



1965-1966

Business University

ACCOUNTING  
IBM MACHINES  
SECRETARIAN

812  
S.W. 10th

FREE PLACEMENT  
SERVICE

CLASS SCENES AT WESTERN BUSINESS UNIV

ADMIT  
\* Tuition  
\* Books  
\* Expenses  
\* Room  
\* Board



**AUTOMATION  
INSTITUTE  
OF PORTLAND**

812 S.W. 10th AVENUE

PORTLAND 5, OREGON



**1965 and 1966**

**CATALOG**

**for**

**WESTERN BUSINESS UNIVERSITY**

**and**

**AUTOMATION INSTITUTE**

**OF PORTLAND**

812 S.W. 10TH AVENUE  
PORTLAND, OREGON 97205  
CA 6-7004

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### MESSAGE FROM THE PRESIDENT

The bounty of America can be yours. Opportunity in our wonderful country has never been greater than it is now for those who have the skills to conquer its challenge. Money, advancement, prestige come quickly to you in the Business or Automation Office.

Let us help you.

You can gain the necessary skills in a short time at Western Business University or Automation Institute of Portland. Please look through this catalogue carefully to examine the many fine courses we have to offer—complete training for any position in business—clerical or professional—whatever you wish to choose.

Come in to the school to discuss it with one of our counselors. With all the courtesy, friendliness and years of experience at our command, we will help you. Your success is the purpose of our staff and beautiful school.

May we see you soon?

**DON H. GRULKE**  
*President*

**AFFILIATIONS AND MEMBERSHIPS OF  
WESTERN BUSINESS UNIVERSITY**  
*and*  
**AUTOMATION INSTITUTE OF PORTLAND**

Pacific Northwest Business Schools Association  
Oregon Business Education Association  
Data Processing Management Association  
Society for Automation in Business Education  
Administrative Management Society (NOMA)  
Pacific Northwest Personnel Management Association  
Portland Chamber of Commerce  
Portland Junior Chamber of Commerce  
Better Business Bureau

**UNITED BUSINESS SCHOOLS ASSOCIATION**



*Licensed by the Oregon State Department of Education*

Western Business University has a full staff of qualified, dedicated people with years of experience in training young men and women for successful business careers.

## STAFF

Mr. Don H. Grulke . . . . .	<i>President</i>
Mrs. Carol Grulke . . . . .	<i>Secretary-Treasurer</i>
Mr. Curtis H. Patterson . . . . .	<i>Director of Admissions</i>
Mrs. Joan Cromwell . . . . .	<i>Registrar</i>
Mr. John Stockem . . . . .	<i>Dean of Automation</i>
Mr. Robert Taylor . . . . .	<i>Head, Accounting and Secretarial Science Depts.</i>
Mr. Harry Crist . . . . .	<i>Placement Director</i>
Mrs. Marjorie Miller . . . . .	<i>Registration Secretary</i>
Miss Vanza Fairchild . . . . .	<i>Receptionist</i>
Dr. Dwight Hanson . . . . .	<i>Counselor</i>
Mr. Ed Opocensky . . . . .	<i>Counselor</i>
Mrs. Margaret Powell . . . . .	<i>Counselor</i>
Mr. Thomas Powell . . . . .	<i>Counselor</i>
Mrs. Mildred Robertson . . . . .	<i>Counselor</i>
Mr. Richard Robertson . . . . .	<i>Counselor</i>
Mr. Edwin Watson . . . . .	<i>Counselor</i>
Mr. Sam Yalanzon . . . . .	<i>Counselor</i>
Mrs. Betty Applegate . . . . .	<i>Charm Counselor</i>
Mr. Ken Bortvedt . . . . .	<i>Instructor</i>
Mrs. Meryl Bortvedt . . . . .	<i>Instructor</i>
Mrs. Gloria Corso . . . . .	<i>Instructor</i>
Mr. Gerald Davis . . . . .	<i>Instructor</i>
Miss Janetta Dunn . . . . .	<i>Instructor</i>
Mr. Loring Gillette . . . . .	<i>Instructor</i>
Miss Marcine Kelm . . . . .	<i>Instructor</i>
Mr. Ward Kent . . . . .	<i>Instructor</i>
Mrs. Virginia Posselt . . . . .	<i>Instructor</i>
Mr. Truman Rew . . . . .	<i>Instructor</i>
Mr. James Smith . . . . .	<i>Instructor</i>
Mr. Charles Thompson . . . . .	<i>Instructor</i>
Mrs. Myrl Tripp . . . . .	<i>Instructor</i>
Mr. Lawrence Wightman . . . . .	<i>Instructor</i>
Mrs. Ann Wilson . . . . .	<i>Instructor</i>

## THE IMPORTANCE OF A BUSINESS COLLEGE

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

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

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

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





## THE MOST COMPLETE BUSINESS COLLEGE IN THE NORTHWEST

Western Business University, which also houses the Automation Institute of Portland, sets a goal for itself as it does for its students. Our goal is thorough training—the crucial factor in preparing students for a career in business. To give our students a well-rounded education in the business field, we offer a beautiful new school, especially designed and remodeled for our purposes, with the most qualified instructors and the most modern equipment available.

Our staff includes automation, secretarial and business instructors with years of teaching experience behind them; counselors to guide the student into the field of business where he will be the most successful; registrar personnel to help the student plan his curriculum and make efficient use of his time at Western Business University; and lifetime placement service at no cost to the student to help him find just the right job at the completion of his training.

WBU has the newest and most modern equipment available. Complete typing and dictation facilities, the latest bookkeeping, accounting and office machines, and a \$180,000 business automation installation within the school to give the student actual on-the-machine training in the automation field—from IBM key punch to computer programming.

Our business college boasts of brand new quarters in the heart of down-town Portland directly across from the Main Library where the students have access to thousands of reference books plus extra space to study, if they so desire. The school is fire-resistant throughout with the most modern lighting; controlled heating and ventilation for complete comfort, and a special "Autofood" area. In addition to twenty-three modern classrooms, there are six counselors' offices, an aptitude test room, an infirmary room, a book store and general reception and waiting areas; all housed in two buildings just one minute apart.

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



## LIFETIME PLACEMENT SERVICE

Every student who graduates from Western Business University or the Automation Institute of Portland receives the benefits of life-long placement service at no extra cost to the student or the employer. This is a service performed by our Placement Department which is under the administration of a *full-time* Placement Director to make sure our graduates find the best possible jobs for their talents and training . . . such as those modern positions pictured above.

Graduates from the Automation Institute of Portland can also utilize the placement services of the other 120 Automation Institutes located throughout the United States.

Our full-time Placement Director sets up a personnel file on each graduate. Through her contacts with over 450 individual firms in the Portland area she is able to locate positions ideally suited for our students. If the graduate wishes to change jobs at a later date, our Placement Service is always available. It is a permanent part of your career.



# **SECRETARIAL CAREER COURSE OUTLINES**

typing  
shorthand  
dictating machines  
office machines  
spelling and vocabulary  
business english  
business arithmetic  
secretarial bookkeeping  
filing and indexing  
office procedures  
correspondence  
charm course  
penmanship

## CLERK-TYPIST (ST-1)

This course is designed for the person (woman or man) who wishes primarily to be a typist with some various general clerk duties. Those who are interested in Civil Service Clerk-Typist classification employment may reach at least minimum skill requirements in this short course. Civil Service examination study should accompany this course for those interested. Those wishing higher-level abilities should at least examine courses ST-3 and ST-4.

### COURSE OUTLINE

Time: One and One-half Quarters (18 Weeks—540 Clock Hours)

ANon-Diploma course— 20 Credits required for completion.

Subjects	Credits
Beginning Typewriting	4
Typewriting II (Intermediate)	2
Filing & Indexing	1
Office Procedures	2
Office Machines I	4
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Business Arithmetic	2
Penmanship	1
	<hr/>
	20

Credits from this course may be applied to any diploma course.

