ACG2501              | Non-Profit Accounting                   | 4         |
| ACG2542              | Financial Statement Analysis            | 4         |
| ACO1807              | Payroll Accounting                      | 4         |
| BUL2100              | Applied Business Law                    | 4         |
| CGS2071              | Spreadsheets                            | 4         |
| CGS2110              | Computer Applications                   | 4         |
| EN120                | Business Communications                 | 4         |
| ENC1106              | Composition I                           | 4         |
| ENG1000              | Business English                        | 4         |
| FIN1103              | Introduction to Finance                 | 4         |
| MAC1000              | Business Mathematics                    | 4         |
| MAC2104              | College Algebra                         | 4         |
|                      | or                                      |           |
| ECO1100              | Contemporary Economic Issues            | 4         |
| MAN1030              | Introduction to Business Enterprise     | 4         |
| OFT1141              | Keyboarding                             | 2         |
| PSY2014              | General Psychology                      | 4         |
| SLS1130              | Strategies for Success                  | 4         |
| SLS1320              | Career Skills                           | 2         |
| SPC2602              | Oral Communications                     | 4         |
| TAX2215              | Tax Accounting                          | 4         |
| <b>TOTAL CREDITS</b> |   | <b>96</b> |

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## ACCOUNTING/BUSINESS ADMINISTRATION AC4

Diploma Program  
Credit Hours Required: 64

Many men and women get their start in business and become assistants to top executives. This course is designed to train students in those skills that will open the way to such positions.

Time: 48 weeks for regular term starts - 54 weeks for mid-term starts

60 weeks for regular term evening starts - 66 weeks for mid-term evening starts

Recommended minimum typing speed for graduation: 30 NWPM

| COURSE NUMBER        | COURSE  | CREDITS   |
|----------------------|---|-----------|
| ACG2001              | Principles of Accounting I                      | 4         |
| ACG2011              | Principles of Accounting II                     | 4         |
| ACG2045              | Corporate Accounting                            | 4         |
| ACO1807              | Payroll Accounting                              | 4         |
| ACG2452              | Computerized Accounting                         | 4         |
| CGS2110              | Computer Applications                           | 4         |
| CGS2071              | Spreadsheets                                    | 4         |
| ENC1106              | Composition I                                   | 4         |
| ENG1000              | Business English                                | 4         |
| MAC1000              | Business Mathematics                            | 4         |
| MAC2104              | College Algebra                                 | 4         |
| OFT1141              | Keyboarding                                     | 2         |
| SLS1130              | Strategies for Success                          | 4         |
| SLS1320              | Career Skills                                   | 2         |
|                      | Additional Accounting/Business/Computer Credits | 8         |
|                      | Additional Credits                              | 4         |
| <b>TOTAL CREDITS</b> |   | <b>64</b> |



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## BOOKKEEPING AC3

Diploma Program  
Credit Hours Required: 48

This course prepares the student for an entry-level position in a bookkeeping department of a large company or a training position as full-charge bookkeeper in a small office.

Time: 36 weeks for regular term day starts - 42 weeks for mid-term day starts

48 weeks for regular term evening starts - 54 weeks for mid-term evening starts

Recommended minimum typing speed for graduation: 30 NWPM

| COURSE NUMBER        | COURSE                              | CREDITS   |
|----------------------|-------------------------------------|-----------|
| ACG2001              | Principles of Accounting I          | 4         |
| ACG2011              | Principles of Accounting II         | 4         |
| ACO1807              | Payroll Accounting                  | 4         |
| ACG2452              | Computerized Accounting             | 4         |
| CGS2110              | Computer Applications               | 4         |
| CGS2071              | Spreadsheets                        | 4         |
| ENG1000              | Business English                    | 4         |
| MAC1000              | Business Mathematics                | 4         |
| MAN1030              | Introduction to Business Enterprise | 4         |
| OFT1141              | Keyboarding                         | 2         |
| SLS1130              | Strategies for Success              | 4         |
| SLS1320              | Career Skills                       | 2         |
|                      | Additional Credits                  | 4         |
| <b>TOTAL CREDITS</b> |                                     | <b>48</b> |

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## ADVANCED MICROCOMPUTER APPLICATIONS DP9

Associate of Applied Science Degree  
Credit Hours Required: 90

Western Business College has always been a leader in the development of training for the ever changing microcomputer field. This program offers broad-based training in business, computer software, hardware, programming, and applications.

Time: 72 weeks for regular term starts - 78 weeks for mid-term starts

96 weeks for regular term evening starts -102 weeks for mid-term evening starts\*

Recommended minimum typing speed for graduation: 30 NWPM

| COURSE NUMBER        | COURSE                                      | CREDITS   |
|----------------------|---|-----------|
| ACO1910              | Office Accounting<br>or                     | 4         |
| ACG2001              | Principles of Accounting I                  | 4         |
| ACO1807              | Payroll Accounting                          | 4         |
| ACG2452              | Computerized Accounting                     | 4         |
| CGS2110              | Computer Applications                       | 4         |
| CGS2071              | Spreadsheets                                | 4         |
| DP130                | BASIC Programming/Hardware                  | 4         |
| DP145                | Operating Systems/Hard Disk Management      | 4         |
| DP150                | Advanced Data Base Management               | 4         |
| DP220                | Data Base Application Programming           | 4         |
| DP230                | System Administration and Multi-User System | 4         |
| DP240                | Computer Lab Internship                     | 2         |
| DP260                | Web Page Design                             | 4         |
| EN120                | Business Communications                     | 4         |
| ENC1106              | Composition I                               | 4         |
| ENG1000              | Business English                            | 4         |
| MAC1000              | Business Mathematics                        | 4         |
| MAC2104              | College Algebra                             | 4         |
| OFT1141              | Keyboarding                                 | 2         |
| PSY2014              | General Psychology                          | 4         |
| SLS1130              | Strategies for Success                      | 4         |
| SLS1320              | Career Skills                               | 2         |
| SPC2602              | Oral Communication                          | 4         |
| WP105                | Word Processing I                           | 2         |
| WP115                | Information Processing                      | 2         |
|                      | Additional Credits                          | 4         |
| <b>TOTAL CREDITS</b> |   | <b>90</b> |

\*Evening Program offered only on Portland Campus

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## MICROCOMPUTER APPLICATIONS DP8

Diploma Program  
Credit Hours Required: 64

The rapidly changing field of computer information processing has created a greater demand for specialized training in the microcomputer field. This program provides students with general business and office skills in microcomputer information processing operations and concepts.

Time: 48 weeks for regular term starts - 54 weeks for mid-term starts  
60 weeks for regular term evening starts - 66 weeks for mid-term evening starts\*  
Recommended minimum typing speed for graduation: 30 NWPM

| COURSE NUMBER        | COURSE                                 | CREDITS   |
|----------------------|--|-----------|
| ACO1910              | Office Accounting                      |           |
|                      | or                                     | 4         |
| ACG2001              | Principles of Accounting I             |           |
| ACO1807              | Payroll Accounting                     | 4         |
| ACG2452              | Computerized Accounting                | 4         |
| CGS2110              | Computer Applications                  | 4         |
| CGS2071              | Spreadsheets                           | 4         |
| DP130                | BASIC Programming/Hardware             | 4         |
| DP145                | Operating Systems/Hard Disk Management | 4         |
| DP150                | Advanced Data Base Management          | 4         |
| ENG1000              | Business English                       | 4         |
| MAC1000              | Business Mathematics                   | 4         |
| MAC2104              | College Algebra                        | 4         |
| OFT1141              | Keyboarding                            | 2         |
| SLS1130              | Strategies for Success                 | 4         |
| SLS1320              | Career Skills                          | 2         |
| WP105                | Word Processing I                      | 2         |
| WP115                | Information Processing                 | 2         |
|                      | Additional Credits                     | 8         |
| <b>TOTAL CREDITS</b> |  | <b>64</b> |

\*Evening Program offered only on Portland campus

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## OPERATIONS SPECIALIST DP7

Diploma Program  
Credit Hours Required: 48

It has become evident that the ability to operate a microcomputer is a necessity. This program is designed to train the student in the areas of general business and computer applications.

Time: 36 weeks for regular term day starts - 42 weeks for mid-term day starts  
48 weeks for regular term evening starts - 54 weeks for mid-term evening starts  
Recommended minimum typing speed for graduation: 30 NWPM

| <b>COURSE NUMBER</b> | <b>COURSE</b>                          | <b>CREDITS</b> |
|----------------------|--|----------------|
| ACO1910              | Office Accounting                      |                |
|                      | or                                     | 4              |
| ACG2001              | Principles of Accounting I             |                |
| ACO1807              | Payroll Accounting                     | 4              |
| CGS2110              | Computer Applications                  | 4              |
| CGS2071              | Spreadsheets                           | 4              |
| DP145                | Operating Systems/Hard Disk Management | 4              |
| DP150                | Advanced Data Base Management          | 4              |
| ENG1000              | Business English                       | 4              |
| MAC1000              | Business Mathematics                   | 4              |
| OFT1141              | Keyboarding                            | 2              |
| SLS1130              | Strategies for Success                 | 4              |
| SLS1320              | Career Skills                          | 2              |
| WP105                | Word Processing I                      | 2              |
|                      | Additional Credits                     | 6              |
| <b>TOTAL CREDITS</b> |  | <b>48</b>      |

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## MEDICAL ASSISTANT MAD3

Associate of Applied Science Degree

Credit Hours Required: 97

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

Time: 72 weeks for regular term day starts - 78 weeks for mid-term day starts

96 weeks for regular term evening starts - 102 weeks for mid-term evening starts\*

Recommended minimum typing speed for graduation: 40 NWPM

| COURSE NUMBER        | COURSE                          | CREDITS   |
|----------------------|---------------------------------|-----------|
| ACO1910              | Office Accounting               | 4         |
| APB1100              | Anatomy & Physiology I          | 4         |
| APB1110              | Anatomy & Physiology II         | 4         |
| CGS2110              | Computer Applications           | 4         |
| ENC1106              | Composition I                   | 4         |
| ENG1000              | Business English                | 4         |
| HC2941               | Medical Externship              | 5         |
| HSC1444              | Diseases of the Human Body      | 4         |
| HSC1531              | Medical Terminology             | 4         |
| HSC1561              | Medical Law & Ethics            | 2         |
| MAC1000              | Business Mathematics            | 4         |
| MAC2104              | College Algebra                 | 4         |
|                      | or                              | 4         |
| ECO1100              | Contemporary Economic Issues    | 4         |
| MEA1671              | Patient Interpersonal Relations | 2         |
| MEA2455              | Clinical Lecture A              | 4         |
| MEA2456              | Clinical Lecture B              | 4         |
| MEA2457              | Clinical Lecture C              | 4         |
| MEA2714              | Medical Insurance Billing       | 4         |
| MLS2325              | Clinical Lab A                  | 2         |
| MLS2326              | Clinical Lab B                  | 2         |
| MLS2327              | Clinical Lab C                  | 2         |
| OFT1141              | Keyboarding                     | 2         |
| OST2301              | Medical Office Practice         | 4         |
| OST2614              | Medical Transcription           | 2         |
| PHA2245              | Pharmacology & Medical Math     | 4         |
| PSY2014              | General Psychology              | 4         |
| SLS1130              | Strategies for Success          | 4         |
| SLS1320              | Career Skills                   | 2         |
| SPC2602              | Oral Communications             | 4         |
| <b>TOTAL CREDITS</b> |                                 | <b>97</b> |

Students who earn a degree in MAD3 may choose to sit for the medical assistant certification exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, certified medical assistant.

-OR-

Students who earn a degree in MAD3 may choose to sit for the medical assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, national certified medical assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

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## MEDICAL ASSISTANT MA2

Diploma Program  
Credit Hours Required: 75

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

Time: 60 weeks for regular term starts - 66 weeks for mid-term starts

72 weeks for regular term evening starts -78 weeks for mid-term evening starts

Recommended minimum typing speed for graduation: 40 NWPM

| COURSE NUMBER        | COURSE                      | CREDITS   |
|----------------------|-----------------------------|-----------|
| ACO1910              | Office Accounting           | 4         |
| APB1100              | Anatomy & Physiology I      | 4         |
| APB1110              | Anatomy & Physiology II     | 4         |
| CGS2110              | Computer Applications       | 4         |
| ENG1000              | Business English            | 4         |
| HC2941               | Medical Externship          | 5         |
| HSC1531              | Medical Terminology         | 4         |
| HSC1561              | Medical Law & Ethics        | 2         |
| MAC1000              | Business Mathematics        | 4         |
| MEA2455              | Clinical Lecture A          | 4         |
| MEA2456              | Clinical Lecture B          | 4         |
| MEA2457              | Clinical Lecture C          | 4         |
| MEA2714              | Medical Insurance Billing   | 4         |
| MLS2325              | Clinical Lab A              | 2         |
| MLS2326              | Clinical Lab B              | 2         |
| MLS2327              | Clinical Lab C              | 2         |
| OFT1141              | Keyboarding                 | 2         |
| OST2301              | Medical Office Practice     | 4         |
| OST2614              | Medical Transcription       | 2         |
| PHA2245              | Pharmacology & Medical Math | 4         |
| SLS1130              | Strategies for Success      | 4         |
| SLS1320              | Career Skills               | 2         |
| <b>TOTAL CREDITS</b> |                             | <b>75</b> |

Students who earn a diploma in MA2 may choose to sit for the medical assistant certification exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, certified medical assistant.

