



86-88

WESTERN

BUSINESS COLLEGE

CAREER TRAINING
IS BETTER THAN GOLD
IT'S AN INVESTMENT
IN YOUR FUTURE

**10 Accounting
Business Administration**



**14 Computer
Data Processing**



**18 Secretarial
Administrative Assistant**



24 Information Processing



26 Travel-Hospitality



**28 Medical
Administrative Assistant**



30 Culinary Arts



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*“Career training
is not an expense,
but an investment
in your future
which pays dividends
for many years.”*



The most important purpose of education is to assist individuals in achieving useful, meaningful and happier lives. Western Business College has been assisting individuals in the accomplishment of their goals for over 30 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 their chosen field. 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 programs designed to prepare you for accounting, data processing, secretarial, medical, travel-hospitality and food service careers. Our professional staff is available to answer your questions and provide the information necessary for you to make the decision that is best for you.

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 and culinary world.

We look forward to helping you.

Donald H. Waldbauer, President

Calendar 1986-1988

1986

November 10	Holiday (Veterans Day)
November 11	New Students Start — Business and Culinary
November 27-28	Holiday (Thanksgiving Day)
December 19	Graduation — Business and Culinary
December 22-	Christmas Vacation
January 2	

Fall Quarter

1987

January 5	New Students Start — Business
January 6	New Students Start — Culinary
January 19	Holiday (Martin Luther King Jr's Birthday)
February 13	Graduation — Business and Culinary
February 16	Holiday (Washington's Birthday)
February 17	New Students Start — Business and Culinary
March 27	Graduation — Business and Culinary
March 30-April 3	Spring Vacation

Winter Quarter

April 6	New Students Start — Business
April 7	New Students Start — Culinary
May 15	Graduation — Business and Culinary
May 18	New Students Start — Business
May 19	New Students Start — Culinary
May 25	Holiday (Memorial Day)
June 26	Graduation — Business and Culinary

Spring quarter

June 29	New Students Start — Business
June 30	New Students Start — Culinary
July 3	Holiday (Independence Day)
August 7	Graduation—Business and Culinary
August 10-14	Summer Vacation
August 17	New Students Start — Business
August 18	New Students Start — Culinary
September 7	Holiday (Labor Day)
September 24	Graduation — Business
September 25	Graduation — Culinary

Summer Quarter

September 28	New Students Start — Business
September 29	New Students Start — Culinary
November 6	Graduation — Business and Culinary
November 9	Holiday (Veterans Day)
November 10	New Students Start — Business and Culinary
November 26-27	Holiday (Thanksgiving)
December 18	Graduation — Business and Culinary
December 21	Christmas Vacation

1988

January 4	New Students Start — Business
January 5	New Students Start — Culinary
January 18	Holiday (Martin Luther King Jr's Birthday)
February 12	Graduation — Business and Culinary
February 15	Holiday (Washington's Birthday)
February 16	New Students Start — Business and Culinary
March 25	Graduation — Business and Culinary
March 28-April 1	Spring Vacation

Winter Quarter

Spring Quarter

April 4	New Students Start — Business
April 5	New Students Start — Culinary
May 13	Graduation—Business and Culinary
May 16	New Students Start—Business
May 17	New Students Start — Culinary
May 30	Holiday (Memorial Day)
June 24	Graduation — Business and Culinary

Summer Quarter

June 27	New Students Start — Business
June 28	New Students Start — Culinary
July 4	Holiday (Independence Day)
August 5	Graduation—Business and Culinary
August 8-12	Summer Vacation
August 15	New Students Start — Business
August 16	New Students Start — Culinary
September 5	Holiday (Labor Day)
September 22	Graduation — Business
September 23	Graduation — Culinary

September 26
September 27
November 4
November 7
November 8
November 11
November 24-25
December 16
December 19

Fall Quarter

New Students Start — Business
New Students Start — Culinary
Graduation — Business and Culinary
New Students Start — Business
New Students Start — Culinary
Holiday (Veterans Day)
Holiday (Thanksgiving)
Graduation — Business and Culinary
Christmas Vacation



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 with over 30,000 square feet of space, 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 modern classrooms and computer labs, there are two student centers, word processing center, advisors' offices, administrative offices, an aptitude test room, a staff lounge, five restrooms, a book store, and general reception and waiting areas.

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

VANCOUVER BRANCH:

The Vancouver School occupies 13,000 square feet in the Heights Shopping Center on Mill Plain Boulevard. The facility was totally remodeled for our purposes and furnished with 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.