## DICTAPHONE RECEPTIONIST—GENERAL BUSINESS (ST-3)

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

### COURSE OUTLINE

Time: Two Quarters (24 Weeks—720 Clock Hours)

Diploma Course—27 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Dictating Machines: Dictaphone, Gray Audograph	1
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Filing & Indexing	1
Secretarial Bookkeeping	4
Business Arithmetic	2
Office Machines I	4
Penmanship	1
Office Procedures	2
	<hr/>
	27

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

## STENOGRAPHIC (ST-4)

Here is the course for those students with limited time who would like to enjoy some of the advantages of knowing Gregg Shorthand. The Gregg system of writing is accepted nation-wide and employers are demanding these people in greater numbers than can be supplied.

### COURSE OUTLINE

Time: Two Quarters (24 Weeks—720 Clock Hours)

Diploma Course—28 Credits required for graduation.

Subjects	Credits
-Beginning Typewriting	4
-Typewriting II & III (Intermediate)	4
-Gregg Shorthand—Theory & Dictation	4
Gregg Shorthand Dictation 60-80 wam; Transcription	4
Dictaphone	1
-Business English (English I)	2
Spelling & Vocabulary (English II)	2
-Filing & Indexing	1
Office Procedures	2
-Office Machines I	4
	<hr/>
	28

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



## SECRETARIAL (ST-5)

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

### COURSE OUTLINE

Time: Three Quarters (36 Weeks—1080 Clock Hours)

Diploma Course—42 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Gregg Shorthand I—Theory & Dictation	4
Gregg Shorthand II—Dictation 60-80 wam; Transcription	4
Gregg Shorthand III Dictation 80-100 wam; Transcription	4
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Correspondence (English III)	1
Filing & Indexing	1
Office Procedures	2
Office Machines I	4

37

(plus 5 credits selected from elective group below)

#### Electives

Secretarial Bookkeeping	4
Business Arithmetic	2
Effective Speaking	1
Shorthand IV Dictation 100-120 wam; Transcription	4
Bookkeeping IV—Payroll	2
Business Law	2
Penmanship	1

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



## SECRETARIAL FINISHING (ST-6)

This program is for the student who has had sufficient commercial training in high school or college to start at this higher level at Western. Prerequisites: Typing 40 wam in 5 minute timed writing; Gregg shorthand 60 wam, new material; pass basic grammar test with satisfactory score.

### COURSE OUTLINE

Time: Two Quarters (24 Weeks—720 Clock Hours)

Diploma Course—28 Credits required for graduation.

Subjects	Credits
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Gregg Shorthand II—Dictation 60-80 wam; Transcription	4
Gregg Shorthand III—Dictation 80-100 wam; Transcription	4
Business Correspondence (English III)	1
Dictating Machines: Dictaphone, Gray Audiograph	1
Office Procedures	2
	<hr/>
	20

(plus 8 credits selected from elective group below)

Electives	
Typewriting V (Professional)	2
Gregg Shorthand IV—Dictation 100-120 wam; Transcription	4
Spelling & Vocabulary (English II)	2
Office Machines I	4
Secretarial Bookkeeping	4
Business Arithmetic	2
Filing & Indexing	1
Penmanship	1

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



## PROFESSIONAL SECRETARIAL—MEDICAL OR LEGAL SECRETARIAL (ST-7M or L)

In this Professional Secretarial Course, besides becoming an excellent secretary, the student chooses the professional specialization she wishes to follow. Whether medical or legal, she will be in a unique position for a rewarding career. Never before has there been such a demand for young women capable of being a secretary, receptionist and general assistant in a hospital, doctor's office, or in a lawyer's office.

The student receives a well-rounded background plus professional training in this course.

### COURSE OUTLINE

Time: Four Quarters (48 Weeks—1440 Clock Hours)

Diploma Course—56 Credits required for graduation.

Required Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Gregg Shorthand I—Theory & Dictation	4
Gregg Shorthand II—Dictation 60-80 wam; Transcription	4
Gregg Shorthand III—Dictation 80-100 wam; Transcription	4
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Correspondence (English III)	1
Filing & Indexing	1
Office Procedures	2
Office Machines I	4
Secretarial Bookkeeping	4
Business Arithmetic	2
	<hr/>
	43
<b>ST-7M Medical Option</b>	
Medical Office Procedures	2
Medical Terminology & Dictation	2
Medical Dictaphone & Case Histories	1
Human Anatomy & Physiology	1
Medical Record Keeping	1
Hospital or Clinic "Internship" (Actual In-Service Training in a metropolitan hospital or clinic)	4
	<hr/>
	11
<b>ST-7L Legal Option</b>	
Business Law	2
Legal Dictation	1
Legal Dictaphone	1
Law Bookkeeping Set	1
Legal Terminology and "Internship" in a lawyer's office	4
	<hr/>
	9
(plus needed credits selected from the elective group below)	
<b>Electives</b>	
NCR Bookkeeping Machine #160	1
Bookkeeping II (Partnership)	4
Bookkeeping IV (Payroll)	2
Office Machines II	1
Penmanship	1
Gregg Shorthand IV (Advanced)	4
Professional Typewriting (Typewriting V)	2
Effective Speaking	1

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



## MEDICAL RECEPTIONIST (ST-8)

A girl can enjoy an extremely interesting and satisfying career as a medical receptionist. It is also a challenging position for she must be the doctor's receptionist, hostess, office housekeeper, telephone operator, practical psychologist and diplomat. Our training program is designed to thoroughly prepare our students to efficiently perform these varied duties.

### COURSE OUTLINE

Time: Three Quarters (36 Weeks—1080 Clock Hours)

Diploma Course—42 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Correspondence (English III)	1
Filing & Indexing	1
Office Machines I	4
NCR Bookkeeping Machine #160	1
Office Procedures	2
Secretarial Bookkeeping	4
<del>Bookkeeping II (Partnership)</del>	4
Medical Record Keeping	1
Dictating Machines: Dictaphone, Audograph	1
Medical Dictaphone	1
Medical Terminology	2
Case Histories	1
Human Anatomy & Physiology	1
Hospital or Clinic "Internship" (Actual In-Service Training in a Metropolitan Hospital or Clinic)	4
	40

(plus two credits selected from elective group below)

Electives	Credits
Typewriting IV (Advanced)	4
Penmanship	1
Bookkeeping IV (Payroll)	2
Effective Speaking	1
Business Arithmetic	2

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



## EXECUTIVE PRIVATE SECRETARIAL (ST-9)

The Private Secretarial Course offers thorough training to the young man or woman who has completed high school and wishes to become equipped quickly for a well-paid secretarial position. It is also ideal for the young person who has had some college training. The program is designed to prepare students to meet the exacting requirements of all types of business offices.

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

The Private Secretarial Course at Western Business University provides thorough training in the skill subjects of stenography and secretarial training supplemented by secretarial technique and practice.

