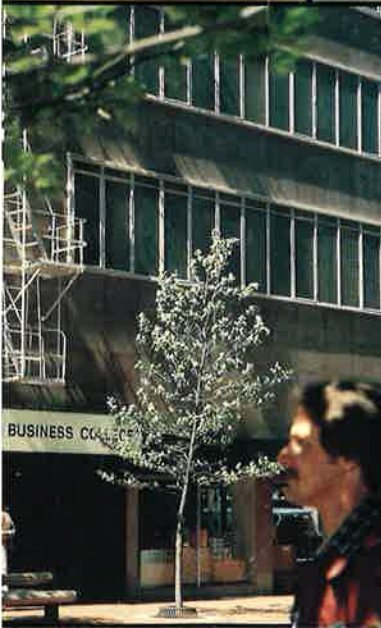


# W B C WESTERN BUSINESS COLLEGE



Catalog 1981/1982

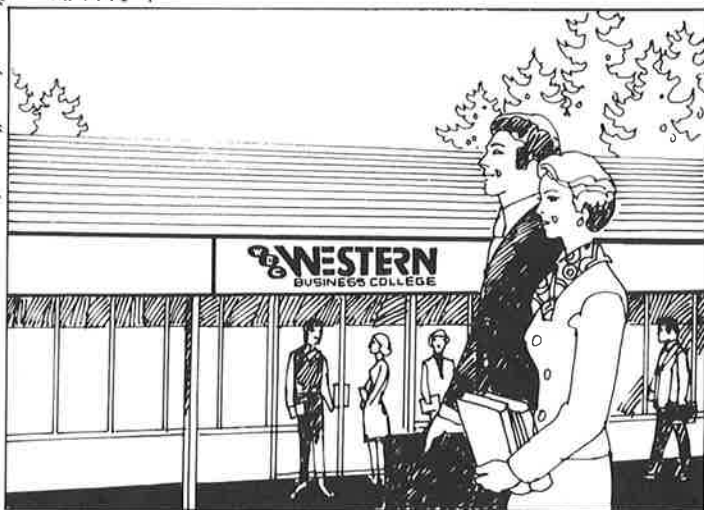
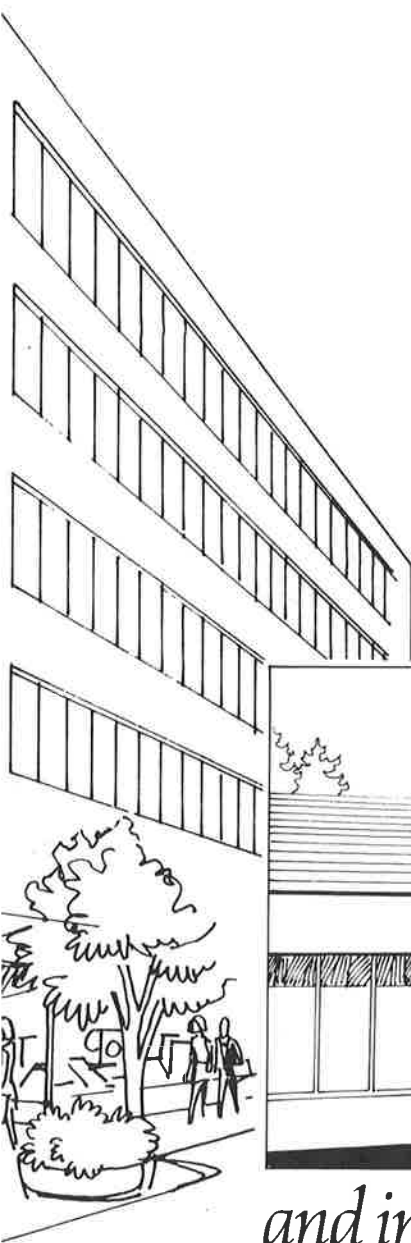


*On the mall  
in downtown  
Portland*

at the corner of  
S.W. 6th & Washington  
505 S.W. Sixth Avenue  
Portland, Oregon 97204  
Telephone 503/222-3225

*School catalog 1981-82*

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



*and in Vancouver*

at Mill Plain Boulevard & Andresen Rd.  
6625 E. Mill Plain Boulevard  
Vancouver, Washington 98661  
Telephone 206/694-3225

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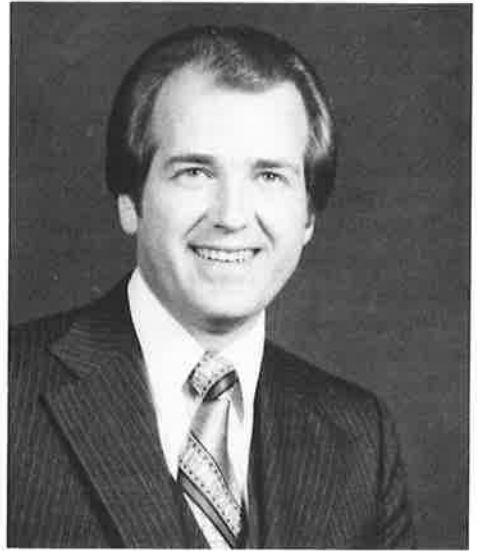
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“*The  
Business  
of America  
is Business.*”

*Our Business is  
Getting You  
Ready for It!*



The most important purpose of education is to assist individuals in achieving more useful, meaningful and happy lives. Western Business College has been doing this for over 25 years.

We look back with pride at the many thousands of men and women who have attended Western Business College and have gone on to be successful in all fields of business. Since the College's founding our trademark has been *Academic excellence with personal care.*

The essentials for secure living today require quality career preparation. *Today decides tomorrow.* In the life of each Western Business College graduate, successful training and employment can lead directly to self-development, security and happiness.

Look through this catalog carefully to examine the specialized courses to train you for accounting, data processing, secretarial, medical and travel-tourism careers.

Our pledge is to strive for excellence in skill training and to continue to match the talents of our graduates with the many and varied opportunities of the business world.

We look forward to helping you.

Donald H. Waldbauer, President

## Fall Quarter

### 1980

September 29	<b>New Students Begin</b>
October 10	No School — Professional Day
November 7	Graduation
November 10	<b>New Students Begin</b>
November 11	Holiday (Veterans Day)
November 27-28	Holiday (Thanksgiving)
December 19	Graduation
December 22-January 2	Christmas Vacation

---

## Winter Quarter

### 1981

January 5	<b>New Students Begin</b>
February 13	Graduation
February 16	Holiday (Washington's Birthday)
February 17	<b>New Students Begin</b>
March 27	Graduation
March 30-April 3	Spring Vacation

---

## Spring Quarter

April 6	<b>New Students Begin</b>
May 15	Graduation
May 18	<b>New Students Begin</b>
May 25	Holiday (Memorial Day)
June 26	Graduation

---

## Summer Quarter

June 29	<b>New Students Begin</b>
July 3	Holiday (Independence Day)
August 7	Graduation
August 10-14	Summer Vacation
August 17	<b>New Students Begin</b>
September 7	Holiday (Labor Day)
September 25	Graduation

---

## Fall Quarter

September 28	<b>New Students Begin</b>
November 6	Graduation
November 9	<b>New Students Begin</b>
November 10	Holiday (Veterans Day)
November 26-27	Holiday (Thanksgiving)
December 18	Graduation
December 21-January 1	Christmas Vacation

## Winter Quarter

<b>1982</b>	
January 4	<b>New Students Begin</b>
February 12	Graduation
February 15	Holiday (Washington's Birthday)
February 16	<b>New Students Begin</b>
March 26	Graduation
March 29-April 2	Spring Vacation

## Spring Quarter

April 5	<b>New Students Begin</b>
May 14	Graduation
May 17	<b>New Students Begin</b>
May 31	Holiday (Memorial Day)
June 25	Graduation

## Summer Quarter

June 28	<b>New Students Begin</b>
July 5	Holiday (Independence Day)
August 6	Graduation
August 9-14	Summer Vacation
August 16	<b>New Students Begin</b>
September 6	Holiday (Labor Day)
September 24	Graduation

## Fall Quarter

September 27	<b>New Students Begin</b>
November 5	Graduation
November 8	<b>New Students Begin</b>
November 11	Holiday (Veterans Day)
November 25-26	Holiday (Thanksgiving)
December 17	Graduation
December 20-December 31	Christmas Vacation



## **ACCREDITATION**

Western Business College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, which has been designated as a nationally recognized accrediting agency by the United States Office of Education.

The Accrediting Commission is the nationally recognized agency that provides this service for our field of specialized business education. It is thoroughly professional in concept, structure, and operation, and works in close cooperation with other professional accrediting bodies.

## **APPROVALS**

Approved for the training of veterans

Approved by the United States Department of Justice — Immigration and Naturalization, Division for Training of Foreign Students

Recognized as an eligible institution by the United States Department of Education for Federal Assistance Programs

Recognized for training by:

Manpower Instructional Services (CETA)

United States Bureau of Indian Affairs

Oregon State Department of Vocational Rehabilitation

Washington State Department of Vocational Rehabilitation

Oregon and Washington State Employment Service (WIN)

## **AFFILIATIONS AND MEMBERSHIPS**

Association of Independent Colleges  
and Schools

Oregon Business Education Association

Western Business Education Association

National Business Education Association

Oregon Private School Association

Data Processing Management Association

International Word Processing Association

Portland Chamber of Commerce

Better Business Bureau

Portland Kiwanis Club

Royal Rosarians

Portland Rose Festival Association

Pacific Northwest Personnel

Management Association

American Society for Personnel

Administration

## **FACILITIES**

### **PORTLAND COLLEGE:**

To give our students an excellent education for the purpose of starting them on their business careers, we offer a five-story school building, especially remodeled for our purposes and with up-to-date equipment.



