

1973 and 1974
SCHOOL CATALOG

for

Western
Business
University

812 S.W. 10TH AVENUE
PORTLAND, OREGON 97205
222-3225

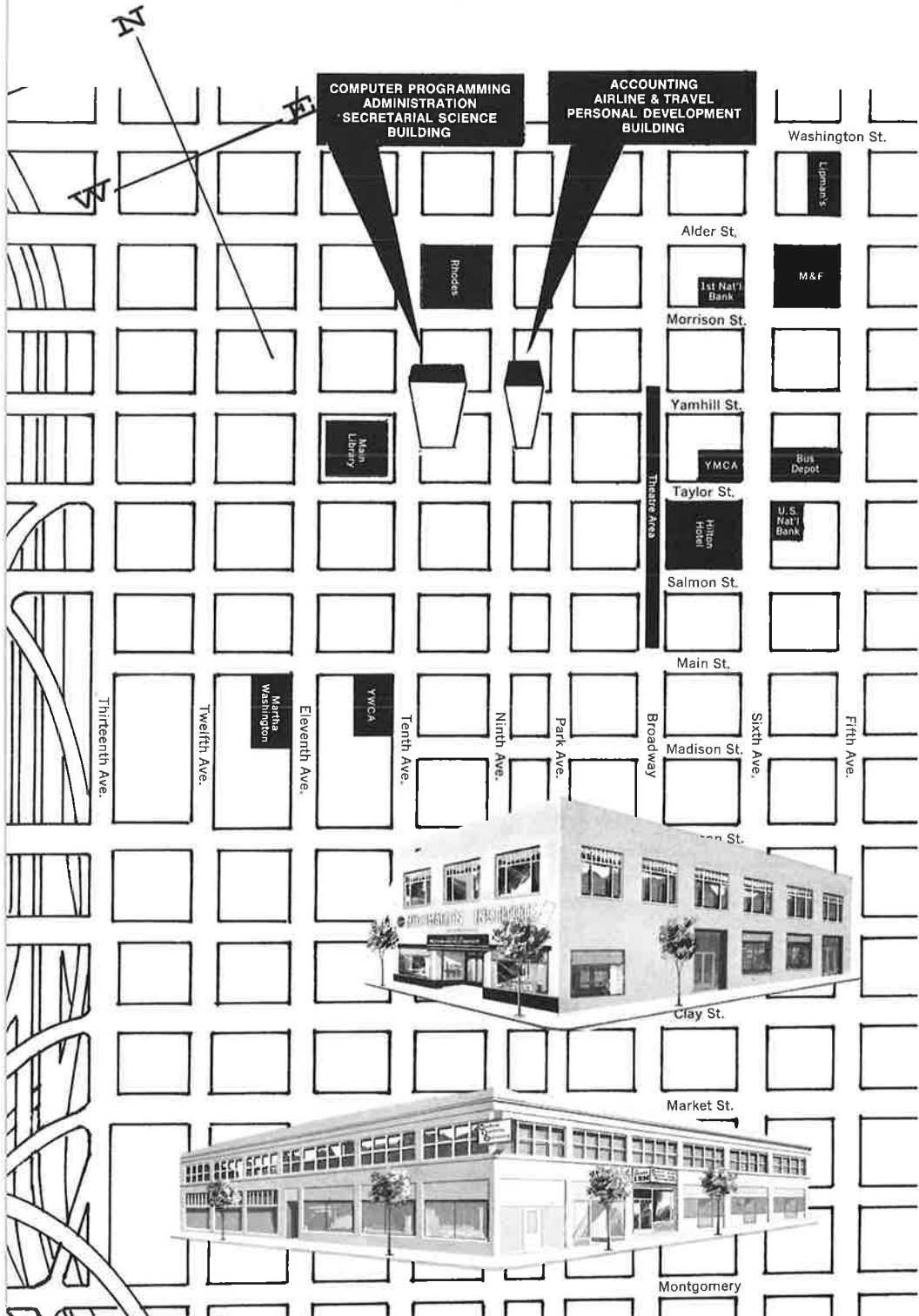


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Association of Independent Colleges and Schools

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MAP OF DOWNTOWN PORTLAND AREA

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



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Association of Independent Colleges and Schools	Oregon Private School Association
Pacific Northwest Business Schools Association	Oregon Business Education Association
National Business Education Association	Portland Chamber of Commerce
Data Processing Management Association	Better Business Bureau
Pacific Northwest Personnel Management Assn.	Portland Kiwanis Club
American Society for Personnel Administration	Portland City Club
Accredited by the Accrediting Commission of the Association of Independent Colleges and Schools	Certified Private Vocational School, Board of Education, State of Oregon

Approved for the Training of Veterans, Vocational Rehabilitation Students
and Foreign Students



NANCY WIITALA took Airline and Travel Course and is shown above working at Hilton Hotel Reservation Service Office.



LARRY STANTON, graduate of the Management and Executive Data Processing Course, placed with a Portland CPA firm.

PLACEMENT SERVICE

Every student who graduates from Western Business University receives the benefits of 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 Placement Directors who make sure our graduates find the best possible jobs available.

They set up a personal file on each graduate. Through contacts with hundreds of individual firms in the Portland area we are able to locate positions ideally suited for our students. We also assist in every way possible to find part-time jobs for students who need them.

If the graduate wishes to change jobs at a later date, our Placement Service is always available. Graduates can also utilize the placement services of the other affiliated schools located in principal cities throughout the United States.

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

Western Business University 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, advisors 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 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 complete 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 programing.

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 has the most modern lighting, controlled heating and ventilation for student comfort, and a special "Autofood" area. In addition to 20 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.

TWO SHORTHAND SYSTEMS

Available at WBU

Speedwriting[®]

—or—

GREGG
Continuation

When students register for Secretarial Training at WBU they have the opportunity to learn Speedwriting Shorthand, the most modern shorthand, the most popular shorthand system in the world, or to continue with Gregg.

Speedwriting uses the familiar ABCs that the student already knows. Consequently, the system is easy to learn and the student starts writing it the very first day. After only 12 weeks, the system is completely learned and the student is ready to continue dictation and transcription. As most people write approximately 40 words a minute in longhand, it is very easy to triple that speed with Speedwriting and be writing 120 wam.

Those students who have previously learned Gregg Shorthand will have a choice of taking Speedwriting ABC Shorthand or continuing with Gregg. In either case the graduate can qualify for any one of the hundreds of secretarial jobs available all over the country. You'll be able to choose the field you want . . . advertising, TV, radio, medicine, law, science-engineering, publishing . . . at the salary you want. The demand for secretaries continues to be great. And those who know shorthand are always assured of excellent jobs at top salaries.