### COURSE OUTLINE

Time: Four Quarters (48 Weeks—1440 Clock Hours)

Diploma Course—56 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Gregg Shorthand I—Theory & Dictation	4
Gregg Shorthand II—Dictation 60-80 wam; Transcription	4
Gregg Shorthand III—Dictation 80-100 wam; Transcription	4
Gregg Shorthand IV—Dictation 100-120 wam; Transcription	4
Dictating Machines	1
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Correspondence (English III)	1
Filing & Indexing	1
Office Procedures	2
Office Machines I	4
Secretarial Bookkeeping	4
Business Arithmetic	2
Business Law	2
Penmanship	1

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50

(plus 6 credits selected from electives below)

#### Electives

Office Machines II	1
Effective Speaking	1
Bookkeeping II (Partnership)	4
Bookkeeping III (Corporation)	4
Bookkeeping IV (Payroll)	2
School Newspaper	1

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

# OFFICE MACHINE CAREER COURSE OUTLINES

bookkeeping machines

adding machines

calculator or comptometer

IBM key punch

IBM bank proof machine

office machines

duplicating machines

bookkeeping

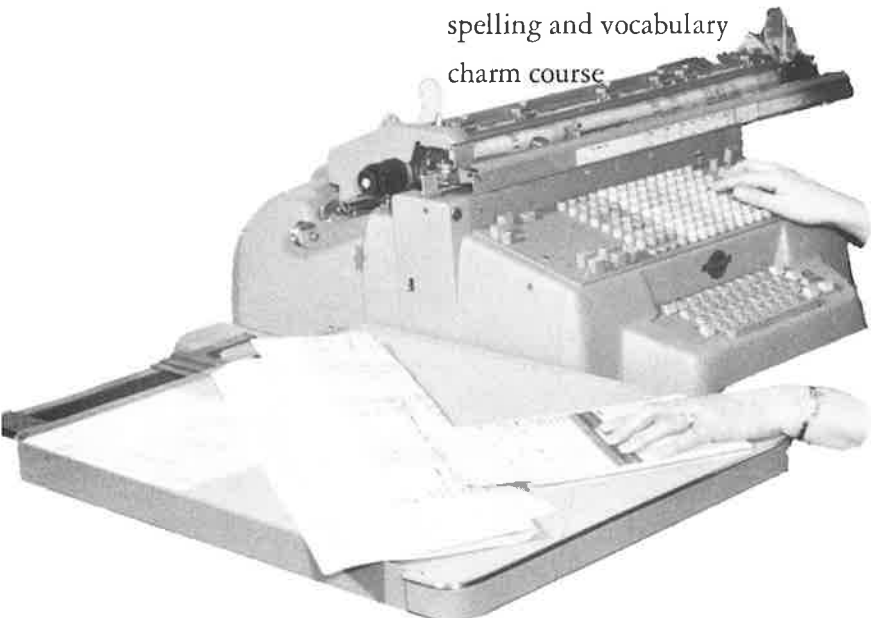
business arithmetic

typing

filing and indexing

spelling and vocabulary

charm course



## OFFICE MACHINES OPERATOR (MA-1)

This course is for the student who wishes to know how to operate the basic office machines and to learn the rudimentary office procedures.

### COURSE OUTLINE

Time: One and One-Half Quarters (18 Weeks—540 Clock Hours)  
A *Non-Diploma* Course—19 Credits required for completion.

Subjects	Credits
Beginning Typewriting	4
Typewriting II	2
Office Machines I: 10-Key Adding Machines Full Key Adding Machines Burroughs Calculator or Comptometer	4
Office Machines II: Marchant Rotary Calculator Friden Rotary Calculator Monroe Rotary Calculator	1
Filing & Indexing	1
Business Arithmetic	2
Bookkeeping I	4
NCR Bookkeeping Machine #160	1
	<hr/>
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Credits from this course may be applied toward any Diploma Course.

## COMPTOMETER-BURROUGHS CALCULATOR (MA-2)

Extra time is given on the Comptometer and the Burroughs Calculator to develop special skill for the student who wishes a position as an operator of these machines.

### COURSE OUTLINE

Time: One Quarter (12 Weeks—360 Clock Hours)  
A *Non-Diploma* Course—13 Credits required for completion.

Subjects	Credits
Burroughs Calculator or Comptometer	4
10-Key Adding Machine, Full Key Adding Machine	2
Typewriting	4
Business Arithmetic	2
Filing & Indexing	1
	<hr/>
	13

Credits from this course may be applied toward any Diploma Course.

## BOOKKEEPING MACHINES OPERATOR (MA-3)

In this day of expanding automation, business is making every effort to do office work by machine. In spite of punched card machines and electronic computers, the small and medium-sized business relies on the office machine, such as the Bookkeeping Machine. Our Placement Department has found an ever-increasing demand for trained operators. This Course will give you the knowledge and skills necessary to be an excellent Bookkeeping Machine Operator.

### COURSE OUTLINE

Time: Two Quarters (24 Weeks—720 Clock Hours)  
Diploma Course—28 Credits required for graduation.

Subjects	Credits
NCR Bookkeeping Machine # 160	1
NCR Bookkeeping Machine #3200—Five Programs	2
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	4
Bookkeeping I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	2
	26

## BOOKKEEPING MACHINES AND IBM KEY PUNCH (MA-4)

Because of the ever-increasing number of instances where companies are attaching IBM Key Punches by electric cable to Bookkeeping Machines for the automatic production of data onto punched cards, the girl who knows and can operate both machines is in an enviable position. Her chances for higher salary and advancement are materially increased.

### COURSE OUTLINE

Time: Two and One-Half Quarters (24 to 30 Weeks—  
785 Clock Hours)  
Diploma Course—31 credits required for graduation.

Subjects	Credits
NCR Bookkeeping Machine #160	1
NCR Bookkeeping Machine #3200	2
IBM Card Punch, IBM Verifier, IBM Sorter, Business Automation Fundamentals	3
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	4
Bookkeeping I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	2
	29
(plus two credits selected from the elective group below)	
Office Machines II	1
Bookkeeping IV (Payroll)	2
Typewriting IV (Advanced)	4
Effective Speaking	1
Office Procedures	2

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

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

This course offers a quick and easy way for young women to get into the field of Automation. It is designed to give complete training so that the student is prepared to go right to work in a Key Punch Department.

### COURSE OUTLINE

Time: Two Quarters (24 Weeks—720 Clock Hours)

Diploma Course—28 Credits required for graduation.

Subjects	Credits
IBM Card Punch ✓	
IBM Verifier	
IBM Sorter	
Business Automation Fundamentals ✓	3
Typewriting I ✓	4
Typewriting II & III (Intermediate) 45 wam minimum ✓	4
Filing & Indexing ✓	1
Office Machines I ✓	4
Bookkeeping I ✓	4
Business Arithmetic ✓	2
Business English (English I) ✓	2
Spelling & Vocabulary (English II) ✓	2
	26
(plus two credits selected from the elective group below)	

#### Electives

Typewriting IV (Advanced) ✓	4
Bookkeeping IV (Payroll)	2
Office Machines II	1
Effective Speaking	1
Office Procedures	2

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

\*This course is also included in the Business Automation section.



## BANKING BUSINESS AND MACHINES (MA-10)

Including IBM Proof and Key Punch

Unlimited opportunity in the banking and business world is open to the young person skilled as an IBM Bank Proof Operator. This course teaches the use of the IBM proof machine as well as other machines and procedures in constant use in the banking field. With this valuable training, the graduate will enjoy a secure future in the banking or business world.

\*This course is also included in the Business Automation section.

### COURSE OUTLINE

Time: Three Quarters (36 Weeks—1080 Clock Hours)

Diploma Course—42 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Bookkeeping I	4
Bookkeeping II	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Filing & Indexing	1
Office Machines I	4
10-Key Speed Building	1
Bookkeeping Machine #160	1
IBM Key Punch, Verifier, Sorter, Business Automation Fundamentals	3
IBM Proof & Transit	3
IBM Proof & Commercial Books	3
Bank Procedures	2
Office Procedures	2
	<hr/>
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# **THE WESTERN WAY**

## **FINISHING TRAINING**

Personal charm stems from grace, poise and flawless grooming.

To the working girl these qualities are as important to her successful career as her professional skill. With this in mind, Western Business University is proud to offer Finishing Training to all its young women students.

Expert guidance is given to wardrobe planning, correct selection and application of cosmetics, diet, exercise and graceful carriage. All elements of good grooming are thoroughly discussed in these friendly, informal classes.

Personality development is stressed to give each girl the necessary self confidence to carry her through a busy career and social life. For professional poise . . . the job interview, conduct on the job and telephone manners are reviewed.

Western Finishing Training adds the last finishing, feminine touch to a young woman's training. She is able to present herself in the best possible light to her prospective employer. She acquires the confidence and charm she needs to succeed in a business career . . . and to lead a happy life as a woman!