Students who earn a diploma in MA2 may choose to sit for the medical assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, national certified medical assistant.

**The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.**

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## ADMINISTRATIVE MEDICAL ASSISTANT MA1

Diploma Program  
Credit Hours Required: 48

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

Time: 36 weeks for regular term day starts - 42 weeks for mid-term day starts  
48 weeks for regular term evening starts - 54 weeks for mid-term evening starts.  
Recommended minimum typing speed for graduation: 40 NWPM

| COURSE NUMBER        | COURSE                    | CREDITS   |
|----------------------|---------------------------|-----------|
| ACO1910              | Office Accounting         | 4         |
| APB1100              | Anatomy & Physiology I    | 4         |
| APB1110              | Anatomy & Physiology II   | 4         |
| CGS2110              | Computer Applications     | 4         |
| ENG1000              | Business English          | 4         |
| HSC1531              | Medical Terminology       | 4         |
| HSC1561              | Medical Law & Ethics      | 2         |
| MEA2714              | Medical Insurance Billing | 4         |
| OFT1141              | Keyboarding               | 2         |
| OST2301              | Medical Office Practice   | 4         |
| OST2614              | Medical Transcription     | 2         |
| SLS1130              | Strategies for Success    | 4         |
| SLS1320              | Career Skills             | 2         |
|                      | Additional Credits        | 4         |
| <b>TOTAL CREDITS</b> |                           | <b>48</b> |

Students who earn a diploma in MA-1 may sit for the medical office assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, national certified medical office assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

## PHARMACY TECHNICIAN DEGREE

Associate of Applied Science  
Credit Hours Required: 97

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies.

| COURSE NUMBER                   | COURSE                                       | CREDITS   |
|---------------------------------|--|-----------|
| College Core Requirements:      |  |           |
| SLS1130                         | Strategies for Success                       | 4         |
| OFT1141                         | Keyboarding                                  | 2         |
| CGS2110                         | Computer Applications                        | 4         |
| MAN1030                         | Introduction to Business Enterprise          | 4         |
| MAN2021                         | Principles of Management                     | 4         |
| SLS1320                         | Career Skills                                | 2         |
| Major Core Requirements:        |  |           |
| PHT1000                         | Introduction to Pharmacy                     | 4         |
| PHT2000                         | Administrative Aspects of Pharmacy           | 4         |
| PHT1020                         | Professional Aspects of Pharmacy Technology  | 4         |
| PHT1010                         | Pharmaceutical Calculations                  | 4         |
| PHT1030                         | Pharmacy Operations                          | 4         |
| APB1020                         | Anatomy & Pathophysiology I                  | 4         |
| APB1130                         | Anatomy & Pathophysiology II                 | 4         |
| APB1150                         | Anatomy & Pathophysiology III                | 4         |
| MEA1239                         | Medical Terminology for Medical Assistants   | 4         |
| MEA2244                         | Pharmacology                                 | 4         |
| HSA2100                         | Health Care Systems, Issues, and Transitions | 4         |
| MAR2305                         | Customer Relations and Service               | 4         |
| PHT1980                         | Externship                                   | 5         |
| General Education Requirements: |  |           |
| ENC1106                         | *Composition I                               | 4         |
| MAC2104                         | *College Algebra <b>OR</b>                   | 4         |
| ECO1100                         | *Contemporary Economic Issues                | 4         |
| PSY2104                         | *General Psychology                          | 4         |
| SPC2602                         | *Oral Communications                         | 4         |
|                                 | Additional Credits                           | 8         |
| <b>TOTAL CREDITS</b>            |  | <b>97</b> |

\*General Education requirements are noted by an asterisk (\*)

This program is offered only at the Portland Campus.



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## PHARMACY TECHNICIAN DIPLOMA

Diploma  
Credit Hours Required: 65

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology. The diploma prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

| COURSE NUMBER              | COURSE                                       | CREDITS   |
|----------------------------|--|-----------|
| College Core Requirements: |  |           |
| SLS1130                    | Strategies for Success                       | 4         |
| OFT1141                    | Keyboarding                                  | 2         |
| CGS2110                    | Computer Applications                        | 4         |
| SLS1320                    | Career Skills                                | 2         |
| Major Core Requirements:   |  |           |
| PHT1000                    | Introduction to Pharmacy                     | 4         |
| PHT2000                    | Administrative Aspects of Pharmacy           | 4         |
| PHT1020                    | Professional Aspects of Pharmacy Technology  | 4         |
| PHT1010                    | Pharmaceutical Calculations                  | 4         |
| PHT1030                    | Pharmacy Operations                          | 4         |
| APB1020                    | Anatomy & Pathophysiology I                  | 4         |
| APB1130                    | Anatomy & Pathophysiology II                 | 4         |
| APB1150                    | Anatomy & Pathophysiology III                | 4         |
| MEA1239                    | Medical Terminology for Medical Assistants   | 4         |
| MEA2244                    | Pharmacology                                 | 4         |
| HSA2100                    | Health Care Systems, Issues, and Transitions | 4         |
| MAR2305                    | Customer Relations and Service               | 4         |
| PHT1980                    | Externship                                   | 5         |
| <b>TOTAL CREDITS</b>       |  | <b>65</b> |

This program is offered only at the Portland Campus.

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## EXECUTIVE ASSISTANT ST9E

Associate of Applied Science Degree  
Credit Hours Required: 90

Executive assistants occupy a unique niche in the field of business. Responsibilities are varied and vital to the inner workings of the companies for which they work. The career is interesting and challenging. Its importance increases because the executive assistant works closely with management-level personnel and is exposed to policy-making decisions.

Time: 72 weeks for regular term starts - 78 weeks for mid-term starts  
Recommended minimum typing speed for graduation: 60 NWPM

| COURSE NUMBER        | COURSE                                 | CREDITS   |
|----------------------|--|-----------|
| ACO1910              | Office Accounting                      |           |
|                      | or                                     | 4         |
| ACG2001              | Principles of Accounting I             |           |
| ACO1807              | Payroll Accounting                     | 4         |
| CGS2110              | Computer Applications                  | 4         |
| CGS2071              | Spreadsheets                           | 4         |
| DP145                | Operating Systems/Hard Disk Management | 4         |
| DP150                | Advanced Data Base Management          | 4         |
| EN120                | Business Communications                | 4         |
| ENC1106              | Composition I                          | 4         |
| ENG1000              | Business English                       | 4         |
| LE100                | Legal Concepts                         | 4         |
| BUL2100              | Applied Business Law                   |           |
|                      | or                                     | 4         |
| PLA1003              | Introduction to Legal Assisting        |           |
| MAC1000              | Business Mathematics                   | 4         |
| MAC2104              | College Algebra                        |           |
|                      | or                                     | 4         |
| ECO1100              | Contemporary Economic Issues           |           |
| OFT1141              | Keyboarding                            | 2         |
| OP100                | Office Techniques                      | 4         |
| OP110                | Office Internship                      | 4         |
| PSY2014              | General Psychology                     | 4         |
| SLS1130              | Strategies for Success                 | 4         |
| SLS1320              | Career Skills                          | 2         |
| SPC2602              | Oral Communications                    | 4         |
| TR100A               | Transcription                          | 2         |
| TW110                | Keyboarding II                         | 2         |
| TW130                | Keyboarding III (Administrative)       | 2         |
| TW135                | Keyboarding III (Legal)                | 2         |
| WP105                | Word Processing I                      | 2         |
| WP115                | Information Processing                 | 2         |
|                      | Additional Credits                     | 2         |
| <b>TOTAL CREDITS</b> |  | <b>90</b> |

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## ADMINISTRATIVE ASSISTANT ST8

Diploma Program  
Credit Hours Required: 64

The Administrative Assistant must be well organized and able to accomplish a variety of business office tasks effectively. This program prepares the student with the skills necessary to become a valuable member of the business team.

Time: 48 weeks for regular term starts - 54 weeks for mid-term starts  
Recommended minimum typing speed for graduation: 60 NWPM

| <b>COURSE NUMBER</b> | <b>COURSE</b>                    | <b>CREDITS</b> |
|----------------------|----------------------------------|----------------|
| ACO1910              | Office Accounting                |                |
|                      | Or                               | 4              |
| ACG2001              | Principles of Accounting I       |                |
| CGS2110              | Computer Applications            | 4              |
| CGS2071              | Spreadsheets                     | 4              |
| EN120                | Business Communications          | 4              |
| ENC1106              | Composition I                    | 4              |
| ENG1000              | Business English                 | 4              |
| MAC1000              | Business Mathematics             | 4              |
| OFT1141              | Keyboarding                      | 2              |
| OP100                | Office Techniques                | 4              |
| SLS1130              | Strategies for Success           | 4              |
| SLS1320              | Career Skills                    | 2              |
| TR100A               | Transcription                    | 2              |
| TW110                | Keyboarding II                   | 2              |
| TW130                | Keyboarding III (Administrative) | 2              |
| WP105                | Word Processing I                | 2              |
| WP115                | Information Processing           | 2              |
|                      | Additional Credits               | 14             |
| <b>TOTAL CREDITS</b> |                                  | <b>64</b>      |

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## LEGAL ADMINISTRATIVE ASSISTANT ST8L

Diploma Program  
Credit Hours Required: 64

In this professional secretarial program, the student chooses a legal career. The demand for qualified individuals in this field is high. Knowledge, ability, accuracy, and a mature manner are essential objectives in this program.

Time: 48 weeks for regular term starts - 54 weeks for mid-term starts

Recommended minimum typing speed for graduation: 60 NWPMM

| COURSE NUMBER        | COURSE                          | CREDITS   |
|----------------------|---------------------------------|-----------|
| ACO1910              | Office Accounting               |           |
|                      | or                              | 4         |
| ACG2001              | Principles of Accounting I      |           |
| CGS2110              | Computer Applications           | 4         |
| EN120                | Business Communications         | 4         |
| ENC1106              | Composition I                   | 4         |
| ENG1000              | Business English                | 4         |
| LE100                | Legal Concepts                  | 4         |
| BUL2100              | Applied Business Law            |           |
|                      | or                              | 4         |
| PLA1003              | Introduction to Legal Assisting |           |
| MAC1000              | Business Mathematics            | 4         |
| OFT1141              | Keyboarding                     | 2         |
| OP100                | Office Techniques               | 4         |
| SLS1130              | Strategies for Success          | 4         |
| SLS1320              | Career Skills                   | 2         |
| TR100A               | Transcription                   | 2         |
| TW110                | Keyboarding II                  | 2         |
| TW135                | Keyboarding III (Legal)         | 2         |
| WP105                | Word Processing I               | 2         |
| WP115                | Information Processing          | 2         |
|                      | Additional Credits              | 10        |
| <b>TOTAL CREDITS</b> |                                 | <b>64</b> |

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## AUTOMATED OFFICE TECHNOLOGY ST4

Diploma Program  
Credit Hours Required: 48

With increasing automation in the office, it has become vitally important for an individual to obtain skills necessary to operate a microcomputer. The Automated Office Technology program provides the student with updated office technology training in addition to valuable microcomputer skills.

Time: 36 weeks for regular term starts - 42 weeks for mid-term starts  
Recommended minimum typing speed for graduation: 50 NWPM

| COURSE NUMBER        | COURSE                           | CREDITS   |
|----------------------|----------------------------------|-----------|
| ACO1910              | Office Accounting                |           |
|                      | or                               | 4         |
| ACG2001              | Principles of Accounting I       |           |
| CGS2110              | Computer Applications            | 4         |
| ENC1106              | Composition I                    | 4         |
| ENG1000              | Business English                 | 4         |
| MAC1000              | Business Mathematics             | 4         |
| OFT1141              | Keyboarding                      | 2         |
| OP100                | Office Techniques                | 4         |
| SLS1130              | Strategies for Success           | 4         |
| SLS1320              | Career Skills                    | 2         |
| TR100A               | Transcription I                  | 2         |
| TW110                | Keyboarding II                   | 2         |
| TW130                | Keyboarding III (Administrative) | 2         |
| WP105                | Word Processing I                | 2         |
|                      | Additional Credits               | 8         |
| <b>TOTAL CREDITS</b> |                                  | <b>48</b> |

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## RECEPTIONIST/GENERAL OFFICE ASSISTANT ST1

Diploma Program  
Credit Hours Required: 36

This is a practical program 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 and want to perform a variety of office duties.