CULINARY DIVISION:

Western Culinary Institute is located west of downtown Portland at S.W. Thirteenth and Columbia, an easy access off Interstate 405. The facility is centrally located, offering good public transportation. The Institute was totally remodeled for our purposes with modern furnishings and up-to-date equipment. The facility includes six (6) instructional kitchens, classrooms, administrative office areas, student center and dressing rooms. Also included is a formal dining restaurant open to the public Monday through Friday for a lunch and dinner taste experience. Located one-half block away is the Culinary Annex. The facility includes an instructional kitchen, classrooms and dressing rooms.

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.



ACCREDITATION

Western Business College is accredited as a business school 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 assurance that the school is well established and recognized as a quality institution; has adequate facilities and equipment; maintains recognized and approved courses of study and employs competent, qualified faculty.

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 (JTPA)

United States Bureau of Indian Affairs

Oregon State Department of Vocational Rehabilitation

Washington State Department of Vocational Rehabilitation

Oregon and Washington State Employment Service

AFFILIATIONS AND MEMBERSHIPS

Association of Independent Colleges
and Schools

Oregon Business Education Assoc.

Washington Business Education Assoc.

Western Business Education Assoc.

National Business Education Assoc.

Oregon Private School Assoc.

Data Processing Management Assoc.

National Assoc. of Financial Aid
Administrators

Pacific Northwest Business School
Association

American Society for Personnel
Administration

Institute for Managerial and
Professional Women

Portland Chamber of Commerce

Vancouver Chamber of Commerce

Better Business Bureau

Pacific Northwest Personnel
Management Association

Northwest Regional User (Computer)
Group

Society of Computer Users

Chef's Cuisine Society

American Culinary Federation

Oregon Restaurant Assoc.

MANAGEMENT

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

Donald H. Waldbauer, President

Kathleen Brown, Vice President/Director, Portland Campus

Ray Diaz, Business Manager

Randy Rogers, Director/Vancouver Branch

Horst Meyer, Director/Culinary Institute

PHILOSOPHY AND OBJECTIVES

The "business field" is a broad term comprising the largest employment group of the 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 and culinary arts.

Western Business College believes that career education is growth and all students 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 students' needs; to an employment assistance program which assists students in obtaining positions equal to their training; and providing 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 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, medical and hospitality 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 and Washington State Departments of Education, the Association of Independent Colleges and Schools, and 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 diploma graduates through lifetime placement assistance and lifetime review privileges.



Accounting Business Administration



Accounting and Business Management are important ingredients of every business organization. Accurate financial records and reports coupled with effective management are vital to a successful business operation.

The Accounting Field requires individuals who have a solid foundation in Accounting and general business and who are accurate, analytical and conscientious. Few careers can offer more opportunities for future financial success and business leadership than Accounting/Business Administration. More corporation presidents and other top business executives come from the ranks of Accountants than from any other business field.

Graduates are prepared for employment opportunities as Bookkeepers, Junior Accountants, Payroll Supervisors, Management Trainees and many other related business positions. With experience, graduates may qualify for more advanced positions as Auditor, Senior Accountant, Controller or Finance Officer.

Business is everywhere and is a part of nearly every company and corporation. Accounting and Administration skills are often coupled with other areas of special training and interests to achieve successful careers. The possible areas of employment and even business ownership are as varied as business itself.



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.

Program Outline

Diploma Course — 75 Credits required for graduation.

Time: Approximately 900 Instructional Hours — 36 Weeks.

Minimum Typing requirement for Graduation: 35 NWPM

	Subjects	Credits
AC-101	Introduction to Accounting	10
AC-102	College Accounting II	10
*AC-103	College Accounting III	5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
OP-101	Office Procedures	5
OP-103	Office Techniques	2.5
TW-101	Keyboarding I	5
TW-102	Typewriting II (Business Forms Practice Set)	5
SS-101	Records Management	2.5
MM-10	Practical Business Computations	5
MM-102	Advanced Business Computations	2.5
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
		75

*First Half (6 weeks) of Accounting III



ACCOUNTING BUSINESS ADMINISTRATION AC-2

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 positions 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.

Program Outline

Diploma Course — 87.5 Credits required for graduation.

Time: Approximately 1050 Instructional Hours — 42 Weeks.

Minimum Typing requirement for Graduation: 35 NWPM

	Subjects	Credits
AC-101	Introduction to Accounting	10
AC-102	College Accounting II	10
AC-103	College Accounting III (Computerized Accounting Practice Set)	10
BA-101	Business Law	5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-106	Salesmanship	2.5
BA-107	Marketing	2.5
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
DP-116	Advanced Programming Applications	5
MM-101	Practical Business Computations	5
MM-102	Advanced Business Computations	2.5
TW-101	Keyboarding	5
TW-102	Typewriting II (Business Forms Practice Set)	5
OP-101	Office Procedures	5
CM-101	Communications — Business English	5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
		87.5

Students successfully completing this program may be able to transfer to Griffin College to complete an Associate Degree. Upon successful completion of 22-25 required credits they may be awarded an Associate of Applied Arts Degree (A.A.A.) in Accounting from Griffin College.