# **BOOKKEEPING and ACCOUNTING CAREER COURSE OUTLINES**

bookkeeping

accounting

business law

business arithmetic

business english

income tax

principles of economics

principles of salesmanship

administrative psychology

public relations

executive dictation

typing

filing and indexing

spelling and vocabulary

office machines

shorthand



## BOOKKEEPING COURSE (AC-1)

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

### COURSE OUTLINE

Time: Three Quarters (36 Weeks — 1080 Clock Hours)

Diploma Course — 42 Credits Required for Graduation.

Required Subjects	Credits
Bookkeeping I (Proprietorship)	4
Bookkeeping II (Partnership)	4
Bookkeeping III (Corporation)	4
Bookkeeping IV (Payroll)	2
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	4
Office Machines II	1
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Business Arithmetic	2
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(plus 8 credits selected from the electives group below)

Electives	
NCR Bookkeeping Machine #160	1
Accounting V (Cost)	4
Business Law	2
Typewriting IV (Advanced)	4
Effective Speaking	1
Penmanship	1
Office Procedures	2
Income Tax	2

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

## JUNIOR ACCOUNTING (AC-6)

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

### COURSE OUTLINE

Time: Four Quarters (48 Weeks—1440 Clock Hours)

Diploma Course—45 Credits required for graduation.

Required Subjects	Credits
Accounting I (Proprietorship)	4
Accounting II (Partnership)	4
Accounting III (Corporation)	4
Accounting IV (Payroll)	2
Accounting VI (Intermediate)	8
Income Tax I	2
Typewriting I	4
Office Machines I	4
Office Machines II	1
Business English (English I)	2
Business Arithmetic	2
Business Law	2
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(plus six credits selected from the electives below)

Electives	
Correspondence (English III)	1
Penmanship	1
NCR Bookkeeping Machine #160	1
Typewriting II & III (Intermediate)	4
Accounting V (Cost)	4
Effective Speaking	1
Office Procedures	2

For students going on for an administrative credential, Effective Speaking must be included as one elective. Those selecting the Office Management Option must include Office Procedures, Correspondence, NCR Bookkeeping Machine #160.

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

## BUSINESS ADMINISTRATION (AC-7)

### Prerequisite Junior Accounting (AC-6)

For the young men (or women) who desire a complete business training for administration, with specialization toward one of two options. Upon completion of the Junior Accounting Course, the student selects the option which correlates most nearly with his aptitudes and interests: (1) Higher Accounting (2) Office Management.

Though the graduate will probably not be placed in an administrative capacity in his first position, it is well proven that those who have completed this training rise rapidly to top administrative positions.

### COURSE OUTLINE

Time: Six Quarters (72 Weeks—Approx. 2000 Clock Hours of class and laboratory)

Diploma Course—62 to 73 Credits required for graduation depending upon option. (Includes 45 Credits from Junior Accounting Course)

AC-7HA Option—Higher Accounting

Required Subjects	Credits
Accounting V (Cost)	4
Accounting VII (Advanced)	8
Accounting VIII (Auditing)	8
Income Tax II	2
Office Management	2
Administrative Psychology	2
Principles of Economics	2
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AC-7OM Option—Office Management

Required Subjects	Credits
Office Management	2
Dictating Machines	1
Principles of Economics	2
Administrative Psychology	2
Principles of Salesmanship	2
Gregg Shorthand I (Theory & Dictation)	4
Gregg Shorthand II (Dictation 60-80 wam; Transcription)	4
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Electives may be chosen to complete credit requirements or to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training.

# BUSINESS AUTOMATION CAREER COURSE OUTLINES

basic accounting  
automation accounting  
machine room techniques  
and procedures  
computer programming fundamentals  
IBM interpreter  
IBM reproducing punch  
IBM collator  
IBM accounting machine  
IBM sorter  
IBM card punch  
IBM verifier  
flow charting  
symbolic programming  
editing  
timing  
block diagramming  
indexing  
binary coded decimals  
chaining  
word marks  
address modification  
arithmetic codes  
logic operations  
data processing system



## THE AUTOMATION INSTITUTE DIVISION OF WESTERN BUSINESS UNIVERSITY

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



But man must learn to direct this complex servant. This is the job of our Automation Institute division. With the \$250,000 IBM business automation installation within the school, the Portland Institute can give actual on-the-machine training to supplement classroom instruction.

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

The \$250,000 installation within the school familiarizes the student with the several types of machines that are basic in automated record keeping and accounting systems. THE CARD PUNCH, which puts the information or data into the accounting systems, THE SORTER, REPRODUCER AND COLLATOR which arrange, file and reproduce this information; the ACCOUNTING MACHINES,

which accumulate and print reports and other documents that make it possible for the business to operate. In a sense, these machines and their helpers represent the three basic considerations in all basic processing systems; input, processing, and output. The ultimate beyond this, the student learns, would be a single machine or a series of inter-connected machines that would be an entire data processing system in itself capable of performing a complete data processing and recording operation with only one pass of the cards through the machine. Such a machine is a COMPUTER. Its operation is mastered by advanced students at the Automation Institute of Portland.

The Automation Institute Division of WBU is the only automation training center in the northwest that gives complete on-the-machine training as well as classroom instruction. Key punch, tabulating wiring and computer programming are taught with skill and precision. The Automation Institute graduate finds himself thoroughly prepared in a field of unlimited opportunity; he or she may look forward to a stimulating life of challenge and achievement.



## BUSINESS AUTOMATION (AI-7)

A course designed to start a young man in the field of Data Processing in as short a time as possible. Placement has been excellent in this area. The course also fills prerequisite requirements for more advanced training in this field, such as computer programming. Entrance to this course is secured after passing aptitude test and interview with counselor.

### COURSE OUTLINE

Time: 12 weeks—day school (400 Clock Hours)  
30 weeks—night school (400 Clock Hours)

A Diploma Course.

#### Subjects

Basic Accounting  
Business Math  
Machine Room Techniques and Procedures  
Computer Programming Fundamentals  
IBM 552 Interpreter  
IBM 514 Reproducing Punch  
IBM 085 Collator  
IBM 402 Accounting Machine  
IBM 082 Sorter  
IBM 077 Collator  
IBM 513 Reproducing Punch  
IBM 083 Sorter  
IBM 403 Accounting Machine  
IBM 548 Interpreter  
IBM 024 Card Punch  
IBM 056 Verifier

The Business Automation Course, as offered by the Automation Institute, is designed to give the student an over-all knowledge of Automated Data Processing with specific skills in machine operation, program wiring, accounting, machine room techniques, and basic computer programming fundamentals. The Automation Institute graduate is a specialist in the field of IBM punched card accounting equipment. Since his training has revolved around application of techniques to actual machines in the \$140,000 installation located in the school, he can take his place in the field with complete confidence in his knowledge and ability. If the student shows outstanding ability upon completion of this basic course he will be given the opportunity to go on into advanced courses in computer operation and programming.



Western Business University has the most modern equipment available. Here automation students utilize the teaching machine, the newest innovation in education, to help them master material presented in class.



## COMPUTER PROGRAMMER (AI-8)

This course is for the young man or woman who has had sufficient background to go directly into the computer field. Many have this background without realizing it. Others can achieve it through preliminary training in the school. A fantastic future awaits those who prepare for this dynamic field. (Entrance to this course upon passage of aptitude test and interview with counselor.)

### COURSE OUTLINE

Time: 12 weeks—day school (180 Clock Hours)  
26 weeks—night school (180 Clock Hours)

A Diploma Course.

#### Subjects

Computer Programming Fundamentals  
Flow Charting  
Editing  
Timing  
Block Diagramming  
Indexing  
Binary Coded Decimals

Chaining  
Word Marks  
Address Modification  
Arithmetic Codes  
Logic Operations  
1401 Data Processing System

The Computer Programmer Course, as offered by the Automation Institute, is designed to give the student an over-all knowledge of computer systems plus a specific knowledge of programming on the 1401 Data Processing Machine system. The IBM 1401 system is leading all other computing systems in use today.