Time: 24 weeks for regular term starts - 30 weeks for mid-term starts  
Recommended minimum typing speed for graduation: 45 NWPM

| COURSE NUMBER        | COURSE                 | CREDITS   |
|----------------------|------------------------|-----------|
| CGS2110              | Computer Applications  | 4         |
| ENC1106              | Composition I          | 4         |
| ENG1000              | Business English       | 4         |
| MAC1000              | Business Mathematics   | 4         |
| OFT1141              | Keyboarding            | 2         |
| OP100                | Office Techniques      | 4         |
| SLS1130              | Strategies for Success | 4         |
| SLS1320              | Career Skills          | 2         |
| TW110                | Keyboarding II         | 2         |
| WP105                | Word Processing I      | 2         |
|                      | Additional Credits     | 4         |
| <b>TOTAL CREDITS</b> |                        | <b>36</b> |

## COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS DEGREE

Associate of Applied Science Degree

Credit Hours Required: 96

The Computer Office Technologies and Applications (COTA) program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access, and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

| COURSE NUMBER                   | COURSE  | CREDITS   |
|---------------------------------|---|-----------|
| College Core Requirements:      |   |           |
| MAC1000                         | Business Math                                       | 4         |
| SLS1130                         | Strategies for Success                              | 4         |
| CGS1503                         | Introduction to Windows 98                          | 4         |
| OST1145                         | Speedbuilding Skills                                | 2         |
| OST2705                         | Introduction to Word Processing                     | 2         |
| CGS1525                         | Introduction to Presentations                       | 2         |
| CGS1520                         | Introduction to Database Management                 | 2         |
| CGS1522                         | Introduction to Spreadsheets                        | 2         |
| CGS1410                         | Essentials of Communication and Document Formatting | 2         |
| SLS1320                         | Career Skills                                       | 2         |
| Major Core Requirements:        |   |           |
| OST2717                         | Intermediate Word Processing                        | 4         |
| CGS2076                         | Intermediate Spreadsheets                           | 4         |
| CGS2604                         | Advanced Presentations                              | 4         |
| CGS2176                         | Intermediate Database Management                    | 4         |
| OST1410                         | Office Operations                                   | 2         |
| OST2739                         | Advanced Word Processing                            | 4         |
| CGS2536                         | Advanced Spreadsheets                               | 4         |
| CGS2642                         | Advanced Database Management                        | 4         |
| OST1415                         | Electronic Communication                            | 2         |
| OST2822                         | Introduction to Desktop Publishing                  | 2         |
| OST2823                         | Desktop Publishing Skills                           | 4         |
| CGS1375                         | Beginning Web Development with FrontPage 2000       | 4         |
| CGS2375                         | Advanced Web Development with FrontPage 2000        | 4         |
| General Education Requirements: |   |           |
| ENC1106                         | *Composition I                                      | 4         |
| MAC2104                         | *College Algebra OR                                 | 4         |
| ECO1100                         | *Contemporary Economic Issues                       | 4         |
| PSY2104                         | *General Psychology                                 | 4         |
| SPC2602                         | *Oral Communications                                | 4         |
|                                 | Additional Credits                                  | 8         |
| <b>TOTAL CREDITS</b>            |   | <b>96</b> |

\*General Education requirements are noted by an asterisk (\*)

This program is offered only at the Portland Campus.

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## COMPUTER OFFICE TECHNOLOGIES AND APPLICATIONS DIPLOMA

Diploma Program  
Credit Hours Required: 64

The Computer Office Technologies and Applications program is designed to give the student the skills necessary to excel in today's high-tech office environment. Software applications studied include the Windows 98 desktop operating system, office productivity software with Microsoft Word, PowerPoint, Excel, Access, and Outlook, and also powerful web development tools such as FrontPage 2000 and PageMaker. Emphasis is placed on developing effective interpersonal communication skills. Graduates will qualify for a wide range of administrative occupations in a variety of professional settings.

| COURSE NUMBER                   | COURSE  | CREDITS   |
|---------------------------------|---|-----------|
| College Core Requirements:      |   |           |
| MAC1000                         | Business Math                                       | 4         |
| SLS1130                         | Strategies for Success                              | 4         |
| CGS1503                         | Introduction to Windows 98                          | 4         |
| OST1145                         | Speedbuilding Skills                                | 2         |
| OST2705                         | Introduction to Word Processing                     | 2         |
| CGS1525                         | Introduction to Presentations                       | 2         |
| CGS1520                         | Introduction to Database Management                 | 2         |
| CGS1522                         | Introduction to Spreadsheets                        | 2         |
| CGS1410                         | Essentials of Communication and Document Formatting | 2         |
| SLS1320                         | Career Skills                                       | 2         |
| Major Core Requirements:        |   |           |
| OST2717                         | Intermediate Word Processing                        | 4         |
| CGS2076                         | Intermediate Spreadsheets                           | 4         |
| CGS2176                         | Intermediate Database Management                    | 4         |
| OST1410                         | Office Operations                                   | 2         |
| OST1415                         | Electronic Communication                            | 2         |
| OST2822                         | Introduction to Desktop Publishing                  | 2         |
| CGS1375                         | Beginning Web Development with FrontPage 2000       | 4         |
| General Education Requirements: |   |           |
| ENC1106                         | Composition I                                       | 4         |
|                                 | Additional Credits from Major COTA Degree Core      | 12        |
| <b>TOTAL CREDITS</b>            |   | <b>64</b> |

This program is offered only at the Portland Campus.



## MICROSOFT OFFICE USER SPECIALIST DEGREE

Associate of Applied Science Degree  
Credit Hours Required: 96

The Microsoft Office User Specialist program is designed to take the student from the basic through the expert level in the various applications of the Microsoft Office software. Software applications studied include Word, PowerPoint, Excel and Access. Emphasis is placed on developing effective communication skills in the various software environments. Graduates will qualify for the wide range of administrative assistant occupations. The degree program includes general education classes that allow the student to maximize career potential to include advanced positions within an organization.

Students are required to complete the following courses:

| COURSE NUMBER                   | COURSE  | CREDITS   |
|---------------------------------|---|-----------|
| College Core Requirements:      |   |           |
| ACG 2001                        | Principles of Accounting I                          | 4         |
| CGS1326                         | Project Development                                 | 2         |
| CGS1520                         | Introduction to Database Management                 | 2         |
| CGS1522                         | Introduction to Spreadsheets                        | 2         |
| CGS1550                         | Introduction to Presentations                       | 2         |
| MAN1011                         | Introduction to Business Enterprise                 | 4         |
| OST1145                         | Speedbuilding Skills                                | 2         |
| OST2705                         | Introduction to Word Processing                     | 2         |
| SLS1120                         | Strategies for Success                              | 4         |
| SLS1320                         | Career Skills                                       | 2         |
| Major Core Requirements:        |   |           |
| SLS1500                         | Workplace Relationships                             | 2         |
| CGS1410                         | Essentials of Communication and Document Formatting | 2         |
| CGS1501                         | Computer Fundamentals                               | 4         |
| CGS2075                         | Spreadsheets Core Skills                            | 4         |
| CGS2137                         | Presentations Core Skills                           | 4         |
| CGS2175                         | Database Management Core Skills                     | 4         |
| OST2716                         | Word Processing Core Skills                         | 4         |
| CGS2532                         | Spreadsheets Expert Skills                          | 4         |
| CGS2602                         | Presentations Expert Skills                         | 4         |
| CGS2640                         | DataBase Management Expert Skills                   | 4         |
| OST2737                         | Word Processing Expert Skills                       | 4         |
| CIS2801                         | Office 2000 Integration of Data                     | 2         |
| CGS2805                         | Microsoft Office & Web Browsers                     | 2         |
| CIS2955                         | Externship I  | 2         |
|                                 | Additional Credit Courses                           | 8         |
| General Education Requirements: |   |           |
| ENC1106                         | *Composition I                                      | 4         |
| MAC2104                         | *College Algebra                                    | 4         |
| PSY2104                         | *General Psychology                                 | 4         |
| SPC2602                         | *Oral Communications                                | 4         |
| <b>TOTAL CREDITS</b>            |   | <b>96</b> |

\*General Education requirements are noted by an asterisk (\*)

This program is offered only at the Vancouver Campus.

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## MICROSOFT OFFICE USER SPECIALIST DIPLOMA

Diploma Program  
Credit Hours Required: 68

The Microsoft Office User Specialist program is designed to take the student from the basic through the expert level in the various applications of the Microsoft Office software. Software applications studied include Word, PowerPoint, Excel and Access. Emphasis is placed on developing effective communication skills in the various software environments. Graduates will qualify for the wide range of administrative assistant occupations.

Students are required to complete the following courses:

| COURSE NUMBER        | COURSE  | CREDITS   |
|----------------------|---|-----------|
| CGS1326              | Project Development                                 | 2         |
| CGS1520              | Introduction to Database                            | 2         |
| CGS1522              | Introduction to Spreadsheets                        | 2         |
| CGS1550              | Introduction to Presentations                       | 2         |
| OST1145              | Speedbuilding Skills                                | 2         |
| OST2705              | Introduction to Word Processing                     | 2         |
| CGS1410              | Essentials of Communication and Document Formatting | 2         |
| CGS1501              | Computer Fundamentals                               | 4         |
| CGS2075              | Spreadsheets Core Skills                            | 4         |
| CGS2137              | Presentations Core Skills                           | 4         |
| CGS2175              | Database Management Core Skills                     | 4         |
| OST2716              | Word Processing Core Skills                         | 4         |
| CGS2532              | Spreadsheets Expert Skills                          | 4         |
| CGS2602              | Presentations Expert Skills                         | 4         |
| CGS2640              | Database Management Expert Skills                   | 4         |
| OST2737              | Word Processing Expert Skills                       | 4         |
| CIS2801              | Office 2000 Integration of Data                     | 2         |
| CGS2805              | Microsoft Office & Web Browsers                     | 2         |
| CIS2955              | Externship I  | 2         |
| SLS1500              | Workplace Relationships                             | 2         |
| SLS1130              | Strategies for Success                              | 4         |
| SLS1320              | Career Skills                                       | 2         |
| EN120                | Business Communications                             | 4         |
| <b>TOTAL CREDITS</b> |   | <b>68</b> |

This program is offered only at the Vancouver Campus.

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## PARALEGAL /LEGAL ASSISTANT LPA8

Associate of Applied Science Degree  
Credit Hours Required: 96

The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleading and responses, and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

Time: 72 weeks for regular term day starts - 78 weeks for mid-term day starts

96 weeks for regular term evening starts - 102 weeks for mid-term evening starts

Recommended minimum typing speed for graduation: 50 NWPM

| COURSE NUMBER        | COURSE                                 | CREDITS   |
|----------------------|--|-----------|
| ACO1910              | Office Accounting                      | 4         |
| CGS2110              | Computer Applications                  | 4         |
| EN120                | Business Communications                | 4         |
| ENC1106              | Composition I                          | 4         |
| ENG1000              | Business English                       | 4         |
| MAC2104              | College Algebra                        | 4         |
|                      | or                                     |           |
| ECO1100              | Contemporary Economic Issues           | 4         |
| OFT1141              | Keyboarding                            | 2         |
| PLA1003              | Introduction to Legal Assisting        | 4         |
| PLA1023              | Legal Ethics and Social Responsibility | 4         |
| PLA1106              | Legal Research and Writing I           | 4         |
| PLA2250              | Civil Procedure                        | 4         |
| PLA2116              | Legal Research and Writing II          | 4         |
| PLA2121              | Bankruptcy                             | 4         |
| PLA2273              | Torts                                  | 4         |
| PLA2303              | Criminal Procedure                     | 4         |
| PLA2423              | Contract Law                           | 4         |
| PLA2426              | Business Organizations                 | 4         |
| PLA2607              | Wills, Trusts and Probate              | 4         |
| PLA2803              | Family Law                             | 4         |
| PLA2940              | Paralegal Externship                   | 4         |
|                      | or                                     |           |
| PLA2505              | Real Estate Law                        | 4         |
| PSY2014              | General Psychology                     | 4         |
| SLS1130              | Strategies for Success                 | 4         |
| SLS1320              | Career Skills                          | 2         |
| SPC2602              | Oral Communications                    | 4         |
| TW135                | Keyboarding III (Legal)                | 2         |
| WP105                | Word Processing                        | 2         |
| <b>TOTAL CREDITS</b> |  | <b>96</b> |

This program is offered only at the Portland campus.

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## TRAVEL/HOSPITALITY MANAGEMENT HTM

Associate of Applied Science Degree  
Credit Hours Required: 90

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our degree program allows the graduate the flexibility of working in a travel atmosphere in an administrative capacity.

Time: 72 weeks for regular term starts-78 weeks for mid-term starts

Recommended minimum typing speed for graduation: 60 NWPM

| COURSE NUMBER        | COURSE                                 | CREDITS   |
|----------------------|--|-----------|
| ACO1910              | Office Accounting                      |           |
|                      | or                                     | 4         |
| ACG2001              | Principles of Accounting I             |           |
| CGS2110              | Computer Applications                  | 4         |
| ECO1100              | Contemporary Economic Issues           |           |
|                      | or                                     | 4         |
| MAC2104              | College Algebra                        |           |
| EN120                | Business Communications                | 4         |
| ENC1106              | Composition I                          | 4         |
| ENG1000              | Business English                       | 4         |
| HT100                | Introduction to Travel and Hospitality | 4         |
| HT115                | Geography                              | 4         |
| HT125                | Destination Specialist                 | 4         |
| HT135                | Travel Computer Reservations           | 8         |
| HT150                | Ground Services Operations             | 4         |
| HT170                | Hotel/Motel Front Office Procedures    | 4         |
| HT180                | Administrative Travel Dynamics         | 4         |
| MAC1000              | Business Mathematics                   | 4         |
| OFT1141              | Keyboarding                            | 2         |
| OP100                | Office Techniques                      | 4         |
| PSY2014              | General Psychology                     | 4         |
| SPC2602              | Oral Communication                     | 4         |
| SLS1130              | Strategies for Success                 | 4         |
| SLS1320              | Career Skills                          | 2         |
| TR100A               | Transcription                          | 2         |
| TW110                | Keyboarding II                         | 2         |
| WP105                | Word Processing I                      | 2         |
|                      | Additional Credits                     | 4         |
| <b>TOTAL CREDITS</b> |  | <b>90</b> |

This program is offered only at the Portland campus.