SECRETARIAL CAREER COURSE OUTLINES

typing

shorthand—speedwriting, gregg

dictating machines

office machines

spelling and vocabulary

business english

business math

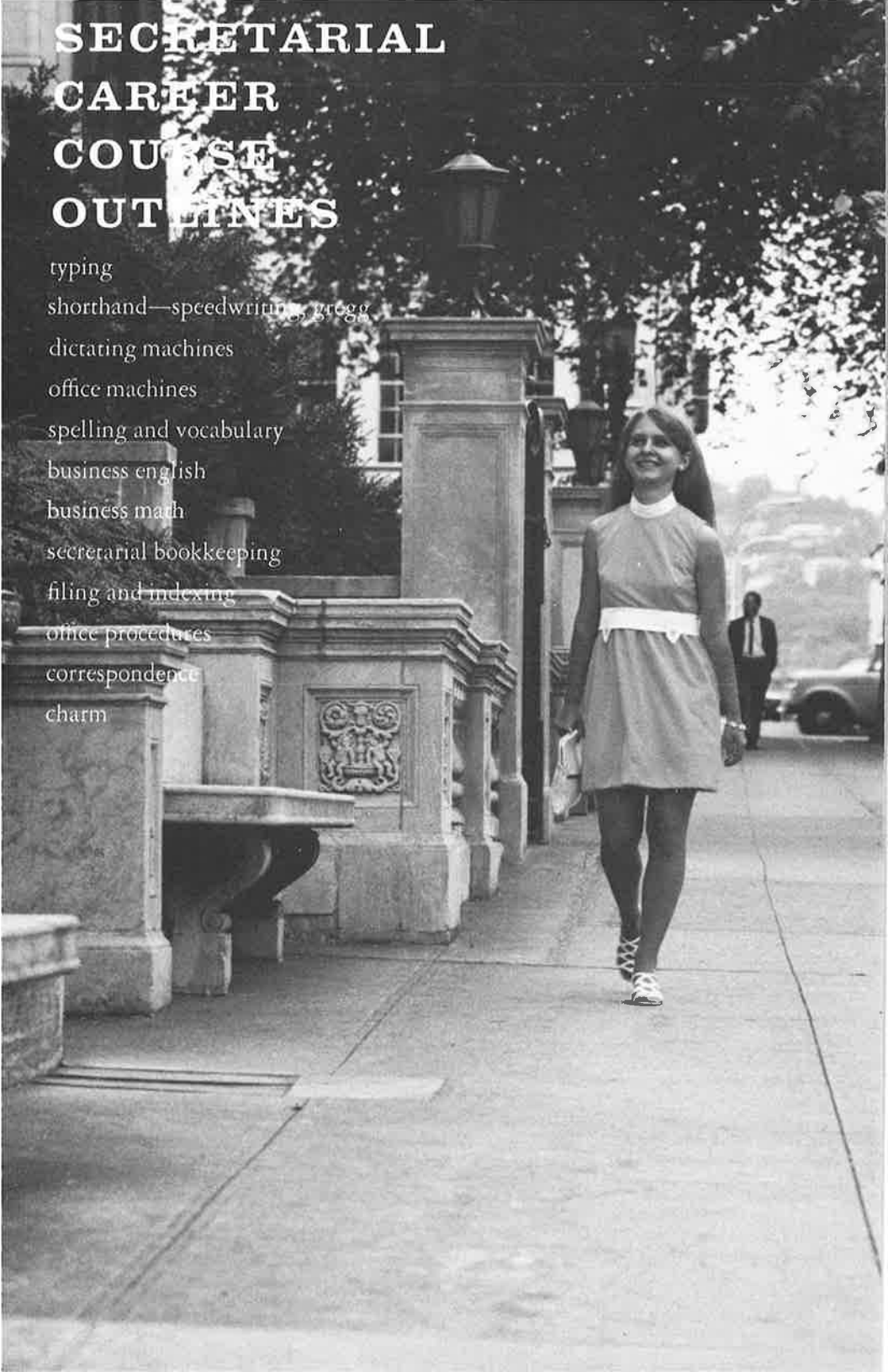
secretarial bookkeeping

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 ST-4.

COURSE OUTLINE

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

A Non-Diploma Course—18 Credits required for Completion.

Subjects	Credits
Typewriting I	4
Typewriting II (Intermediate)	2
Filing & Indexing	1
WBU Girl Charm	2
Office Machines I	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Math I	1
Business Math II	1
Office Procedures	2
	<hr/>
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Credits from this course may be applied to any Diploma Course.

OFFICE MACHINES OPERATOR (ST-2)

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 (540 Clock Hours—18 Weeks)

A Non-Diploma Course—16 Credits required for completion.

Subjects	Credits
Typewriting I	4
Typewriting II (Intermediate)	2
Office Machines I: 10-Key Adding Machines	
Full-Key Adding Machines	2
Office Machines II: Marchant Rotary Calculator	
Friden Rotary Calculator	
Electronic Calculator	1
Filing & Indexing	1
Business Math I	1
Business Math II	1
College Accounting I	4
	<hr/>
	16

Credits from this course may be applied toward 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 (720 Clock Hours—Approximately 24 Weeks)

Diploma Course—24 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Filing & Indexing	1
College Accounting I	4
Business Math I	1
Office Machines I	2
WBU Girl Charm	2
Office Procedures	2
	<hr/>
	24

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 Shorthand. Employers are demanding these people in greater numbers than can be supplied, so even graduates of this short course may find shorthand an entre to a position in a fine office.

COURSE OUTLINE

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

Diploma Course—27 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Filing & Indexing	1
WBU Girl Charm	2
Office Machines I	2
Office Procedures	2
	<hr/>
	27

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

PROFESSIONAL SECRETARIAL (ST-5)

This course is designed to give a girl the 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 (1080 Clock Hours—
Approximately 36 Weeks)

Diploma Course—37 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	4
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	2
Business Math I	1
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, knowledge of subject matter because of previous training. Credits from this course may be applied toward any higher-level course.



SECRETARIES—Recent Graduates Jean Richey (left) Black and Company, Inc., Stockbrokers, and Donna Barker, Portland branch of a national firm.

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 shorthand 60 wam, new material.

BASIC COURSE OUTLINE (ST-6)

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

Diploma Course—25 Credits required for graduation.

Subjects	Credits
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	4
Business Correspondence (English III)	1
Business English (English I)	2
Dictaphone	1
WBU Girl Charm	2
Business Math I	1
Office Procedures	2
	<hr/>
	25
Electives, where time permits	
Spelling & Vocabulary (English II)	1
Office Machines I	2
Business Math II	1
Filing & Indexing	1

ADVANCED SECRETARIAL MEDICAL (ST-6M)

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

Diploma Course—34 Credits required for graduation.