We must emphasize that this course is much more than the terminology "Computer Programming" normally indicates. Our educational endeavors carry the student far beyond the theory stage of computer programming. Automation Institute students can truly represent themselves as *Computer Programmers* . . . Computer Programmers with experience. The reason is, as in all of our Automation courses, *STUDENT'S LEARN ON EQUIPMENT IN OUR SCHOOL*. In the Programmer course, this involves a complete Computing System located on the premises. Each student actually writes, and processes through the complete system, eighteen individual programs or more. Upon graduation, an Automation Institute student is capable of adapting himself to nearly all of the business application Computing Systems by merely referring to that particular systems manual.



## EXECUTIVE DATA PROCESSING (AI-9)

This is a complete course including AI-7 & AI-8 covering all phases of Progressive Automated Data Processing. Experts are predicting a growth factor in this area of more than 300,000 people in the next ten years. Training utilizes the latest teaching techniques that have been developed with students using Data Processing Equipment in all of Automation Institute's affiliated schools—nationwide.

### COURSE OUTLINE

Time: 24 weeks—day school (550 Clock Hours)  
50 weeks—night school (550 Clock Hours)

A Diploma Course.

#### Subjects

Basic Accounting	Computer Programming Fundamentals
Business Math	Flow Charting
Machine Room Techniques and Procedures	Symbolic Programming
IBM Interpreter	Editing
IBM 514 Reproducing Punch	Timing
IBM 085 Collator	Block Diagramming
IBM 402 Accounting Machine	Indexing
IBM 083 Sorter	Binary Coded Decimals
IBM 077 Collator	Chaining
IBM 513 Reproducing Punch	Word Marks
IBM 082 Sorter	Address Modification
IBM 403 Accounting Machine	Arithmetic Codes
IBM 548 Interpreter	Logic Operations
IBM 024 Card Punch	1401 Data Processing System
IBM 056 Verifier	

This is Automation Institute's "blue chip" program. Over 80,000 man hours went into the development of this highly respected curriculum. Encompassing Courses AI-7 and AI-8, this program gives the student advantages in education here-to-for unattainable. Individuals taking this course learn Automated Data Processing from the ground up using up-to-date IBM Punched Card Accounting Equipment and a complete Computing System located in the school. Graduates of the Executive Data Processing Course are trained to take their place in any of the wide variety of Automated Businesses in existence today. This is truly a course designed to meet the requirements of tomorrow, as well as the needs of today.

#### Pre-Requisites

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

#### Acceptance

Final acceptance of the Applicant is made by the Director of the Automation Institute.

## BUSINESS ADMINISTRATION AND EXECUTIVE DATA PROCESSING (AI-10)

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

### COURSE OUTLINE

Time: Six Quarters (72 Weeks—1980 Clock Hours)

Diploma Course—68 Credits required for graduation.

Required Subjects	Credits
<b>First Quarter</b>	
Accounting I (Proprietorship)	4
Effective Speaking	1
Effective Executive Practices	1
Mathematics for Business	2
Office Machines for Accounting	4
<b>Second Quarter</b>	
Accounting II (Partnership)	4
Executive Procedures	1
College Typewriting I	4
Business English	2
Business Law	2
<b>Third Quarter</b>	
Accounting III (Corporation)	4
Public Relations	1
Principles of Salesmanship	2
Effective use of Executive Time	1
Correspondence	1
Accounting IV (Payroll)	1
<b>Fourth Quarter</b>	
Accounting V (Cost)	2
Accounting VI (Intermediate Accounting)	4
Income Tax I	2
<b>Fifth Quarter</b>	
Basic IBM Machine Operations	
MOW I—Machine Operations and Wiring	
MOW II—Machine Operations and Wiring	
Com I—Computer Programming Fundamentals	14
Accounting VI (Intermediate Accounting)	4
<b>Sixth Quarter</b>	
Computer Programming	7
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Quarters in which some subjects are offered may vary depending upon when student enters school. Electives may be taken by students who achieve advanced standing due to superior work.

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

This course is designed to give complete training so that the student is prepared to go right to work in a Key Punch Department.

### COURSE OUTLINE

Time: Two Quarters (24 Weeks—720 Clock Hours)

Diploma Course—28 Credits Required for Graduation.

Subjects	Credits
IBM Card Punch	
IBM Verifier	
IBM Sorter	
Business Automation Fundamentals	3
Typewriting I	4
Typewriting II & III (Intermediate) 45 wam minimum	4
Filing & Indexing	1
Office Machines I	4
Bookkeeping I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	2
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(plus two credits selected from the elective group below)

#### Electives

Typewriting IV (Advanced)	4
Bookkeeping IV (Payroll)	2
Office Machines II	1
Effective Speaking	1
Office Procedures	2

## BANKING BUSINESS AND MACHINES—INCLUDING IBM PROOF AND KEY PUNCH (MA-10)

The young person taking this course will become skilled as an IBM Bank Proof Operator and will enjoy a secure future in the banking or business world.

### COURSE OUTLINE

Time: Three Quarters (36 Weeks—1080 Clock Hours)

Diploma Course—42 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Bookkeeping I	4
Bookkeeping II	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	2
Filing & Indexing	1
Office Machines I	4
10-Key Speed Building	1
Bookkeeping Machine #160	1
IBM Key Punch, Verifier, Sorter, Business Automation Fundamentals	3
IBM Proof & Transit	3
IBM Proof & Commercial Books	3
Bank Procedures	2
Office Procedures	2
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Electives may be chosen to complete credit requirements or to give the student advanced standing within the time limits of the above courses. Advanced standing is given to those students who demonstrate, by tests, knowledge of subject matter because of previous training. Credits from these courses may be applied toward any higher level course.

\*These courses also listed in the Office Machines section.

# DESCRIPTION OF SUBJECTS

## ABC HY SPEED SHORTHAND (4)

This course enables the student who does not need to use shorthand primarily in her job objective. The simple letters of the alphabet are used and learning is rapid. The course includes vocabulary drills in theory, dictation and transcription.

## ADDING MACHINES—FULL-KEY AND TEN-KEY (2)

The adding-listing machines are present in every office so that a tape may be produced with figures in printed form for proving or checking. Exceptional drills and tests are given to develop the student's ability with these basic office machines.

## ADMINISTRATIVE PSYCHOLOGY (2)

A study of the application of the basic principles of psychology to the personal relations of business. Attention is devoted to the study of human behavior and of the methods by which attitudes and actions may be directed along certain channels. A study is made of the methods of motivating others, traits of the mature individual, personality traits of individual members of a group, the purpose of discipline and measuring for leadership.

## ADVANCED ACCOUNTING—ACCOUNTING VII (8)

This course deals with advanced theory accounting. It is concerned with the development of advanced theory. A portion of this course is devoted to financial statement analysis, the purpose of which is to develop a sound technique of analysis and interpretation of the financial statements of business enterprises. Special attention is paid to the generally accepted accounting principles and the procedures for their application as stated by the American Institute of Certified Public Accountants through its various publications to the accounting profession.

## ANATOMY AND PHYSIOLOGY (1)

The medical secretary and receptionist receives a general knowledge of the structural and functional organization of the human body. Anatomy, which deals with the structure, and Physiology, which is concerned with the function of all parts of the body are taught simultaneously since a knowledge of one subject gives immediate meaning to the other. Special emphasis is placed on knowing the names along with the spelling of all terms to facilitate medical dictation and transcription.

## AUDITING—ACCOUNTING VIII (8)

This course includes Auditing Theory, Practice and Procedure. It begins with the principles of auditing as applied to the balance sheet and profit and loss accounts, and continues with a study of practices and procedures employed in making an audit. To illustrate these practices and procedures, a simulated audit is conducted. This work is followed by a description of the practices used in a number of special investigations. The text material is addressed to advanced accounting students and to members of public accounting staffs interested in planning, conducting and closing an audit.

## AUTOMATION

(See outline at the end of this section which describes the automation machines and their individual functions.)

