

1970-71 CATALOG



Western
Business
University



1970 and 1971
SCHOOL CATALOG

for
WESTERN BUSINESS UNIVERSITY
and
CONTROL DATA
INSTITUTE

812 S.W. 10TH AVENUE
PORTLAND, OREGON 97205

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Accredited by the Accrediting Commission for Business Schools
as a School of Business

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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 Control Data Institute of Portland. Please look through this catalog 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
CONTROL DATA INSTITUTE

United Business Schools Association

Pacific Northwest Business Schools Association

Oregon Private School Association

Oregon Business Education Association

National 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

;

Accredited by the
Accrediting Commission for Business Schools

as

A School of Business

Certified Private Vocational School

Board of Education, State of Oregon

Approved for the Training of 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.

ADMINISTRATION AND STAFF

Mr. Don H. Grulke..... *President*
 Mrs. Carol L. Grulke, R.N..... *Secretary-Treasurer, Dean of Women*
 Mr. Loring Gillette, University of Idaho..... *Director, Control Data Institute*
 Mr. John Wiese, Northern Montana State College..... *Director of Admissions*
 Mrs. Marilyn Moffitt..... *Student Finance Officer and Executive Secretary*
 Miss Deanna Thomas, B.B.A., University of Portland..... *Scheduling Secretary*
 Mrs. Victoria M. Hopwood..... *Reception, Housing*

FACULTY

Mrs. Frances Anderson, B.A..... *University of Washington*
 Mr. Kenneth Bortvedt, C.D.P., B.S..... *Washington State College*
 Mrs. Meryl Bortvedt, B.S., M.E..... *Great Falls College of Education, University of Montana*
 Miss E. Irene Campbell, M.A..... *University of Iowa*
 Mrs. Susan Carroll..... *Southern Oregon College*
 Mrs. Belva Coila, B.A..... *Humboldt State College*
 Mrs. Selma Delavan..... *IBM School*
 Mrs. Marion Hansen..... *Burroughs, Comptometer & IBM Schools*
 Mr. Gary Holznagel, A.A..... *Oregon State University*
 Mr. David Imler..... *Western Business University*
 Mr. Ward Kent..... *Portland State University*
 Mrs. Ruth Kriko, R.N..... *St. Mary's Hospital, Rochester, Minnesota*
 Mrs. Mildred Luman..... *Clark College*
 Mrs. Sybil Meehan..... *Pan American Airways*
 Mr. Roderick Spring, C.D.P..... *Portland State University*
 Mr. Peter D. Stedman, B.B.A., J.D. (LLB)..... *University of Wisconsin*
 Mr. Joseph Todd..... *Illinois Institute of Technology, British Columbia Institute of Technology*
 Mrs. Myrl Tripp, C.T..... *UBSA, Parks School of Business*
 Mrs. Marcine Warn..... *Southern California College*
 Mr. Herbert White, B.S..... *Portland State University*
 Mr. Gary Wright, B.S..... *Portland State University*

ADMISSIONS OFFICERS

Mr. Russell K. Crisp..... *Portland State University*
 Mrs. Joan Cromwell, B.S., M.A..... *Stanford University, Denver University*
 Mr. Willard Cromwell, B.S., B.Th..... *Seattle Pacific University*
 Mr. D. "Jim" Fuller, B.Th..... *Bethany College*
 Mr. R. Scott Galbraith..... *Rollins College*
 Mr. William More, B.S..... *Southern Oregon College*
 Mrs. Alice Tatone..... *Reed College, Oregon State University, Kinman Business University*
 Mr. Howard Wilson..... *Representative in Southern Oregon*

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.



ADMINISTRATION AND
SECRETARIAL SCIENCE BUILDING



CONTROL DATA INSTITUTE BUILDING

THE MOST COMPLETE BUSINESS COLLEGE IN THE NORTHWEST

Western Business University, and its Control Data Institute 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 two 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, registration 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 extra 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 \$500,000 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 24 modern classrooms, there are six advisors' offices, an aptitude test room, an infirmary room, a book store and general reception and waiting areas; all housed in buildings just two 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, Control Data Institute 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 Control Data Institute can also utilize the placement services of the other affiliated Institutes located in principal cities throughout the United States.

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



CLERK-TYPIST (ST-1)

This course is designed for the person (woman or man) who wishes 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 and ST-4.

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 (Intermediate)	2
Filing & Indexing	1
Charm	2
Office Machines I	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Arithmetic	2
Office Procedures	1
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Credits from this course may be applied to any diploma course

RECEPTIONIST CAREER (ST-3)

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

COURSE OUTLINE

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

Diploma Course—26 Credits required for graduation.

Subjects	Credits
Beginning Typewriting (11)	4
Typewriting II & III (Intermediate)	4
Dictating Machines	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	2
Office Procedures	1
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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—30 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	2
Office Machines I	4
Office Procedures	1

30

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



PROFESSIONAL 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—41 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	2
Office Machines I	4
Office Procedures	1
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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.