ACCOUNTING AC-3

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 book-keeping 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. Upon the successful completion of these requirements, all students will

enroll at Griffin College in order to receive an Associate in Applied Arts and a diploma from Western Business College.

Program Outline

Associate Degree Program — 97-100
Credits — 75 Credits required as pre-requisite for transfer to Griffin College and 22-25 Credits of required course work from Griffin College.

Time: Approximately 1200 Instructional Hours — 48 Weeks.

Minimum Typing requirement for Graduation: 35 NWPM

	Subjects	Credits
AC-101	Introduction to Accounting	10
AC-102	College Accounting II	10
AC-103	College Accounting III (Computerized Accounting Practice Set) .	10
BA-101	Business Law	5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-107	Marketing	2.5
MM-101	Practical Business Computations	5
MM-102	Advanced Business Computations	2.5
TW-101	Keyboarding	5
TW-102	Typewriting II (Business Forms Practice Set)	5
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
CM-101	Communications — Business English	5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5

Western Business College Credits **75**

Griffin College Credits **22-25**

97-100

This is a cooperative training program between Western Business College and Griffin College. The two institutions have an on-campus articulation agreement allowing students who have successfully completed the prescribed 75 credits from W.B.C. to transfer to Griffin College. Upon the successful completion of required credits from Griffin College, they may be awarded an Associate of Applied Arts Degree (A.A.A.) from Griffin College and an Accounting Diploma from W.B.C.



Computer Data Processing



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.

People must learn to direct this servant. With modern 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 busi-

ness today. They learn that automated equipment can receive and process information only after it has been properly instructed.

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.

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.



COMPUTER APPLICATIONS SPECIALIST DP-3

The rapidly changing field of computer data processing has created a greater demand for specialized training in the computer field. This program provides students with general business and office skills with electronic data processing operations and concepts.

In addition, the student will learn

BASIC programming, introduction to spread sheets, word processing and the integration of accounting procedures with data processing.

Program Outline

Diploma Course — 75 Credits required for graduation.

Time: Approximately 900 Instructional Hours — 36 Weeks.

Minimum Typing requirement for Graduation: 45 NWPM

	Subjects	Credits
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
DP-112	Computer Operations and Processing	5
*DP-113	BASIC Programming and Flowcharting	5
*DP-116	Advanced Programming Applications	5
AC-101	Introduction to Accounting	10
AC-102	College Accounting II	10
CM-101	Communications — Business English	5
CM-104	College Survival Skills	2.5
MM-101	Practical Business Computations	5
MM-102	Advanced Business Computations	2.5
OP-101	Office Procedures	5
SS-101	Records Management	2.5
TW-101	Keyboarding	5
TW-102	Typewriting II	5
BA-105	Career Search and Planning	2.5
		75

*Prerequisite for DP-113 and DP-116:

Must achieve a grade average of 2.00 (C) or better in DP-101, DP-110, and DP-112 and an overall grade average of 2.00. Those not meeting prerequisite will be transferred to a DP-5 program.





**DATA ENTRY/
OPERATIONS SPECIALIST
DP-5**

It has become evident that the operation of a computer is a necessity. This program is designed to train the student in the areas of general business and data entry.

Program Outline

Diploma Course — 60 Credits required for graduation.

Time: Approximately 720 Instructional Hours — 30 Weeks.

Minimum Typing requirement for Graduation: 45 NWPM

	Subjects	Credits
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
DP-114	Data Entry	5
AC-101	Introduction to Accounting	10
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-104	College Survival Skills	2.5
MM-101	Practical Business Computations	5
MM-102	Advanced Business Computations	2.5
OP-101	Office Procedures I	5
OP-103	Office Techniques	2.5
SS-101	Records Management	2.5
TW-101	Keyboarding	5
TW-102	Typewriting II	5
BA-105	Career Search and Planning	<u>2.5</u>
		60





COMPUTER PROGRAMMING AND APPLICATIONS DESIGN DP-6

Western Business College has always been a leader in the development and training for the ever-changing computer field. This program offers broad-based training in business, computer software, hardware, programming and applications design. This is the obvious direction of the future.

Program Outline

Diploma Course — 75 Credits required for graduation.

