

1968-1969
Catalog

Western
Business
University

ACCOUNTING
IBM MACHINES
SECRETARIAL

812
S.W. 10th

FREE PLACEMENT
SERVICE

CLASS SCENES AT WESTERN BUSINESS UNIV.



ADULT
EDUCATION
PROGRAMS
Available
at
Western
Business
University



812 S.W. 10th AVENUE

PORTLAND, OREGON 97205



1968 and 1969

SCHOOL CATALOG

for

WESTERN BUSINESS UNIVERSITY

and

C-E-I-R AUTOMATION INSTITUTE

OF PORTLAND

812 S.W. 10TH AVENUE
PORTLAND, OREGON 97205
226-7004

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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

**C-E-I-R AUTOMATION INSTITUTE
OF PORTLAND**

Pacific Northwest Business Schools Association
Oregon Association of Private Vocational Schools
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
Better Business Bureau

UNITED BUSINESS SCHOOLS ASSOCIATION



Certified Private Vocational School

Board of Education, State of Oregon

Approved for Veterans and Vocational Rehabilitation Students

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, Dean of Women</i>
Mrs. Joan Cromwell	<i>Registrar</i>
Bert H. Cooper	<i>Business Manager</i>
Mr. John Stockem	<i>Director of Education</i>
Mr. Edward Opcensky	<i>Director of Public Relations</i>
Mr. Willard Cromwell	<i>Director of Admissions Counselors</i>
Mr. Loring Gillette	<i>Supervising Instructor</i>
Mr. Harry Crist	<i>Placement Director</i>
Mrs. Marjorie Miller	<i>Registration Secretary</i>
Miss Gail Herbig	<i>Receptionist</i>
Mr. William Pfeifer	<i>Counselor</i>
Mrs. Margaret Powell	<i>Counselor</i>
Mr. Thomas Powell	<i>Counselor</i>
Mr. Theodore V. Spangler	<i>Counselor</i>
Mr. John Wiese	<i>Counselor</i>
Mrs. Frances Anderson	<i>Instructor</i>
Mr. Kenneth Bortvedt	<i>Instructor</i>
Mrs. Meryl Bortvedt	<i>Instructor</i>
Mr. Dale Campbell	<i>Instructor</i>
Mrs. Clarice Edwards	<i>Instructor</i>
Mr. Frank Gahley	<i>Instructor</i>
Mrs. Marion Hansen	<i>Instructor</i>
Mr. James Jepson	<i>Instructor</i>
Miss Marlo Keller	<i>Instructor</i>
Mr. Ward Kent	<i>Instructor</i>
Mrs. Ruth Kriko	<i>Instructor</i>
Mr. Neil Moodhe	<i>Instructor</i>
Mr. Glen Radford	<i>Instructor</i>
Mr. Truman Rew	<i>Instructor</i>
Mr. John Savage	<i>Instructor</i>
Mr. James Smith	<i>Instructor</i>
Mr. Roderick Spring	<i>Instructor</i>
Mrs. Tanya Thomas	<i>Instructor</i>
Mr. Lamar Tilgner	<i>Instructor</i>
Mrs. Myrl Tripp	<i>Instructor</i>
Mrs. Marcine Warn	<i>Instructor</i>
Mr. Delmar McGlothlin	<i>Building Maintenance</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, and its C-E-I-R Automation Institute of Portland Division, 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 three modern school buildings, especially designed and remodeled for our purposes, with the most qualified instructors and the most up-to-date 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 \$250,000 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 the best equipped quarters in the heart of downtown 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 37 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 three buildings just minutes 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 its division, the Automation Institute of Portland, receives the benefits of life-long placement service at no extra cost to the student or employer. This is a service performed by our Placement Department which is under the administration of a *full-time* Placement Director to make sure our graduates find the best possible jobs for their talents and training.

Graduates from the Automation Institute of Portland can also utilize the placement services of the other affiliated Automation Institutes located in principal cities throughout the United States.

Our full-time Placement Director sets up a personnel file on each graduate. Through his contacts with over 2,000 individual firms in the Portland area he 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)

A *Non-Diploma* course—18 Credits required for completion.

Subjects	Credits
Beginning Typewriting	4
Typewriting II (Intermediate)	2
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Arithmetic	2
	<hr/>
	18

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—25 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Dictating Machines: Dictaphone, Gray Audograph, Stenorette	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Filing & Indexing	1
College Accounting I	4
Business Arithmetic	2
Office Machines I	4
Charm & Office Procedures	2
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	25

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—29 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Gregg Shorthand I—Theory & Dictation	4
Gregg Shorthand II—Dictation, Transcription	6
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
	<hr/>
	29

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—44 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, Transcription	6
Gregg Shorthand III—Dictation, Transcription	6
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
College Accounting I	4
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.