Subjects	Credits
Basic Course (above)	25
Medical Terminology	2
Medical Dictaphone and Case Histories	1
Medical Dictation, Transcription	1
Medical Record Keeping	1
Hospital or Clinic "Internship" (actual in-service training in a metropolitan hospital or clinic)	4
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	34

ADVANCED SECRETARIAL LEGAL (ST-6L)

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

Diploma Course—34 Credits required for graduation.

Subjects	Credits
Basic Course (above)	25
Legal Dictation, Transcription	1
Legal Dictaphone	1
Business Law	2
College Accounting I	4
Law Bookkeeping	1
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	34

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. and in a hospital or clinic.

COURSE OUTLINE

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

Diploma Course—50 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced-Medical)	4
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	4
Medical Dictation, Transcription	1
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	2
College Accounting I	4
Business Math I	1
Office Procedures	2
Medical Terminology, Office Procedures and Human Anatomy	2
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

50

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.



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 (1080 Clock Hours—
Approximately 36 Weeks)

Diploma Course—38 Credits Required for Graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced-Medical)	4
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing and Indexing	1
WBU Girl Charm	2
Office Machines I	2
Office Machines II	1
College Accounting I	4
Business Math I	1
Office Procedures	2
Medical Terminology, Office Procedures and Human Anatomy	2
Medical Record Keeping	1
Medical Dictaphone and Case Histories	1
Hospital or Clinic "Internship" (Actual In-Service training in a metropolitan hospital or clinic)	4

38

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 (1440 Clock Hours—
Approximately 48 Weeks)

Diploma Course—47 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced-Legal)	4
Typewriting V (Sustaining)	1
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	4
Legal Dictation, Transcription	1
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	2
College Accounting I	4
Law Bookkeeping	1
Business Math I	1
Business Law	2
Office Procedures	2

47

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 (1080 Clock Hours—
Approximately 36 Weeks)

Diploma Course—37 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced-Legal)	4
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	2
College Accounting I	4
College Accounting II	4
Law Bookkeeping	1
Business Math I	1
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.



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 (1440 Clock Hours—
Approximately 48 Weeks)

Diploma Course—47 Credits required for graduation.

Subjects	Credits
Typewriting I	4
Typewriting II & III (Intermediate)	4
Typewriting IV (Advanced)	4
Typewriting V (Sustaining)	1
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Shorthand III—Dictation, Transcription	4
Shorthand IV—Sustaining	1
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	2
Office Machines II	1
College Accounting I	4
Business Math I	1
Business Math II	1
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.



AUTOMATION SECRETARIAL (ST-10)

This professional course trains the young woman to be both a good Secretary and a good Key Punch Operator. Data Processing Departments are becoming the key area in the modern office and they need employees who can work with the programmers, executives and other data processing people successfully. This may be the course for the student who likes to work with people and modern machines.

COURSE OUTLINE

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

Diploma Course—34 Credits required for graduation.

Subjects	Credits
Business Automation Fundamentals	1
IBM Key Punch 024	
IBM Key Punch 029	
IBM Key Punch 129	4
IBM Verifier 056	
Alternate Programming	
Typewriting I	4
Typewriting II & III (Intermediate)	4
Shorthand I—Speedwriting or Gregg Review	4
Shorthand II—Dictation, Transcription	4
Dictaphone	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Correspondence (English III)	1
Filing & Indexing	1
Business Math I	1
Office Machines I	2
Office Procedures	2
WBU Girl Charm	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.



IBM KEY PUNCH AND GENERAL BUSINESS (DP-5)

The young woman who wishes to enter the fascinating field of Electronic Data Processing will find this course the shortest and easiest way. She will receive a sound general business training and learn the complete operations and skills necessary to be an IBM Card Punch (Key Punch) Operator.

COURSE OUTLINE

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

Subjects	Credits
Business Automation Fundamentals	1
IBM 024 Card Punch	
IBM 029 Card Punch	
IBM 129 Card Punch	
IBM 056 Verifier	
Alternate Programming	4
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	2
College Accounting I	4
Business Math I	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
WBU Girl Charm	2
Office Procedures	2
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BUSINESS AND DATA PROCESSING (DP-6)

This course gives the student all of the subjects and skills in DP-5 (above), plus training as an operator of IBM Unit Record Machines and the IBM 360 Computer. With this background, she may move ahead further in her company to an even more enjoyable position.

COURSE OUTLINE

Time: Three Quarters (1080 Clock Hours—Approximately 36 Weeks)
Diploma Course—34 Credits required for graduation.

Subjects	Credits
DP-5 Course (above)	28
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	
Programming Introduction	4
Business Math II	1
Office Machines II	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.