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## TRAVEL/HOSPITALITY ADMINISTRATION HT4

Diploma Program  
Credit Hours Required: 64

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our comprehensive modern program is designed for this expanding employment market.

Time: 48 weeks for regular term starts - 54 weeks for mid-term starts  
Recommended minimum typing speed for graduation: 45 NWPM

| COURSE NUMBER        | COURSE                                 | CREDITS   |
|----------------------|--|-----------|
| ACO1910              | Office Accounting                      | 4         |
| CGS2110              | Computer Applications                  | 4         |
| ENG1000              | Business English                       | 4         |
| HT100                | Introduction to Travel and Hospitality | 4         |
| HT115                | Geography                              | 4         |
| HT125                | Destination Specialist                 | 4         |
| HT135                | Travel Computer Reservations           | 8         |
| HT150                | Ground Services Operations             | 4         |
| HT170                | Hotel/Motel Front Office Procedures    | 4         |
| HT180                | Administrative Travel Dynamics         | 4         |
| MAC1000              | Business Mathematics                   | 4         |
| OFT1141              | Keyboarding                            | 2         |
| SLS1130              | Strategies for Success                 | 4         |
| SLS1320              | Career Skills                          | 2         |
| TW110                | Keyboarding II                         | 2         |
|                      | Additional Credits                     | 6         |
| <b>TOTAL CREDITS</b> |  | <b>64</b> |

This program is offered only at the Portland campus.

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## TRAVEL/HOSPITALITY HT3

Diploma Program  
Credit Hours Required: 48

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our comprehensive modern program is designed for this expanding employment market.

Time: 36 weeks for regular term starts - 42 weeks for mid-term starts  
Recommended minimum typing speed for graduation: 40 NWPM

| <b>COURSE NUMBER</b> | <b>COURSE</b>                          | <b>CREDITS</b> |
|----------------------|--|----------------|
| ENG1000              | Business English                       | 4              |
| HT100                | Introduction to Travel and Hospitality | 4              |
| HT115                | Geography                              | 4              |
| HT125                | Destination Specialist                 | 4              |
| HT135                | Travel Computer Reservations           | 8              |
| HT150                | Ground Services Operations             | 4              |
| MAC1000              | Business Mathematics                   | 4              |
| OFT1141              | Keyboarding                            | 2              |
| SLS1130              | Strategies for Success                 | 4              |
| SLS1320              | Career Skills                          | 2              |
| TW110                | Keyboarding II                         | 2              |
|                      | Additional Credits                     | 6              |
| <b>TOTAL CREDITS</b> |  | <b>48</b>      |

This program is offered only at the Portland campus.

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

100-2999 Lower division (first and second year) courses

Students enrolled in Diploma and Associate of Applied Science Degree programs take courses in the lower division. The letters that must accompany the numbering system normally refer to the course subject matter, such as MAN = management and CIS= computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area. General education courses are noted in the course description with an asterisk.

### COURSE DESCRIPTIONS

**ACG2001 Principles of Accounting I** **4 Credits**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted.

**ACG2011 Principles of Accounting II** **4 Credits**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: ACG2001

**ACG2020 Introductory Cost/Managerial Accounting** **4 Credits**

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: ACG2011

**ACG2045 Corporate Accounting** **4 Credits**

This course emphasizes a practical understanding of corporate accounting principles, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: ACG2011

**ACG2246 Externship in Accounting** **4 Credits**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: The student must be in good standing and in the final quarter.

**ACG2452 Computerized Accounting** **4 Credits**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: ACG2001 or ACO1910

**ACG2501 Non-Profit Accounting** **4 Credits**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG2045

**ACG2542 Financial Statement Analysis** **4 Credits**

The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG2045

**ACO1807 Payroll Accounting** **4 Credits**

This course provides the student with a working knowledge of payroll laws, principles, practices, methods, and systems. The student gains hands-on experience performing the payroll function. Prerequisite: ACG2001 or ACO1910

**ACO1910 Office Accounting** **4 Credits**

This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.

|   |                  |
|---|------------------|
| <b>APB1020 Anatomy and Pathophysiology I</b>  | <b>4 Credits</b> |
| This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems; and nutrition and metabolism.   |                  |
| <b>APB1100 Anatomy &amp; Physiology I</b>   | <b>4 Credits</b> |
| This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems.   |                  |
| <b>APB1110 Anatomy &amp; Physiology II</b>  | <b>4 Credits</b> |
| This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary, and reproductive systems.  |                  |
| <b>APB1130 Anatomy and Pathophysiology II</b>   | <b>4 Credits</b> |
| This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems.   |                  |
| <b>APB1150 Anatomy and Pathophysiology III</b>  | <b>4 Credits</b> |
| This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems.   |                  |
| <b>BUL2100 Applied Business Law</b>   | <b>4 Credits</b> |
| This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, and corporations are discussed.   |                  |
| <b>CGS1326 Project Development</b>  | <b>2 Credits</b> |
| This course prepares the student to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Prerequisite: None  |                  |
| <b>CGS1375 Beginning Web Development Using FrontPage 2000</b>   | <b>4 Credits</b> |
| This course is designed to cover the major features of FrontPage 2000. Students will create and work with web components, design a navigation structure, implement active components, work with Tasks view, work with links, and format and enhance Web pages. Students will also learn how to work with tables, themes, style sheets, frames, use components and forms, use web creation shortcuts, explore graphics and animation, and finalize and publish their web sites locally or remotely over the Internet. Throughout the course, the concept of automating web creation, and sharing design patterns is heavily discussed and exercised. |                  |
| <b>CGS1410 Essentials of Communication and Document Formatting</b>  | <b>2 Credits</b> |
| This course provides instruction in both the essentials of basic writing strategies and formatting for document production. Tips for the development of correspondence such as letters and memos, electronic documents such as faxes and email, and general documents such as tabular and narrative reports are a focus of the course. Emphasis is placed on proofreading, grammar, punctuation, capitalization style, and number usage. Prerequisite: None   |                  |
| <b>CGS1501 Computer Fundamentals</b>  | <b>4 Credits</b> |
| This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming.  |                  |
| <b>CGS1503 Introduction to Windows 98</b>   | <b>4 Credits</b> |
| This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft Windows 98 operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet.  |                  |
| <b>CGS1520 Introduction to Database Management</b>  | <b>2 Credits</b> |
| This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: CGS1501  |                  |
| <b>CGS1522 Introduction to Spreadsheets</b>   | <b>2 Credits</b> |
| This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial   |                  |



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statements. Students will create and modify spreadsheets. In addition, students will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and a different name, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGS1501

**CGS1525 Introduction to Presentations** **2 Credits**

This course provides an introduction to presentations using Microsoft PowerPoint. There is an emphasis on terminology and the editing of simple slides. Students will create, edit, spell check, save, and print a presentation, while learning essential file management skills. In addition, character formatting and the use of templates to create presentations will be discussed.

**CGS1550 Introduction to Presentations** **2 Credits**

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a document. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing an existing presentation. Corequisite: CGS1501

**CGS2071 Spreadsheets** **4 Credits**

This course explores the use of electronic spreadsheets in business applications. The student develops a thorough knowledge of spreadsheet software packages through application of spreadsheet, database and graphic abilities.

**CGS2075 Spreadsheets Core Skills** **4 Credits**

This course provides instruction in the core spreadsheet skills. The emphasis of the course is on working with cells, working with files, formatting worksheets, page setup and printing, working with worksheets and workbook structure, working with formulas and functions and using charts and objects. Prerequisite: CGS1522

**CGS2076 Intermediate Spreadsheets** **4 Credits**

This intermediate course concentrates on working with and modifying worksheets and workbook structure. Essential skills such as working with formulas and functions that are required to create and modify professional spreadsheets are covered. A large portion of the course is focused on working with files and formatting worksheets. Prerequisite: CGS1522

**CGS2110 Computer Applications** **4 Credits**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use.

**CGS2137 Presentations Core Skills** **4 Credits**

This course provides instruction in the core presentation skills. The emphasis of the course is on creating and modifying presentations, using templates, working with text and visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. Prerequisite: CGS1550

**CGS2175 Database Management Core Skills** **4 Credits**

This course provides instruction in core data management skills. The emphasis is on planning and designing databases, working with Access, building and modifying tables and forms, viewing and organizing information, defining relationships, producing reports, integrating simple data from the Access software program with other applications, and using Access tools. Prerequisite: CGS1520

**CGS2176 Intermediate Database Management** **4 Credits**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS1520.

**CGS2375 Advanced Web Development Using FrontPage 2000** **4 Credits**

This is a follow up for the "Beginning Web Development Using FrontPage 2000" course, and is designed to cover the advanced and professional features of FrontPage 2000. Throughout this intensive course, students will create, and work with web enhancements such as Audio/Video additions, generate graphically rich structures and documents, implement animated components, add HTML and DHTML tables to their Web Sites, work with advanced features of links, and format and enhance their web pages. Having a more advanced approach now, students will learn how to troubleshoot different web components such as tables, themes, style sheets, frames, and how to use embedded tools in FrontPage 2000. Prerequisite: CGS1375

**CGS2532 Spreadsheet Expert Skills** **4 Credits**

This course provides instruction for the development of expert spreadsheet skills. The emphasis of the course is on application development using customized and advanced spreadsheet features such as importing and exporting data, templates, multiple workbooks, pivot tables, and complex formulas. Printing workbooks, customizing with toolbars, using

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macros, auditing a worksheet, displaying and formatting data, using analysis tools and collaborating with workgroups. Prerequisite: CGS2075

**CGS2536 Advanced Spreadsheets** **4 Credits**  
This spreadsheet course concentrates on the use and modification of charts, worksheets, and objects. The enhancement and formatting of charts and worksheets is emphasized, while advanced file management skills such as linking multiple workbooks through formulas, will be taught. Prerequisite: CGS2076

**CGS2602 Presentation Expert Skills** **4 Credits**  
This course provides instruction for the development of expert presentation skills. The emphasis of the course is on application development using customized and advanced features of PowerPoint while creating or modifying presentations. Preparation of graphics such as pictures, charts, and tables with special effects, macros, and working with complex visual elements. Creating various types of output, delivering a presentation, managing files, working with PowerPoint, collaborating with workgroups and working with charts and tables. Prerequisite: CGS2137

**CGS2604 Advanced Presentations** **4 Credits**  
This course covers the intermediate and advanced functionality of Microsoft PowerPoint. Emphasis is placed on working with text and visual elements, customizing a presentation, creating output, and delivering a presentation. The course focuses on the addition, modification, and formatting of advanced PowerPoint features. Prerequisite: CGS1525

**CGS2640 Database Management Expert Skills** **4 Credits**  
This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS2175

**CGS2642 Advanced Database Management** **4 Credits**  
This course provides instruction for the development of expert database management skills. The emphasis of the course is on application development using advanced features such as macros, queries, and replication, building and modifying custom forms. Tables, action queries, producing complex reports, defining relationships, utilizing formatting capabilities, and using custom Access tools will also be addressed. Prerequisite: CGS2176

**CGS2805 Microsoft Office and Web Browsers** **2 Credits**  
This capstone course provides instruction in the development of online skills for applications using Microsoft Office software. The course will focus on working with World Wide Web browsers, creating Web pages, and sharing information online. The emphasis of this course is on using browser software features, web addresses and URLs, navigating and searching the web, using bookmarks and saving in HTML format, creating web pages, working with frames and posting to the Web. Prerequisites: OST2737, CGS2532, CGS2602, CGS2640

**CIS2801 Office 2000 Integration of Data** **2 Credits**  
This capstone course provides instruction for the development of enhanced application development skills using Office 2000 software. The emphasis of the course will be to integrate, embed, and link data from the Word, Excel, PowerPoint, and Access software programs. A focus will be on the students' mastery of object linking and embedding (OLE), embedding Excel objects in Word or PowerPoint, linking between Word, Excel and PowerPoint, updating and breaking links and using Access data in Excel workbooks or Word merges. Prerequisites: OST2737, CGS2532, CGS2602, CGS2640

**CIS2955 Externship I** **2 Credits**  
This course provides the student with on-the-job experience in a business organization practicing office productivity activities with skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced Microsoft Office professional. Emphasis will be on document production and integration, application development, and methods of improving productivity through use of the software. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications.