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, Transcription	6
Gregg Shorthand III—Dictation, Transcription	6
Business Correspondence (English III)	1
Dictating Machines: Dictaphone, Gray Audograph, Stenorette	1
Charm & Office Procedures	2
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	24

(plus 4 credits selected from elective group below)

Electives	
Gregg Shorthand IV—Dictation, Transcription	4
Spelling & Vocabulary (English II)	1
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Filing & Indexing	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.



MEDICAL SECRETARIAL (ST-7M)

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

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

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 and Dictation	4
Gregg Shorthand II—Dictation, Transcription	6
Gregg Shorthand III—Dictation, Transcription	6
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Medical Terminology and Dictation, Office Procedures and Human Anatomy	4
Medical Dictaphone and Case Histories	1
Medical Record Keeping	1
Hospital or Clinic "Internship" (Actual In-Service Training in a metropolitan hospital or clinic)	4
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate, by tests, skills or knowledge of subject matter because of previous training. Credit from this course may be applied toward any higher-level course.



MEDICAL RECEPTIONIST (ST-8M)

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

COURSE OUTLINE

Time: 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
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Medical Terminology, Office Procedures and Human Anatomy	4
Medical Record Keeping	1
Hospital or Clinic "Internship" (Actual In-Service Training in a metropolitan hospital or clinic)	4
Medical Dictaphone and Case Histories	1
NCR Bookkeeping Machine #160	2
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.



LEGAL SECRETARIAL (ST-7L)

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

COURSE OUTLINE

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

Diploma Course—54 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Gregg Shorthand I—Theory and Dictation	4
Gregg Shorthand II—Dictation, Transcription	6
Gregg Shorthand III—Dictation, Transcription	6
Legal Terminology	2
Legal Dictation	2
Dictaphone	1
Legal Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
College Accounting I	4
Law Bookkeeping	1
Business Arithmetic	2
Business Law	2
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.

LEGAL RECEPTIONIST (ST-8L)

The objectives of this course are the same as ST-7L except that it is assumed the graduate will seek a position in a law office as a secretary or stenographer without shorthand skill, relying upon dictaphone only. The highest of accuracy and maturity of manner is again stressed.

COURSE OUTLINE

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

Diploma Course—36 Credits required for graduation.

Subjects	Credits
Beginning Typewriting	4
12 Typewriting II & III (Intermediate)	4
12 Typewriting IV (Advanced)	4
12 Legal Terminology	2
12 Dictaphone	1
12 Legal Dictaphone	1
12 Business English (English I)	2
12 Spelling & Vocabulary (English II)	1
12 Correspondence (English III)	1
12 Filing & Indexing	1
12 Charm & Office Procedures	2
12 Office Machines I	4
12 College Accounting I	4
12 Law Bookkeeping	1
12 Business Arithmetic	2
12 Business Law	2
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	36

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



EXECUTIVE PRIVATE SECRETARIAL (ST-9) (ST-10)

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

The Executive Secretarial Course at Western Business University is a most advanced course providing thorough training in the skill subjects of stenography and secretarial training supplemented by secretarial technique and practice. The student has the option of selecting Gregg Shorthand (ST-9) or Machine Shorthand (ST-10), using the exciting new model Stenograph Machine.

COURSE OUTLINE

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

Diploma Course—53 Credits required for graduation.

	Credits
Beginning Typewriting	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Dictating Machines	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Charm & Office Procedures	2
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Business Law	2
Effective Speaking	1

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ST-9 GREGG SHORTHAND OPTION

Gregg Shorthand I—Theory and Dictation	4
Gregg Shorthand II—Dictation, Transcription	6
Gregg Shorthand III—Dictation, Transcription	6
Gregg Shorthand IV—Dictation, Transcription	4

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ST-10 MACHINE SHORTHAND OPTION