Time: Approximately 900 Instructional Hours — 36 Weeks.

Minimum Typing requirement for Graduation: 30 NWPM

	Subjects	Credits
DP-110	Introduction to Computer Operations and Data Entry	2.5
DP-112	Computer Operations and Processing	5
*DP-113	BASIC Programming and Flowcharting	5
*DP-116	Advanced Programming Applications	5
DP-117	Introduction to Programming Languages COBOL, RPG, C	5
DP-118	Data Base Systems and Programming	5
DP-119	System Administration and Multi-User Systems	5
DP-120	Introduction to Computer Hardware Technology	2.5
AC-101	Introduction to Accounting	10
AC-102	Accounting II	10
MM-101	Practical Business Computations	5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-106	Salesmanship	2.5
CM-104	College Survival Skills	2.5
TW-101	Keyboarding	5
		<u>75</u>

*Prerequisite for DP-113 and DP116:

Must achieve a grade average of 2.00 (C) or better in DP-110, and DP-112 and an overall grade average of 2.00. Those not meeting prerequisite will be transferred to a DP-5 program.





Secretarial Administrative Assistant



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.

Program Outline

Diploma Course — 67.5 Credits required for graduation.

Time: Approximately 810 Instructional Hours — 36 Weeks.

Minimum Typing requirement for Graduation: 50 NWPM

	Subjects	Credits
TW-101	Keyboarding	5
TW-102	Typewriting II	5
TW-103	Typewriting III	5
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
SS-101	Records Management	2.5
SS-102	Machine Transcription	2.5
AC-101	Introduction to Accounting	10
MM-101	Practical Business Computations	5
OP-101	Office Procedures	5
OP-103	Office Techniques	2.5
DP-101	Introduction to Data Processing	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
WP-101	Intro to Word Processing	5
		67.5





AUTOMATED OFFICE TECHNOLOGY

ST-3

With increasing automation in the offices of the 1980s, it has become increasingly important for an individual to obtain skills necessary to operate a computer. The automated office requires the student to obtain the secretarial skills in addition to the operation of a computer and related equipment.

Program Outline

Diploma Course — 75 Credits required for graduation.

Time: Approximately 900 Instructional Hours — 36 Weeks.

Minimum Typing requirement for Graduation: 50 NWPM



	Subjects	Credits
TW-101	Keyboarding	5
TW-102	Typewriting II	5
TW-103	Typewriting III	5
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
DP-112	Computer Operations and Processing	5
AC-101	Introduction to Accounting	10
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
MM-101	Practical Business Computations	5
MM-102	Advanced Business Computations	2.5
OP-101	Office Procedures	5
OP-103	Office Techniques	2.5
SS-101	Records Management	2.5
SS-102	Machine Transcription	2.5
WP-101	Introduction to Word Processing	5
BA-105	Career Search and Planning	<u>2.5</u>
		75

Students successfully completing this program may be able to transfer to Griffin College to complete an Associate Degree. Upon successful completion of 22-25 required credits they may be awarded an Associate of Applied Arts Degree (A.A.A.) in Office Administration from Griffin College.



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.

Program Outline

Diploma Course — 75 Credits required for graduation.

Time: Approximately 900 Instructional Hours — 36 Weeks.

Minimum Skill requirement for Graduation: Shorthand: 90 WAM; Typing: 55 NWPM

	Subjects	Credits
TW-101	Keyboarding	5
TW-102	Typewriting II	5
TW-103	Typewriting III	5
SH-101	Speedwriting Theory or	
SH-102	Gregg Theory Review	10
SH-103	Dictation/Transcription I	10
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
WP-101	Introduction to Word Processing	5
SS-101	Records Management	2.5
SS-102	Machine Transcription	2.5
MM-101	Practical Business Computations	5
OP-101	Office Procedures	5
OP-103	Office Techniques	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
		75

Students successfully completing this program may be able to transfer to Griffin College to complete an Associate Degree. Upon successful completion of 22-25 required credits they may be awarded an Associate of Applied Arts Degree (A.A.A.) in Office Administration from Griffin College.