AIRLINE and TRAVEL AGENCY CAREER COURSE OUTLINES

travel itineraries

airline guides

schedules and fares

ticketing

reservations

travel agency operations

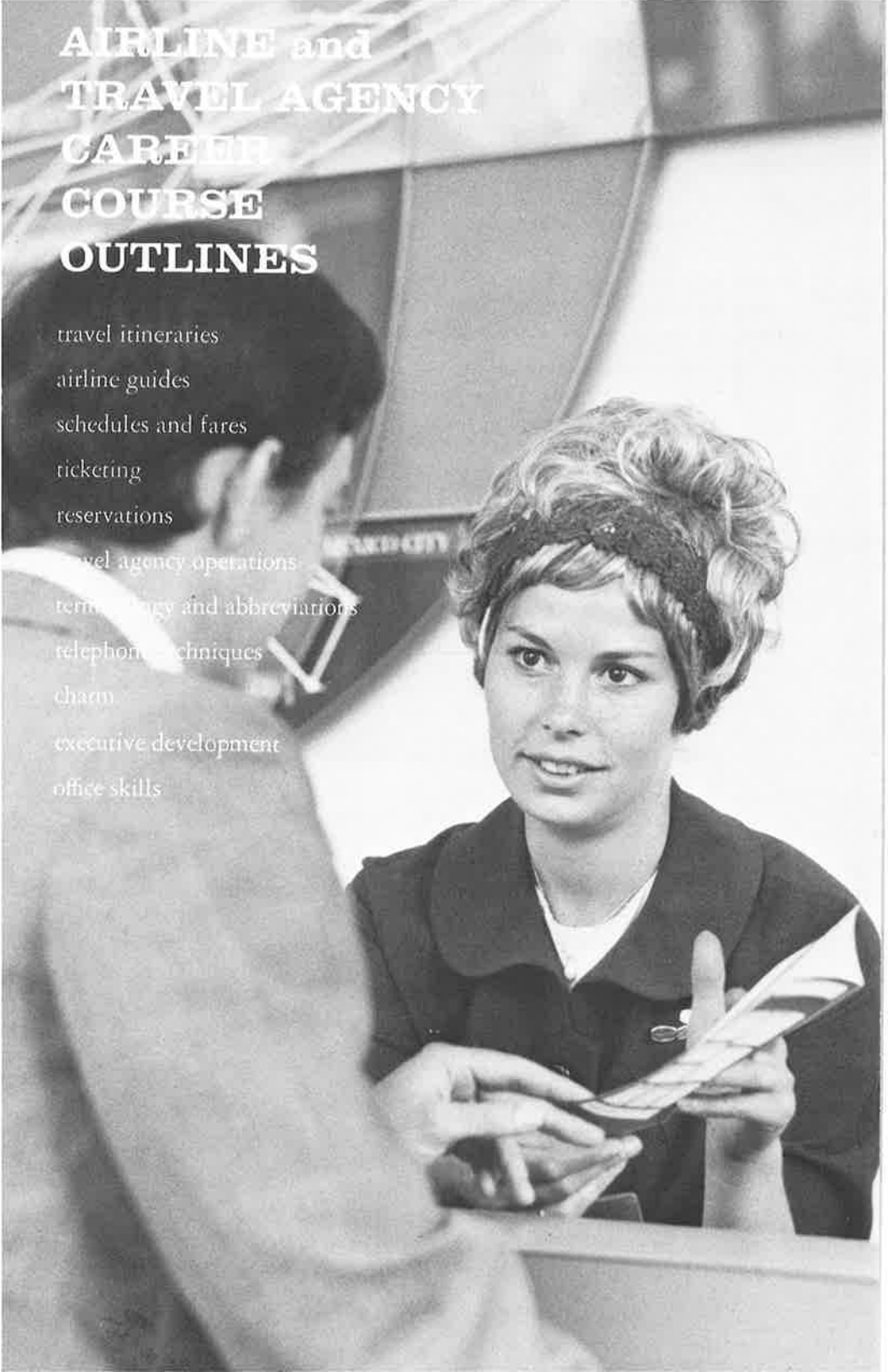
terminology and abbreviations

telephonic techniques

charm

executive development

office skills



AIRLINE AND TRAVEL AGENCY SECRETARIAL (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 time than anyone dreamed possible a few short years ago. As a result, Airlines and Travel Agencies need trained people.

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.

With this course you may become an executive secretary to an airline or travel 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 (1440 Clock Hours—
Approximately 48 Weeks)

Diploma Course—47 Credits required for graduation.

Subjects	Credits	
Planning Travel Itineraries	}	8
Official Airline Guide Studies		
Travel Schedules and Fares		
Ticketing		
Airline Reports		
Reservationist Duties		
Travel Agency Operations		
Airline and Travel Terminology & Abbreviations		
Telephone Techniques	}	2
WBU Girl Charm		
Business Automation Fundamentals		1
Typing I		4
Typing II & III (Intermediate)		4
Typing IV (Advanced)		4
Shorthand I—Speedwriting or Gregg Review		4
Shorthand II—Dictation, Transcription		4
Shorthand III—Dictation, Transcription		4
Business Math I		1
Business Math II		1
Office Machines I		2
Filing & Indexing		1
Dictaphone		1
Office Procedures		2
Business English (English I)		2
Spelling & Vocabulary (English II)		1
Correspondence (English III)		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.

AIRLINE AND TRAVEL AGENCY RESERVATIONS (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.

This course is the same as AT-1 except it does not include shorthand or correspondence and does include Accounting I.

COURSE OUTLINE

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

Diploma Course—38 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 (for women) or Executive Development (for men)	2
Business Automation Fundamentals	1
Typing I	4
Typing II & III (Intermediate)	4
Typing IV (Advanced)	4
Business Math I	1
Business Math II	1
Office Machines I	2
Filing & Indexing	1
Dictaphone	1
Office Procedures	2
Business English (English I)	2
Spelling & Vocabulary (English II)	1
College Accounting I	4

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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 Development for Men

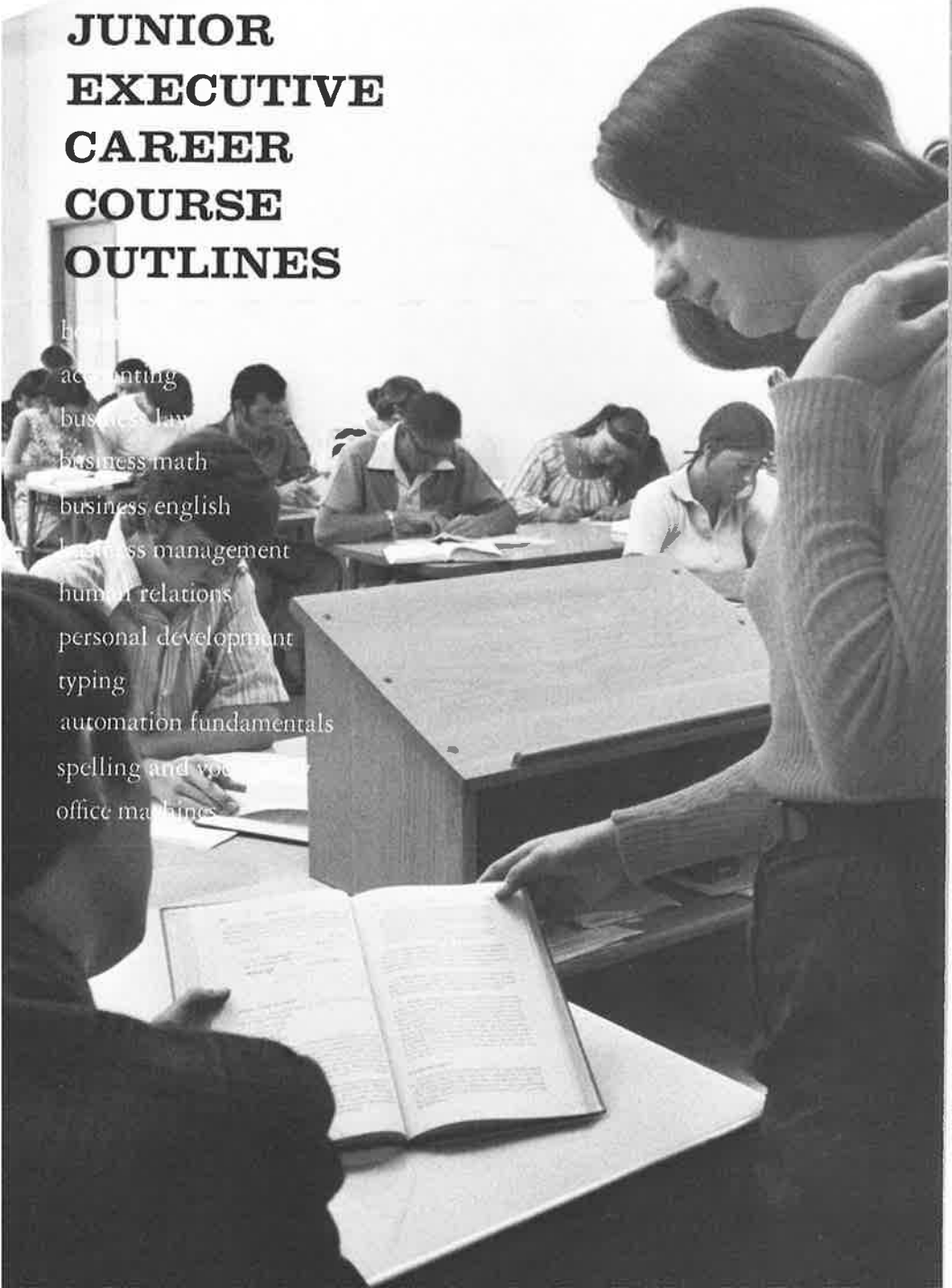
From the time of the first job interview through all those future dates when important advancements and salary increases are decided, today's young man must be more than simply "well qualified." To be assured of success in business—and in related social and community affairs—he must develop a sense of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