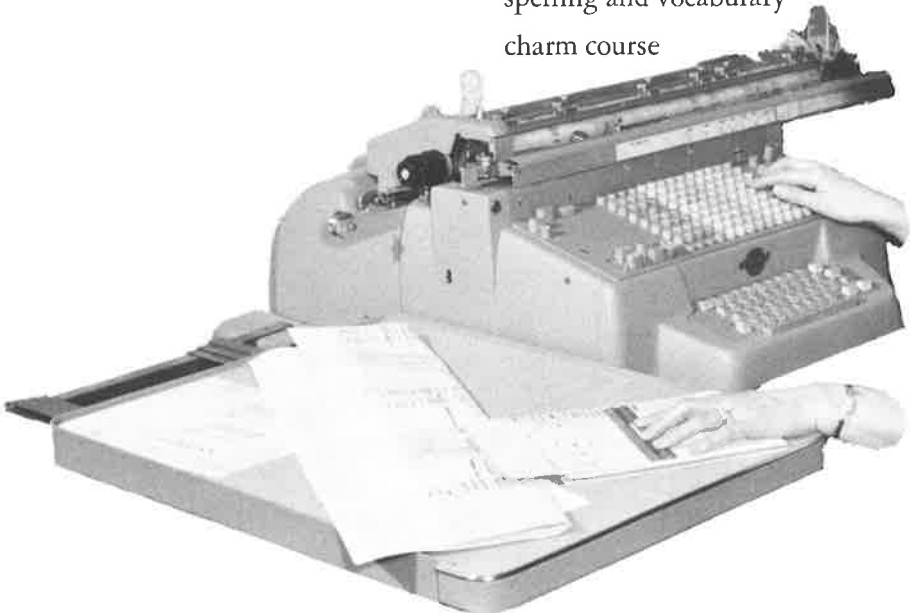
Stenographic Machine Shorthand I—Theory and Dictation	4
Stenographic Machine Shorthand II—Dictation, Transcription	6
Stenography Machine Shorthand III—Dictation, Transcription	6
Stenographic Machine Shorthand IV—Dictation, Transcription	4

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

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
College Accounting I	4
NCR Bookkeeping Machine #160	1
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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
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	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—27 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
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Charm & Office Procedures	2
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IBM KEY PUNCH AND BOOKKEEPING MACHINES (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: Three Quarters (30 to 36 Weeks—900 to 1080 Clock Hours)

Diploma Course—32 Credits required for graduation.

Subjects	Credits
NCR Bookkeeping Machine #160	1
NCR Bookkeeping Machine #3200	2
IBM Card Punch and IBM Verifier	4
Business Automation Fundamentals	1
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Charm & Office Procedures	2
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.

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—29 Credits required for graduation.

Subjects	Credits
IBM Card Punch and IBM Verifier	4
Business Automation Fundamentals	1
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Charm & Office Procedures	2
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate by tests, skills or knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.

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



BANKING BUSINESS AND DATA PROCESSING (MA-10)

The young woman who wishes to enter the fascinating field of banking or would like to work in a Data Processing Department as an operator should choose this course. She will receive a sound general business training including IBM Key Punch and Verifier. Then she will train in the direction of her choice: Either in Banking, including the IBM Bank Proof Machine, or, as an operator of IBM Tabulating Machines and the IBM 360 Computer. In either case, she will be ready for a fascinating position.

COURSE OUTLINE

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

Diploma Course—38 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III	4
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Office Machines I	4
Office Machines II	1
Filing & Indexing	1
IBM Key Punch and IBM Verifier	4
Business Automation Fundamentals	1
Charm & Office Procedures	2
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	30

MA-10B BANKING OPTION

Banking Procedures	2
NCR Bookkeeping Machine #160	1
10-Key Speed Building	1
IBM Proof Machine and Transit	4
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	8

MA-10DP DATA PROCESSING OPTION

Operational Techniques of:	
IBM 082-083 Sorters	
IBM 514 Reproducer	
IBM 552 Interpreter	
IBM 085 Collator	
IBM 402-403 Accounting Machine	
IBM 360 Computer System Introduction	
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	8
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	8

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



PERSONAL DEVELOPMENT PROGRAMS

Charm and Office Procedures— A finishing Training for girls.



To the working girl the qualities of personal charm, stemming from grace, poise and flawless grooming, 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, concurrently with excellent training in office procedures. 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 covered extensively.

Executive Conduct for Men

From the time of the first job interview through all those future dates when important advancements and salary increases are decided, today's young man must be more than simply "well qualified." To be assured of success in business—and in related social and community affairs—he must develop a sense of self-confidence and well being that will be reflected in both his personality and appearance.

The goal of Western's Personal Development Program for Men "Executive Conduct" is to show you how to be completely at ease among your business peers and climb the ladder of success much faster than your competitors.