We are in the heart of downtown Portland at S.W. Sixth Avenue and Washington Street . . . on the Transit Mall. The School has modern lighting, controlled heating and air-conditioning for student and staff comfort. In addition to 20 modern classrooms and labs, there is a library, a student center, six advisors' offices, administrative offices, an aptitude test room, a staff lounge, five rest rooms, a book store, and general reception and waiting areas.

Four of the rooms contain typewriters — 140 all electric. The College has a modern radio-equipped six-channel shorthand dictation laboratory, modern office machines, dictating equipment, word processing equipment, a travel-tourism lab, a large computer lab containing two computers and a modern new medical laboratory.

### **VANCOUVER BRANCH:**

The Vancouver School occupies 7,000 square feet in the Heights Shopping Center on Mill Plain Boulevard. The facility was totally remodeled for our purposes and furnished with new modern furnishings and equipment. The school is fully air conditioned for student and staff comfort.

The shopping center offers many convenient services for students along with plenty of free student parking and good bus service.

### **OWNERSHIP — LEGAL CONTROL**

Western Business College was founded in Portland in 1955 by a group of Portland people interested in establishing a new modern business college. The school is locally owned by the original corporation.

W.B.C. is incorporated and operates under the corporation laws of Oregon and the regulations of the Oregon Department of Education. Mr. Donald H. Waldbauer is corporation president.

### **MANAGEMENT**

Western Business College is managed by a team of the following persons:

Donald H. Waldbauer, President

Kathleen Brown, Director of Education

Rosemary Knapp, Vancouver Branch Director

## **PHILOSOPHY AND OBJECTIVES**

The "business field" is a broad term comprising the largest employment group of people in the United States. 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 meaning for young men and women who are training for business careers. They realize that the higher plateaus of business are reached through training . . . developing their ability into a valuable skill. It will be these trained people who get the jobs today, and through enthusiasm and work, will build their future in business.

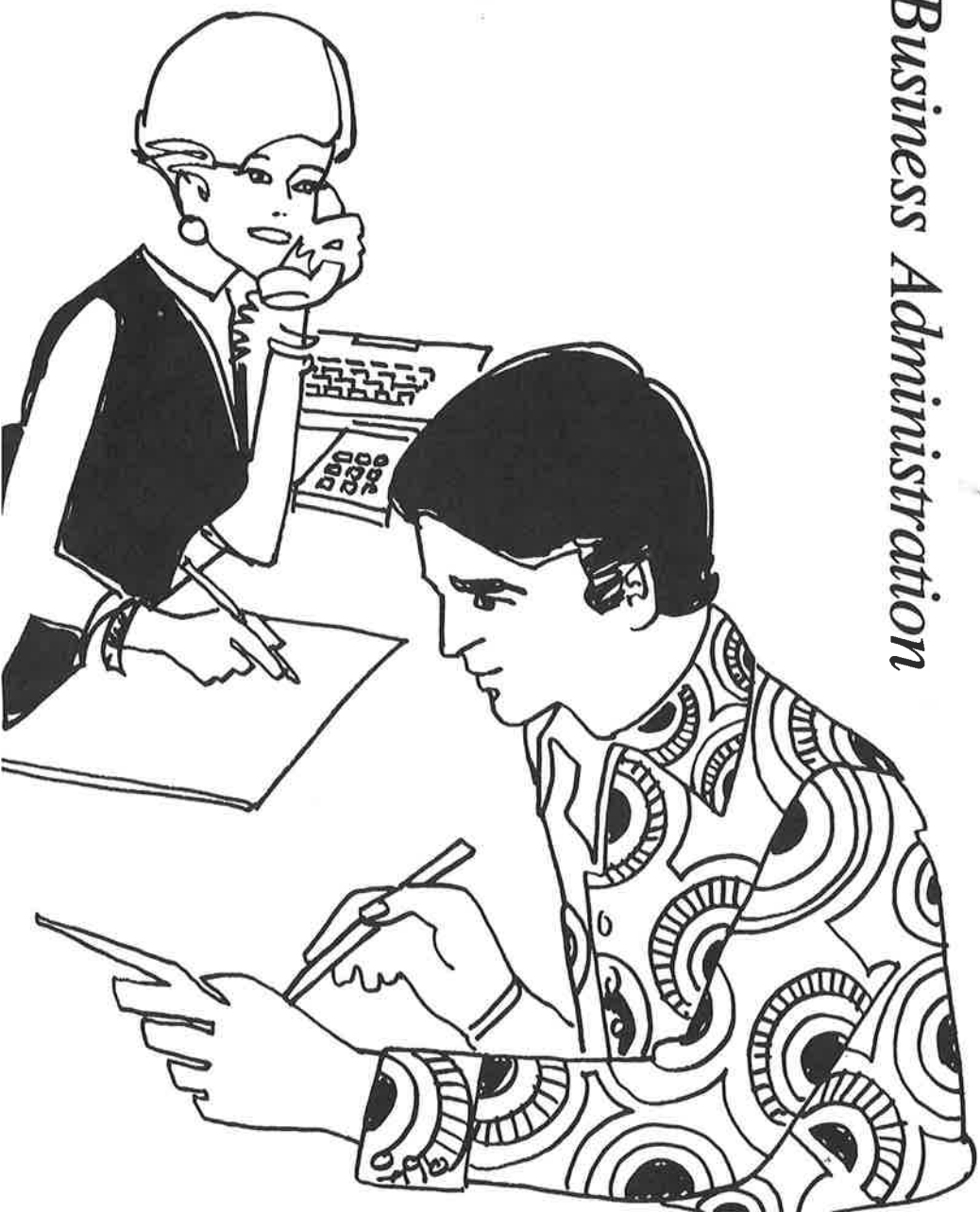
Western Business College believes that career education is growth and each student should have the opportunity to develop to their full potential. To achieve this W.B.C. is dedicated to a curriculum which prepares today's students for tomorrow's jobs; to a faculty prepared to meet the challenges of a forward curriculum; to an openness which makes faculty and administration available to student needs; to an employment assistance program which assists students in obtaining positions equal to their training; and to provide students with a form of security available only through up-to-date occupational education.

The main purpose of Western Business College is to provide quality job-relevant career training to make individuals employable in as short a time as possible. In addition to this, our aim is to develop in our students good character, an understanding of responsibility, and leadership capabilities.

Specifically, our objectives are:

1. To provide business career training for capable students without regard to race, sex, handicap, color or creed.
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions.
3. To prepare men and women for better opportunities in business, and to develop in them a sense of responsibility and loyalty to their employers.
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon State Department of Education, the Association of Independent Colleges and Schools, and of the various college associations of which we are a member.
5. To help our graduates become socially competent members of their communities to a degree that each can appreciate and handle the many human relations problems that will be encountered.
6. To provide lifetime security to all graduates through lifetime placement assistance and lifetime review privileges.

*Accounting / Business Administration*





**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: 900 Clock Hours —  
 36 Weeks.  
 Diploma Course — 55 Credits required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>AC-101</b> Introduction to Accounting .....	6
<b>AC-102</b> College Accounting II .....	6
<b>AC-103</b> College Accounting III .....	3*
<b>BA-101</b> Business Law .....	4
<b>BA-105</b> Professional Development .....	2
<b>DP-101</b> Data Processing Office Procedures .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>SS - 101</b> Records Management .....	2
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>CM-104</b> Reading Development and Study Skills .....	<u>2</u>

\*First Half of Accounting III

**ACCOUNTING AC-6**

This course is 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 persons who plan to manage businesses of their own or assume responsibilities in accounting departments.

**COURSE OUTLINE**

Time: 1200 Clock Hours —  
48 Weeks.

Diploma Course — 72 Credits required  
for graduation.

	<b>Subjects</b>	<b>Credits</b>
AC-101	Introduction to Accounting .....	6
AC-102	College Accounting II .....	6
AC-103	College Accounting III .....	6
AC-105	Cost Accounting .....	6
AC-106	Advanced Accounting .....	3
AC-107	Tax Accounting .....	3
BA-101	Business Law .....	4
BA-102	Business Management .....	2
BA-103	Economics .....	2
BA-104	Personnel Management .....	2
BA-105	Professional Development .....	2
MA-101	Business Math I .....	2
MA-102	Business Math II .....	2
OM-101	Office Machines I .....	2
OM-102	Office Machines II .....	2
TW-101	Typewriting I .....	4
TW-102	Typewriting II .....	4
OP-101	Office Procedures I .....	4
DP-101	Data Processing Office Procedures .....	2
CM-101	Communications — Business English .....	4
CM-103	Communications — Business Correspondence .....	2
CM-104	Reading Development and Study Skills .....	2

**BUSINESS ADMINISTRATION  
AC-7**

Many young men and women get their start in business and move up 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 knowledgeable in the areas where they can understand business and be a part of it. This course is designed to give students the training and actual practice so they may do just that. Business needs many young executive trainees.