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

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

BASIC COURSE OUTLINE (ST-6)

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	1
WBU Girl Charm	2
Office Procedures	2
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	26

(plus at least 2 credits selected from elective group below)

Electives

Gregg Shorthand IV—Dictation, Transcription	6
Spelling & Vocabulary (English II)	1
Office Machines I	4
Business Arithmetic	2
Filing & Indexing	1

ADVANCED SECRETARIAL MEDICAL (ST-6M)

Time: Three Quarters (36 Weeks—1020 Clock Hours)

Diploma Course—39 Credits required for graduation.

Subjects	Credits
Basic Course (above)	28
Medical Terminology	4
Medical Dictaphone and Case Histories	1
Medical Record Keeping	1
NCR Bookkeeping Machine #160	1
Hospital or Clinic "Internship" (actual in-service training in a metropolitan hospital or clinic)	4
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ADVANCED SECRETARIAL LEGAL (ST-6L)

Time: Three Quarters (36 Weeks—1020 Clock Hours)

Diploma Course—40 Credits required for graduation.

Subjects	Credits
Basic Course (above)	28
Legal Terminology	4
Legal Dictaphone	1
Business Law	2
College Accounting I	4
Law Bookkeeping	1
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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.

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—57 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	2
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Office Procedures	1
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—43 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	2
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Office Procedures	1
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—58 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	4
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
WBU Girl Charm	2
Office Machines I	4
College Accounting I	4
Law Bookkeeping	1
Business Arithmetic	2
Business Law	2
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.



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—39 Credits required for graduation.

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

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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.



EXECUTIVE PRIVATE SECRETARIAL (ST-9)

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

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

COURSE OUTLINE

Time: 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
Gregg Shorthand IV—Dictation, Transcription	6
Dictating Machines	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Charm	2
Office Machines I	4
College Accounting I	4
Business Arithmetic	2
Business Law	2
Effective Speaking	1
Office Procedures	1
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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.

OFFICE MACHINE CAREER COURSE OUTLINES

bookkeeping machines

adding machines

calculators

IBM key punch

office machines

duplicating machines

bookkeeping

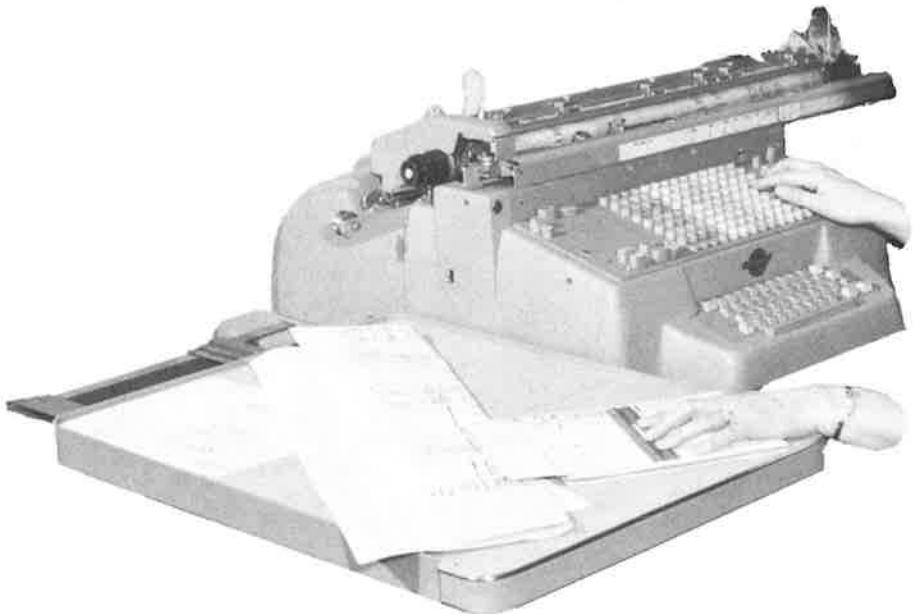
business arithmetic

typing

filing and indexing

spelling and vocabulary

charm



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	4
Office Machines II: Marchant Rotary Calculator	
Friden 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.



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 a continuous 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
College Accounting I	4
Business Arithmetic	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Charm	2
Office Procedures	1
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IBM KEY PUNCH AND BOOKKEEPING MACHINES (MA-4)

Because of the 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 Weeks—900 Clock Hours)

Diploma Course—33 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	2
Office Procedures	1
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	33

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—30 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	2
Office Procedures	1
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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.



BUSINESS AND DATA PROCESSING (MA-10)

The young woman who wishes to enter the fascinating field of Electronic Data Processing 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 as an operator of IBM Tabulating Machines and the IBM 360 Computer. She will be ready for a fascinating position.