BOOKEEPING and ACCOUNTING CAREER COURSE OUTLINES

bookkeeping

accounting

business law

business arithmetic

business english

income tax

principles of salesmanship

administrative psychology

public relations

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
College Accounting I (Proprietorship)	4
College Accounting II (Partnership)	4
College Accounting III (Corporation)	4
College Accounting 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)	1
Business Arithmetic	2
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(plus 9 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
Charm & Office Procedures (required for women)	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 and a Half to Five Quarters (54 to 60 Weeks—
1620 to 1800 Clock Hours)

Diploma Course—52 Credits required for graduation.

Required Subjects	Credits
College Accounting I (Proprietorship)	4
College Accounting II (Partnership)	4
College Accounting III (Corporation)	4
College Accounting IV (Payroll)	2
College Accounting VI (Intermediate)	16
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
Personal Development Program (men or women)	2
	<hr/>
(plus three credits selected from the electives below)	49

Electives

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

Students going on to Business Administration (AC-7) must include Correspondence and 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 students 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)

For the young men and women who desire an advanced business training for administration. Though the graduate probably will 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—Approximately 2160 Clock Hours of class and laboratory)

Diploma Course—62 Credits required for graduation.

Subjects	Credits
College Accounting I (Proprietorship)	4
College Accounting II (Partnership)	4
College Accounting III (Corporation)	4
College Accounting IV (Payroll)	2
College Accounting V (Cost)	4
College Accounting VI (Intermediate)	16
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
Effective Speaking	1
Business Management and Human Relations	2
Correspondence (English III)	1
NCR Bookkeeping Machine #160	1
Gregg Shorthand I—Theory and Dictation	4
Personal Development Program (men or women)	2
	<hr/>
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Electives may be chosen to give the student advanced standing within the time limits of the course. Advanced standing is given to those students who demonstrate by tests, skills or knowledge of subject matter because of previous training.

BUSINESS AUTOMATION CAREER COURSE OUTLINES

accounting

machine room techniques
and procedures

IBM interpreter

IBM reproducing punch

IBM collator

IBM accounting machine

IBM sorter

IBM card punch

IBM verifier

IBM 360-20 operations

computer programming concepts

computer number systems

problem definition

flow charting

punch card utilities

rpg

iocs

cobol

systems design

implementation of systems



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.



Our graduates can operate this giant Computer System

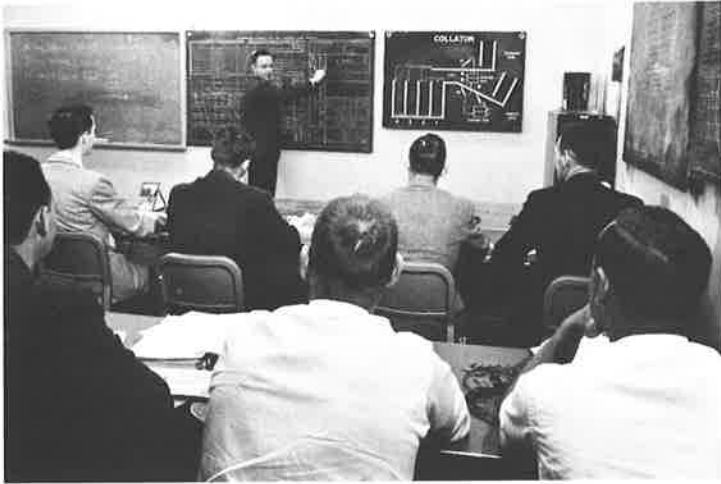
But man must learn to direct this complex servant. This is the job of our Automation Institute division. With the \$250,000 IBM business automation installation within the school, the Portland Institute can give actual on-the-machine training to supplement classroom instruction.

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

The \$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. Our students program and operate our own IBM 360 Computer.

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.



Learning the theory



Students working on our own IBM 360 Computer

EXECUTIVE DATA PROCESSING (AI-9)

This is a complete course 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: 27 weeks—day school (540 Clock Hours)

68 weeks—night school (540 Clock Hours)

A Diploma Course.

Subjects

IBM 360-20 Operations
Computer Programming Concepts
Computer Number Systems
Problem Definition
Flow Charting
Punch Card Utilities
RPG—Report Program Generator
BAL—Basic Assembly Language
IOCS—Input Output Control System
COBOL—Common Business Oriented
Language

Systems Design
Implementation of Systems
Machine Room Techniques
and Procedures
IBM 514 Reproducing Punch
IBM 085 Collator
IBM 402 Accounting Machine
IBM 083 Sorter
IBM 513 Reproducing Punch
IBM 082 Sorter
IBM 029 Card Punch

This is Automation Institute's "blue chip" program. Over 80,000 man hours went into the development of this highly respected curriculum. This program gives the student advantages in education heretofore unattainable. Students taking this course learn Automated Data Processing from the IBM System 360 Computer located in the school. He learns three computer languages. 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 need of today.