## AUTOMATION ACCOUNTING (4)

This course offers an excellent bridge between standard double-entry bookkeeping, conventional accounting and machine accounting. Its purpose is to show the student when it is feasible to apply automation to accounting. It covers the punched card theory and machine setup, coding, accounts receivable, accounts payable, payroll accounting procedures, sales and manufacturing cost accounting on machines, partnerships and corporation accounts, budgetary accounting, computers and special applications.

## **BANKING PROCEDURES I (1)**

Consists primarily of the functions of a teller's window. The handling of cash, and any such transactions that a teller would be called upon to perform.

## **BANKING PROCEDURES II (2)**

Offers a more detailed study of Banking Procedures I as well as negotiable instruments and currency exchange.

## **BOOKKEEPING I—PROPRIETORSHIP (4)**

This course shows the how and why of the growth and expansion of the two-column journal into modern special journals, thereby permitting clear classification of transactions and effecting economy of time and work. The lessons also teach the student how to record depreciation, bad debts, prepayments and accruals; how to set up reserves; how to record payroll taxes and sales; how to deal with inventory and payrolls.

## **BOOKKEEPING II—PARTNERSHIPS (4)**

Dealing with accounting from the "in charge" bookkeeper's point of view, this course continues the study of partnerships and introduces the student to corporation accounting. As part of the course a partnership practice set using a voucher system and perpetual inventory records is supplied. This set gives actual experience in the use of accounting records and helps fix the principles and procedures of accounting in the student's mind.

## **BOOKKEEPING III—CORPORATION (4)**

This course continues to deal with bookkeeping from the "in charge" bookkeeper's point of view, placing particular emphasis on the capital structure of a corporation and corporate reports. The student continues his studies started in the previous course after converting the business from a partnership to a corporation.

## **BOOKKEEPING IV—PAYROLL (2)**

Payroll accounting provides a realistic practice in keeping modern payroll records. Following a basic study of the Social Security Law, practice is supplied by using standard office accounting forms and books and Social Security forms. The student actually handles a complete payroll set.

## **BUSINESS ARITHMETIC (2)**

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

## **BUSINESS AUTOMATION FUNDAMENTALS**

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

## **BUSINESS CORRESPONDENCE—ENGLISH III (1)**

After introductory coaching in composition and letter-mechanics, students examine successful business letters for fundamentals of appearance, organization, and strategy. Students write collection, adjustment, claim and application letters.

## **BUSINESS ENGLISH—ENGLISH I (2)**

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

## **BUSINESS LAW (2)**

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

## **COMPTOMETER—BURROUGHS CALCULATOR (4)**

The Comptometer and the Burroughs Simplex and Duplex Key-Driven Calculators have always been considered the most versatile of office machines for rapid calculation for the purpose of extending invoices, figuring inventory and many like operations. Students are especially trained to develop a high degree of speed and accuracy on various business problems.

## **COST ACCOUNTING—ACCOUNTING V (4)**

Includes Cost Accounting Theory, Practice & Procedure. Cost Accounting Theory is the unit cost of production of a manufacturing business, and installing and supervising a special cost system for a small manufacturer. The approach is through job or production order cost accounting and covers the practices of recording direct costs and manufacturing overhead; process, by-products, product costs; and administrative and distribution costs.

## **DICTATING MACHINES (1)**

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

## **DUPLICATING MACHINES & MAILING (1)**

The use of duplicating processes and mailing machines is covered in this course. The typing of stencils, stencil stylus work, the operation of various duplicating machines, folding machine, the stamping and sealing of letters by machine process and mailing distribution work constitute the major portion of the course.

## **ECONOMICS (2)**

This is a study of the laws and principles governing our economic system with emphasis on production, income, consumption, prices and the distribution of the national income to labor, capital and the entrepreneur. Current business problems, the influence of political philosophies on business, and the matter of preserving the ideals of American capitalism and the free enterprise system are studied and discussed.

## **EFFECTIVE SPEAKING (1)**

The ability to transfer ideas and instructions clearly and smoothly from one person to another is an art that is developed through effective speaking. This course is designed to help the student acquire ease and confidence so that he can obtain the hoped-for response from the listener. By concentrating on the procedures, attitudes, habits and skills, the student learns how to implement ideas, impart information, persuade and entertain. Effective speaking becomes an enjoyable, exhilarating and powerful tool in business or social life.

## **EXECUTIVE DICTATION (1)**

Training is given in the methods and procedures in executive dictation. Those aspiring to executive positions in the future will need to be able to dictate correspondence over dictating machines and to private secretaries. Study in voice usage over dictating machines will be stressed.

## **FILING & INDEXING (1)**

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

## **GREGG SHORTHAND I—THEORY (4)**

The student is taught the principles of Gregg shorthand simplified. First the student becomes familiar with the shorthand alphabet; then acquires a shorthand vocabulary which includes brief forms, abbreviations, phrasing and commonly used business words. The dictation of connected matter is introduced early in this course in order to prepare the student for the following quarter of Gregg shorthand—dictation and transcription.

## **GREGG SHORTHAND II—DICTATION & TRANSCRIPTION (4)**

This course follows Gregg theory and is taken after the student has acquired a sound vocabulary of words and phrases. It includes development of automatic recall of brief forms, derivatives and common phrases, abbreviating principles and elementary dictation. The student is required to transcribe selected parts on the typewriter.

## **GREGG SHORTHAND III—DICTATION & TRANSCRIPTION (4)**

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

## **GREGG SHORTHAND IV—ADVANCED SPEED BUILDING (4)**

A continuation of Intermediate Dictation and Transcription (III). Emphasis is on building speed and accuracy. The material presented in this course meets the requirements of advanced dictation and transcription speeds and accuracy. Also included are time limits in reading, writing and transcribing notes, secretarial dictation, highest frequency word drills, advanced phrasing short cuts and practical business dictation. The speed and accuracy requirements of this course are sufficient to meet the requirements of most secretarial courses.

## **HOSPITAL OR CLINIC "INTERNSHIP" (4)**

Practical experience in the performance of the medical secretarial and receptionist duties become real to the student with actual hospital or clinic internship. X-Ray, Medical Library and many other experiences are part of this "in-service" training.

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

This course, developed under the guidance of Automation Institute of America experts and taught by experienced instructors gives extensive training on how to read the IBM card, how to program and operate the IBM Card Punch (Key Punch) and IBM Verifier and the basic operation of the IBM 650 to 1000 card-a-minute sorters. A high degree of skill and accuracy is developed through special exercises and operations.

## **IBM PROOF AND TRANSIT (3)**

Trains young people to operate the large IBM Proof sorting machine and will train them to handle the flow of incoming work from the tellers.

## **IBM PROOF AND COMMERCIAL BOOKS (3)**

Offers further knowledge of the IBM Proof machine as well as speed and proficiency. They will learn to sort the various items to a group of commercial books that are arranged as individual accounts.

## **INCOME TAX I—PRINCIPLES OF TAXATION (2)**

The purpose of this course is to acquaint the student with the theory of income taxation and social security. Subjects studied include: gross income, excluded income, allowable deductions, tax withholding, and various other topics essential to a practical understanding of the law.

## **INCOME TAX II—ADVANCED TAX STUDIES (2)**

Extends the principles of Federal taxation to partnerships and corporations. Special emphasis is placed on the optional methods of filing open to business organizations. Also included is a treatment of inventories, personal withholding and installment sales as required by law.

## **INTERMEDIATE ACCOUNTING—ACCOUNTING VI (8)**

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

## **LEGAL BOOK & RECORD KEEPING (1)**

This course teaches the keeping of professional records of a lawyer's office. These records include the professional records of individuals or business firms that are clients of the law firm. The accounting for the cash receipts and disbursements of the office is also included.

## **LEGAL DICTAPHONE (1)**

Advanced work on dictating machines using legal data.