BOOKKEEPING, ACCOUNTING and JUNIOR EXECUTIVE CAREER COURSE OUTLINES

bookkeeping
accounting
business law
business math
business english
business management
human relations
personal development
typing
automation fundamentals
spelling and word
office machines



BOOKKEEPING (AC-1)

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

COURSE OUTLINE

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

Diploma Course—36 Credits required for graduation.

Subjects	Credits
College Accounting I (Basic)	4
College Intermediate Accounting II (Principles)	4
College Intermediate Accounting III (Corporation)	4
Business Automation Fundamentals	1
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	2
Office Machines II	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Math I	1
Business Math II	1
Office Procedures	2
Personal Development	2
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(plus at least 2 credits selected from the electives below)

Accounting V (Cost)	4
Business Law	2
Typewriting IV (Advanced)	4

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.



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 One-Half Quarters (1620 Clock Hours—
Approximately 54 Weeks)

Diploma Course—44 Credits required for graduation.

Subjects	Credits
College Accounting I (Basic)	4
College Intermediate Accounting II (Principles)	4
College Intermediate Accounting III (Corporation)	4
College Accounting V (Cost)	4
College Accounting VI (Advanced)	6
Business Management and Economics	2
Personal Development	2
Business Law	2
Business Math I	1
Business Math II	1
Office Machines I	2
Office Machines II	1
Typewriting I	4
Typewriting II	2
Office Procedures	2
Business English (English I)	2
Business Automation Fundamentals	1
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BUSINESS ADMINISTRATION (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, they must train in those skills which will open the way to such a position and must learn the basic subjects which will make them intelligent in the 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 (1190 Clock Hours—
Approximately 42 Weeks)

Diploma Course—43 Credits required for graduation.

Subjects	Credits
Business Management and Economics	2
Business Law	2
Business Automation Fundamentals	1
College Accounting I (Basic)	4
College Intermediate Accounting II (Principles)	4
College Intermediate Accounting III (Corporation)	4
College Accounting V (Cost)	4
Personal Development	2
Business Math I	1
Business Math II	1
Office Machines I	2
Office Machines II	1
Typewriting I	4
Typewriting II & III (Intermediate)	4
Business English (English I)	2
Spelling & Vocabulary (English II)	1
Business Correspondence (English III)	1
Office Procedures	2
Business Filing & Indexing	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.



**DATA
PROCESSING
CAREER
COURSE
OUTLINES**



THE DATA PROCESSING DIVISION OF WESTERN BUSINESS UNIVERSITY

The Data Processing 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 complete business automation installation within the school, Western 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 school's 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.

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 programing 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 IBM 360 Computer System

EXECUTIVE DATA PROCESSING (DP-1)

This is a complete course covering all phases of Progressive Automated Data Processing. Its purpose is to train men and women for entry into the field of data processing in a unit record or computer based installation, and provide the basic training required to advance into positions in a systems group.

The course will enable the student to program the computer of any manufacturer with a minimum of instruction other than reading the instruction manual provided with the system; provide the student with actual "hands-on" experience with a computer system and batch terminal operations; provide the student with theory of wired control panels and operations of standard unit record equipment used in conjunction with, or independently of, computer systems; provide the student with understanding of the basic elements of designing systems, including conversations and new applications.

COURSE OUTLINE

Time: 600 Clock Hours—Day School Approximately 24 Weeks
Night School Approximately 48 Weeks

Diploma Course—24 Credits required for graduation.

Subjects	Credits	Subjects	Credits
Computer Programming Concepts	1	RPG—Report Program Generator	4
Computer Number Systems		PCU—Punched Card Utilities	
Problem Definition		IBM 360 Computer Operations	
Flow Charting		IBM 2560 Operations	
Introduction to Fortran	2	IBM 2203 Operations	
Control Data Cybernet System		IBM 2311 Theory	
Data Phone 201A		BAL—Basic Assembly Language	5
Control Data 224-2		IOCS—Input/Output Control System	
Control Data 222-2		COBOL—Common Business	
Control Data 217-2 Entry		Oriented Language	5
Display Station		Control Data Cybernet System	
Unit Record Operation & Wiring	2	Systems Design	5
Machine Room Techniques & Procedures		Implementation of Systems	
IBM 514 Reproducing Punch		Forms Design	
IBM 085 Collator		Accounting—All levels of Accounting available if desired. Ask any Admissions Officer for information.	
IBM 402 Accounting Machine			
IBM 083 Sorter			
IBM 029 Card Punch			
IBM 129 Card Punch			
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This is Western Business University's "blue chip" program. Over 14 years has gone into the development of this highly respected curriculum. Students taking this course learn Automated Data Processing on the two computer systems located in the classroom and learn several computer languages. Graduates of the Executive Data Processing Course are trained to take their place in any of the wide variety of data processing positions such as computer programmer, coder, computer operator and operator of unit record equipment.

MANAGEMENT AND EXECUTIVE DATA PROCESSING (DP-2)

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

COURSE OUTLINE

Time: Four Quarters (1200 Clock Hours—
Approximately 48 Weeks)

Diploma Course—47 Credits required for graduation.