Pre-Requisites

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

Acceptance

Final acceptance of the Applicant is made by the Director of Education,

**Programming Students
operating the very
latest equipment in
our Machine Laboratory**



MANAGEMENT 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 the complete data processing training, including computer programming in our Executive Data Processing Course, will give him an enviable education for his future success.

COURSE OUTLINE

Time: Four and one-half Quarters (52-54 weeks—
1260 Clock Hours)

Diploma Course—44 Credits required for graduation.

Subjects

IBM 360-20 Operations	IBM 402 Accounting Machine	
Computer Programming Concepts	IBM 083 Sorter	
Computer Number Systems	IBM 513 Reproducing Punch	
Problem Definition	IBM 082 Sorter	
Flow Charting	IBM 029 Card Punch	8
Punch Card Utilities	College Accounting II	4
RPG—Report Program Generator	College Accounting III	4
BAL—Basic Assembly Language	College Typewriting I	4
IOCS—Input Output Control System	Math for Business	2
COBOL—Common Business Oriented Language	Office Machines for Accounting	4
Systems Design	Office Machines II	1
Implementation of Systems	Business Law	2
Machine Room Techniques and Procedures	Business Management and Human Relations	2
IBM 514 Reproducing Punch	Personal Development Program (men or women)	2
IBM 085 Collator	Effective Speaking	1
		44

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

Pre-Requisites

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

Acceptance

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

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—29 Credits required for graduation.

Subjects	Credits
IBM Card Punch and IBM Verifier	4
Business Automation Fundamentals	1
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Charm & Office Procedures	2
	<hr/>
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BANKING BUSINESS AND DATA PROCESSING (MA-10)

The young woman who wishes to enter the fascinating field of banking or would like to work in a Data Processing Department as an operator should choose this course. She will receive a sound general business training including IBM Key Punch, Verifier and Sorter. Then she will train in the direction of her choice: Either in Banking, including the IBM Bank Proof Machine, or, as an operator of IBM Tabulating Machines and the IBM 360 Computer. In either case, she will be ready for a fascinating position.

COURSE OUTLINE

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

Diploma Course—38 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III	4
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Office Machines I	4
Office Machines II	1
Filing & Indexing	1
IBM Key Punch and IBM Verifier	4
Business Automation Fundamentals	1
Charm & Office Procedures	2

MA-10B BANKING OPTION

Banking Procedures	2
NCR Bookkeeping Machine #160	1
10-Key Speed Building	1
IBM Proof Machine and Transit	4

MA-10DP DATA PROCESSING OPTION

Operational Techniques of:	8
IBM 082-083 Sorters	
IBM 514 Reproducer	
IBM 552 Interpreter	
IBM 085 Collator	
IBM 402-403 Accounting Machine	
IBM 360 Computer System Introduction	

Electives may be chosen 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.

*These courses are also included in the Office Machines Section.

DESCRIPTION OF SUBJECTS

ACCOUNTING 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.

ACCOUNTING 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.

ACCOUNTING 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.

ACCOUNTING 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.

ACCOUNTING V—COST (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.

ACCOUNTING VI—INTERMEDIATE (16)

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

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.

AUTOMATION

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

BANKING PROCEDURES (2)

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. Also teaches negotiable instruments and currency exchange.

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 (1)

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

BUSINESS 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.

BUSINESS MANAGEMENT AND HUMAN RELATIONS (2)

This course presents an interesting study of business functions (sales, production, marketing, personnel and finance). Also managerial functions (planning, organization, employee training and relations), and is augmented by field projects, discussion of relationship of current events to business and guest speakers from the executive ranks of business.

CHARM AND OFFICE PROCEDURES (2)

This course satisfies the need expressed by most employers, that young women job applicants appear in good taste and conduct themselves with a reasonable degree of maturity. A complete study of office practice, telephone techniques and personality, figure control, poise and carriage, and an exciting charm program is included in this unit.

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 in 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.

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 machines, the stamping and sealing of letters by machine process and mailing distribution work constitute the major portion of the course.

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 CONDUCT FOR MEN (2)

One of the greatest sources of waste in business is the failure of people to live up to their potential. This course will help the young man to understand the value of good personality traits in getting ahead. It will also give him experience in how to conduct himself in business and society.