COURSE OUTLINE

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

Diploma Course—40 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	2
Office Procedures	1
NCR Bookkeeping Machine #160	1
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	8
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*This course is also included in the Business Automation section.



PERSONAL DEVELOPMENT PROGRAMS



WBU Girl Finishing Training

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

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

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

The **WBU GIRL TRAINING** is one of the big extras that makes the Western Business University graduate the one who gets and keeps the high-paying, exciting career of the future.

Executive Profile 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 Profile" is to show the young man how to be completely at ease among his business peers and climb the ladder of success much faster than his competitors.



AIRLINE and TRAVEL AGENCY CAREER COURSE OUTLINES

travel itineraries

airline guides

schedules and fares

ticketing

reservations

travel agency operations

terminology and abbreviations

telephone techniques

charm

executive profile

office skills



AIRLINE AND TRAVEL AGENCY SECRETARIAL For Women (AT-1)

Airline travel has become an everyday occurrence for millions of busy people. Modern jets have made it possible for vacationers to visit exotic places and to see more countries in a shorter period of time than anyone dreamed possible a few short years ago. As a result there is a tremendous shortage of trained qualified people to serve these jet travelers. Airlines and Travel Agencies need new people and they need them now.

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

COURSE OUTLINE

Time: Four Quarters (48 Weeks—1440 Clock Hours)
Diploma Course—52 Credits required for graduation.

Subjects	Credits
Planning Travel Itineraries	
Official Airline Guide Studies	
Travel Schedules and Fares	
Ticketing	
Airline Reports	
Reservationist Duties	8
Travel Agency Operations	
Airline and Travel Terminology & Abbreviations	
Telephone Techniques	
"WBU Girl" Charm Course—Stewardess Poise	2
Typing I, II, III, IV	12
Shorthand I, II, III	16
Business Arithmetic	2
Office Machine Operation	4
Filing	1
Dictaphone	1
Office Practice—Receptionist Duties	1
Business English	2
Spelling & Vocabulary	1
Correspondence	1
Effective Speaking	1
	52

52

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

AIRLINE AND TRAVEL AGENCY RESERVATIONS

For Men and Women (AT-2)

As air, ground and sea passengers have their first contact with a reservations agent or a ticket agent, poised and courteous young men and women in these positions are an absolute requirement for any airline or agency.

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

COURSE OUTLINE

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

Diploma Course—39 Credits required for graduation.

Subjects	Credits
Planning Travel Itineraries	
Official Airline Guide Studies	
Travel Schedules and Fares	
Ticketing	
Airline Reports	8
Reservationist Duties	
Travel Agency Operations	
Airline and Travel Terminology & Abbreviations	
Telephone Techniques	
"WBU Girl" Charm Course—	
Stewardess Poise (for women) or	
"Executive Profile" Course (for men)	2
Typing I, II, III, IV	12
Business Arithmetic	2
Office Machines Operation	4
Filing	1
Dictaphone	1
Office Practice—Receptionist Duties	1
Business English	2
Spelling & Vocabulary	1
Office Accounts	4
Effective Speaking	1
	39

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.

EVENING SCHOOL

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

Clerical, secretarial and bookkeeping courses in evening school, though limited in scope compared with day school offerings, are presented on Monday and Thursday evenings from 6:30 to 9 o'clock. Five hours in school per week plus diligent home study can prepare the student for an entry-level position or help the present office worker to upgrade.

Because Western Business University was the first in Oregon to present vocational training on actual IBM equipment, we have continued our leadership and obligation to the public by offering full programs in night school as well as day school.

IBM Key Punch training is offered three evenings per week and computer programming and operations, systems and unit record operations is offered two evenings per week.

Of the twenty-four hours, very few of us work more than eight or sleep more than seven, leaving many hours for other activities including self-improvement. If you can attend day school—come, but if time is limited, then use night school. You will be glad you did.