Subjects	Credits	Subjects	Credits
Computer Programming Concepts	1	BAL—Basic Assembly Language	5
Computer Number Systems		IOCS—Input/Output Control System	
Problem Definition		COBOL—Common Business Oriented Language	5
Flow Charting		Control Data Cybernet System	
Introduction to Fortran	2	Systems Design	5
Control Data Cybernet System		Implementation of Systems	
Data Phone 201A		Forms Design	
Control Data 224-2		College Accounting I (Basic)	4
Control Data 222-2		College Accounting II (Principles)	4
Control Data 217-2 Entry Display Station		College Typewriting I	4
Unit Record Operation & Wiring	2	Business Math I & II	2
Machine Room Techniques & Procedures		Office Machines I	2
IBM 514 Reproducing Punch		Office Machines II	1
IBM 085 Collator		Business Law	2
IBM 402 Accounting Machine		Business Management & Human Relations	2
IBM 083 Sorter		Personal Development	2
IBM 029 Card Punch			
IBM 129 Card Punch			
RPG—Report Program Generator	4		
PCU—Punched Card Utilities			
IBM 360 Computer Operations			47
IBM 2560 Operations			
IBM 2203 Operations			
IBM 2311 Theory			

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

Pre-Requisites to DP-1, DP-2, DP-3 and DP-4 Courses

1. High School Graduation or equivalent.
2. Successful **personal** evaluation by one of our staff 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 the School.

ACCOUNTING-EXECUTIVE DATA PROCESSING (DP-3)

As electronic data processing has now combined with accounting at almost every level of business, the person who may reach the highest level in either the computer field or the accounting field is the one who is well trained in both. We recommend this course for everyone who desires high-level achievement.

COURSE OUTLINE

Time: Four and One-Half Quarters (1650 Clock Hours—
Approximately 54 Weeks)

Diploma Course—55 Credits required for graduation.

Subjects	Credits
Executive Data Processing Course (DP-1)	24
College Accounting I	4
College Intermediate Accounting II (Principles)	4
College Intermediate Accounting III (Corporation)	4
College Accounting V (Cost)	4
College Accounting VI (Advanced)	6
Business Management and Economics	2
Business Law	2
Business Math I	1
Business Math II	1
Office Machines I	2
Office Machines II	1
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The student who can carry a heavy work load may complete this program in four quarters, but many students may prefer a median schedule where part of the course will be on a half-day basis.

BUSINESS ADMINISTRATION-EXECUTIVE DATA PROCESSING (DP-4)

This course is for the student who wishes to develop a higher-level of business administration skills along with his Executive Data Processing training. He will have ability in many areas which could help him attain management status.

COURSE OUTLINE

Time: Five Quarters (1790 Clock Hours—
Approximately 66 Weeks)

Diploma Course—67 credits required for graduation.

Subjects	Credits
Executive Data Processing Course (DP-1)	24
Business Administration Course (AC-7)	43
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IBM KEY PUNCH AND GENERAL BUSINESS (DP-5)

The young woman who wishes to enter the fascinating field of Electronic Data Processing will find this course the shortest and easiest way. She will receive a sound general business training and learn the complete operations and skills necessary to be an IBM Card Punch (Key Punch) Operator.

COURSE OUTLINE

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

Subjects	Credits
Business Automation Fundamentals	1
IBM 024 Card Punch	
IBM 029 Card Punch	
IBM 129 Card Punch	
IBM 056 Verifier	
Alternate Programming	4
Typewriting I	4
Typewriting II & III (Intermediate)	4
Filing & Indexing	1
Office Machines I	2
College Accounting I	4
Business Math I	1
Business English (English I)	2
Spelling & Vocabulary (English II)	1
WBU Girl Charm	2
Office Procedures	2
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BUSINESS AND DATA PROCESSING (DP-6)

This course gives the student all of the subjects and skills in DP-5 (above), plus training as an operator of IBM Unit Record Machines and the IBM 360 Computer. With this background, she may move ahead further in her company to an even more enjoyable position.

COURSE OUTLINE

Time: Three Quarters (1080 Clock Hours—Approximately 36 Weeks)
Diploma Course—34 Credits required for graduation.

Subjects	Credits
DP-5 Course (above)	28
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	
Programming Introduction	4
Business Math II	1
Office Machines II	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.

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 covers 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—ADVANCED (6)

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.

BUSINESS MATH I (1)

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

BUSINESS MATH II (1)

This course is a continuation of MATH I with additional instruction in percentages, interest and trade discounts.

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 ECONOMICS (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.

DATA PROCESSING

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

DICTAPHONE MACHINES (1)

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

EXECUTIVE DEVELOPMENT 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.

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 alternate 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 (1)

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

MEDICAL DICTAPHONE & CASE HISTORIES (1)

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

MEDICAL DICTATION (1)

This course deals with the dictation and transcription by the student of various medical documents, case histories, speeches and letters as normally dictated by the doctor.

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, OFFICE PROCEDURES & ANATOMY (2)

This course includes medical terminology, articles from medical journals, and case histories taken from the various specializations within the medical profession. The spelling and meaning of medical terms are covered. This unit is designed to give the career medical secretary or receptionist a knowledge of the duties, methods and procedures in the performance of their duties and obligations. They will also study what is expected from the medical technician and the registered nurse and how they 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.

OFFICE MACHINES I (2)

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 (2)

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 paper-work. Great stress is placed on high standards of professional ethics, conduct, and responsibility toward the employer, the co-workers, and the profession.

SHORTHAND I—SPEEDWRITING THEORY OR GREGG REVIEW (4)

The student is taught the principles of Speedwriting or is given a review of Gregg Shorthand Diamond Jubilee. She acquires a shorthand vocabulary which includes brief forms, abbreviations, phrasing and commonly-used business words. The dictation of connected matter is introduced early in order to prepare the student for the following quarter of shorthand—dictation and transcription. Minimum shorthand goal—60 wam.

SHORTHAND II—DICTATION & TRANSCRIPTION (4)

This course follows Shorthand I, 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. Minimum Shorthand goal—80 wam.

SHORTHAND III—DICTATION & TRANSCRIPTION (4)

This course features material and techniques which develop speed and accuracy. The dictation material used consists of more difficult business letters, editorials, reports and articles selected from various types of businesses. Special emphasis is placed upon developing the ability of the student to transcribe more material. This is done on the typewriter from the student's shorthand notes. Minimum shorthand goal—100 wam.

SHORTHAND IV—SUSTAINING (1)

After the student has completed the listed Shorthand requirements of her course, and if there is a time-lapse prior to graduation, she is scheduled into Shorthand IV. She will take tape dictation and transcribe, one period per day, to help her to at least sustain her skill, and probably improve it, until graduation and the job interview.