**COURSE OUTLINE**

Time: 1050 Clock Hours —  
36 Weeks.

Diploma Course — 64 Credits required  
for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>BA-101</b> Business Law .....	4
<b>BA-102</b> Business Management .....	2
<b>BA-103</b> Economics .....	2
<b>BA-104</b> Personnel Management .....	2
<b>BA-105</b> Professional Development .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>DP-101</b> Data Processing Office Procedures .....	2
<b>AC-101</b> Introduction to Accounting .....	6
<b>AC-102</b> College Accounting II .....	6
<b>AC-103</b> College Accounting III .....	6
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
<b>SS - 101</b> Records Management .....	2

## THE DATA PROCESSING DIVISION OF WESTERN BUSINESS COLLEGE

The Data Processing Division of Western Business College works in a modern world. It relieves man of menial, monotonous - but vitally important - work. It solves problems with split-second efficiency that would take men and women years to work out. Business automation produces more jobs, better jobs, higher paying jobs, and produces better goods and

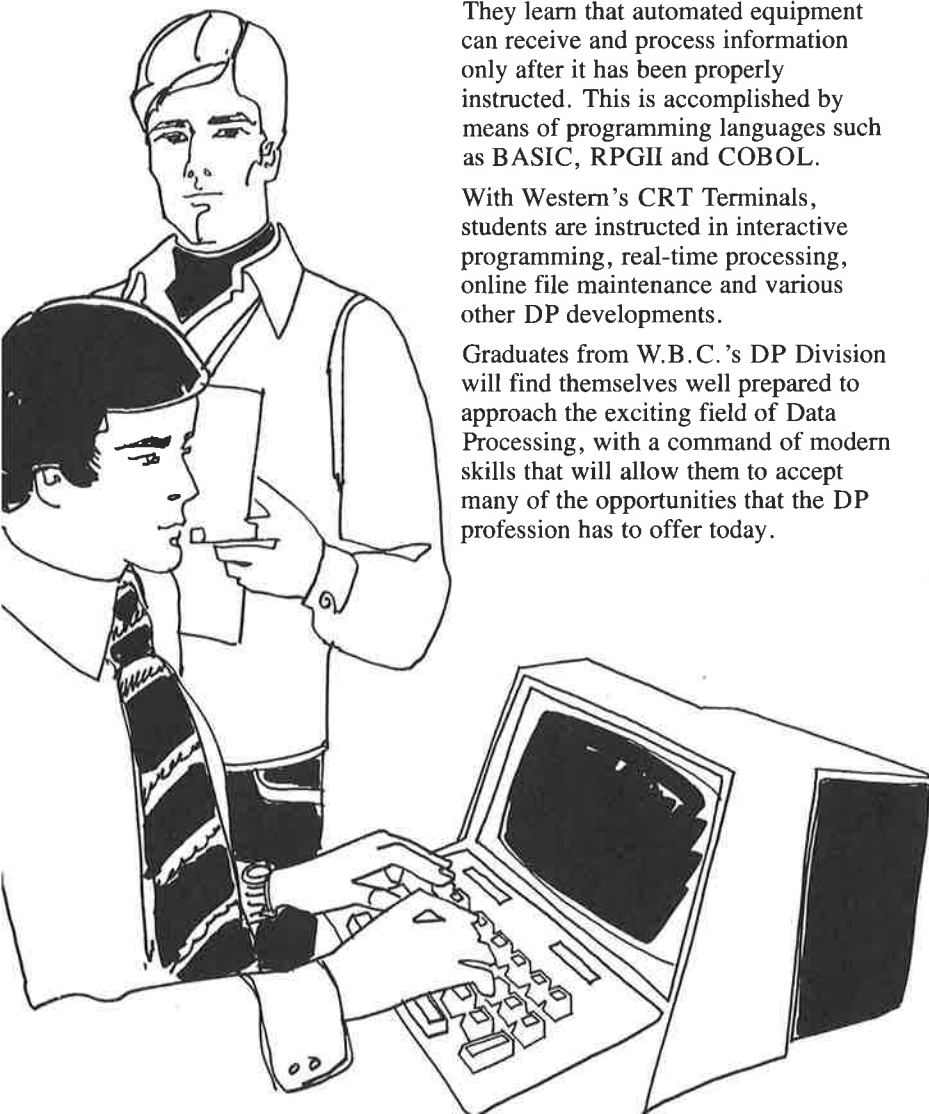
services to provide a higher scale of living and more leisure time. At a person's bidding, business automation can conquer almost any task.

But people must learn to direct this complex servant. With the IBM 360 and the modern HP 3000 computer systems, W.B.C. provides actual hands-on training to supplement classroom instruction.

With qualified instructors to guide them, students learn the skills required to program, operate, and analyze the systems utilized in business today. They learn that automated equipment can receive and process information only after it has been properly instructed. This is accomplished by means of programming languages such as BASIC, RPGII and COBOL.

With Western's CRT Terminals, students are instructed in interactive programming, real-time processing, online file maintenance and various other DP developments.

Graduates from W.B.C.'s DP Division will find themselves well prepared to approach the exciting field of Data Processing, with a command of modern skills that will allow them to accept many of the opportunities that the DP profession has to offer today.



The Data Processing computer field is an exciting profession in high demand. Business, industry and government all need operators, programmers, analysts and others trained to instruct and operate computers.



“The Data Processing industry is a sellers market for skills ranging from keypunching to department management. The shortage of qualified personnel runs across all job functions, through all sizes of computer installations, over all geographic areas.”

— *DATAMATION MAGAZINE*  
October 1979

Western Business College was the first school in Oregon, public or private, to offer Data Processing employment training starting in 1957. Our programs are comprehensive, well-balanced courses designed to get you into the job market and keep you there.







**DATA PROCESSING/  
COMPUTER PROGRAMMING  
DP-1**

This is Western Business College's "blue chip" program. Over 23 years have gone into the development of this highly respected curriculum. Students taking this course practice on the computer systems located in the laboratory and learn several modern computer languages.

Graduates are trained to take their places in any of the wide variety of entry-level data processing positions.

**COURSE OUTLINE**

Time: 600 Clock Hours — 24 Weeks.

Diploma Course — 40 Credits required for graduation.

**Subjects**

**Credits**

<b>DP-103</b>	Data Processing Concepts .....		<b>5</b>
	Data Processing History	IBM 360 Computer	
	Computer Numbering Systems	HP 3000 Computer	
	The Punched Card	Operations	
	IBM 029 Card Punch	Hardware Concepts	
	IBM 129 Card Punch	Terminal Operations	
	Magnetic Tape Theory	Job Control Language	
	Magnetic Disk Theory	Flowcharting	
	Structured Program Design	Decision Tables	
<b>DP-104</b>	Introduction to Programming (with FORTRAN) .....		<b>3</b>
	Problem Solving Techniques		
	Programming Language Fundamentals		
	Beginning FORTRAN		
<b>DP-105</b>	RPGII — Report Program Generator .....		<b>8</b>
<b>DP-106</b>	COBOL — Common Business Oriented Language .....		<b>8</b>
<b>DP-107</b>	System Analysis .....		<b>4</b>
	Communication Techniques	Systems Design	
	Feasibility Analysis	Documentation	
	System Proposals	Implementation Planning	
<b>DP-109</b>	BASIC .....		<b>8</b>
<b>BA-105</b>	Professional Development .....		<b>2</b>
<b>CM-104</b>	Reading Development and Study Skills .....		<b>2</b>

**MANAGEMENT AND DATA PROCESSING/ COMPUTER PROGRAMMING DP-2**

Training in computer operation, computer programming, emphasis on accounting, and other business related subjects assure understanding of the fields of business and data processing. This merging of business skills and computer know-how serve as an

invaluable preparation for today's modern business world.

Employers are looking for persons with this combination of training background.

**COURSE OUTLINE**

Time: 1170 Clock Hours — 48 Weeks.

Diploma Course — 74 Credits required for graduation.

<b>Subjects</b>		<b>Credits</b>
<b>DP-103</b>	Data Processing Concepts .....	5
	Data Processing History           IBM 360 Computer	
	Computer Numbering Systems    HP 3000 Computer	
	The Punched Card                Operations	
	IBM 029 Card Punch              Hardware Concepts	
	IBM 129 Card Punch              Terminal Operations	
	Magnetic Tape Theory            Job Control Language	
	Magnetic Disk Theory            Flowcharting	
	Structured Program Design       Decision Tables	
<b>DP-104</b>	Introduction to Programming (with FORTRAN) .....	3
	Problem Solving Techniques	
	Programming Language Fundamentals	
	Beginning FORTRAN	
<b>DP-105</b>	RPGII — Report Program Generator .....	8
<b>DP-106</b>	COBOL — Common Business Oriented Language .....	8
<b>DP-107</b>	System Analysis .....	4
	Communication Techniques       Systems Design	
	Feasibility Analysis              Documentation	
	System Proposals                 Implementation Planning	
<b>DP-109</b>	BASIC .....	8
<b>AC-101</b>	Introduction to Accounting .....	6
<b>AC-102</b>	College Accounting II .....	6
<b>TW-101</b>	Typewriting I .....	4
<b>MA-101</b>	Business Math I .....	2
<b>MA-102</b>	Business Math II .....	2
<b>OM-101</b>	Office Machines I .....	2
<b>OM-102</b>	Office Machines II .....	2
<b>BA-101</b>	Business Law .....	4
<b>BA-102</b>	Business Management .....	2
<b>BA-103</b>	Economics .....	2
<b>BA-104</b>	Personnel Management .....	2
<b>BA-105</b>	Professional Development .....	2
<b>CM-104</b>	Reading Development and Study Skills .....	2

**DATA PROCESSING  
SPECIALIST DP-4**

The rapidly expanding field of computer data processing has created a demand for specialized training in the computer field. This program provides the student with general business, clerical and accounting training along with electronic data processing entry, operations and concepts.