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



BOOKKEEPING, ACCOUNTING and JUNIOR EXECUTIVE CAREER COURSE OUTLINES

bookkeeping

accounting

business law

business arithmetic

business english

business management

human relations

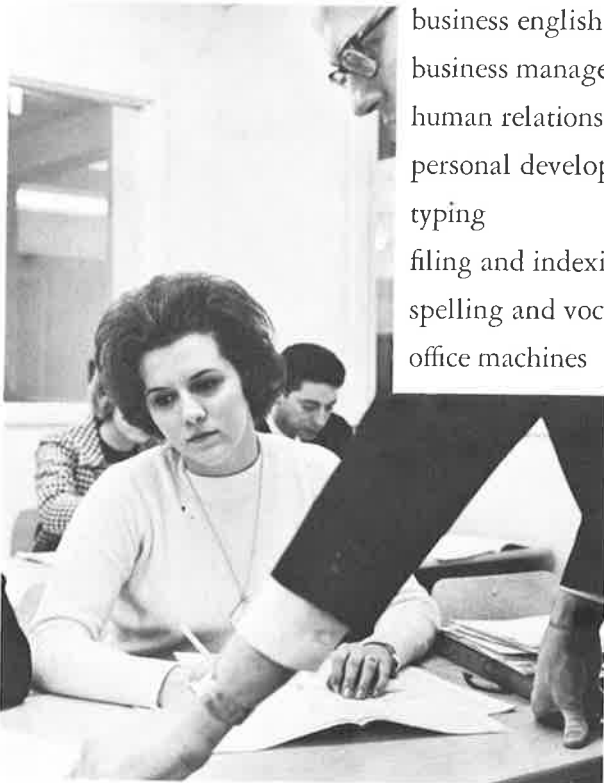
personal development

typing

filing and indexing

spelling and vocabulary

office machines



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—38 Credits Required for Graduation.

Required Subjects	Credits
College Accounting I	4
College Accounting II	4
College Accounting III	4
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
Office Procedures	1
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	32

(plus 6 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 (required for women)	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—49 Credits required for graduation.

Required Subjects	Credits
College Accounting I	4
College Accounting II	4
College Accounting III	4
Accounting V (Cost)	4
College Accounting VI (Intermediate)	16
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/>
	49

Electives

Office Procedures (required for women)	1
Correspondence (English III)	1
NCR Bookkeeping Machine #160	1
Typewriting II & III (Intermediate)	4
Business Management and Human Relations	2

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.

JUNIOR EXECUTIVE (AC-7)

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

COURSE OUTLINE

Time: Three and one-half Quarters (42 Weeks—1190 Clock Hours)

Diploma Course—48 Credits Required for Graduation.

Subjects	Credits
Business Management and Human Relations	2
Business Law	2
College Accounting I	4
College Accounting II	4
College Accounting III	4
College Accounting V (Cost)	4
Personal Development Program (men or women)	2
Business Arithmetic	2
Office Machines I	4
Office Machines II	1
Business Automation Fundamentals	1
Typewriting I	4
Typewriting II & III	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Correspondence (English III)	1
Office Procedures	2
NCR Bookkeeping Machine #160	1
NCR Bookkeeping Machine #3200 (minimum of 5 programs)	2
Business Filing	1

48

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, skill 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 360-25 operations

computer programing concepts

computer number systems

problem definition

flow charting

rpg

iocs

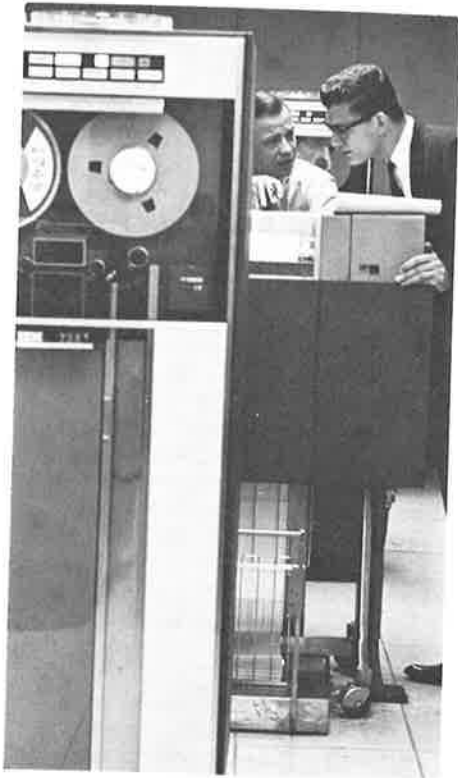
cobol

bal

fortran

systems design

implementation of systems



THE CONTROL DATA INSTITUTE DIVISION OF WESTERN BUSINESS UNIVERSITY

The Control Data Institute, 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 program and operate this giant Computer System

But man must learn to direct this complex servant. With the \$500,000 business automation installation within the school, the Institute gives actual on-the-machine training to supplement classroom instruction. Students are never shorted on machine time. Our equipment is installed for our students.

With qualified instructors to guide them, the 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 computer and unit-record installation within the school familiarizes the student with the several types of machines that are basic in automated record keeping and accounting systems that make it possible for the business to operate. In a sense, these machines and their helpers represent the three basic considerations in all basic processing systems: input, processing, and output. A single machine or a series of inter-connected machines that would be an entire data processing system in itself capable of performing a complete data processing and recording operation with only one pass of the cards through the machine is a COMPUTER. Our stu-

dents program and operate our own IBM 360 Computer and our on-line Control Data Terminal connected to the famous Cybernet System. Through this system the student is connected to and programs through the world's most powerful computer system. As this type of operation is increasing rapidly, our students are fortunate to be able to program through and to learn to handle this on-line equipment. Employers are anxious to have such personnel.

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



Our Control Data User Terminal connected to the World's Most Powerful Computer System



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 Control Data Institute's affiliated schools—nationwide.