**DP130 Introduction to BASIC Programming and Hardware Maintenance** **4 Credits**  
This course provides a hands-on approach to structured BASIC programming techniques. Students write, debug, and run programs. Concepts covered include input/output operations, control of program flow, and control structures. Prerequisite: CGS2110

**DP145 Operating Systems/Hard Disk Management** **4 Credits**  
This course provides a hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers and the graphical user interface, Windows. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to computer operations. Prerequisite: CGS2110

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- DP150 Advanced Data Base Management** 4 Credits  
Advanced Data Base Management is designed to provide the student with the skills necessary to develop and master a relational database. The student achieves this through data base design creating data files and custom screens, manipulation input, output, sorting, reporting formatting and production, and other pertinent commands and techniques. Prerequisite: CGS2110
- DP220 Data Base Application Programming** 4 Credits  
This course provides a comprehensive study of the features of a relational database and its applications. Students investigate database design, storage, and maintenance, including relationships between table entities. Selection and action queries, forms and reports are studied, followed by macros and modules written in a database programming language. Prerequisites: DP130 and DP150
- DP230 System Administration & Multi-User Systems** 4 Credits  
This course explores aspects of networking multiple computers and also involves the study and applied use of system administration including commands, file and directory maintenance, multi-task automation, electronic mail, and troubleshooting a network operating system. Prerequisite: CGS2110
- DP240 Computer Lab Internship** 2 Credits  
Internship is a credit-bearing work experience in the computer lab at Western Business College. Available to students completing the final two terms of their program. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.
- DP260 Web Page Design**  
This course will provide students with the skills needed to create www pages. Students learn beginning web page programming, how to include text, pictures, and links, as well as advanced subjects such as tables, forms, frames, and scripts. Prerequisites: CGS2110, DP145
- DS100 Desktop Publishing-PageMaker/PhotoShop** 2 Credits  
This is an introductory course designed to teach students how to use PageMaker, a page layout program, and PhotoShop, a painting and photo manipulation program. Students learn how to scan and alter images and use these images to produce flyers, brochures, and newsletters. Prerequisite: CGS2110
- DS102 Desktop Publishing-PageMaker/Illustrator** 2 Credits  
This is an introductory course designed to teach students how to use PageMaker, a page layout program, and Illustrator, a drawing program. Students learn how to scan and alter images and use these images to produce flyers, brochures, and newsletters. Prerequisite: CGS2110
- ECO1100 Contemporary Economic Issues\*** 4 Credits  
This course considers the overall level of economic activity and the factors affecting the economy. Contemporary events are considered as they relate to the national wealth, components of spending, balance between spending and production, and the impact of technology on economic growth.
- EN120 Business Communications** 4 Credits  
This course is designed to provide a comprehensive review of English grammar as it is applied to communications in the business setting. Practice in perfecting written skills is provided.
- ENC1106 Composition I\*** 4 Credits  
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.
- ENG1000 Business English** 4 Credits  
This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adverbs, prepositions, conjunctions, and interjections.
- FIN1103 Introduction to Finance** 4 Credits  
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement, and estate planning.
- HC2941 Medical Assistant Externship** 5 Credits  
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment.
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| <b>HSA2100 Health Care Systems, Issues, and Transitions</b>  | <b>4 Credits</b> |
| This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment.   |                  |
| <b>HSC1444 Diseases of the Human Body</b>  | <b>4 Credits</b> |
| This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnoses, and treatment.   |                  |
| <b>HSC1531 Medical Terminology</b>   | <b>4 Credits</b> |
| This course is designed to provide an understanding of the meanings of a variety of medical word element roots, prefixes, and suffixes. The student learns to combine elements to create numerous terms common to the medical profession.  |                  |
| <b>HSC1561 Medical Law &amp; Ethics</b>  | <b>2 Credits</b> |
| This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.  |                  |
| <b>HT100 Introduction to Travel/Hospitality</b>  | <b>4 Credits</b> |
| This course emphasizes the different types of hospitality influences that affect the customer including AMTRAK, cruise lines, airlines, weather, car rentals, and politics.  |                  |
| <b>HT115 Geography</b>   | <b>4 Credits</b> |
| This course teaches geography and its impact on tourism. Emphasis is placed on the many aspects of geography, including cultural, historical, and political.   |                  |
| <b>HT125 Destination Specialist</b>  | <b>4 Credits</b> |
| This course covers the components and implementation of an organized tour in a specific geographic region. The components include hotels, ground arrangements, daily activities, meals, air transportation, and escorts.   |                  |
| <b>HT135 Travel Computer Reservations</b>  | <b>8 Credits</b> |
| This course teaches the student to use the on-line AMADEUS® computerized reservations system to its fullest capacity. The student learns how to modify and create itineraries. Telephone sales and techniques and hotel and car rental reservations are also emphasized. Prerequisite: HT115   |                  |
| <b>HT150 Ground Services Operations</b>  | <b>4 Credits</b> |
| Visual aids, support materials, and simulated airline ground service operations introduce the student to entry and advanced levels of airline ground support procedures. The student learns what to expect in understanding and dealing with the airline governing agencies. Special emphasis is placed on safety procedures in air operations areas and preventive methods to avoid mishaps with both personnel and aircraft.   |                  |
| <b>HT170 Hotel/Motel Front Office Procedures</b>   | <b>4 Credits</b> |
| This course presents a systematic computerized approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel. |                  |
| <b>HT180 Administrative Travel Dynamics</b>  | <b>4 Credits</b> |
| This course is a comprehensive study of the dynamics of corporate travel and travel agency management. It focuses on the high powered, professional arena of travel agency operations and emphasizes employee development as well as the human relations skills necessary to secure and hold corporate markets.  |                  |
| <b>LE100 Legal Concepts</b>  | <b>4 Credits</b> |
| This course deals with the discussion and typing of legal documents such as deeds, wills, contracts, summons, and complaints. Terminology and the elements of law within legal documents are emphasized. Prerequisites: ENG1000, OFT1141   |                  |
| <b>MAC1000 Business Mathematics</b>  | <b>4 Credits</b> |
| Comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest, and payroll functions.  |                  |
| <b>MAC2104 College Algebra*</b>  | <b>4 Credits</b> |
| The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills.   |                  |

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| <b>MAN1030 Introduction to Business Enterprise</b>   | <b>4 Credits</b> |
| This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise.  |                  |
| <b>MAN2021 Principles of Management</b>  | <b>4 Credits</b> |
| This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.   |                  |
| <b>MAR2305 Customer Relations and Service</b>  | <b>4 Credits</b> |
| This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.  |                  |
| <b>MEA1239 Medical Terminology for Medical Assistants</b>  | <b>4 Credits</b> |
| This course is designed to provide an understanding of the meanings of a variety of medical word elements (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession.   |                  |
| <b>MEA1671 Patient Interpersonal Relations</b>   | <b>2 Credits</b> |
| This course will encompass the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment.   |                  |
| <b>MEA2244 Pharmacology</b>  | <b>4 Credits</b> |
| Various aspects of clinical pharmacology will be discussed, including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method.   |                  |
| <b>MEA2455 Clinical Lecture A</b>  | <b>4 Credits</b> |
| This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisite: HSC1531 |                  |
| <b>MEA2456 Clinical Lecture B</b>  | <b>4 Credits</b> |
| This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA2455, MLS2325   |                  |
| <b>MEA2457 Clinical Lecture C</b>  | <b>4 Credits</b> |
| This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA2455, MLS2325   |                  |
| <b>MEA2714 Medical Insurance Billing</b>   | <b>4 Credits</b> |
| This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC1531   |                  |
| <b>MLS2325 Clinical Lab A</b>  | <b>2 Credits</b> |
| This course is designed to acquire and practice the skills discussed in Clinical Lecture A. Prerequisite: HSC1531  |                  |
| <b>MLS2326 Clinical Lab B</b>  | <b>2 Credits</b> |
| This course is designed to acquire and practice the skills discussed in Clinical Lecture B. Prerequisites: MEA2455, MLS2325  |                  |
| <b>MLS2327 Clinical Lab C</b>  | <b>2 Credits</b> |
| This course is designed to acquire and practice the skills discussed in Clinical Lecture C. Prerequisites: MEA2455, MLS2325  |                  |
| <b>OFT1141 Keyboarding</b>   | <b>2 Credits</b> |
| This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.   |                  |
| <b>OP100 Office Techniques</b>   | <b>4 Credits</b> |
| This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management.   |                  |
| <b>OP110 Office Internship</b>   | <b>4 Credits</b> |
| This course is a credit-bearing experience tailored to the student's program and is limited to the availability of an appropriate office setting. It is available only to students completing the final two terms of their programs. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.  |                  |

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- OST1145 Speedbuilding Skills** **2 Credits**  
This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches random letter, symbol, and number drills. Prerequisite: None
- OST1410 Office Operations** **2 Credits**  
This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also to be covered include using the telephone properly, preparing travel arrangements, and assisting in meeting preparation. These skills will be presented from the perspective of increasing office productivity.
- OST1415 Electronic Communication** **2 Credits**  
This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and Edit E-mail, sending attachments, Create contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, Create and updating tasks, integrating calendars with other office components, and printing E-mail sent documents.
- OST2301 Medical Office Practice** **4 Credits**  
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: CGS2110
- OST2614 Medical Transcription** **2 Credits**  
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC1531, OFT1141, CGS2110
- OST2705 Introduction to Word Processing** **2 Credits**  
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, students will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGS1501
- OST2716 Word Processing Core Skills** **4 Credits**  
This course provides instruction in the essential word processing skills. The emphasis is on working with text such as paragraphs and documents, managing files, using tables, and working with pictures and charts. Prerequisite: OST2705
- OST2717 Intermediate Word Processing** **4 Credits**  
This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST2705
- OST2737 Word Processing Expert Skills** **4 Credits**  
This course provides instruction for the development of expert word processing skills. The emphasis of the course is on application development using advanced word processing features such as complex formatting of paragraphs and documents with AutoText and citations, macros, and elaborate tables with extensive calculations. Integration of data for graphics, pictures, and charts with advanced formatting such as 3D, mail merge, and collaborating with workgroups will also be addressed. Prerequisite: OST2716
- OST2739 Advanced Word Processing** **4 Credits**  
This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST2717
- OST2822 Introduction to Desktop Publishing** **2 Credits**  
This course provides an introduction to desktop publishing. There is an emphasis on terminology, and the creation and editing of simple desktop publishing files. Students will design effective publications by creating, importing, and manipulating graphics. Students will also learn to use PageMaker tools.
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**OST2823 Desktop Publishing Skills****4 Credits**

This course provides a complete overview of desktop publishing. The emphasis is on modifying and customizing documents through linking and embedding text, working with visual elements, adding color, importing text and graphics, as well as creating and managing libraries. Students will also learn to use PageMaker's existing templates, and learn how to refine the printing process and work with scanned images. Prerequisite: OST2822.

**PHA2245 Pharmacology & Medical Math****4 Credits**

This course will include a study of the various medications prescribed for the treatment of illness and diseases including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: APB1100, APB1110 and MAC1000 or MAC2104

**PHT1000 Introduction to Pharmacy****4 Credits**

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy. Lec. Hrs. 040 Lab Hrs. 000 Other 000

**PHT1010 Pharmaceutical Calculations****4 Credits**

In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications.

**PHT1020 Professional Aspects of Pharmacy Technology****4 Credits**

This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.

**PHT1030 Pharmacy Operations****4 Credits**

In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy.

**PHT1980 Externship****5 Credits**

This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences both in a hospital pharmacy and in a community (retail) pharmacy. Subjects covered include exposure to "on-the-job" experiences and training in different pharmacy settings and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program.

**PHT2000 Administrative Aspects of Pharmacy****4 Credits**

This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.

**PLA1003 Introduction to Legal Assisting****4 Credits**

Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping, and client billing procedures are practiced through a hands-on exercise completed during the course.

**PLA1023 Legal Ethics and Social Responsibility****4 Credits**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.

**PLA1106 Legal Research and Writing I****4 Credits**

The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs.

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**PLA2116 Legal Research and Writing II****4 Credits**

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA1106

**PLA2121 Bankruptcy****4 Credits**

This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA1003

**PLA2250 Civil Procedure****4 Credits**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions, and other issues. Prerequisite: PLA1003

**PLA2273 Torts****4 Credits**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA1003

**PLA2303 Criminal Procedure****4 Credits**

This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA1003

**PLA2423 Contract Law****4 Credits**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA1003

**PLA2426 Business Organizations****4 Credits**

This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations, and corporate financing. Prerequisite: PLA1003

**PLA2505 Real Estate Law****4 Credits**

In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes, and closing statements. Prerequisite: PLA1003

**PLA2607 Wills, Trusts and Probate****4 Credits**

This course examines the field of probate, the drafting of wills, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA1003

**PLA2803 Family Law****4 Credits**

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA1003

**PLA2940 Paralegal Externship****4 Credits**

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the department chairperson. Students below a 3.0 GPA must secure the approval of both the department chairperson and the dean to enroll in the Externship course.