## LEGAL DICTATION (1)

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

## LEGAL OFFICE PROCEDURES (2)

The student is acquainted with the procedures of a law office and with the particular functions and requirements of a legal secretary as distinguished from any other secretary. She becomes familiar with the functions of courts and lawyers. Responsibility, discretion and absolute accuracy are stressed, along with an awareness of legal ethics.

## LEGAL TERMINOLOGY (2)

A specialized course designed to acquaint the legal secretarial student with common legal terms, stressing the Latin roots.

## MEDICAL DICTAPHONE & CASE HISTORIES (1)

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

## MEDICAL OFFICE PROCEDURES (1)

This unit is designed to give the career medical secretary a knowledge of the duties of the medical secretary, methods and procedures in the performance of these duties and obligations, and a sketch of the position in comparison with that of the regular secretary. She will also study what is expected from the medical technician and the registered nurse and how she can co-ordinate with them in the achievement of these duties. Ethics existing in the medical profession are discussed.

## MEDICAL RECORD KEEPING (1)

This course covers keeping the professional records of a doctor's office, including the medical case history of each patient and the accounting records for office cash receipts and disbursements.

## MEDICAL TERMINOLOGY & DICTATION (2)

This course includes medical terminology, articles from medical journals, and case histories taken from the various specializations within the medical profession. The spelling and meaning of medical terms are covered. Shorthand brief forms for medical terms make up a large portion of the course.

## NCR BOOKKEEPING MACHINE NO. 160 (1)

Students learn the proper function and operation of the NCR Bookkeeping Machine No. 160 and reach an adequate speed of operation.

## NCR BOOKKEEPING MACHINE NO. 3200 (2)

This is the large six-total bookkeeping machine which is used for complete summarization of distribution. Students learn functions in operation and may adapt to all practices, problems and machine brands. A minimum of five programs are presented.

## OFFICE MACHINES I (4)

This course teaches the student how to operate both manual and electric business machines. It provides detailed instruction and practice in addition, subtraction, multiplication and division. Many makes of ten-key and full-key adding machines, and key-driven calculators and comptometers are used.

## OFFICE MACHINES II (1)

Complete instruction is given on the Friden, Marchant and Monroe Rotary Calculators. Drill brings proficiency in addition, subtraction, multiplication and division.

## OFFICE MANAGEMENT (2)

A study of basic forms of business organization and types of management. Included in this unit are discussions of and practice in modern office procedure, office organization, planning and lay-out of office, method of selecting employees, and the duties of various office workers.

## OFFICE PROCEDURES (2)

This is a laboratory course in a wide variety of office duties, including filing, sorting, checking, billing, stencil-cutting, mimeographing, proof-reading, addressing and mailing. Mimeograph, Ditto Duplication and Mimeoscope procedures are covered.

## PENMANSHIP (1)

The purpose of the course is to develop legible handwriting. When applied to shorthand, it concerns the precision and natural flow with which the shorthand characters are written.

## PUBLIC RELATIONS (2)

A study is made of various methods and media used by business in securing and maintaining favorable relations with customers, workers and the public. The course also includes a study of the factors involved in personnel management such as employment tests, interviewing, placement, promotion, salary scales, job analysis and labor turnover.

## SALESMANSHIP (2)

Salesmanship is the ability to influence the thoughts and actions of others so that the desired result is achieved. In business this is known as making the sale. The purpose of this course is to acquaint the student with the principles of selling and sales techniques. The student learns to utilize his strong points, understand motivation, and become acquainted with the selling techniques of some of the nation's leading salesmen.

## SECRETARIAL BOOKKEEPING (4)

Designed to introduce the student to the field of bookkeeping. The content of the course includes instruction in the debit and credit theory as used in double-entry bookkeeping, the use of accounts, journalizing and posting. The student uses the cash, sales, and purchase journal and other subsidiary ledgers. Simple financial statements are prepared. Payroll is stressed including deductions for withholding, social security and unemployment taxes.

The student learns how to prepare a worksheet, adjusting, closing and reversing entries. Accounting for personal service enterprises, proprietorships and partnerships; negotiable instruments, purchases and sales are included.

## SPELLING AND VOCABULARY BUILDING—ENGLISH II (2)

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

## TYPEWRITING I—BEGINNING (4)

A beginner's course required of all students who have not had previous training in typewriting. Mastery of the keyboard, operating techniques, a knowledge of the parts of the typewriter, centering and basic letter writing are taught. The touch system is stressed in rhythm and accuracy exercises. Twenty-five wam required for passing.

## TYPEWRITING II & III—INTERMEDIATE (4)

Designed to increase speed and accuracy in more complex typewriting projects. Special training is given for the arrangement of various letters, styles, manuscripts, legal documents, reports and other specialized business forms. Major emphasis is placed upon production typewriting on both manual and electric typewriters.

## TYPEWRITING IV—ADVANCED (4)

Increased speed and accuracy are stressed. More extensive work is provided on tabulation and business forms.

## TYPEWRITING V—PROFESSIONAL (2)

The course provides practice in typewriting for the purpose of building high speed and accuracy on business projects. It also includes legal and medical forms plus methods of proper legal record keeping and medical case histories.

## DESCRIPTION OF AUTOMATION EQUIPMENT

Since automation subjects are taught by practical application of the theory presented in class, the automation machines and their functions are listed below:

### Accounting Machine (Detail printing)

Detail printing is the printing of information from each card as the card passes through the machine. The function is used to prepare reports that show complete detail about each transaction. During this listing operation, the machine adds, subtracts, cross-adds or cross-subtracts and prints many combinations of totals.

### Collator

Collating is the combining of two sets of punched cards into one set of given sequence. Both files of cards must be in the same sequence before they are merged. This function makes possible automatic filing of new cards into an existing file of cards. It is a faster method than sorting to use in placing related cards together.

### Computer (Data processing)

Data processing, from a machine standpoint, entails entering a complete set of instructions, as well as initial source data into the machine, to enable it to arrive at the completed final results or reports in one operation.

Stored programming is the function of entering or loading all instructions into the machine in the proper sequence to perform the steps necessary to complete a given application or problem from data loaded in a similar manner.

### Interpreter

Alphabetic or numeric information can be printed in many different positions on the same card from which it is read. Common data can be repetitively printed on a group of detail cards from punched information on a master card.

### Key Punch

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

### Reproducer

Reproducing from one card to another is like copying from one record to another. Information from one set of punched source cards is automatically punched into another set of cards. The two sets of cards are fed through the machine at the same time.

### Sorter

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

# GENERAL INFORMATION

## ADMISSIONS

WESTERN BUSINESS UNIVERSITY is a private school specializing in assisting its students to enter the wide field of business. The business world has urgent need for nearly every kind of talent. Business requires many different types of young men and young women who have a sincere interest and aptitude in this field. Western Business University requires that its students have a satisfactory record in secondary school and have earned a diploma or the equivalent preparation, as evidenced by an examination.

Prospective new students must complete the application for admission form and submit it along with the registration-reservation fee to the Director of Admissions. The student should also ask the principal of his high school to send a transcript of his work. Application should be made in ample time for all credentials to be received by the College, if possible, prior to the start of the quarter in which the student plans to enter.

High school seniors may apply on the basis of three years and be admitted subject to successful completion of their final semester and graduation.

After receipt of acceptance notice, the student will be notified of counseling and examination dates. Students who do not have a 2.00 grade average in high school may be accepted on probationary status.

## GRADUATION

Candidates for a diploma must satisfactorily complete their courses, maintaining the standards of Western Business University, and their financial obligations with the school must be current.

## ACADEMIC HONORS AND STANDARDS

Students who do outstanding work may be named to the "Students of Honor" list. This honor is given each quarter to students who present a current record with no grade lower than C+ and the cumulative grade average of 3.00.

At graduation, honors are awarded on the basis of the cumulative average only. The Degree of Distinction is given for a cumulative average of 3.00 to 3.24; with an average of 3.25 to 3.49 a High Distinction Degree is given; with a cumulative average of 3.50 and over the student is awarded the Degree of Highest Distinction. These honors are inscribed on the diploma.