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 Diamond Jubilee. First she 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 (6)

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, abbreviation principles and elementary dictation. The student is required to transcribe selected parts on the typewriter.

GREGG SHORTHAND III—DICTATION & TRANSCRIPTION (6)

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 becomes 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 (4)

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. A high degree of skill and accuracy is developed through special exercises and operations.

IBM PROOF AND TRANSIT (4)

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.

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.

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 (2)

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 TERMINOLOGY & OFFICE PROCEDURES (2)

A specialized course designed to acquaint the legal secretarial student with common legal terms.

MEDICAL DICTAPHONE & CASE HISTORIES (1)

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

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, OFFICE PROCEDURES & ANATOMY (4)

This course includes medical terminology, articles from medical journals, and case histories taken from the various specializations within the medical profession. The spelling and meaning of medical terms are covered. This unit is designed to give the career medical secretary 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. 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.

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 is presented.

OFFICE MACHINES I (4)

This course teaches the student how to operate 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.

PUBLIC RELATIONS (1)

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.

SPELLING & VOCABULARY BUILDING—ENGLISH II (1)

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.

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.



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 an Admissions Counselor or the Registrar. 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.

Veterans and vocational rehabilitation students, see page 43.

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.

STANDARDS AND GRADES

Western Business University uses the following method of grading:

Grade	Percentage	G. P. A.	Grade	Percentage	G. P. A.
A	96 to 100	4.0	D	70 to 80	1.0
B	89 to 95	3.0	F	69 & 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—COURSE CHANGES

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

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 or a national educational funding organization. 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.

SCHOLARSHIPS

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

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

For further information, contact your high school counselor or advisor, or an admissions counselor at Western Business University.

HOUSING

Housing in the Portland area is available at the YMCA, YWCA, The Princess Hotel for Women, Martha Washington Hotel for Women, The Viking, 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 "WBU Log" may apply to the student editor for assignment.

SCHOOL HOURS

The school buildings at 812 S.W. 10th Avenue, 820 S.W. Yamhill Street and 709 S.W. Salmon Street, Portland, Oregon 97205, are open for classes from 8:00 a.m. to 10:30 p.m. Monday through Friday. Day classes in Secretarial Science and Accounting are held from 8:30 a.m. to 11:45 a.m. and 12:30 p.m. to 3:45 p.m. Class hours for Business Automation students vary with specific time periods assigned to each class. Evening classes are held from 6 p.m. to 10:30 p.m. Monday through Friday and from 8 a.m. to 12:30 p.m. Saturdays. They average four hours per class twice a week.

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 \$30 to \$100 depending upon which course is taken. Exact cost may be obtained from the school office.

STUDENT BODY ACTIVITIES

Students at Western Business University enjoy a wide variety of activities. For fun and new friends, "Get Acquainted Mixers" are planned. Dances, 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.

WITHDRAWALS AND REFUNDS

Acting in compliance to ORS 345.115 subsection (2), the Superintendent of Public Instruction in the State of Oregon, on December 14, 1965, did establish the following refund schedule, which is adhered to by Western Business University.

"If a student gives notice of withdrawal at least two weeks prior to starting date of classes, the school shall refund all monies paid by the student except for a registration fee which may not exceed twenty percent (20%) of the total cost of the course.

"If a student is registered into classes and has not completed more than twenty-five percent of the total estimated credits, units or lessons, whichever is applicable, required for completion of the course as registered with the State Department of Education and withdraws, he shall receive refunds of not less than all monies paid by the student except for a registration fee not to exceed twenty percent (20%) of the total cost of the course plus twenty-five percent (25%) of the total cost of the course.

"If a student is registered into classes and has not completed more than fifty percent of the total credits, units or lessons, whichever is applicable, required for completion of the course as registered with the State Department of Education, and withdraws, he shall receive refunds of not less than all monies paid by the student except registration fees not to exceed twenty percent (20%) of the total cost of the course plus fifty percent (50%) of the total cost of the course.

"If a student is registered into classes and has completed more than fifty percent of the total estimated time, credits, units or lessons, whichever is applicable, required for completion of the course as registered with the State Department of Education and withdraws, no refunds are due him."

Refunds are computed from the date on which the student's application, in writing, is received in the Registrar's 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.)

VETERANS EDUCATION AND TRAINING (G.I. BILL)

Veterans who are eligible for education and training under the Cold War G.I. Bill are entitled to a monthly allowance of \$100 or more while attending Western Business University in an approved program of study. For each month spent on active duty, the veteran is entitled to a month of educational benefits up to a maximum of 36 months.