COURSE OUTLINE

Time: 27 weeks—day school (675 Clock Hours)

68 weeks—night school (810 Clock Hours)

A Diploma Course.

Subjects	Credits	Subjects	Credits
IBM 360 Operations	1	RPG—Report Program Generator	2
IBM 2560 Operations		BAL—Basic Assembly Language	3
IBM 2203 Operations		IOCS—Input Output Control System	2
IBM 2311 Operations		COBOL—Common Business Oriented Language	2
Computer Programming Concepts	1	Introduction to Fortran	1
Computer Number Systems		Unit Record Operation and Wiring	5
Problem Definition		Machine Room Techniques and Procedures	
Flow Charting		IBM 514 Reproducing Punch	
Disc Utilities	1	IBM 085 Collator	
Control Data Cybernet System	1	IBM 402 Accounting Machine	
Data Phone 201A		IBM 083 Sorter	
Control Data 224-2		IBM 513 Reproducing Punch	
Control Data 222		IBM 029 Card Punch	
Control Data 200 Display Keyboard			
Systems Design	5		
Implementation of Systems			24
Forms Design			

Accounting—All levels of Accounting available if desired. Ask any Admissions Officer for information.

This is Control Data 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 two computer systems located in the school. He learns several 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.

Programing 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—49 Credits required for graduation.

Subjects	Credits	Subjects	Credits
IBM 360 Operations	1	Introduction to Fortran	1
IBM 2560 Operations		Unit Record Operation and Wiring	5
IBM 2203 Operations		Machine Room Techniques and Procedures	
IBM 2311 Operations		IBM 514 Reproducing Punch	
Computer Programming Concepts	1	IBM 085 Collator	
Computer Number Systems		IBM 402 Accounting Machine	
Problem Definition		IBM 083 Sorter	
Flow Charting		IBM 513 Reproducing Punch	
Disc Utilities	1	IBM 029 Card Punch	
Control Data Cybernet System	1	College Accounting I	4
Data Phone 201A		College Accounting II	4
Control Data 224-2		College Typewriting I	4
Control Data 222		Math for Business	2
Control Data 200 Display Keyboard		Office Machines for Accounting	4
Systems Design	5	Office Machines II	1
Implementation of Systems		Business Law	2
Forms Design		Business Management and Human Relations	2
RPG—Report Program Generator	2	Personal Development Program (men or women)	2
BAL—Basic Assembly Language	3		
IOCS—Input Output Control System	2		
COBOL—Common Business Oriented Language	2		
			49

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—30 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	2
Office Procedures	1

30

BUSINESS AND DATA PROCESSING (MA-10)

The young woman who wishes to enter the fascinating field of Electronic Data Processing 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 as an operator of IBM Tabulating Machines and the IBM 360 Computer. She will be ready for a fascinating position.

COURSE OUTLINE

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

Diploma Course—40 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	2
Office Procedures	1
NCR Bookkeeping Machine #160	1
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	

8

40

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

Number after subject indicates number of credits

ACCOUNTING I (4)

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

ACCOUNTING II (4)

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

ACCOUNTING III (4)

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

ACCOUNTING V—COST (4)

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.

AUTOMATION

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

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 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—WBU GIRL (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 telephone techniques and personality, figure control, poise and carriage, and an exciting charm program is included in this unit.

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.

DICTATING MACHINES (1)

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

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 PROFILE 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 (6)

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.

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.

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 (4)

The student must gain as much knowledge as she can of the language procedures, ethics and protocol of the law office. This course takes her through all these operations as nearly as possible as if she were actually working with an employer and becoming familiar with the daily requirements.

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 MACHINES—3000 SERIES (2)

This is the large multi-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 and multiplication. Many makes of ten-key and full-key adding machines are used.

OFFICE MACHINES II (1)

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

OFFICE PROCEDURES (1)

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

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.

WBU GIRL—CHARM (2)

This course gives the girl student expert guidance in wardrobe planning, correct selection and application of cosmetics, diet, exercise and graceful carriage. Professional poise during the job interview, conduct on the job and telephonic techniques and manners are covered extensively. Personality development is stressed to give each girl the necessary self-confidence to carry her through a busy career and social life.

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.

Cybernet System

A system of interconnected computers that constitutes the "world's greatest computer power." Students connect into this system through our Control Data 200 User Terminal.

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 47.

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—CREDITS

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

DEFERRED PAYMENT LOANS

As WBU is an accredited institution, its students and their families may be eligible to apply for a Federally Guaranteed Student Loan which is administered by the Oregon State Scholarship Commission.

Students may be able to borrow up to \$1000 a year and not be required to begin repayment until the first day of the tenth month after the student leaves school.

For complete information, visit our Registrar's office or contact an Admissions Representative.

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, 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.

SCHOOL HOURS

The school buildings at 812 S.W. 10th Avenue and 820 S.W. Yamhill 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 2:55 p.m. Class hours for Business Automation students vary with specific time periods assigned to each class. Evening classes are held between the hours of 6 p.m. and 10:30 p.m. Monday through Friday. Ask for special bulletins when inquiring about night school.