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| <b>PSY2014 General Psychology*</b>   | <b>4 Credits</b> |
| This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology.  |                  |
| <b>SLS1130 Strategies for Success</b>  | <b>4 Credits</b> |
| This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. |                  |
| <b>SLS1320 Career Skills</b>   | <b>2 Credits</b> |
| A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation.   |                  |
| <b>SLS1500 Workplace Relationships</b>   | <b>2 Credits</b> |
| This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks.   |                  |
| <b>SPC2602 Oral Communications*</b>  | <b>4 Credits</b> |
| This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills.  |                  |
| <b>TAX2215 Tax Accounting</b>  | <b>4 Credits</b> |
| This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns.  |                  |
| <b>TR100A Transcription</b>  | <b>2 Credits</b> |
| This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar, and formatting. It emphasizes specialization within the student's field of study.<br>Prerequisites: TW110, ENG1000, ENC1106  |                  |
| <b>TW110 Keyboarding II</b>  | <b>2 Credits</b> |
| Intermediate Keyboarding is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tabulations, manuscripts, and business forms are emphasized. Speed goal varies according to graduation recommendation per individual program. Prerequisite: OFT1141 or equivalent                                     |                  |
| <b>TW130 Keyboarding III Administrative</b>  | <b>2 Credits</b> |
| This is an advanced typing course on the microcomputer in which more complex production work and office typing are stressed through use of specialized job simulations. Speed goal varies according to graduation recommendation per individual program. Prerequisite: TW110   |                  |
| <b>TW135 Keyboarding III Legal</b>   | <b>2 Credits</b> |
| This is an advanced typing course that emphasizes complex production work and the preparation of a variety of legal forms and documents. Prerequisites: WP105, OFT1141   |                  |
| <b>WP105 Word Processing I</b>   | <b>2 Credits</b> |
| This course is an introduction to word processing concepts, theories, and operations. The students learn these concepts through hands-on applications utilizing the microcomputer and word processing applications software. Prerequisite: OFT1141   |                  |
| <b>WP115 Information Processing</b>  | <b>2 Credits</b> |
| This course utilizes the microcomputer and word processing applications software to instruct the student in using advanced information processing commands and features, performing complex operations, and developing and working with long documents. Terminology, concepts, and techniques used in the Windows operating environment are introduced. Prerequisite: WP105            |                  |
| <b>WP125 Desktop Publishing</b>  | <b>2 Credits</b> |
| This course is designed to instruct students in methods for enhancing the appearance of documents by using fonts, graphics, layouts, and tables. Exercises include creating brochures, flyers, catalogs, newsletters, books, and magazines using word processing software with desktop publishing applications. Prerequisite: WP105  |                  |

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### **GENERAL EDUCATION COURSES**

General education within a degree program is designed to create a well-rounded individual with good general knowledge of several areas outside the specific major field of the graduate. The following courses are classified as general education courses:

ECO1100 Contemporary Economic Issues

ENC1106 Composition I

MAC2104 College Algebra

PSY2014 General Psychology

SPC2602 Oral Communications

### **ADDITIONAL CREDITS**

Additional credits as required by individual programs may include any courses listed in this catalog as long as the student meets all prerequisites.

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# ACADEMIC POLICIES

## TERMINOLOGY

**New Student:**

A student who has not previously attended classes at Western Business College.

**Re-entry Students:**

Students who previously attended the College must complete a re-entry interview with the student finance department. Re-entry students must meet standards of satisfactory progress by the end of their first term back in order to remain in school.

**Full-time Student:**

A student registered for at least six (6) quarter credit units per midterm and at least twelve (12) quarter credit units per regular term.

**Registered Student:**

A student who has been issued a schedule of classes in which space has been reserved for that student.

**Program of Study or Major:**

A total set of course requirements that must be met to earn a diploma or degree. Programs of study are listed under the "Career Training Programs" section of this catalog.

**Course:**

A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the "Description of Courses" section of the catalog.

**Quarter Credit Unit:**

A quarter credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One quarter credit unit is usually assigned for each hour of lecture the class meets per week during a twelve-week quarter. For example, a four quarter credit course usually meets four hours per week for twelve weeks. (A quarter credit unit requires a minimum of ten (10) hours of classroom lecture or twenty (20) hours of laboratory instruction in a twelve-week quarter or thirty (30) hours of internship.)

There are three types of credit units recognized at Western Business College:

**Residence Credit**

Refers to credit units earned for courses whose requirements are met while attending Western Business College.

**Proficiency Examination Credit:**

Refers to credit units earned through a course exemption examination created and monitored at Western Business College. Students receive a PE on their transcript and are awarded the number of credits allocated to the course.

**Transfer Credit:**

Refers to credit units earned through another institution and transferred to Western Business College. Transfer credits accepted are combined with credits earned in residence at Western Business College toward the completion of program requirements.

**Prerequisite:**

Preparatory course which must be completed before a student is eligible to enroll in a subsequent course.

**Regular term:**

An academic quarter of 12 weeks in length.

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**Mid-term:**

A six (6) week academic term during which students take a reduced course load on a more intensive schedule.

**Matriculated Status:**

Students select a program of study upon their official admission to the College. When the student is officially admitted to the College to pursue a declared major field of study that will lead to the awarding of a diploma or degree, the student is considered matriculated.

**Nonmatriculated Status:**

Nonmatriculated students are those who do not wish to pursue a program leading toward a diploma or degree at the College. Nonmatriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Western Business College on a part-time basis or students who are enrolled in courses with no diploma or degree objective. If the nonmatriculated student is admitted to matriculated status, all appropriate credits earned while on nonmatriculated status will automatically apply toward the requirements for a diploma or degree.

**Probationary Status:**

Conditional status that refers to students who are being monitored for failure to meet academic and/or attendance standards, conduct regulations, or financial aid requirements.

### ACCEPTANCE OF TRANSFER CREDIT

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a "C" grade or better which are equivalent to those required by Western Business College curricula. Transfer credit units are accepted a) if they were completed within five years of enrollment and/or b) with the approval of a representative of the academic department. The College reserves the right to accept or reject any or all credit units earned at another institution.

The minimum residency requirement for a diploma or degree from Western Business College is 50% of the credits required for graduation. Students transferring from another Corinthian College are exempt from the 50% residency requirement. Transfer credits are determined by the College upon evaluation of official transcripts.

### COURSE EXEMPTION

Students with business skills, experience, or previous training may request and take exemption tests the first week of the term. If they pass any exemption exam with a minimum of 70 percent, they receive a PE on their transcript and are awarded the number of credits allocated to the course. Course exemption credits are not counted in the calculation of Satisfactory Academic Progress.

### ACADEMIC ADVISING

All students, prior to beginning classes, have a formal orientation with the College President and key departmental personnel. Students are informed of the policies and procedures set by the College and receive their schedules and textbooks. Students are assigned to extended orientation classes in their initial adjustment to the new training environment. If any questions and/or concerns arise, students are promptly referred to the academic dean.

It is our philosophy that the student comes first. We provide as many opportunities as we can to help the student grow and become an integral part of the business world.

Western Business College advising is limited primarily to academic matters. Personal or therapeutic counseling is referred to appropriate community-based agencies.

Confidentiality of records is maintained under current legal standards.

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## COURSE LOADS

Normal course loads for Western Business College students are as follows:

- Day students: 4 or 5 courses per regular term.
- Evening students: 3 or 4 courses per regular term.
- Evening mid-term students: 2 courses per mid-term on a more intensive schedule.
- Day mid-term students: 2 or 3 courses per mid-term on a more intensive schedule.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated or enriched program. Students should make appropriate arrangements with the Student Finance Office if an accelerated program allows early graduation.

## SCHEDULE

Western Business College provides a unique, year-round approach to scheduling. Students attend regularly scheduled classes Monday through Thursday and may be required to attend on Friday for lab work, conferences, make-up work, tutorials, and individual assistance. Some classes meet on Friday if required by the instructor. Labs, other College facilities, and administrative offices are open on Fridays for the convenience of the student.

Day classes are scheduled in seven periods between 8:00 a.m. and 2:45 p.m. Evening classes are scheduled in four periods between 5:45 p.m. and 9:15 p.m.

Successfully meeting the demands of the career training programs at Western Business College requires that students generally consider attendance to be a five-day-a-week commitment.

## HOLIDAYS/BREAKS

Some holidays and breaks occur between terms; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within terms are shown on the "Academic Calendar" section of this catalog.

## ONLINE EDUCATION

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize student success within the online courses students:

- Must have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Must have Internet access and an established email account.
- Students must have a 2.0 GPA to enroll in future online courses
- Students must commence online contact with the course site within the first three days of the term.
- Students must understand that student participation and class activities occur weekly throughout the course.
- If a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

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## ATTENDANCE POLICY

### Vancouver Campus

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce in our students a sense of professionalism and in the interest of realistic expectations in the workplace, the College has developed an attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from two consecutive classes in a course are expected to contact their instructor to discuss the reason for their absence and arrange for make-up work. Students who will be absent from more than two consecutive classes are expected to contact their instructor and also the Academic Dean, or designee, to explain the reason for the absences and affirm their intentions to return to regular attendance on a specific date. The Institution does not recognize "excused absences."

Should a student's absences reach 25% of the total scheduled hours in a term (i.e.: 12 of 48 hours) for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course.

Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

### Portland Campus

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent attendance in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completion of a course assignment, including research, projects and journalizing
- Participation in a field trip
- Simulations
- Viewing of instructional media
- A survey evaluating the course material/text instructor performance
- Presentation of material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress.

Academic activities may focus on the preparation of the student for meaningful employment opportunities after graduation, and as such, may be specifically related to the career service area.

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Importance is placed on mirroring the model of the workplace to begin reinforcing the importance of consistent attendance/participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

Please note that it is a requirement to take attendance for all Washington resident students at both campuses and for any students receiving veterans' benefits.

## GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

| GRADE                      | EVALUATION   | QUALITY POINTS PER<br>QTR HOUR |
|----------------------------|--|--------------------------------|
| A                          | Excellent  | 4                              |
| B                          | Good   | 3                              |
| C                          | Average  | 2                              |
| D                          | Below Average  | 1                              |
| F                          | Failed to Meet Course Objectives   | 0                              |
| I                          | Incomplete   | 0                              |
| W                          | Withdrawal used through week nine and not calculated in the CGPA   | Not Calculated                 |
| WD                         | Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).                  | Not Calculated                 |
| WF                         | Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.  | 0                              |
| WM                         | Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.                                  | Not Calculated                 |
| T                          | Transfer Credit  | Not Calculated                 |
| PE                         | Passed by Proficiency Challenge Exam   | Not Calculated                 |
| PF                         | Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP). | Not Calculated                 |
| PP                         | Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP). | Not Calculated                 |
| <b>Course Repeat Codes</b> |  |                                |
| 1                          | Student must Repeat This Class   |                                |
| R                          | Student in the Process of Repeating This Class   |                                |
| 2                          | Course Repeated - Original Grade No Longer Calculated in CGPA  |                                |

### GPA AND CGPA CALCULATIONS

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the college. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

### GRADE APPEALS

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

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## **OUTSTANDING SCHOLASTIC ACHIEVEMENT**

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

## **COURSE CHANGES; ADD/DROP PERIOD**

Course changes or withdrawals must be approved by the academic dean by Friday of the first week of the term.

Students who withdraw from individual courses during the add/drop period will receive WD for the courses dropped.

Students who withdraw from school during the add/drop period will receive a WD in all courses dropped.

Students who withdraw from individual courses or from school after the add/drop period through the ninth week of the term will receive a W in all courses dropped. Students who withdraw from individual courses or from school after the ninth week of the quarter will receive WF in all courses dropped.

## **PROGRAM CHANGES**

Program changes must be approved and processed by the academic dean. Students will be charged additional tuition for courses taken outside their original program.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

### **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

### **RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

### **MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.



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## **GRADUATION**

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum timeframe that may be attempted. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

## **ACADEMIC PROBATION**

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

## **ACADEMIC SUSPENSION**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

## **READMITTANCE FOLLOWING SUSPENSION**

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

## **ACADEMIC DISMISSAL**

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

## **APPEALS PROCEDURES**

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress and believe they have resolved those circumstances may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President or an appeal committee appointed by the campus President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one

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additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive academic dismissal, as outlined above.

#### **APPLICATION OF GRADES AND CREDITS**

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), W (withdrawn), WF (withdrawn), and WM (withdrawn mitigating circumstances) are counted as hours attempted, but are not counted as hours successfully completed. A grade of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

The student has 14 calendar days following the end of the academic term to complete the coursework, at which point the final grade is determined and replaces the incomplete grade. A WD (withdrawal during add/drop) is not counted as hours attempted nor is it calculated in the CGPA.

#### **CONTINUATION AS A NON-REGULAR STUDENT**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length.
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

#### **REINSTATEMENT AS A REGULAR STUDENT FROM NON-REGULAR STATUS:**

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

#### **SATISFACTORY PROGRESS AND FINANCIAL AID**

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

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions,

suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

### SATISFACTORY PROGRESS REQUIREMENTS

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college. If an evaluation point occurs during a quarter, the evaluation will be conducted at the end of the prior quarter.