VOCATIONAL REHABILITATION TRAINING FOR VETERANS

Veterans who were disabled during World War II or the Korean conflict may be eligible for educational training, provided the Veteran's Administration determines they need vocational rehabilitation to overcome a disability or a new disability handicap. The basic monthly subsistence rate for disabled veterans studying full time in schools and colleges is \$110.00 without dependents, \$150.00 with one dependent, and \$175.00 with more than one dependent.

WAR ORPHAN EDUCATION ASSISTANCE (For Children of Deceased Veterans)

Who is eligible? Generally, children between ages 18 and 23 of veterans who died from disease or injury incurred or aggravated in line of duty in active service during one of the above-mentioned periods. Children of veterans are also eligible if the parent has a 100% service connected disability. The length and type of training is similar to that allowed the veteran under the G.I. Bill. The student in school under the War Orphan program will receive \$130.00 per month if enrolled full time, \$95.00 per month if three-quarter time, and \$60.00 per month if half-time.

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

STUDENT ACTIVITIES



◀ Student Body Vice-President Bill Rokey and President Ron Southwick wearing WBUS sweatshirts on School "Sweat Shirt Day."

Pie Throwing Contest . . . Fun? ▶



STUDENT ACTIVITIES

Cake for everybody
at the Christmas Party
and dance.



Alpine Theme
Get acquainted party
and dance.



Students with their Float in the Merrykhana Parade

CALENDAR

1968

Winter Quarter

January 2	Tuesday	New Students Orientation & Testing
January 3	Wednesday	New Students May Begin
February 9	Friday	Graduation Exercises
February 12	Monday	Mid-Quarter New Students May Begin
March 22	Friday	Winter Quarter Ends— Graduation Exercises

Spring Quarter

March 25	Monday	New Students May Begin
April 12	Friday	Holiday (Good Friday)
May 3	Friday	Graduation Exercises
May 6	Monday	Mid-Quarter New Students May Begin
May 30	Thursday	Holiday (Memorial Day)
May 31	Friday	Holiday
June 21	Friday	Spring Quarter Ends— Graduation Exercises

Summer Quarter

June 24	Monday	New Students May Begin
July 4	Thursday	Holiday (Independence Day)
July 5	Friday	Holiday
August 9	Friday	Graduation Exercises
August 12	Monday	Mid-Quarter New Students May Begin
August		Annual Picnic (Student Activity)
September 2	Monday	Holiday (Labor Day)
September 20	Friday	Summer Quarter Ends— Graduation Exercises

Fall Quarter

September 23	Monday	New Students May Begin
November 1	Friday	Graduation Exercises
November 4	Monday	Mid Quarter New Students May Begin
November 11	Monday	Holiday (Veterans' Day)
November 28	Thursday	Holiday (Thanksgiving Day)
November 29	Friday	Holiday
December		Annual Christmas Party and Dance (Student Activity)
December 20	Friday	Fall Quarter Ends— Graduation Exercises
December 23-January 3		Christmas Vacation

CALENDAR

1969

Winter Quarter

January 6	Monday	New Students May Begin
February 14	Friday	Graduation Exercises
February 17	Monday	Mid-Quarter New Students May Begin
March 28	Friday	Winter Quarter Ends— Graduation Exercises

Spring Quarter

March 31	Monday	New Students May Begin
April 4	Friday	Holiday (Good Friday)
May 9	Friday	Graduation Exercises
May 12	Monday	Mid-Quarter New Students May Begin
May 30	Friday	Holiday (Memorial Day)
June 20	Friday	Spring Quarter Ends— Graduation Exercises