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 \$130 depending upon which course is taken. Exact cost may be obtained from the school office.

STUDENT ACTIVITIES

Students at Western Business University enjoy a wide variety of opportunities for activity. For fun and new friends get acquainted mixers are planned. Dances, talent and style shows are regularly scheduled events. The student body elects an attractive "Secretary of the Week" as their representative during National Secretaries' Week. Committees are formed regularly to spearhead activities. Western Business University encourages participation by its students to develop leadership qualities and social poise.

WITHDRAWALS—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. This refund schedule is applicable to the responsibilities of the Student and the School engaging in training agreements. Upon withdrawal, the Student is obligated to meet tuition costs for services rendered within the limits provided in the text of the policy. The school is obligated, upon student withdrawal, to meet refund payments for services not received by the student as provided in the text of the policy.

If a student gives notice, IN WRITING, of withdrawal at least two weeks prior to opening of a session, 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 of the contracted training program 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 of the contracted training program 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 (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 of the contracted training program as registered with the State Department of Education and withdraws, no refunds are due him.

Under the rules of the Accrediting Commission for Business Schools, the percentage of course completion is computed on the basis of clock hours as listed in the school catalog. Units of credit earned is not the criteria in implementing this policy; rather, it is amount of time as expressed in clock hours.

Amounts due the school or refunds due the student are computed from the date on which the student's written request, or his parent's written request if the student is under 21, is received in the School Office and not from the date the student ceased attending classes. A maximum of four weeks is allowed between receipt of the withdrawal request and the payment of money due the school or refund due the student, whichever applies.

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 \$130 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

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, and \$175.00 with more than one dependent. Other persons may be eligible for Vocational Rehabilitation Training. If in doubt, ask our Registrar.

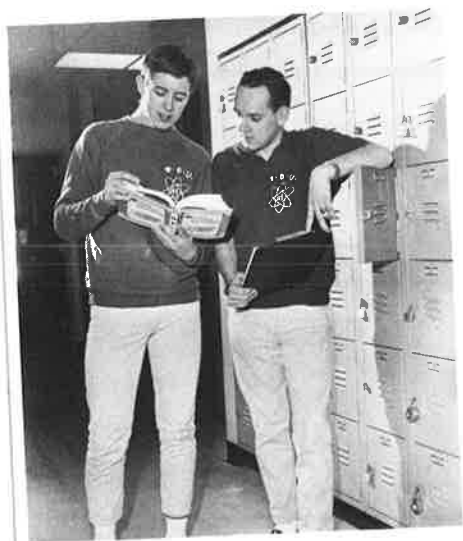
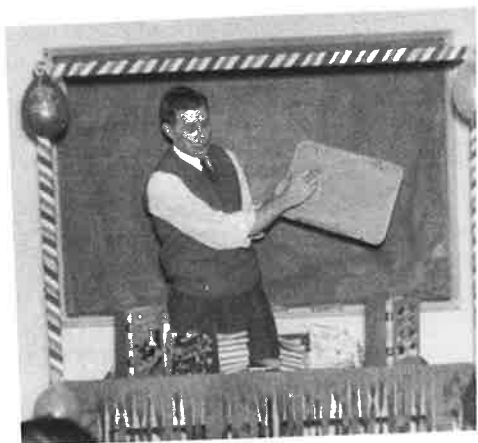
WAR ORPHAN EDUCATION ASSISTANCE

(For Children of Deceased Veterans)

Who is eligible? Generally, children between ages 18 and 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 ACTIVITIES



CALENDAR

1970

Winter Quarter

January 5	Monday	New Students May Begin
February 13	Friday	Graduation Exercises
February 16	Monday	Mid-Quarter
		New Students May Begin
March 26	Thursday	Winter Quarter Ends—
		Graduation Exercises
March 27	Friday	Holiday (Good Friday)

Spring Quarter

March 30	Monday	New Students May Begin
May 8	Friday	Graduation Exercises
May 11	Monday	Mid-Quarter
		New Students May Begin
June 19	Friday	Spring Quarter Ends—
		Graduation Exercises

Summer Quarter

June 22	Monday	New Students May Begin
July 3	Friday	Holiday (Independence)
July 31	Friday	Graduation Exercises
August 3-14		Summer Vacation
August 17	Monday	Mid-Quarter
		New Students May Begin
September 7	Monday	Holiday (Labor Day)
September 25	Friday	Summer Quarter Ends—
		Graduation Exercises

Fall Quarter

September 28	Monday	New Students May Begin
November 6	Friday	Graduation Exercises
November 9	Monday	Mid-Quarter
		New Students May Begin
November 11	Wednesday	Holiday (Veteran's Day)
November 26	Thursday	Holiday (Thanksgiving Day)
November 27	Friday	Holiday
December		Annual Christmas Party and Dance
		(Student Activity)
December 18	Friday	Fall Quarter Ends—
		Graduation Exercises
December 21-January 1		Christmas Vacation