**COURSE OUTLINE**

900 Clock Hours —  
36 weeks.  
Diploma Course — 56 Credits  
required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>DP-101</b> Data Processing Office Procedures .....	2
<b>DP-110</b> Introduction to Information Entry and Processing .....	2
<b>DP-111</b> Introduction to Data Processing .....	8
Concepts	
Computer Operations	
Basic Language	
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>SS - 101</b> Records Management .....	2
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>AC-101</b> Introduction to Accounting .....	6
<b>AC-102</b> College Accounting II .....	6
<b>BA-105</b> Professional Development .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
	<b>56</b>



**DATA ENTRY OPERATOR  
AND GENERAL BUSINESS  
DP-5**

The young person who wishes to enter the fascinating field of Electronic Data Processing as a Data Entry operator or as an Input System operator, will find this course meeting the requirement. Students receive a sound general business training as well as the operations and learning skills necessary.



**COURSE OUTLINE**

Time: 660 Clock Hours —  
24 Weeks.  
Diploma Course — 42 Credits required  
for graduation.

Prerequisite: Know typewriter keyboard and type 30 wpm

<b>Subjects</b>	<b>Credits</b>
<b>DP-101</b> Data Processing Office Procedures .....	2
<b>DP-102</b> Data Entry/Key Punch .....	6
IBM Key Punch Machine 029	
IBM Key Punch Machine 129	
CRT Terminal	
Alternate Programming	
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>SS - 101</b> Records Management .....	2
<b>MA-101</b> Business Math I .....	2
<b>OM-101</b> Office Machines I .....	2
<b>AC-101</b> Introduction to Accounting .....	6
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
<b>BA-105</b> Professional Development .....	2
<b>OP-101</b> Office Procedures I .....	4

## QUALIFIED ADMINISTRATIVE ASSISTANTS ARE IN DEMAND

The Administrative Assistant/Secretarial Field is an excellent career choice for individuals who want an interesting and challenging position which is in demand and offers excellent growth opportunities. According to the U.S. Bureau of Labor Statistics, secretaries and clerical workers comprise the fastest growing field of



future job openings. This demand offers excellent job security and increasing compensation for the professionally trained administrative assistant.

The professional secretary is a very important part of every business office. She is actually a public relations representative for the company. With experience, she often shares in the activity and decisions of management and has a position of prestige as a valuable member of the business team.

The Administrative Assistant position offers excellent career advancement opportunities. It is often used as a "stepping stone" to management positions. The majority of all women executives today started their careers as secretaries.



*"A secretarial job has great learning potential because you are exposed to whatever your boss is exposed to. Find out where your talents are - marketing, administration - then make sure you are a secretary in that area so you can learn things that interest you. Let your bosses know you want more responsibility."*

Joan Manley  
Chairman of Board, Time-Life Books  
(former secretary)

**RECEPTIONIST/GENERAL OFFICE ST-1**

This is a practical course for the student who wishes to train for general office work or to become a receptionist or Clerk-Typist. It is recommended for those who like dealing with people or

wish to be qualified to perform a variety of office duties.

**COURSE OUTLINE**

Time: 810 Clock Hours —  
36 Weeks.

Diploma Course — 52 Credits required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>TW-103</b> Typewriting III .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>SS - 101</b> Records Management .....	2
<b>SS - 102</b> Machine Transcription .....	2
<b>AC-101</b> Introduction to Accounting .....	6
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>OP-102</b> Office Procedures II .....	4
<b>DP-101</b> Data Processing Office Procedures .....	2
<b>BA-105</b> Professional Development .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
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## SECRETARIAL ST-5

This course is designed to give the student the skills necessary to be a good secretary. No other field can offer such a rewarding career in so short a time. Our placement department can't keep up with the demand for good secretaries.

## COURSE OUTLINE

Time: 900 Clock Hours —  
36 Weeks.  
Diploma Course — 56 Credits required for graduation.

	<b>Subjects</b>	<b>Credits</b>
<b>TW-101</b>	Typewriting I .....	4
<b>TW-102</b>	Typewriting II .....	4
<b>TW-103</b>	Typewriting III .....	4
<b>SH-101</b>	Speedwriting Theory or .....	6
<b>SH-102</b>	Gregg Theory Review .....	6
<b>SH-103</b>	Dictation/Transcription I .....	4
<b>CM-101</b>	Communications — Business English .....	2
<b>CM-102</b>	Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b>	Communications — Business Correspondence .....	2
<b>DP-101</b>	Data Processing Office Procedures .....	2
<b>SS - 101</b>	Records Management .....	2
<b>OM-101</b>	Office Machines I .....	2
<b>OM-102</b>	Office Machines II .....	2
<b>MA-101</b>	Business Math I .....	2
<b>SS - 102</b>	Machine Transcription .....	4
<b>OP-101</b>	Office Procedures I .....	4
<b>OP-102</b>	Office Procedures II .....	2
<b>BA-105</b>	Professional Development .....	2
<b>CM-104</b>	Reading Development and Study Skills .....	2

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**LEGAL SECRETARY/  
ADMINISTRATIVE  
ASSISTANT ST-7L**

In this professional secretarial course, besides becoming an excellent secretary, the student chooses a legal career. The demand for qualified individuals in the legal field is overwhelming. Ability, accuracy, and a mature manner are essential, and such are the objectives of this course.

**COURSE OUTLINE**

Time: 1230 Clock Hours —  
48 Weeks.  
Diploma Course — 74 Credits required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>TW-103</b> Typewriting III -- Legal .....	4
<b>SH-101</b> Speedwriting Theory or	
<b>SH-102</b> Gregg Theory Review .....	6
<b>SH-103</b> Dictation/Transcription I .....	6
<b>SH-104</b> Dictation/Transcription II .....	6
<b>SH-107</b> Legal Dictation/Transcription .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>SS - 101</b> Records Management .....	2
<b>AC-101</b> Introduction to Accounting — Legal Set .....	6
<b>MA-101</b> Business Math I .....	2
<b>BA-101</b> Business Law .....	4
<b>BA-105</b> Professional Development .....	2
<b>OM-101</b> Office Machines I .....	2
<b>SS - 102</b> Machine Transcription .....	2
<b>SS - 103</b> Legal Machine Transcription .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>OP-102</b> Office Procedures II — Legal .....	4
<b>CM-104</b> Reading Development and Study Skills .....	2



**MEDICAL RECEPTIONIST/  
GENERAL OFFICE ST-8M**

The graduate of this course can enjoy the position of Receptionist, Ward Clerk or Doctor's helper. Besides receiving a solid business background, the students receive special training enabling them to enter the medical world.



**COURSE OUTLINE**

Time: 900 Clock Hours —

36 Weeks.

Diploma Course — 58 Credits  
required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>ME-109</b> Medical Terminology and Anatomy .....	4
<b>ME-110</b> Medical Ethics, Law and Insurance .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>OP-102</b> Office Procedures II — Medical .....	4
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>TW-103</b> Typewriting III — Medical .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary .....	2
<b>CM-103</b> Communications — Business Correspondence .....	2
<b>SS - 101</b> Records Management .....	2
<b>AC-101</b> Introduction to Accounting — Medical Set .....	6
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2
<b>SS - 102</b> Machine Transcription .....	2
<b>SS - 104</b> Medical Machine Transcription .....	2
<b>BA-105</b> Professional Development .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
	<b>58</b>

**EXECUTIVE SECRETARY/  
ADMINISTRATIVE  
ASSISTANT ST-9**

The executive 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 career is interesting and challenging. Its importance increases because the executive secretary works closely with management-level personnel and is exposed to policy-making decisions. The Executive Secretarial Course at Western Business College is a most advanced course providing thorough training in the skill subjects of stenography and secretarial, supplemented by administrative techniques and practice.