SPELLING & VOCABULARY BUILDING—ENGLISH II (1)

Includes 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. Vocabulary building.

TRAVEL-AIRLINES (8)

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—the Official Airline Guide, the Standard Interline Passenger Procedures, the Fares Tariff and the Rules Tariff, standard references of the Air Traffic Conference of America. Procedures are based on the Trade Practice Manual of the Air Transport Association of America. They are introduced to the functions of a travel agency, becoming familiar with accommodations offered by hotels, resorts, railroads, steamship lines, tour services, car rental firms, cruises, package tours. They also become acquainted with the requirements for foreign travel and with visas and passports.

TYPEWRITING 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. Minimum goal—30 wam.

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 II minimum goal—40 wam. Typewriting III minimum goal—50 wam.

TYPEWRITING IV—ADVANCED (4)

Increased speed and accuracy are stressed. More extensive work is provided on tabulation and business forms. Students in Medical and Legal courses will follow their specialty and receive training in typing the various forms used in the medical and legal offices. Minimum goal—60 wam.

TYPEWRITING V—SUSTAINING (1)

After the student has completed the listed typewriting requirements of her course, and if there is a time-lapse prior to graduation, she is scheduled into Typewriting V. She will attend class one period per day to help her to at least sustain her skill, and probably improve it, until graduation and the job interview.

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 telephone 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 DATA PROCESSING OPERATIONS

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

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 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 complete 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.

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.

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 Punch)

Card punching is the basic method of converting source data into IBM 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.

Terminal (Control Data Marc-II 200 User Terminal)

The Marc-II was developed primarily to provide a more economical way to solve problems with a computer. It is a terminal equipped with a keyboard, CRT (Cathode Ray Tube Display which looks like a TV screen), a 300 card-per-minute reader and a 300 line-per-minute printer. It features convenience, versatility, speed and economy. There is a normal telephone attachment by which the student dials the number that connects him to the world's most powerful computer in Palo Alto, California. When the computer answers, the student is ready to put the card reader to work relaying information to the computer. The computer processes the information and sends it back to the terminal where he can read it displayed on the CRT and, at the same time, it is printed on our high-speed printer.



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 earned a high school diploma or the equivalent preparation. If however, an applicant is beyond high school age or has been recommended to the school by a rehabilitation counselor or officer of a government agency, the student may be accepted into the college as a special student. Such students will be accepted on an individual basis.

Prospective new students must complete the application for admission form and submit it along with the registration-reservation fee to an Admissions Officer. 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. After receipt of acceptance notice, the students will be notified of orientation and examination dates.

Veterans and vocational rehabilitation students, see page 45.

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	I	Incomplete	0.0
C	81 to 88	2.0			

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.

COURSE CHANGES—ELECTIVES

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. Where time permits, students may choose electives that are applicable to their individual courses.

FINANCES

WBU has one of the largest course selections available in business and automation subjects. Course prices are not listed in the catalog but are on a separate sheet, enclosed. Term payment details will be handled by the school through a leading local bank or a national educational funding organization. There is no additional charge to out-of-state students.

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.

Students may be able to borrow up to \$1500 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 the school office or contact an Admissions Officer.

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 inaugurated a matching scholarship plan on 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.

WBU also offers annually, two \$1000 scholarships in honor of the late Dennis Patch, longtime worker with private vocational schools. One scholarship is in the area of secretarial science or accounting. The other is in the data processing division.

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

HOUSING

Housing in the Portland area is available at the YWCA, Martha Washington Hotel for Women, The Ondine, 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. Ask for our Housing Director.

SCHOOL HOURS

The school buildings 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 2:55 p.m. Class hours for Business Automation students vary with specific time periods assigned to each class.

EVENING SCHOOL—METROPOLITAN EVENING BUSINESS COLLEGE

Though the information and courses offered in this catalog are primarily for day school, many earnest, conscientious persons must look to evening 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

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plus diligent home study can prepare the student for an entry-level position or help the present office worker to upgrade.

IBM Key Punch training is offered two evenings per week and computer programming and operations, systems and unit record operations is offered five evenings per week. 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 evening school as well as day school.

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

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 Data Processing Courses. Cost of books may run from \$35 to \$100 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. Basketball and softball teams play in season. Committees are formed regularly to spearhead activities. Western Business University encourages participation by its students to develop leadership qualities and social poise.

WITHDRAWALS—REFUNDS

This refund schedule is applicable both to the Student and the School. Upon withdrawal, the Student is obligated to meet tuition costs for services rendered within the limits provided in the text of the policy. The School is obligated, upon Student withdrawal, to meet refund payments for services not received by the Student as provided in the text of the policy.

If a student gives notice **IN WRITING** of his intention not to attend school, within three days after signing an enrollment agreement, the school will give full refund of any monies paid. After this three-day period but before the start of classes, if the student decides not to attend, the school will retain the enrollment fee or 10% of the total tuition, whichever is the lesser, immediately refunding any other money paid.

After the commencement of classes by the student into any course listed in the School Catalog, this is the policy if the student withdraws: During the first week of classes the institution may retain 10% of stated course price, during the second or third week of classes the institution may retain 15% of stated course price, during the fourth week of classes the institution may retain 20% of stated course price. Thereafter, during the first 25% of the course the institution may retain 45% of stated course price, thereafter, during the second 25% of the course the institution may retain 70% of stated course price, thereafter, the institution may retain 100% of stated course price.

After the commencement of classes by the student enrolled for an individual subject or subjects, this is the policy if the student withdraws: During the first week of classes the student will be charged 10% of the subject price, during the second week the student will be charged 20% of the subject price, after the second week and during the first 25% of the course the student will be charged 45% of the subject price. After that the policy is the same as above. Students withdrawing will have one

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year from the date of withdrawal to reenter to continue the subject paid for, without incurring extra charge.

Percentage of course completion is to be computed on the basis of clock hours as listed in the catalog. Units of credit earned is not the criteria in implementing this policy; rather, it is the amount of time passed. Amounts due the school or refunds due the student are computed from the last day of recorded attendance. They shall be paid within 15 days after notice that the student is withdrawing.

The above policy complies with the State of Oregon Refund Policy (ORS 345.115.)

VETERANS and orphans of veterans that may be attending school under government law will receive refunds as provided under those laws.

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 \$220 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 and a half 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 \$170.00 without dependents, and \$211.00 or more with dependents. 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 26 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 \$220.00 per month if enrolled full time, \$165.00 per month if three-quarter time, and \$110.00 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.

FOREIGN STUDENTS

The United States Department of Immigration has given Western Business University permission to accept foreign students if they have a satisfactory command of the English language.