Cumulative grade averages are shown below:

Grade	Percentage	G. P. A.	Grade	Percentage	G. P. A.
A	96 to 100	4.0	D	76 to 80	1.0
B	89 to 95	3.0	F	75 & below	0.0
C	81 to 88	2.0			

Students falling below a 2.00 average in any quarter will be put on probation and may be extended additional help for the next six weeks only. Every half-quarter (six weeks) students are graded, counseled, and rescheduled.

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

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

### SUBSTITUTION OF SUBJECTS

The required subjects for individual courses are based upon what has proven best to qualify the average student for employment. In some cases substitution of subjects may be made when approved by the staff.

### FINANCES

Course tuition at Western Business University is charged on a course basis. WBU has one of the largest course selections available in business and automation subjects. Courses may even be set up to fit the individual needs of the student. For these reasons, course prices are not listed in the catalogue. However, a list of the major course prices along with various payment plans may be secured from the registrar. Term payment details will be handled by the school through a leading local bank. The length of payment time may be extended beyond graduation in some cases, however, financial obligations with the school must be in current condition before diplomas may be issued.

### WITHDRAWALS AND REFUNDS

In-as-much as the school has contracted for instruction, facilities, equipment, etc., in performance of its agreement and has set tuition rates according to a certain number of students in attendance, and, in order to provide a quality of training necessary for graduation from WBU, it is necessary that the following policy be in effect:

In the event that the student finds it impossible to attend WBU, all monies paid in, except for the registration-reservation fee, will be refunded, providing the student has notified the school in writing (with the signature of parents or guardians included) of intention to withdraw before 15 days of entry date.

If the student has registered into classes and finds it necessary to withdraw from school, tuition will be pro-rated in accordance with the following schedule:

- Cancellation of Classes—
- Before close of third week . . . . . Refund 75%
- After third week and before close of sixth week . . . . . Refund 50%
- After sixth week and before close of ninth week . . . . . Refund 25%
- No refund after the ninth week

Refunds are computed from the date on which the student's application, in writing, is received in the Director of Admissions Office and not from the date the student ceased attending classes. Four weeks will usually elapse between filing the claim and its payment.

VETERANS and orphans of veterans that may be attending the school under Federal Law will receive refunds as provided under those laws (see supplementary folder regarding veteran admissions and regulations.)

## HOUSING

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

## CHURCHES

The city of Portland is host to more than 150 churches. Students who attend Western Business University are encouraged to attend the church of their choice. Many students belong to one or more of the "Young Peoples" groups in their church. This type of activity is encouraged because it tends to help the student develop leadership and the ability to deal with people.

## PUBLICATIONS

Members of the Student Body publish a newspaper periodically. This publication is the work of students with the guidance of members of the staff. Students who would like the experience of working on the school newspaper "Western News Roundup" may apply to the student editor for assignment.

## SCHOOL HOURS

The school buildings at 812 S. W. 10th Avenue and 820 S. W. Yamhill Street, Portland 5, Oregon are open for classes from 8:00 a.m. to 10:15 p.m. Monday through Friday. Day classes in office subjects are held from 8:40 a.m. to 11:50 a.m. and 12:35 p.m. to 3:45 p.m. and in business automation from 8:30 a.m. to 4:30 p.m. Evening classes in business subjects are held from 6:00 p.m. to 8:50 p.m., Monday and Thursday evenings and in business automation from 7:00 p.m. to 10:15 p.m. Monday through Friday. The school office is open from 8:00 a.m. to 8:00 p.m. Monday through Friday and from 9:30 a.m. to 12:30 p.m. Saturday.

## BOOKS AND SUPPLIES

Books and supplies may be purchased from the school book store as needed. Books and supplies are not included in the tuition price of courses unless designated, as in some of our Automation Institute Courses. Cost of books may run from \$20 to \$80 depending upon which course is taken. Exact cost may be obtained from one of the school counselors.

## STUDENT BODY ACTIVITIES

Students at Western Business University enjoy a wide variety of activities. For fun and new friends, "Get Acquainted Mixers" are planned. A Spring Prom, talent shows and graduation ceremonies are regularly scheduled events. The student body elects an attractive "Secretary of the Week" as their representative during National Secretaries' Week. Student Body officers are elected each year and a school newspaper is published by the students. Western Business University encourages a full social life for its students to develop leadership qualities and social poise.

# STUDENT ACTIVITIES



Right—A graduate of Western Business University receives her diploma and President Grulke's warm congratulations during semi-annual cap and gown commencement exercises.



Left—Pretty WBU coed Sharon Cereghino was elected "Secretary of the Week" by the Student Body at Western Business University during "National Secretaries' Week".



Student activities are high-lighted by many memorable occasions such as this graduation banquet.



These "untouchables"—alias Western Business University students—"kidnapped" good natured Mayor Terry Schruck at grand opening of WBU's brand new quarters.

# CALENDAR

1965

## *Winter Quarter*

December 30	Wednesday	New Students Orientation & Testing
January 4	Monday	New Students May Begin
January 16	Saturday Evening	Semi-Annual Commencement Graduation Exercises
February 15	Monday	Mid-Quarter New Students May Begin
March 26	Friday	Winter Quarter Ends

## *Spring Quarter*

March 29	Monday	New Students May Begin
April 16	Friday	Holiday (Good Friday)
May 10	Monday	Mid-Quarter New Students May Begin
May 31	Monday	Holiday (Memorial Day)
June 17	Thursday Evening	Annual Prom (Student Activity)
June 18	Friday	Spring Quarter Ends

## *Summer Quarter*

June 21	Monday	New Students May Begin
June 26	Saturday Evening	Semi-Annual Commencement Graduation Exercises
July 5	Monday	Holiday (Independence Day)
August		Annual Picnic (Student Activity)
August 9	Monday	Mid-Quarter New Students May Begin
September 6	Monday	Holiday (Labor Day)
September 17	Friday	Summer Quarter Ends

## *Fall Quarter*

September 20	Monday	New Students May Begin
November 1	Monday	Mid-Quarter New Students May Begin
November 11	Thursday	Holiday (Veterans' Day)
November 25	Thursday	Holiday (Thanksgiving Day)
November 26	Friday	Holiday
December		Annual Christmas Party & Dance (Student Activity)
December 17	Friday	Fall Quarter Ends
December 20-31		Christmas Vacation



# CALENDAR

1966

## *Winter Quarter*

December 30	Thursday	New Students Orientation & Testing
January 3	Monday	New Students May Begin
January 15	Saturday	Semi-Annual Commencement Graduation Exercises
February 14	Monday	Mid-Quarter New Students May Begin
March 25	Friday	Winter Quarter Ends

## *Spring Quarter*

March 28	Monday	New Students May Begin
April 8	Friday	Holiday (Good Friday)
May 9	Monday	Mid-Quarter New Students May Begin
May 30	Monday	Holiday (Memorial Day)
June 16	Thursday Evening	Annual Prom (Student Activity)
June 17	Friday	Spring Quarter Ends

## *Summer Quarter*

June 20	Monday	New Students May Begin
June 25	Saturday Evening	Semi-Annual Commencement Graduation Exercises
July 4	Monday	Holiday (Independence Day)
August 8	Monday	Mid-Quarter New Students May Begin
August		Annual Picnic (Student Activity)
September 5	Monday	Holiday (Labor Day)
September 16	Friday	Summer Quarter Ends

## *Fall Quarter*

September 19	Monday	New Students May Begin
November 7	Monday	Mid-Quarter New Students May Begin
November 11	Friday	Holiday (Veterans' Day)
November 24	Thursday	Holiday (Thanksgiving Day)
November 25	Friday	Holiday
December		Annual Christmas Party & Dance (Student Activity)
December 16	Friday	Fall Quarter Ends
December 19-30		Christmas Vacation





# AUTOMATION DIVISION

820 S.W. YAMHILL STREET



**Western Business University**

Administrative Offices 812 S.W. 10th Avenue  
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