### SATISFACTORY PROGRESS TABLES

#### 97 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 32                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 33 - 48                 | 2.00                       | 1.20                        | 66%                                    | 50%                                     |
| 49 - 60                 | 2.00                       | 1.30                        | 66%                                    | 60%                                     |
| 61 - 72                 | 2.00                       | 1.50                        | 66%                                    | 65%                                     |
| 73 - 95                 | 2.00                       | 1.75                        | N/A                                    | 66%                                     |
| 96 - 145                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

#### 96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 32                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 33 - 48                 | 2.00                       | 1.20                        | 66%                                    | 50%                                     |
| 49 - 60                 | 2.00                       | 1.30                        | 66%                                    | 60%                                     |
| 61 - 72                 | 2.00                       | 1.50                        | 66%                                    | 65%                                     |
| 73 - 95                 | 2.00                       | 1.75                        | N/A                                    | 66%                                     |
| 96 - 144                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

**90 Quarter Credit Hours**

The total credits that may be attempted (maximum program length) is 135 (150% of 90).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 32                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 33 - 48                 | 2.00                       | 1.20                        | 66%                                    | 50%                                     |
| 49 - 60                 | 2.00                       | 1.30                        | 66%                                    | 60%                                     |
| 61 - 72                 | 2.00                       | 1.50                        | 66%                                    | 65%                                     |
| 73 - 89                 | 2.00                       | 1.75                        | N/A                                    | 66%                                     |
| 90 - 135                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

**75 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 112.5 (150% of 75).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 28                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 29 - 40                 | 2.00                       | 1.25                        | 66%                                    | 50%                                     |
| 41 - 52                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 53 - 64                 | 2.00                       | 1.75                        | 66%                                    | 65%                                     |
| 65 - 112                | N/A                        | 2.00                        | N/A                                    | 66%                                     |

**65 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 97 (150% of 65).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 28                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 29 - 40                 | 2.00                       | 1.25                        | 66%                                    | 50%                                     |
| 41 - 52                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 53 - 64                 | 2.00                       | 1.75                        | 66%                                    | 65%                                     |
| 65 - 97                 | N/A                        | 2.00                        | N/A                                    | 66%                                     |

**64 Quarter Credit Program**

The total credits that may be attempted (maximum program length) is 96 (150% of 64).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 28                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 29 - 40                 | 2.00                       | 1.25                        | 66%                                    | 50%                                     |
| 41 - 52                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 53 - 64                 | 2.00                       | 1.75                        | 66%                                    | 65%                                     |
| 65 - 96                 | N/A                        | 2.00                        | N/A                                    | 66%                                     |

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### 48 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 72 (150% of 48).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 28                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 29 - 40                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 41 - 54                 | 2.00                       | 1.75                        | 66%                                    | 65%                                     |
| 55 - 72                 | N/A                        | 2.00                        | N/A                                    | 66%                                     |

### 36 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 54 (150% of 36).

| TOTAL CREDITS ATTEMPTED | PROBATION IF CGPA IS BELOW | SUSPENSION IF CGPA IS BELOW | PROBATION IF RATE OF PROGRESS IS BELOW | SUSPENSION IF RATE OF PROGRESS IS BELOW |
|-------------------------|----------------------------|-----------------------------|--|---|
| 1 - 16                  | 2.00                       | N/A                         | 66%                                    | N/A                                     |
| 17 - 24                 | 2.00                       | 1.00                        | 66%                                    | N/A                                     |
| 25 - 37                 | 2.00                       | 1.50                        | 66%                                    | 60%                                     |
| 38 - 54                 | N/A                        | 2.00                        | N/A                                    | 66%                                     |

## TRANSCRIPT/RECORDS

A complete, permanent set of academic records is kept at Western Business College on all students. Official transcripts may be ordered through the registrar at a charge of \$5.00 each when the request is accompanied by a signed authorization to release the transcript.

Official transcripts of student academic records bear the official seal of the College and the signature of the registrar. Transcripts of students' previous education that have been submitted to Western Business College become property of the College and cannot be returned to the student. Western Business College does not issue or certify copies of transcripts from any other institution. The College will not release any information, documents, or transcripts if the student has any financial indebtedness to the College.

## TRANSFER OF CREDITS TO OTHER SCHOOLS

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Western Business College does not imply, promise, or guarantee transferability of credits earned here to any other institution. The career training programs of the College are terminal in nature and are designed for the graduate's employment upon graduation.

## GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

1. complete the required number of credits for their program of study with passing grades in all required courses and
2. earn a minimum of a 2.0 (C) cumulative grade point average (CGPA)

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive either a diploma or an Associate of Applied Science degree based upon the student's program of study.

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## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

### **POLICY ON ACCOMMODATION FOR HANDICAPPED**

It is the policy of Western Business College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students are responsible for contacting the academic dean for an intake interview to assess their needs prior to the first term of enrollment at the College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each term and for notifying the academic dean if any problems arise concerning their academic program.

Faculty members are responsible for becoming familiar with Section 504 of the Rehabilitation Act and for reasonably accommodating each identified handicapped student in each class on an individual basis.

### **PHI BETA LAMBDA**

This nationally known organization is the College level counterpart of Future Business Leaders of America. Western Business College sponsors a chapter of this organization when student interest warrants. Through chapter projects and the use of guest speakers, members gain a greater insight into the business community and its business leaders.

### **EXIT INTERVIEW**

In the event of withdrawal prior to graduation, the student is expected to schedule an exit interview with the academic dean or the registrar.

### **WITHDRAWAL PROCEDURES FOR OREGON RESIDENTS**

Students who must withdraw from the College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the students will result in the students' being charged tuition and fees only for the portion of the payment period or period of enrollment that they attended as well as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the College of the intent to withdraw means that the students will continue to be obligated for the tuition and fees and will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the College, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for which the student is obligated based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or may be less than the amount of Title IV grants and loans received. If the amount of

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tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent, may owe back Title IV funds if the student has not earned 100 percent of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may even owe back 50 percent of his or her grant funds back to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The College's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on their repayment obligations.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the school can document a later date of the student's attendance at an academically related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

## **STUDENT CODE OF CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus is cause for dismissal.

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## SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President or Academic Dean. The College President or Dean will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

## DISCIPLINARY PROCEDURES

In cases where the College takes disciplinary action against a student where separation is not a possibility (probation or warning), the following procedures will be followed:

1. The Academic Dean will notify the student of such action, the specific reasons for the action, and schedule an informal hearing giving the student at least one day's notice. Any ensuing action will be given in writing and will precisely describe the misconduct.
2. If the matter is still not resolved, the student may appeal the decision by requesting a hearing in writing through the president's office. The Appeal Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the final decision.

In cases where the College takes disciplinary action against a student where separation is a possibility (suspension or termination), the following procedures will be followed:

1. The student is given notice of the proposed disciplinary action, the specific reasons for the action, and the date and time of a hearing before the Appeals Committee (at least 10 days' notice will be given). The student will be provided detailed information on the manner in which the hearing will be conducted.
2. The College President may suspend a student without prejudging the results of the hearing if, in his/her judgment, a danger may exist.
3. The Hearing Committee is selected by the College President and is comprised of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the decision.
4. The decision of the Hearing Committee may be appealed on the grounds of significant procedural error, clearly demonstrable factual error, or penalty extremely disproportionate to the misconduct. Students wishing to pursue such an appeal may contact the Rhodes Colleges Student Help Line at (800) 874-0255 for directions and information.



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## STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent  
Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

## POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College reserves the right to substitute equivalent classes within each diploma or degree program. Students will be notified of any such changes. The College may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

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## FINANCIAL INFORMATION

### TUITION AND FEES

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. For residents of the State of Washington enrolled in diploma programs, however, the tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

The minimum full-time course load is 12 credits per quarter. Non-credit bearing coursework will be charged at the same rate as credit bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the applicable rate, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of credit hours.

#### Tuition per credit hour per term

| PROGRAM      | CREDITS REGISTERED FOR: | TUITION PER CREDIT HOUR |
|--------------|-------------------------|-------------------------|
| All Programs | 1 through 11            | \$218                   |
|              | 12 through 15           | \$196                   |
|              | 16 or more              | \$184                   |

#### Mid-term start tuition per credit hour (Mid-term start quarter only)

|              |            |       |
|--------------|------------|-------|
| All Programs | per credit | \$184 |
|--------------|------------|-------|

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. A non-refundable fee of \$40 is assessed for each special proficiency examination. A \$100 will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students.

Arrangements for payment of tuition and book charges (if any) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled. At the beginning of each term, the College charges the student's book account for books issued for that term.

Western Business College reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

#### TRANSPORTATION

In addition to the typical tuition, fees, books, and registration fee, students should budget \$40 to \$150 per month for transportation costs to and from school.

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## CANCELLATION AND REFUND POLICY

### CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within five days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

### REFUNDS

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institutional refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the state or the institutional refund policy and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the institution.

#### **Withdrawal Process**

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw, b) the date that the student begins the withdrawal process or c) the point at which the student fails to meet the published attendance policies outlined in the school catalog for all Washington state residents at either campus. Students who must withdraw from the College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter or the last date of recorded attendance for Washington state residents. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process (for all Oregon state residents). The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the institution will make a settlement that is reasonable and fair to both parties.

#### **Federal Return of Title IV Funds Policy**

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of SFA Program assistance withdraws from the institution during a payment period in which the recipient began attendance, the institution must calculate the amount of SFA program assistance the student did

not earn and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA Program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

The percentage of the payment period completed is the total number of calendar days\* in the payment period for which the SFA assistance is awarded divided into the number of calendar days\* completed in that payment period as of the date of withdrawal.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that payment period (numerator).

**Return of Unearned SFA Program Funds**

The school must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period multiplied by the percentage of SFA funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

**Return of SFA Funds**

If it is determined that SFA program funds must be returned, based on the student’s financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other grant or loan assistance authorized by Title IV of the HEA.

**Institutional Refund Policy (For All Oregon State Residents)**

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

| <b>A Student Who Withdraws or Is Terminated...</b> | <b>Is Entitled to a Refund of...</b> | <b>The Institution Is Eligible to Retain...</b> |
|--|--------------------------------------|---|
| First 7 calendar days of the period                | 100%                                 | 0   |
| First 10% of the period                            | 90%                                  | 10%   |
| Between 10% and 20% of the period                  | 50%                                  | 50%   |
| Between 20% and 50% of the period                  | 25%                                  | 75%   |
| Beyond the Midpoint of the period                  | 0                                    | 100%  |

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**Washington State Refund Policy (For All Washington State Residents)**

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

| <b>A Student Who Withdraws or Is Terminated...</b>   | <b>Is Entitled to a Refund of...</b> | <b>The Institution Is Eligible to Retain...</b> |
|--|--------------------------------------|---|
| During the first week or 10% of the contracted instructional time, whichever is less         | 90% of Tuition                       | 10% of Tuition                                  |
| After the first week or 10%, but prior to completion of 25% of contracted instructional time | 75% of Tuition                       | 25% of Tuition                                  |
| After the first 25%, but within 50% of the contracted instructional time                     | 50% of Tuition                       | 50% of Tuition                                  |
| After completion of more than 50% of contracted instructional time                           | 0                                    | 100% of Tuition                                 |

### **FINANCIAL ASSISTANCE INFORMATION**

It is the goal of Western Business College to assist every eligible student in procuring financial aid that enables the student to attend College. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal PELL Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Stafford Loan (formerly called the Guaranteed Student Loan), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

### **CONSUMER INFORMATION**

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
2. Have a high school diploma or the equivalent;
3. Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
4. Have financial need as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Not owe a refund on a PELL Grant, FSEOG, or state grant previously received from any college;

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8. Not be in default on a PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
  9. Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
  10. Be registered for the Selective Service, if a male born after December 31, 1959;
  11. Sign the updated Statement of Educational Purpose.
  12. Have a valid Social Security Number.

## **APPLICATION**

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC).

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new college to find out what steps to take.

## **NEED AND COST OF ATTENDANCE**

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The borrower has a right to:

- written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities;
- a copy of the promissory note, and return of the note when the loan is paid in full;
- before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- notification if the loan is sold or transferred to a loan servicer;
- federal interest benefits if qualified;
- a grace period, if applicable, and an explanation of what that means;
- prepayment of the loan without penalty;
- deferment if the borrower qualifies; and request forbearance.

The borrower has a responsibility to:

- repay the loan in accordance with the repayment schedule and notify both the College and lender of anything that affects ability to repay or eligibility for deferment or cancellation;
- notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, or changes name, address, or Social Security number;
- notify the lender if he or she fails to enroll for the period covered by the loan;
- notify the College of a change of address; and
- attend an exit interview before leaving College.

## **VERIFICATION**

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This College verifies all selected applicants (with exception of the PLUS and SLS programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

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### **Policies and Procedures for Verification**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

### **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Stafford Loan (GSL), and /or Federal SLS be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the tentative loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed. The official material will be mailed to the student's current address after graduation.

### **FINANCIAL AID PROGRAMS**

#### **Selection of Eligible Applicants**

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

#### **Federal PELL Grant**

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal PELL Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and cost of attendance.

The Federal PELL Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal PELL Grant program from the student finance office of the College. The application will be transmitted electronically

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through a federally approved need analysis system that will determine the applicant's Expected Family Contribution (EFC).

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is available to students with exceptional financial need, with priority given to Federal PELL Grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal PELL Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

#### **Federal Work Study Program (FWS)**

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

#### **Veterans Benefits**

The College is approved for Veterans training. Applications for Veterans benefits may be picked up at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

#### **Federal Subsidized Stafford Loans**

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year;
- \$5,500 a year if he/she has completed two years of study, and the remainder of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Students should consult with the Student Finance office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$7,500 if he/she completed the first year of study, and the remainder of their program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
- \$10,500 a year if he/she completed two years of study, and the remainder of their program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)



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For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Students should consult with the Student Finance office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

A 3-percent origination fee and 1-percent insurance premium may be deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid on the subsidized Stafford Loan by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from the College's student finance office or from the lender.