CALENDAR

1973

Winter Quarter

January 2	Tuesday	New Students May Begin
February 9	Friday	Graduation
February 12	Monday	Mid-Quarter
		New Students May Begin
February 19	Monday	Holiday (Washington's Birthday)
March 23	Friday	Winter Quarter Ends—Graduation

Spring Quarter

March 26	Monday	New Students May Begin
April 20	Friday	Holiday (Good Friday)
May 4	Friday	Graduation
May 7	Monday	Mid-Quarter
		New Students May Begin
May 28	Monday	Holiday (Memorial Day)
June 15	Friday	Spring Quarter Ends—Graduation

Summer Quarter

June 18	Monday	New Students May Begin
July 4	Wednesday	Holiday (Independence Day)
July 27	Friday	Graduation
July 30-August 10		Summer Vacation
August 13	Monday	Mid-Quarter
		New Students May Begin
September 3	Monday	Holiday (Labor Day)
September 21	Friday	Summer Quarter Ends—Graduation

Fall Quarter

September 24	Monday	New Students May Begin
October 22	Monday	Holiday (Veteran's Day)
November 2	Friday	Graduation
November 5	Monday	Mid-Quarter
		New Students May Begin
November 22	Thursday	Holiday (Thanksgiving Day)
November 23	Friday	Holiday
December 14	Friday	Fall Quarter Ends—Graduation
December 17-January 1		Christmas Vacation

CALENDAR

1974

Winter Quarter

January 2	Wednesday	New Students May Begin
February 8	Friday	Graduation
February 11	Monday	Mid-Quarter
		New Students May Begin
February 18	Monday	Holiday (Washington's Birthday)
March 22	Friday	Winter Quarter Ends—Graduation

Spring Quarter

March 25	Monday	New Students May Begin
April 12	Friday	Holiday (Good Friday)
May 3	Friday	Graduation
May 6	Monday	Mid-Quarter
		New Students May Begin
May 27	Monday	Holiday (Memorial Day)
June 14	Friday	Spring Quarter Ends—Graduation

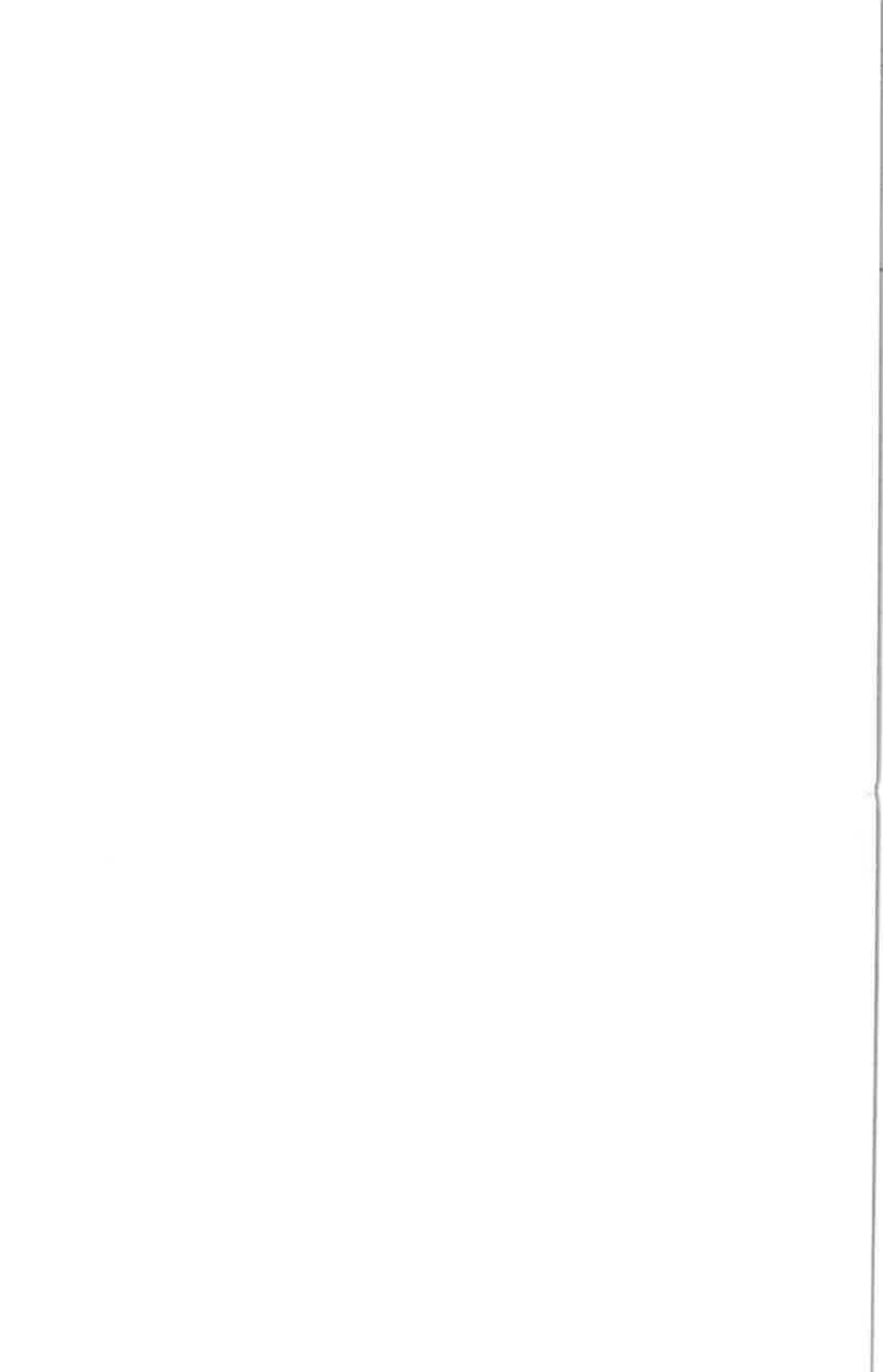
Summer Quarter

June 17	Monday	New Students May Begin
July 4	Thursday	Holiday (Independence Day)
July 5	Friday	Holiday
July 26	Friday	Graduation
July 29-August 9		Summer Vacation
August 12	Monday	Mid-Quarter
		New Students May Begin
September 2	Monday	Holiday (Labor Day)
September 20	Friday	Summer Quarter Ends—Graduation

Fall Quarter

September 23	Monday	New Students May Begin
October 28	Monday	Holiday (Veteran's Day)
November 1	Friday	Graduation
November 4	Monday	Mid-Quarter
		New Students May Begin
November 28	Thursday	Holiday (Thanksgiving Day)
November 29	Friday	Holiday
December 20	Friday	Fall Quarter Ends—Graduation
December 23-January 3		Christmas Vacation





Western
Business
University

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