**COURSE OUTLINE**

Time: 1200 Clock Hours —  
48 Weeks.  
Diploma Course — 72 Credits required  
for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>TW-101</b> Typewriting I . . . . .	4
<b>TW-102</b> Typewriting II . . . . .	4
<b>TW-103</b> Typewriting III . . . . .	4
<b>SH-101</b> Speedwriting Theory or	
<b>SH-102</b> Gregg Theory Review . . . . .	6
<b>SH-103</b> Dictation/Transcription I . . . . .	6
<b>SH-104</b> Dictation/Transcription II . . . . .	6
<b>CM-101</b> Communications — Business English . . . . .	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building . . . . .	2
<b>CM-103</b> Communications — Business Correspondence . . . . .	2
<b>SS - 101</b> Records Management . . . . .	2
<b>SS - 102</b> Machine Transcription . . . . .	2
<b>AC-101</b> Introduction to Accounting . . . . .	6
<b>MA-101</b> Business Math I . . . . .	2
<b>BA-101</b> Business Law . . . . .	4
<b>BA-102</b> Business Management . . . . .	2
<b>BA-105</b> Professional Development . . . . .	2
<b>OP-101</b> Office Procedures I . . . . .	4
<b>OP-102</b> Office Procedures II . . . . .	4
<b>OM-101</b> Office Machines I . . . . .	2
<b>DP-101</b> Data Processing Office Procedures . . . . .	2
<b>CM-104</b> Reading and Study Skills . . . . .	2
	<b>72</b>
<b>Elective Option:</b>	
<b>OP-103</b> Information Processing . . . . .	4
(Must meet prerequisites of subject six to twelve weeks prior to program completion)	

## INFORMATION PROCESSING SPECIALIST ST-11

To Train: Word Processing  
Administrative Secretaries  
  
Word Processing  
Correspondence Secretaries

### COURSE OUTLINE

Time: 900 Clock Hours —  
36 Weeks.  
Diploma Course — 58 Credits required  
for graduation.

	<b>Subjects</b>	<b>Credits</b>
TW-101	Typewriting I .....	4
TW-102	Typewriting II .....	4
TW-103	Typewriting III .....	4
CM-101	Communications — Business English .....	4
CM-102	Communications — Spelling/Vocabulary Building .....	2
CM-103	Communications — Business Correspondence .....	2
CM-104	Reading Development and Study Skills .....	2
SS - 101	Records Management .....	2
SS - 102	Machine Transcription .....	2
OM-101	Office Machines I .....	2
MA-101	Business Math I .....	2
OP-101	Office Procedures I .....	4
OP-102	Office Procedures II .....	4
DP-101	Data Processing Office Procedures .....	2
DP-110	Introduction to Information Entry and Processing .....	2
BA-101	Business Law .....	4
BA-105	Professional Development .....	2
AC-101	Introduction to Accounting .....	6
*OP-103	Information Processing .....	4
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#### \*Prerequisites for OP-103:

Must achieve grade average of "B" or better in CM-101, CM-102, SS-102 and achieve 50 net wpm typing speed.

Those not accepted into OP-103 will be granted an ST-1 diploma.

Students not meeting prerequisites may take four (4) credits of electives.

OP-103 may be added to other secretarial programs.

# Medical Administrative Assistant

## NATIONAL MEDICAL CAREERS - A DIVISION OF WESTERN BUSINESS COLLEGE

A career in the Medical Field is a dynamic and rewarding opportunity. The Medical Administrative Assistant is trained as a versatile part of the medical team. They assist in patient care, laboratory procedures and administrative areas. For example, they may carry out clinical procedures, record electrocardiograms, perform laboratory tests, take medical history and handle patient administration.



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

Training will include the practice of laboratory and clinical procedures in a modern medical learning environment furnished with the latest medical equipment. At the same time the program includes administrative skills training valuable in any office. With training in both general business, medical science and laboratory skills our graduate is a valuable and versatile employee in the medical and business fields.

A medical career requires a special kind of person — someone dedicated to caring for people and caring about people.

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



**MEDICAL ADMINISTRATIVE ASSISTANT MA-1**

A career in the medical field is a dynamic and rewarding opportunity. The medical assistant is trained in patient care, clinical procedures and administrative areas of a medical practice. The versatile training includes the practice of laboratory and clinical procedures in a medical laboratory furnished with the latest medical equipment.

**COURSE OUTLINE**

1260 Clock Hours —

48 Weeks.

Diploma Course — 82 Credits required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>ME-101</b> Medical Science I .....	4
<b>ME-102</b> Medical Science II .....	4
<b>ME-103</b> Medical Science III .....	4
<b>ME-104</b> Medical Science IV .....	4
<b>ME-105</b> Medical Laboratory I .....	4
<b>ME-106</b> Medical Laboratory II .....	4
<b>ME-107</b> Medical Laboratory III .....	4
<b>ME-108</b> Medical Laboratory IV .....	4
<b>ME-109</b> Medical Terminology .....	2
<b>ME-110</b> Medical Ethics, Law and Insurance .....	2
<b>OP-101</b> Office Procedures I .....	4
<b>OP-102</b> Office Procedures II .....	4
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>TW-103</b> Typewriting III — Medical .....	4
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	4
<b>CM-104</b> Reading Development and Study Skills .....	2
<b>SS - 101</b> Records Management .....	2
<b>SS - 102</b> Machines Transcription — Medical .....	2
<b>AC-101</b> Introduction to Accounting — Medical Set .....	6
<b>MA-101</b> Business Math I .....	2
<b>OM-101</b> Office Machines I .....	2
<b>BA-105</b> Professional Development .....	2

## TRAVEL - TOURISM

The travel industry is the second largest industry in the United States. It is estimated that tourism will be the world's largest industry by the turn of the century. This exciting business is also a challenging profession that's constantly changing and growing. A career in travel offers men and women of every age the chance to travel and the opportunity to meet a variety of people on a daily basis.

Through comprehensive training, students learn the many details and procedures of the travel industry on a worldwide basis. Students work with actual travel materials to learn how to make, confirm and document all types of travel reservations and accommodations, both domestic and international. Emphasis is placed on knowledge, accuracy and speed. Training includes selling techniques for travel services along with proper telephone techniques.

The W.B.C. travel program includes training in general business to offer graduates the advantage of more diversified employment opportunities.





**TRAVEL TOURISM TT-3**

**COURSE OUTLINE**

Time: 900 Clock Hours —

36 Weeks.

Diploma Course — 58 Credits required for graduation.

<b>Subjects</b>	<b>Credits</b>
<b>TT-101</b> Travel-Tourism Studies .....	12
Domestic and International Training	
Official Airline Guides and Travel Reference Manuals	
Airline Reservations, Tariff and Ticketing	
Travel Geography and Itineraries	
Travel Terminology and Codes	
Tours, Packages and Cruises	
Travel Agency and Airline Operations	
Travel Operation Observation	
Hotels, Car Rentals, Rail and Chartered Bus	
Introduction to Computer Operations	
Salesmanship and Telephone Techniques	
<b>BA-101</b> Business Law .....	4
<b>BA-105</b> Professional Development .....	2
<b>TW-101</b> Typewriting I .....	4
<b>TW-102</b> Typewriting II .....	4
<b>OP-101</b> Office Procedures I .....	4
<b>DP-101</b> Data Processing Office Procedures .....	2
<b>CM-101</b> Communications — Business English .....	4
<b>CM-102</b> Communications — Spelling/Vocabulary Building .....	2
<b>CM-104</b> Reading Development and Study Skills .....	2
<b>SS - 101</b> Records Management .....	2
<b>SS - 102</b> Machine Transcription .....	2
<b>AC-101</b> Introduction to Accounting .....	6
<b>MA-101</b> Business Math I .....	2
<b>MA-102</b> Business Math II .....	2
<b>OM-101</b> Office Machines I .....	2
<b>OM-102</b> Office Machines II .....	2





Number after subject title indicates number of credits.

## **ACCOUNTING**

### **AC-101**

#### *Introduction to Accounting (6)*

An introduction to accounting, emphasizing the operation of business under the single proprietorship. The complete accounting cycle is studied — journalizing and posting of business transactions, the preparation of simple financial statements and the closing process including adjusting and reversing entries.

### **AC-102**

#### *College Accounting II (6)*

This course is an introduction to accounting principles and procedures with major emphasis on the accrual system. Concepts relating to depreciation, inventory control, setting up allowances, partnerships and corporate accounting are considered in depth. Prerequisite: AC-101.

### **AC-103**

#### *College Accounting III (6)*

This is a continuation of AC-102. It places particular emphasis on bonds, introduction to cost accounting concepts and practices. Prerequisite: AC-102.

### **AC-105**

#### *Cost Accounting (6)*

This course covers, in depth, the basic principles and procedures of cost accounting; those that might be found in use by any manufacturing organization, differing only in degree depending on the size of the company, as well as the uses of accumulated data for cost control. Included are standard cost systems, budgeting principles and managerial cost applications. Prerequisite: AC-103.

### **AC-106**

#### *Advanced Accounting (3)*

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.

Prerequisite: AC-103.

### **AC-107**

#### *Tax Accounting (3)*

Study of Federal Income Tax concepts relating to both individual and business taxpayer.

## **BUSINESS ADMINISTRATION**

### **BA-101**

#### *Business Law (4)*

A study of the legal situations most frequently encountered in every day 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.

### **BA-102**

#### *Business Management (2)*

This course presents a composite picture of the basic elements of business: management, production and finance. The discussions center around the current trends in business as well as practical applications to relevant business problems.

**BA-103**

*Economics (2)*

This course covers the interesting principles of economics, business cycles and economic activity and the gross national product. It covers the role of capitalism and private enterprise, and the function and control of money.

**BA-104**

*Personnel Management (2)*

Provides theory and practice relating to the management of people, leadership and human relations. Major attention is devoted to the basic personnel processes that are involved in the procurement, development, and maintenance of human resources.