CALENDAR

1971

Winter Quarter

January 4	Monday	New Students May Begin
February 12	Friday	Graduation Exercises
February 15	Monday	Holiday (Washington's Birthday— New Observance)
February 16	Tuesday	Mid-Quarter
March 26	Friday	New Students May Begin Winter Quarter Ends— Graduation Exercises

Spring Quarter

March 29	Monday	New Students May Begin
April 9	Friday	Holiday (Good Friday)
May 7	Friday	Graduation Exercises
May 10	Monday	Mid-Quarter
May 31	Monday	New Students May Begin
June 18	Friday	Holiday (Memorial Day) Spring Quarter Ends— Graduation Exercises

Summer Quarter

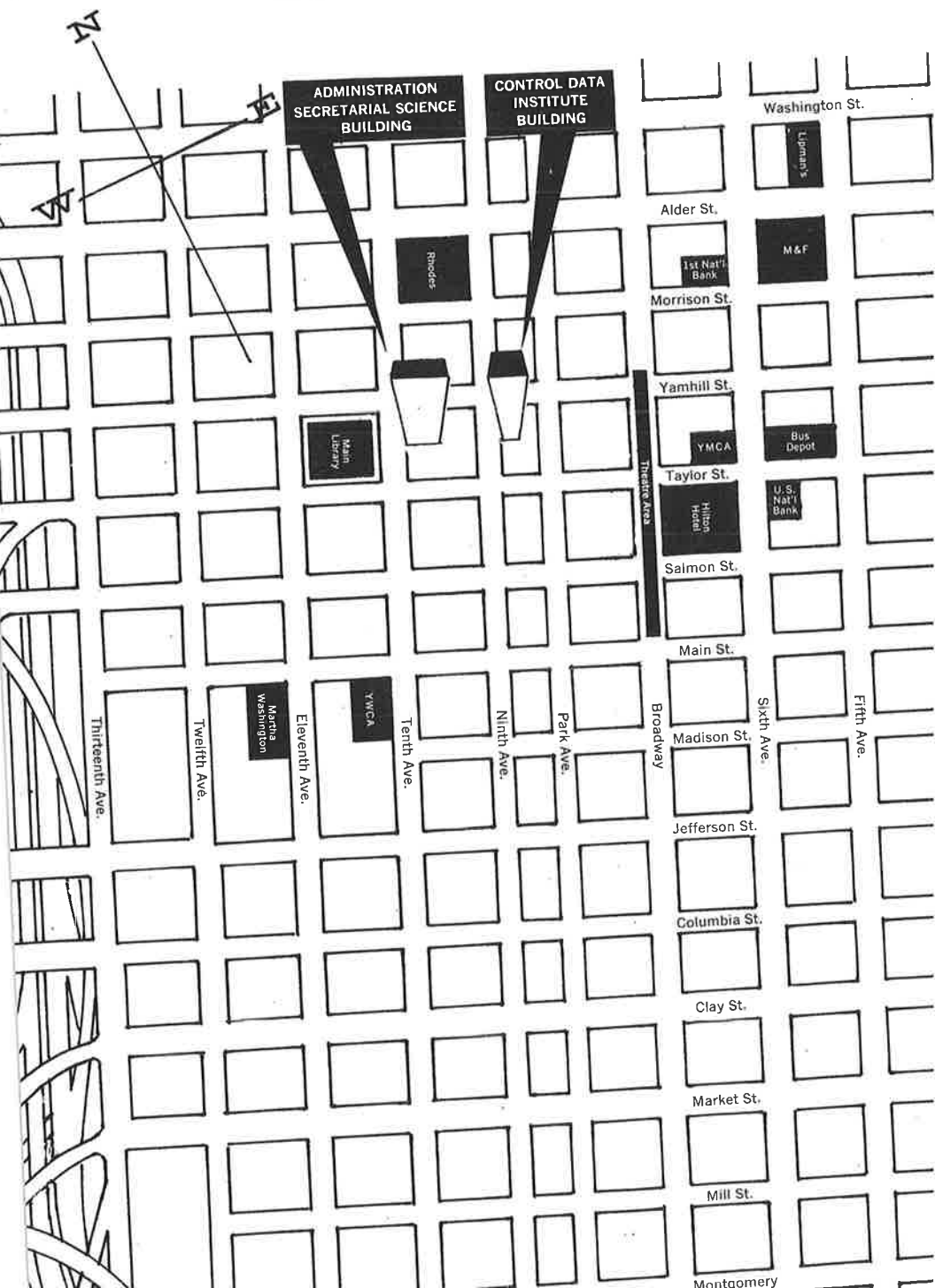
June 21	Monday	New Students May Begin
July 5	Monday	Holiday (Independence Day)
July 30	Friday	Graduation Exercises
August 2-13		Summer Vacation
August 16	Monday	Mid-Quarter
September 6	Monday	New Students May Begin
September 24	Friday	Holiday (Labor Day) Summer Quarter Ends— Graduation Exercises