For additional deferment information contact the Student Finance Office.

#### **Unsubsidized Federal Stafford Loans**

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. An unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4 percent. The fee will be deducted proportionately from each disbursement and paid to the federal government.

#### **Federal PLUS Loans**

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time of the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's student finance office or from the lender.

For deferment information contact the Student Finance Office.

#### **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.

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### **Alternative Financing Program**

The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

### **High School Scholarships**

Western Business College offers High School Scholarships for graduating seniors, age 17 or older.

High school seniors may obtain scholarship information from a participating high school guidance department, or they may call the school for an application. Applications should be mailed in by the end of March or by the designated deadline.

**All applicants must take the CPAT, which measures competency in reading, language, and mathematics. Scholarship finalists will be those with the highest scores on the test.**

A panel of school officials conducts interviews with the scholarship finalists about their goals, accomplishments, and extracurricular activities. This panel will select winners by consensus vote. The Scholarships will be awarded as follows:

#### Portland Campus

- One full tuition-assistance scholarship to the program of his/her choice will be awarded to the top winner;
- One 1/2 tuition-assistance scholarship to the program of his/her choice will be awarded to the second-place winner; and
- Two 1/4 tuition-assistance scholarships to the programs of their choice will be awarded to the third and fourth-place winners.

#### Vancouver Campus

- One full tuition-assistance scholarship to the program of his/her choice will be awarded to the top winner and
- Two 1/2 tuition-assistance scholarships to the programs of their choice will be awarded to the second and third-place winners.

Scholarships will be awarded annually. They are not transferable, nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

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## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

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 them.

For the duration of a student's training program, Western Business College emphasizes the employability of a student in the business world. Great care is taken to train our students to possess those skills necessary for entry-level positions available in their career fields.

Employers offer entry-level positions in all types of business, legal, travel, medical and drafting fields, affording a variety of employment opportunities. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which he/she can succeed. Western Business College is committed to the success of our students and strives to assist them in securing a position.

It is required that the student contact the director of graduate services well before graduation. However, as full cooperation from the graduate is required, the director of graduate services 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.

No guarantee of employment is made or implied. Western Business College is not obligated for placement service to non-diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to placement services of other business colleges in principal cities nationwide through our Graduate Services Department.

Although Western Business College does not encourage part-time work for its students, we realize it may be necessary for some students. Therefore, Western Business College will assist in finding part-time positions after a student has satisfactorily completed at least six weeks of training.

### **CAREER DEVELOPMENT**

One course that helps prepare our students for entry into the business world is Career Skills. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resume, interview techniques, and an interview with our graduate services director.

### **TUTORING**

All faculty members are available to provide additional academic help to students. Fridays are set aside to permit students to obtain extra one-on-one instruction and assistance from the full-time faculty. Finally, extensive individual tutoring in many of the basic courses is available to all students at no cost.

### **ROOM AND BOARD**

The College does not provide room and board.

### **RESPONSIBILITY FOR PERSONAL PROPERTY**

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

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

| COLLEGE   | LOCATION             |
|---|----------------------|
| Blair College                                     | Colorado Springs, CO |
| Parks College                                     | Thornton, CO         |
| Parks College                                     | Aurora, CO           |
| Las Vegas College                                 | Las Vegas, NV        |
| Western Business College                          | Portland, OR         |
| Western Business College                          | Vancouver, WA        |
| Mountain West College                             | Salt Lake City, UT   |
| Rochester Business Institute                      | Rochester, NY        |
| Rhodes College                                    | Phoenix, AZ          |
| Rhodes College                                    | Rancho Cucamonga, CA |
| Rhodes College                                    | Springfield, MO      |
| Duff's Business Institute                         | Pittsburgh, PA       |
| Florida Metropolitan University - Fort Lauderdale | Fort Lauderdale, FL  |
| Florida Metropolitan University - North Orlando   | Orlando, FL          |
| Florida Metropolitan University - South Orlando   | Orlando, FL          |
| Florida Metropolitan University - Melbourne       | Melbourne, FL        |
| Florida Metropolitan University - Tampa           | Tampa, FL            |
| Florida Metropolitan University - Brandon         | Tampa, FL            |
| Florida Metropolitan University - Pinellas        | Clearwater, FL       |
| Florida Metropolitan University - Lakeland        | Lakeland, FL         |
| Florida Metropolitan University - Jacksonville    | Jacksonville, FL     |

### STATEMENT OF OWNERSHIP

Western Business College is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly-owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

#### **Rhodes Colleges, Inc. - Corinthian Colleges, Inc.**

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707  
(800) 611-2101

#### **Officers**

|                    |  |
|--------------------|--|
| David G. Moore     | President and Chief Executive Officer                              |
| Paul R. St. Pierre | Executive Vice President, Marketing and Admissions                 |
| Dennis L. Devereux | Executive Vice President, Human Resources and Assistant Secretary  |
| Dennis N. Beal     | Executive Vice President and Chief Financial Officer and Treasurer |
| Beth A. Wilson     | Executive Vice President, Operations                               |
| Mary H. Barry      | Vice President, Education  |
| Nolan Miura        | Vice President, Strategic Planning and Assistant Treasurer         |
| Stan Mortensen     | Vice President, General Counsel and Corporate Secretary            |

#### **Directors**

David G. Moore  
Paul R. St. Pierre  
Loyal Wilson

## ACADEMIC CALENDAR

| 2002 CALENDAR                  |       |           |           |             |
|--------------------------------|-------|-----------|-----------|-------------|
| EVENT                          |       |           |           |             |
| Christmas Holidays             | From: | 12        | 19        | 2001        |
|                                | To:   | 1         | 1         | 2002        |
| Classes Resume                 |       | 1         | 2         | 2002        |
| Fall Term Ends                 |       | 1         | 12        | 2002        |
| <b>Winter Term Starts</b>      |       | <b>1</b>  | <b>14</b> | <b>2002</b> |
| M.L. King Jr. Birthday Holiday |       | 1         | 21        | 2002        |
| Presidents' Day                |       | 2         | 18        | 2002        |
| <b>Mini-Term Starts</b>        |       | <b>2</b>  | <b>25</b> | <b>2002</b> |
| Good Friday Holiday            |       | 3         | 29        | 2002        |
| Winter Term Ends               |       | 4         | 5         | 2002        |
| Spring Vacation*               | From: | 4         | 8         | 2002        |
|                                | To:   | 4         | 13        | 2002        |
| <b>Spring Term Starts</b>      |       | <b>4</b>  | <b>15</b> | <b>2002</b> |
| Memorial Day Holiday           |       | 5         | 27        | 2002        |
| <b>Mini-Term Starts</b>        |       | <b>5</b>  | <b>28</b> | <b>2002</b> |
| Independence Day Holiday       |       | 7         | 4         | 2002        |
| Spring Term Ends               |       | 7         | 6         | 2002        |
| Summer Vacation                | From: | 7         | 8         | 2002        |
|                                | To:   | 7         | 13        | 2002        |
| <b>Summer Term Starts</b>      |       | <b>7</b>  | <b>15</b> | <b>2002</b> |
| <b>Mini-Term Starts</b>        |       | <b>8</b>  | <b>26</b> | <b>2002</b> |
| Labor Day Holiday              |       | 9         | 2         | 2002        |
| Summer Term Ends               |       | 10        | 5         | 2002        |
| Fall Break                     | From: | 10        | 7         | 2002        |
|                                | To:   | 10        | 12        | 2002        |
| <b>Fall Term Start</b>         |       | <b>10</b> | <b>14</b> | <b>2002</b> |
| <b>Mini-Term Starts</b>        |       | <b>11</b> | <b>18</b> | <b>2002</b> |
| Thanksgiving Day Holiday       | From: | 11        | 28        | 2002        |
|                                | To:   | 11        | 30        | 2002        |
| Christmas Holiday              | From: | 12        | 23        | 2002        |
|                                | To:   | 1         | 1         | 2003        |
| Classes Resume                 |       | 1         | 2         | 2003        |
| Fall Term Ends                 |       | 1         | 11        | 2003        |

**2003 CALENDAR**

| <b>EVENT</b>                   |       |           |           |             |
|--------------------------------|-------|-----------|-----------|-------------|
| Christmas Holidays             | From: | 12        | 23        | 2002        |
|                                | To:   | 1         | 1         | 2003        |
| Classes Resume                 |       | 1         | 2         | 2003        |
| Fall Term Ends                 |       | 1         | 11        | 2003        |
| <b>Winter Term Starts</b>      |       | <b>1</b>  | <b>13</b> | <b>2003</b> |
| M.L. King Jr. Birthday Holiday |       | 1         | 20        | 2003        |
| Presidents' Day                |       | 2         | 17        | 2003        |
| <b>Mini-Term Starts</b>        |       | <b>2</b>  | <b>24</b> | <b>2003</b> |
| Winter Term Ends               |       | 4         | 5         | 2003        |
| Spring Vacation*               | From: | 4         | 7         | 2003        |
|                                | To:   | 4         | 12        | 2003        |
| <b>Spring Term Starts</b>      |       | <b>4</b>  | <b>14</b> | <b>2003</b> |
| Good Friday Holiday            |       | 4         | 18        | 2003        |
| Memorial Day Holiday           |       | 5         | 26        | 2003        |
| <b>Mini-Term Starts</b>        |       | <b>5</b>  | <b>27</b> | <b>2003</b> |
| Independence Day Holiday       |       | 7         | 4         | 2003        |
| Spring Term Ends               |       | 7         | 5         | 2003        |
| Summer Vacation                | From: | 7         | 7         | 2003        |
|                                | To:   | 7         | 12        | 2003        |
| <b>Summer Term Starts</b>      |       | <b>7</b>  | <b>14</b> | <b>2003</b> |
| <b>Mini-Term Starts</b>        |       | <b>8</b>  | <b>25</b> | <b>2003</b> |
| Labor Day Holiday              |       | 9         | 1         | 2003        |
| Summer Term Ends               |       | 10        | 4         | 2003        |
| Fall Break                     | From: | 10        | 6         | 2003        |
|                                | To:   | 10        | 11        | 2003        |
| <b>Fall Term Start</b>         |       | <b>10</b> | <b>13</b> | <b>2003</b> |
| <b>Mini-Term Starts</b>        |       | <b>11</b> | <b>17</b> | <b>2003</b> |
| Thanksgiving Day Holiday       | From: | 11        | 27        | 2003        |
|                                | To:   | 11        | 29        | 2003        |
| Christmas Holiday              | From: | 12        | 22        | 2003        |
|                                | To:   | 1         | 1         | 2004        |
| Classes Resume                 |       | 1         | 2         | 2004        |
| Fall Term Ends                 |       | 1         | 10        | 2004        |

**2004 CALENDAR**

**EVENT**

|                                |       |           |           |             |
|--------------------------------|-------|-----------|-----------|-------------|
| Christmas Holidays             | From: | 12        | 22        | 2003        |
|                                | To:   | 1         | 1         | 2004        |
| Classes Resume                 |       | 1         | 2         | 2004        |
| Fall Term Ends                 |       | 1         | 11        | 2004        |
| <b>Winter Term Starts</b>      |       | <b>1</b>  | <b>12</b> | <b>2004</b> |
| M.L. King Jr. Birthday Holiday |       | 1         | 19        | 2004        |
| Presidents' Day                |       | 2         | 16        | 2004        |
| <b>Mini-Term Starts</b>        |       | <b>2</b>  | <b>23</b> | <b>2004</b> |
| Winter Term Ends               |       | 4         | 3         | 2004        |
| Spring Vacation                | From: | 4         | 5         | 2004        |
|                                | To:   | 4         | 10        | 2004        |
| <b>Spring Term Starts</b>      |       | <b>4</b>  | <b>12</b> | <b>2004</b> |
| Memorial Day Holiday           |       | 5         | 31        | 2004        |
| <b>Mini-Term Starts</b>        |       | <b>6</b>  | <b>1</b>  | <b>2004</b> |
| Spring Term Ends               |       | 7         | 3         | 2004        |
| Independence Day Holiday       |       | 7         | 4         | 2004        |
| Summer Vacation                | From: | 7         | 5         | 2004        |
|                                | To:   | 7         | 10        | 2004        |
| <b>Summer Term Starts</b>      |       | <b>7</b>  | <b>12</b> | <b>2004</b> |
| <b>Mini-Term Starts</b>        |       | <b>8</b>  | <b>23</b> | <b>2004</b> |
| Labor Day Holiday              |       | 9         | 6         | 2004        |
| Summer Term Ends               |       | 10        | 2         | 2004        |
| Fall Break                     | From: | 10        | 4         | 2004        |
|                                | To:   | 10        | 9         | 2004        |
| <b>Fall Term Start</b>         |       | <b>10</b> | <b>11</b> | <b>2004</b> |
| <b>Mini-Term Starts</b>        |       | <b>11</b> | <b>15</b> | <b>2004</b> |
| Thanksgiving Day Holiday       | From: | 11        | 25        | 2004        |
|                                | To:   | 11        | 27        | 2004        |
| Christmas Holiday              | From: | 12        | 20        | 2004        |
|                                | To:   | 1         | 1         | 2005        |
| Classes Resume                 |       | 1         | 3         | 2005        |
| Fall Term Ends                 |       | 1         | 8         | 2005        |



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