**BA-105**

*Professional Development (2)*

This business human relations course is designed to help the student develop habits, traits and standards of grooming necessary for success. It strives to give the confidence needed to enter the business world and to achieve the poise desired. The student is instructed in proper business telephone techniques. It covers job applications, making resumes, conduct on the job interview, how to get the job, and proper conduct during the early days on the job. The class instructor, the college's placement director and employers all contribute to the student's knowledge in this course.



**COMMUNICATIONS**

**CM-101**

*Communications I – Business English (4)*

This course offers a thorough review of grammar and sentence structure. It includes the rules of punctuation, hyphenation, writing of numbers, and capitalization. Much work is given to provide the student practice in applying this knowledge and these principles.

**CM-102**

*Communications II – Spelling and Vocabulary Building (2)*

Includes drill in the correct pronunciation and spelling of words, and in word division. Vocabulary building.

**CM-103**

*Communications III – Business Correspondence (2)*

This subject covers composition and letter-mechanics. Students examine and familiarize themselves with successful business letters for fundamentals of appearance, organization and strategy.

**CM-104**

*Reading Development and Study Skills (2)*

This is a program to help the student become a more able reader and student. Emphasis is on reading comprehension and understanding. Though speed reading is not the goal of this program an increase in speed in reading is generally an extra achievement by most students in the program. The school uses the nationally-known PAR Program for Achievement in Reading. Results from this program have been excellent in helping students who might otherwise fail in their studies. All students are required to take this program during their first six weeks at Western Business College unless the pre-test shows an unusually adequate ability to read with comprehension.

## DATA PROCESSING

### DP-101

#### *Data Processing Office Procedures (2)*

Introduces the student to manual, mechanical and electronic forms of data processing so that graduates may be familiar with the terminology, hardware and software used in processing business data. The human responsibility for correct data is emphasized.

### DP-102

#### *Data Entry/Key Punch*

This course gives training on various forms of data entry including C.R.T. terminal and key punch. A high degree of skill and accuracy is achieved through special drills, exercises and operations. Minimum speed goal is 8000 strokes per hour. Prerequisite: 40 net words per minute typing speed.

### DP-103

#### *Data Processing Concepts (6)*

This is an introduction to data processing, job control language, computer numbering systems, and computer hardware, including hands-on operation of in school computer systems.

### DP-104

#### *Introduction to Programming (with FORTRAN) (4)*

A study of the capabilities of computer programming languages using beginning FORTRAN as a tool in understanding basic programming concepts. The problem-solving techniques of flow-charting, decision tables and structured program design are studied as aids in developing sound program logic.

### DP-105

#### *RPG II (Report Program Generator) (10)*

Computer programming instruction in RPG II Language. RPG is useful for a variety of business applications and report writing from organized files of data. RPG II is primarily problem oriented rather than machine oriented.

### DP-106

#### *COBOL (Common Business Oriented Language) (10)*

This is a study in writing computer programs in the Common Business Oriented Language. COBOL is widely used for business applications. It was designed to utilize the terms that are common to modern business methods. The student codes, tests, debugs and documents COBOL programs focusing on typical business applications.



**DP-107**

*Systems Analysis (8)*

A case study of the systematic approach to solving business problems. Students get practical systems analysis experience working through each step in the process, from initial problem definition to design of a better system and scheduling the implementation of that new system.

**DP-109**

*BASIC (10)*

This course provides a concise and comprehensive introduction to computer programming in BASIC. The BASIC language is a simple but powerful computer language ideally suited for use on computer terminals in an on-line real time environment. The student physically operates terminals with direct access to the college's computer system.

**DP-110**

*Introduction to Information Entry and Processing (2)*

This course provides the student with a basic understanding of computers and text-editing equipment utilized for information entry, processing and print out.

**DP-111**

*Introduction to Data Processing (8)*

This course provides introductory training in D.P. concepts, computer operations and basic language programming and modification. Training emphasis is on small business computer input and operations with hands-on time on the schools computer.

**MATH**

**MA-101**

*Business Math I (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, and applies them to business problems.

**MA-102**

*Business Math II (2)*

This course is a continuation of MA-101 Business Math I with additional instruction in percentages, interest and trade discounts.

Prerequisite: MA-101 or equivalent.



**MEDICAL****ME-101***Medical Science I (4)*

Introduction to the science of medicine. Included are cell and tissue structure, classification of disease and methods of diagnosis and treatment.

**ME-102***Medical Science II (4)*

The study of obstetrics and gynecology and endocrinology. Included in the study are the anatomy and physiology of body structure.

**ME-103***Medical Science III (4)*

Covers the areas of hematology, cardiology, the respiratory system, gastroenterology and dermatology.

**ME-104***Medical Science IV (4)*

Covers the areas of urology, neurology, psychiatry, and orthopedics.

**ME-105***Medical Laboratory I (4)*

Demonstrations and practice in first aid, patients medical history, vital signs, electrocardiograms, sterilization of equipment and proper medical examination techniques.

**ME-106***Medical Laboratory II (4)*

Introduction to laboratory equipment, demonstrations and practice in hematology, venipunctures, fingersticks, urinalysis and blood typing.

**ME-107***Medical Laboratory III (4)*

Introduction to microbiology. Demonstration and practice of cultures and their sensitivity.

**ME-108***Medical Laboratory IV (4)*

Demonstrations and practice on all blood chemistries. Techniques and procedures in cardiology, EKG serum chemistry throat culture.

**ME-109***Medical Terminology (2)*

This course includes medical terminology, abbreviations and symbols. The spelling and meaning of medical terms are covered. Articles from medical journals and case histories from the various specializations within the medical profession are utilized for practical terminology study.

**ME-110***Medical ethics, law and insurance (2)*

The study of standards of conduct and moral judgment in medicine. Also included will be insurance procedures for the doctor and patient.



## OFFICE MACHINES

### OM-101

#### *Office Machines I (2)*

This course provides detailed instruction and practice in addition, subtraction and multiplication on the 10-Key adding machine and the application of these skills to the various aspects of business.

### OM-102

#### *Office Machines II (2)*

Instruction is given on the electronic calculator. The student learns its many functions and how to apply them to different business problems. The student is introduced to the programmable electronic calculator. Prerequisite: OM-101 or equivalent.

## OFFICE PROCEDURES

### OP-101

#### *Office Procedures I (4)*

A practical course which includes classroom and laboratory work in the responsibilities of the office worker, with a 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, including introduction to word processing. Prerequisites: TW-102, SS-101.

### OP-102

#### *Office Procedures II (4)*

This is a continuation of OP-101 with emphasis on training in correspondence CM-103. Prerequisite: OP-101.

### OP-103

#### *Information Processing (6)*

This is a program to train the student in the operation of a magnetic keyboard text-editor terminal, to teach the various systems involved in Information Processing, and to acquaint the student with the latest innovations in various companies in the Portland area. Prerequisite: Achieve grade average of "B" or better in CM-101, CM-102, SS-102 and achieve 50 NWPM typing speed.

## SHORTHAND

### SH-101

#### *Speedwriting Theory (6)*

The students are taught the principles of Speedwriting ABC Shorthand. They quickly acquire a shorthand vocabulary which includes brief forms, abbreviations, phrasing and commonly-used business words. The dictation of connected material is introduced early which prepares the student for quick use of the system and for the following quarter of dictation/transcription. Minimum shorthand goal — 60 wam.



**SH-102***Gregg Shorthand Review (6)*

This program is a review of the theory and principles of Gregg Shorthand Diamond Jubilee. It may be taken by students who have had a year or more of Gregg Shorthand schooling recently enough to profit from this review course. Shorthand goal — 60 wam.

**SH-103***Dictation/Transcription I (6)*

Emphasis is on building speed and accuracy through live and taped dictation drills and in extensive transcription practice. Minimum shorthand speed goal — 80 wam. Prerequisite: SH-101 or SH-102.

**SH-104***Dictation/Transcription II (6)*

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. Minimum shorthand speed goal — 100 wam. Prerequisite: SH-103.

**SH-105***Dictation/Transcription III (6)*

This is a continuation of SH-104 and may be elected by the advanced student to continue training in this area. Prerequisite: SH-104.

**SH-107***Legal Dictation/Transcription (4)*

This course deals with the dictation and transcription of common legal correspondence and of the various legal documents such as deeds, wills, contracts, summons and complaints, and bills of particulars in the manner used by practicing attorneys. Prerequisite: SH-104.

**SECRETARIAL SCIENCE****SS-101***Records Management (2)*

This course is a study and analysis of the rules and filing procedures employed in business offices: indexing and filing drills according to alphabet, numerical, geographical, and by calendar and subject. Many modern record management methods and systems are examined.

**SS-102***Machine Transcription (2)*

A course designed to fill the need of students for experience and training in the operation of modern dictating machines. The practice work includes various types of letters, manuscripts, reports and similar work. Prerequisites: TW-102, CM-101, CM-102.

**SS-103***Legal Machine Transcription (2)*

This course includes advanced work on transcription machines using legal materials. Prerequisite: SS-102.

**SS-104***Medical Machine Transcription (2)*

This course includes advanced work on transcription machines using medical materials. Prerequisite: SS-102.