Summer Quarter

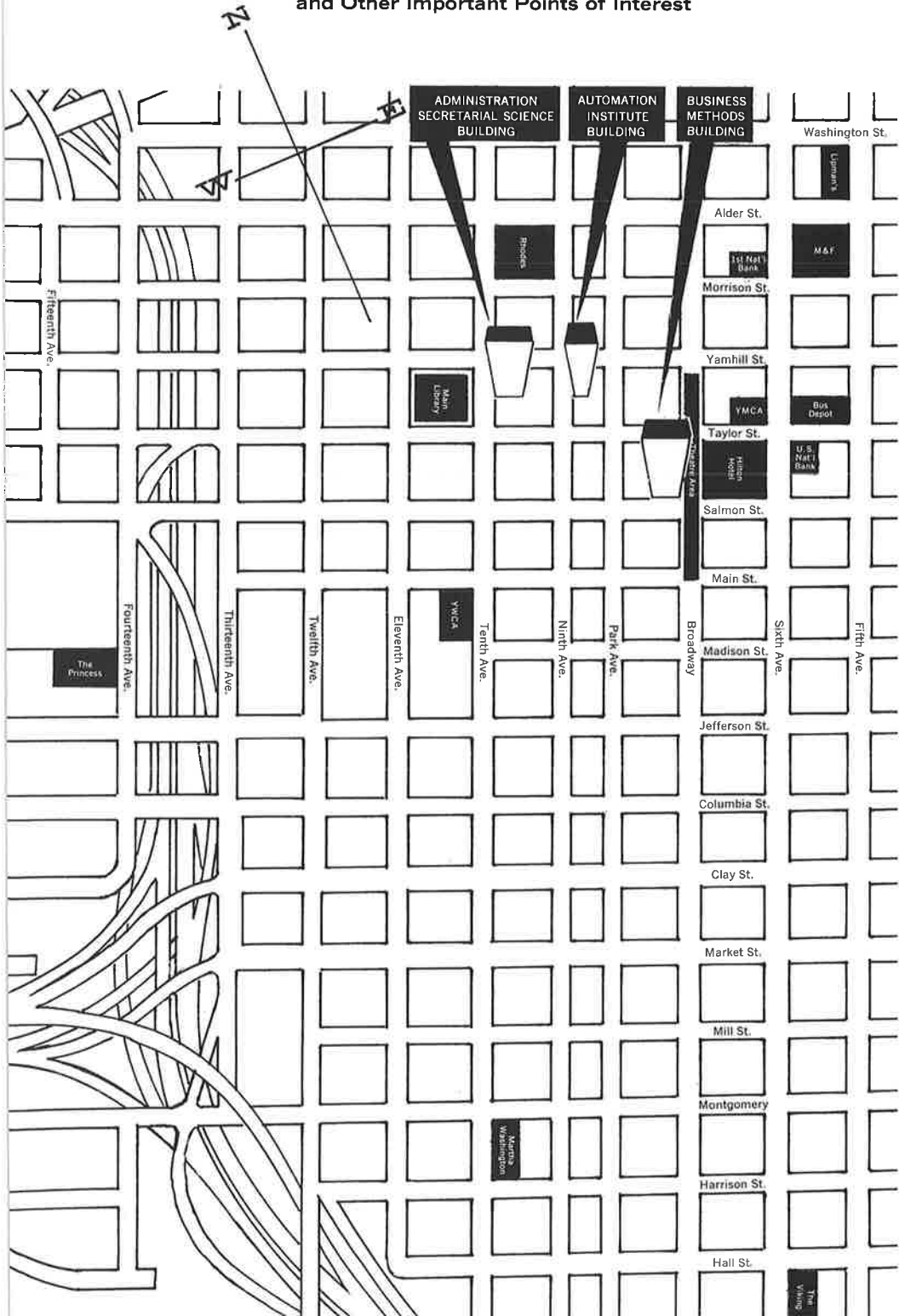
June 23	Monday	New Students May Begin
July 4	Friday	Holiday (Independence Day)
August 8	Friday	Graduation Exercises
August 11	Monday	Mid-Quarter— New Students May Begin
August		Annual Picnic (Student Activity)
September 1	Monday	Holiday (Labor Day)
September 19	Friday	Summer Quarter Ends— Graduation Exercises

Fall Quarter

September 22	Monday	New Students May Begin
October 31	Friday	Graduation Exercises
November 3	Monday	Mid-Quarter New Students May Begin
November 11	Tuesday	Holiday (Veterans' Day)
November 27	Thursday	Holiday (Thanksgiving Day)
November 28	Friday	Holiday
December		Annual Christmas Party and Dance (Student Activity)
December 19	Friday	Fall Quarter Ends— Graduation Exercises
December 22-January 2		Christmas Vacation

MAP OF DOWNTOWN PORTLAND AREA

Showing Location of WESTERN BUSINESS UNIVERSITY Buildings
and Other Important Points of Interest





THE WEST'S LARGEST BUSINESS SCHOOL CAMPUS



ADMINISTRATION
SECRETARIAL SCIENCE BUILDING



AUTOMATION INSTITUTE BUILDING



BUSINESS METHODS BUILDING



Western
Business
University

Administrative Offices: 812 S.W. 10th Avenue, Portland, Oregon 97205