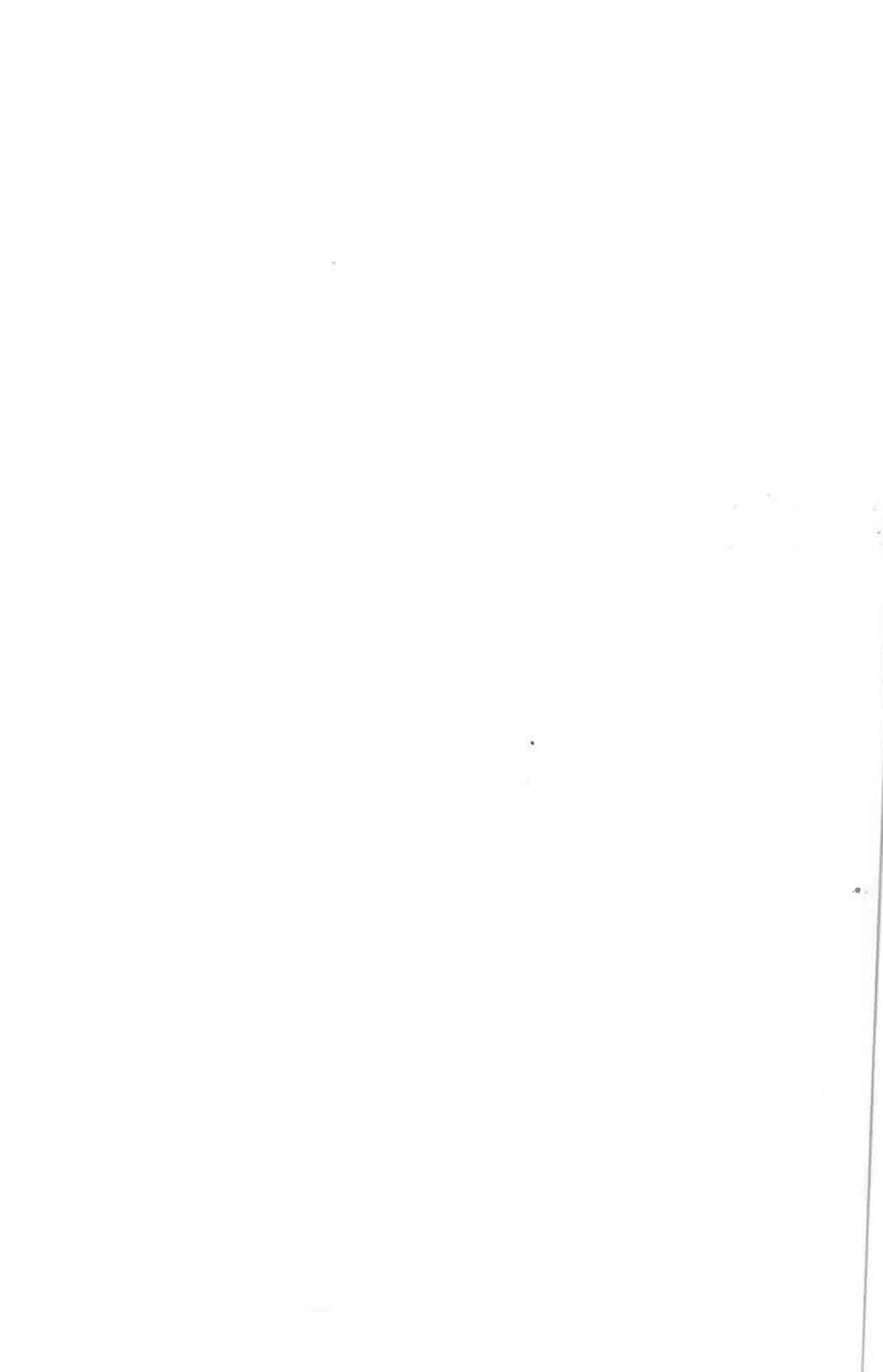
Fall Quarter

September 27	Monday	New Students May Begin
October 11	Monday	Holiday (Columbus Day— New Observance)
October 25	Monday	Holiday (Veteran's Day— New Observance)
November 5	Friday	Graduation Exercises
November 8	Monday	Mid-Quarter
November 25	Thursday	New Students May Begin
November 26	Friday	Holiday (Thanksgiving Day)
December		Holiday
December 17	Friday	Annual Christmas Party and Dance (Student Activity)
December 20-31		Fall Quarter Ends— Graduation Exercises Christmas Vacation

MAP OF DOWNTOWN PORTLAND AREA

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





Western Business University