## TRAVEL/TOURISM

### TT-101

#### *Travel-Tourism Studies (12)*

Through classroom study and practice, students learn how to make and confirm reservations for passengers, arrange space on connecting lines and plan travel itineraries. They learn how to make up tickets and compute fares. On field tours they 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

### TW-101

#### *Typewriting Ia and Ib (4)*

Typewriting Ia is the first six weeks of Typewriting I. It is a beginning typing course required of all students who have not had previous typewriting instruction. The complete keyboard, operating techniques, and parts of the machine are presented. Typewriting Ib is the second six weeks of Typewriting I. It is a beginning typing course for those who have had some previous typing. Basic production skills, business letters, and tabulation problems are introduced. Speed goal — 30 net words per minute with five or fewer errors on a five-minute timing.

### TW-102

#### *Typewriting II (4)*

Intermediate typewriting. A course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memorandums, tabulations, manuscripts, and business forms are emphasized. Speed goal — 50 net words per minute with five or fewer errors on a five-minute timing. Prerequisite: TW-101 or equivalent.

### TW-103

#### *Typewriting III (4)*

Advanced Typewriting. This is an advanced typing course in which more complex production work and office typing are stressed. Speed goal — 60 net words per minute with five or fewer errors on a five-minute timing. Prerequisite: TW-102.

### TW-104

#### *Typewriting Drill*

A class to provide keyboarding drill to improve speed and accuracy.



*General Information*



## **ABOUT WESTERN BUSINESS COLLEGE**

Western Business College is proud of its record as one of the nation's outstanding private business colleges. Thousands of students have successfully graduated and entered their chosen career since the college was established in 1955.

During the years since 1955 the college has moved three times . . . each time into a larger and more modern facility, reflecting the successful growth of the college. In 1957 W.B.C. became the first college in Oregon to offer data processing employment training. W.B.C. was also the first Oregon college to provide hands-on training in the classroom on their own computer equipment. Since its founding W.B.C. has continuously updated its curriculum, equipment and facilities to successfully meet the ever changing business employment needs. Today W.B.C. is one of the most modern and progressive educational institutions in the western states.

### **VANCOUVER, WASHINGTON BRANCH SCHOOL:**

In 1979 W.B.C. established a modern new branch school in Vancouver, Washington to meet the growing business training and employment needs of Southwest Washington. The facility was totally remodeled for the college and furnished with new furnishings and equipment.

### **CURRICULUM:**

Western Business College specializes its curriculum to meet the needs of students who are job and career oriented. The men and women who attend W.B.C. are interested in job relevant training that will prepare them for professional business careers and advancement opportunities.

General business training along with specialization is one of the best ways to assure students of a quality education and to assure employers that W.B.C. graduates know their business. Therefore the curriculum is structured to specific employment opportunities in the business world.

### **FACULTY:**

W.B.C. faculty members are selected for their academic qualifications and business backgrounds. W.B.C. faculty represent many years of practical business experience so they can better provide job relevant training. An additional characteristic required of W.B.C. staff is a genuine interest in assisting students in achieving their career goals.

## **ADMISSIONS — ENROLLMENT**

**WESTERN BUSINESS COLLEGE** is a private school specializing in assisting its students to enter the field of business. The College seeks those students who have a genuine interest in obtaining a good position. The standard requirement for admission is that the applicant be a high school graduate, or has satisfied the requirement through the GED. Men and women above high school age may be considered for special enrollment. Such applications will be evaluated and considered by the college on an individual basis.

Inquiries concerning admission should be made by calling or writing the college:

Admissions Department  
Western Business College  
505 S.W. 6th Ave.  
Portland, OR. 97204  
(503) 222-3225

Admissions Department  
Western Business College  
6625 E. Mill Plain Blvd.  
Vancouver, Wash. 98661  
(206) 694-3225

All candidates for admission are encouraged to visit the College for a personal interview. They must complete the Application for Admission form and submit it along with the enrollment fee to an Admissions Officer or mail it to the College in time for all credentials to be received by the College and evaluation to be made, if possible, before the desired entrance date. Applicants must request that their high school and other transcripts from former schools attended be sent to Western Business College. The student may use a form supplied by our college.

Successful candidates will be sent an acceptance notice and be informed of orientation and of testing dates.

## **STANDARDS OF ETHICAL PRACTICE**

The college does not discriminate against anyone on the basis of sex, religion, race, natural origin, or physical handicaps. However, the school will not knowingly enroll a student who cannot benefit from the training.

## **ADVANCED STANDING**

Course credits may be awarded to students who have previously and satisfactorily completed college courses equivalent to those required by Western Business College curricula. Credits are determined by the college upon evaluation of official transcripts.

Students with business skills, experience or previous training may request and take exemption tests and have credit and advanced standing granted if passed with 'A.'

## **TRANSCRIPTS — RECORDS**

High School transcripts are requested of all applicants seeking admission as regular students in diploma programs. If desired, applicants may use a form supplied by Western Business College.

A complete, permanent set of records is kept at Western Business College on all students. One copy of the transcript is provided free of charge; additional copies may be ordered from the business office at a charge of \$2 each. Requests for transcripts must be made in writing.

## **EVENING SCHOOL DIVISION**

Information regarding evening school course offerings is contained in the evening school bulletin available from the college.

## **STUDENT LOAD — PROGRAM COMPLETION TIME**

The average student will carry a ten credit program (150 clock hours) for each six week-half quarter term. A credit load of at least seven credits must be taken to be considered a full-time student.

The time allotment for program completion/graduation is stated with each program outline in this catalog. Continued enrollment beyond the length stated must be approved by the director of education. A six (6) week extension may be granted.

## **CREDIT DEFINITION**

Each credit listed is equal to 15 scheduled hours of instruction. In the case of shorthand and accounting laboratory each credit is equal to 30 scheduled hours.

## **CLOCK HOURS**

A clock hour is defined as each scheduled 50-minute period of work, class or laboratory.

## **GRADING AND REPORTS**

The scholastic progress of the student is reported at the end of each half-quarter (6 weeks). The College uses the following grading system:

Grade	Meaning	GPA
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Unsatisfactory	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
E	Exempt	4.0

## **REPEATING SUBJECTS**

If students complete a subject but receive a grade other than a passing grade, they are allowed to repeat the subject one time without additional charge. Students desiring to repeat a subject more than once will be charged the per-credit fee as listed on the current price sheet. Students desiring to repeat subjects to improve a passing grade will be charged for the subject.

## **PROGRAM CHANGE POLICY**

All program changes must be approved and cleared through the Director of Education. Program changes which result in a reduction of school enrollment period and/or cost must be made during the first 6 weeks of student enrollment to be considered for program cost reduction.

## **GOOD STANDING/SATISFACTORY PROGRESS**

Students are required to maintain "satisfactory progress" during their program of instruction. "Satisfactory progress" criteria are: 1. Satisfactory attendance; 2. Must maintain a scholastic average of "C" (2.0 GPA) or better; 3. Satisfactory conduct and employability traits, (good work habits, attitudes and actions not disruptive to school and other students' progress); 4. Satisfactory skill development, sufficient to result in employability.

Students failing to meet the above criteria in any one-half quarter (6 weeks) period are subject to special status during the next six (6) weeks. Students failing to show progress or meet above criteria will then be placed on probation. Students failing to show progress during probation period will be evaluated by school for temporary leave or discontinuance from school.

## **ATTENDANCE**

Attendance is mandatory. Regular attendance is an essential ingredient for success. In many cases, good attendance may offset an otherwise average grade record. Poor attendance is almost a guarantee that you will have difficulty obtaining employment.

A student who is behind in classwork, program and attendance will be referred to the office for program review and counseling. A student must make up all work missed because of absence. It is recommended that the student consult with the instructors prior to the absence, if possible. A student dropped from a class may have the opportunity of being rescheduled into the next available class at the discretion of the director of education. All absences become part of the student's record and three tardies constitute one absence for the record.

## **STUDENT CONDUCT**

Because attendance at Western Business College is a privilege, the college reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set by the college.

The college does not allow the use of alcoholic beverages or illegal drugs in the college building, on college property, or at college-sponsored functions. A student who is in possession of or under the influence of alcoholic beverages or illegal drugs is subject to immediate dismissal from the college.

## **STUDENT DRESS**

It is the philosophy of Western Business College that enrollment at the college is similar to employment in industry and that student conduct, attitude and dress be the same as those desired by future employers.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

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

## GRADUATION REQUIREMENTS

Candidates for a diploma must satisfactorily complete their courses, earning the credits listed and achieve the minimum skill requirements.

To be eligible for graduation, students must have completed each of their classes with a passing grade and must have maintained at least an overall "C" average. Those graduating with a GPA of 3.5 or better will have "WITH HONORS" affixed to their diplomas. All obligations to the college must be completed before a diploma will be issued. Students not achieving graduation requirements will be given a certificate listing those subjects completed.

Minimum skill requirements for diploma are:

Program of Study	Typing	Shorthand
ST-1	50 NWPM*	----
ST-5	55 NWPM*	90 WAM
ST-7L	60 NWPM*	100 WAM
ST-8M	55 NWPM*	----
ST-9	60 NWPM*	100 WAM
AC-1, 6, 7	35 NWPM*	----
ST-11	60 NWPM*	----
DP-4, 5	45 NWPM*	----
MA-1, TT	50 NWPM*	----

\*NWPM = Net Words Per Minute (5 or less errors)

## CATALOG CHANGES — REVISIONS

Because of the many changes which occur daily in both business and education, it is sometimes impossible to guarantee long-standing particulars. The College, therefore, reserves the right to add to or delete from certain courses, programs, or areas of study as circumstances may require; to make faculty changes, and to modify tuition rates.

Students who are currently attending the College will be protected, in all cases, against any hardship which might arise as a result of any changes.

## REFRESHER COURSES

Diploma graduates of our College may take refresher courses without charge. The refresher must be in the same area of study and on the same type of equipment as when the original course was taken and not exceed original level of proficiency.

## CONSULTATION AND FACULTY ASSISTANCE

Each member of our faculty is interested in you as an individual. He or she wants you to succeed, and with your cooperation, will help you do so. Daily consultation periods are scheduled by the teaching staff and several persons in the College office work in "Student Services." New students will be informed of these aids and services on orientation day.

## **HOUSING**

Good living accommodations for out-of-town students are available and every assistance will be given students in securing satisfactory housing. Besides board and room facilities, it is sometimes possible for a student to earn room and board in a private home by performing minor household duties. Information regarding facilities for out-of-town students may be obtained from the director of housing.

## **SCHOOL HOURS**

The school building is open from 7 a.m. to 6 p.m. Monday through Thursday; to 5 p.m. on Friday. Classes in Accounting, Travel-Tourism, Medical and Secretarial Science are held from 8:30 a.m. to 2:40 p.m. Class hours for Data Processing students vary with specific time periods assigned to each class. The College office is open from 8 a.m. to 5 p.m. Monday through Friday.

## **FOREIGN STUDENTS**

Western Business College is authorized by the United States Department of Immigration to accept foreign students who have a satisfactory command of the English language. When the College receives the Application for Admission form, the \$50 Registration Fee and tuition payment arrangements, the I-20 Form will be sent.

## **STUDENT ACTIVITIES**

Western Business College encourages participation by its students in various school activities to develop leadership qualities and poise and to help the student in making new friendships. Committees are formed regularly to spearhead picnics, trips, sports activities and other various programs.

## **PHI BETA LAMBDA**

This nationally-known organization is the College-level counterpart of Future Business Leaders of America. It is a business club open to all students at Western Business College. Members learn the value of competition on local, regional, and national levels through competitive events that develop occupational skills as well as character and leadership abilities. Also, through chapter projects and guest speakers the members gain a greater insight into the business community and business leaders within that community.

## **WITHDRAWAL FROM SCHOOL — INTERRUPTION**

A student who wishes to withdraw either from a class or from all work during a quarter must do so officially through the business office. Failure to withdraw properly may result in the assignment of failing grades, which become part of the student's permanent record, and/or termination from school.

In all cases of completion, termination, or leaves of absence, students are required to complete a withdrawal report. Those who have Federal Loans must participate in an exit interview with the College business office. Failure to complete an exit interview may give the lender just cause to accelerate payments.

Leaves are not encouraged unless absolutely necessary. A leave may extend the length of a student's course. A leave may place you out of cycle with your group and create complications in scheduling required classes when they are needed. Re-entrance may create additional charges. Any leave of absence in excess of six weeks could be reason to cancel a student's financial aid.

**PLACEMENT SERVICE**

Western Business College has earned a reputation for excellence among the business and professional communities it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers future graduates.

The College provides lifetime placement service at no extra cost to all graduates of diploma courses. Although the securing of positions cannot be guaranteed, every avenue is pursued to assist in obtaining desirable employment. Helpful counseling and instruction will have been given to every student in "Professional Development" which is part of every student's course.

Western Business College enjoys an enviable reputation among employers. Positions are offered in all types of business and professional offices, affording a variety of opportunities. For well-trained business graduates, the demand always exceeds the supply. A first position is very important, and great care is taken to match a student's talents and interests with a job in which he can succeed. It is required that the student contact the Placement Director well before graduation. However, as full cooperation from the graduate is required, the Placement Director has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

If the graduate wishes to make a job change at a later date, our placement service is always available. Graduates may also use the placement services of business colleges in principle cities nation-wide; through our Placement Department, contacts may be made with any of the some 500 schools who are members of the Association of Independent Colleges and Schools.

We also assist in every way possible to find part-time jobs for our students who need them. It is advisable, however, that most students refrain from seeking part-time jobs, at least during the first six weeks of their courses.

**TUITION — FINANCES**

Tuition and fees are provided in the catalog supplement. The supplement is provided in this manner to supply students with the most up-to-date information available.

There is no additional charges to out-of-state students. Financial arrangements for tuition payment must be made prior to student start date.

**BOOKS AND SUPPLIES**

Because cost of books and supplies is an important factor in the student's planning, the College lists a Book Fee for each course in the catalog supplement inserted in this catalog. The Book Fee covers book locker and all books and lab supplies normally used in the course. It does not cover incidentals such as typing paper, pencils, pens and steno pads which students may purchase at the College Bookstore as needed.

**FINANCIAL ASSISTANCE PROGRAMS**

Students attending Western Business College have access to all available federal student financial aid programs in accordance with the federal guidelines for their eligibility and administration.

**TIME PAYMENT PLANS.** W.B.C. offers the opportunity for students to make monthly or quarterly payments over the period of their course.



**CONVENTIONAL BANK LOAN.** If there is a need to borrow funds in order to attend school, the student and family should first look to their own bank or credit union for a loan.

**BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG).** The "Application for Determination of Basic Grant Eligibility" form may be obtained from the College, high school counselors, or public libraries, and is submitted to an agency of the Federal Government in accordance with the application instructions. The eligibility is then determined and notification sent directly to the student who then forwards such notification to the College where the actual Basic Educational Opportunity Grant Award is calculated.

**SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG).** This program is available to those students with exceptional financial need and who would be unable to attend college without assistance. The Supplemental Educational Opportunity Grant may not exceed, for each of the student's undergraduate years, the lesser of \$1,500 or one-half the total amount of financial aid provided to the student.

**NATIONAL DIRECT STUDENT LOAN (NDSL).** This program makes it possible for many students to borrow up to \$2,500. The College Financial Aid Officer is responsible for determining which students are eligible and the amount of the loan. Repayment begins nine months after the student ceases at least half-time study and may extend over a ten-year period. Small interest charges begin at the start of the repayment period.

**SCHOLARSHIPS.** Many students attend Western Business College under the auspices of a scholarship program. To aid worthy students in obtaining their business education under such programs, Western will match any scholarship sponsored by a local or civic or social organization (such as a lodge, union, 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 College.

The College also offers annually; two \$1,000 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 area of data processing.

For further information write to or contact your high school counselor, or an Admissions Officer at Western Business College.

**VETERANS EDUCATION AND TRAINING (GI BILL).** Western Business College is Approved for the Training of Veterans. A veteran is entitled to one and one-half months of training for each month of service to a maximum of 36 months training.

Those needing more information regarding educational assistance should contact the Veteran's Counselor at our College or the Veteran's Administration.

**STATE GUARANTEED LOAN PROGRAM.** A student attending Western Business College is eligible for a student loan from a participating Oregon or Washington bank. A student may borrow from \$666 to \$2,500 under this program. Repayment of the loan begins nine months after the student ceases to carry at least a half-time course of study. A student may obtain application blanks and further information from the College Financial Aid Officer.

**REFUND POLICY**

This refund schedule covers all of the courses offered by Western Business College and 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. We are required by Oregon Law 345.115 to use and print below the policy established by the State Superintendent of Public Instruction. We wish to point out that our enrollment fee is only \$50 rather than \$100 as referred to in the State's policy.

1. If a student is not accepted, all monies paid by an applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to school.
3. If termination occurs within three (3) business days of enrollment and prior to student attendance, all monies paid shall be refunded.
4. In the event that a student shall terminate his attendance prior to his scheduled completion date, the student shall in no case be obligated for more tuition payments than listed below. The policy shall apply to all terminations, for any reason, by either party.

A student termination will be considered to have occurred not later than two school weeks after the last day of attendance unless earlier written notification is received by the school. In all cases the refund will be calculated from the last day of attendance.

5. If termination occurs more than three (3) business days after enrollment or after student attendance, the student is financially obligated to the school according to the following schedule:

For Programs of 120 hours or more duration:

<b>Portion of Course Completed</b>	<b>Tuition Charge</b>
One week or less	Registration fee (15% of tuition or \$100, whichever is less)
Two to four weeks	Registration fee plus 20% of tuition
More than four weeks but less than 25%	Registration fee plus 25% of tuition
Over 25% but less than 50%	Registration fee plus 50% of tuition
Over 50%	The full tuition

For Programs of less than 120 hours duration:

<b>Portion of Course Completed</b>	<b>Tuition Charge</b>
0% (i.e., termination after 3 business days, but before classes begin)	Registration fee (15% of tuition or \$100, whichever is less)
Less than 25%	Registration fee plus 25% of tuition
Over 25% but not more than 50%	Registration fee plus 50% of tuition
Over 50%	The full tuition

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 attended. Any unused portion of the Book Fee will be refunded.



Portland, Oregon  
Vancouver, Washington

Inquiries and requests for  
information should be sent to:

Admissions Department  
Western Business College  
505 S.W. 6th Ave.  
Portland, Oregon 97204

Admissions Department  
Western Business College  
6625 E. Mill Plain Blvd.  
Vancouver, WA. 98661

OR CALL

Portland, OR.  
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(206) 694-3225

**W  
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