**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 are the objectives of this course.

Program Outline

Diploma Course — 100 Credits required for graduation.
Time: Approximately 1200 Instructional Hours — 48 Weeks.
Minimum Skill requirements for Graduation: Shorthand: 100 WAM; Typing: 60 NWPM

	Subjects	Credits
TW-101	Keyboarding	5
TW-102	Typewriting II	5
TW-103	Typewriting III — Legal	5
SH-101	Speedwriting Theory or	
SH-102	Gregg Theory Review	10
SH-103	Dictation/Transcription I	10
SH-104	Dictation/Transcription II	10
SH-107	Legal Concepts/Dictation	5
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
SS-101	Records Management	2.5
SS-103	Legal Machine Transcription	2.5
AC-101	Introduction to Accounting (Legal Practice Set)	10
MM-101	Practical Business Computations	5
BA-101	Business Law	5
BA-105	Career Search and Planning	2.5
OP-101	Office Procedures — Legal	5
WP-101	Introduction to Word Processing	5
		100

Elective Option:

WP-102	Information Processing	5
	(Must meet prerequisites of subject six weeks prior to program completion. May require use of six-week extension.)	

Students successfully completing this program may be able to transfer to Griffin College to complete an Associate Degree. Upon successful completion of 22-25 required credits, they may be awarded an Associate of Applied Arts Degree (A.A.A.) in Office Administration from Griffin College.



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

The executive secretary occupies a unique niche in the field of business. The responsibilities are varied and vital to the inner workings of the company for which he or she works. The 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.

Program Outline

Diploma Course — 100 Credits required for graduation.
Time: Approximately 1200 Instructional Hours — 48 Weeks.
Minimum Skill requirements for Graduation: Shorthand: 100 WAM; Typing: 60 NWPM

	Subjects	Credits
TW-101	Keyboarding	5
TW-102	Typewriting II	5
TW-103	Typewriting III	5
SH-101	Speedwriting Theory or	
SH-102	Gregg Theory Review	10
SH-103	Dictation/Transcription I	10
SH-104	Dictation/Transcription II	10
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
SS-101	Records Management	2.5
SS-102	Machine Transcription	2.5
AC-101	Introduction to Accounting	10
MM-101	Practical Business Computations	5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
OP-101	Office Procedures	5
OP-103	Office Techniques	2.5
WP-101	Introduction to Word Processing	5
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
	Elective Option:	100
WP-102	Information Processing	5
	(Must meet prerequisites of subject six weeks prior to program completion. May require use of six-week extension.)	

Students successfully completing this program may be able to transfer to Griffin College to complete an Associate Degree. Upon successful completing of 22-25 required credits, they may be awarded an Associate of Applied Arts Degree (A.A.A.) in Office Administration from Griffin College.



Information Processing

An exciting new career field has developed in the past few years with the tremendous expansion of Computerized Word Processing equipment and technology. With this expansion, the opportunities for specially trained and qualified Information Processing Specialists familiar with Word Processing techniques have rapidly grown. The need for specialists with this training will continue to grow rapidly in the years to come and those with this

ability will be secure in their future opportunities for success and growth.

The Western Business College Program provides an effective mixture of Word Processing theory applicable to all kinds of equipment and hands-on training and experience on modern equipment. The program is designed to provide practical job-relevant training on a variety of Computerized Word Processing instruments.





**INFORMATION PROCESSING
SPECIALIST WP-1**

To Train: Word Processing
Administrative Secretaries

Word Processing
Correspondence
Secretaries

Program Outline

Diploma Course — 75 Credits re-
quired for graduation.

Time: Approximately 900 Instructional
Hours — 36 Weeks.

Course Prerequisite — Must know
typewriter keyboard and type 25 wpm
or enroll in Keyboarding (A) class and
add six weeks to program.

Minimum Typing requirement for
Graduation: 60 NWPM

	Subjects	Credits
TW-101	Keyboarding (B)	5
TW-102	Typewriting II	5
TW-103	Typewriting III	5
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
SS-101	Records Management	2.5
SS-102	Machine Transcription	2.5
MM-101	Practical Business Computations	5
OP-101	Office Procedures	5
OP-103	Office Techniques	2.5
DP-101	Introduction to Data Processing	2.5
DP-110	Introduction to Computer Operations and Data Entry	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
AC-101	Introduction to Accounting	10
WP-101	Introduction to Word Processing	5
*WP-102	Information Processing	5
		75

***Prerequisites for WP-102:**

Must achieve grade average of 3.00 (B)
or better in CM-101, CM-102, WP-101
and achieve 50 net wpm typing speed
(based on five timings) prior to enrol-
ling in WP-102.

Those not meeting prerequisite will
be transferred to an ST-1 program.



Travel/Hospitality

The Travel and Hospitality industries are two of the fastest growing and changing in our world today. Combined, these two areas comprise the largest industry in the United States. These two industries are becoming more interrelated every day as they produce increasing job opportunities. Airlines, resorts, hotels, motels, transportation companies, etc., are often dependent on one another. We even see common ownership between companies in these areas.

Western Business College was the first college in Oregon to offer Travel training and continues as a pioneer with the development of this innovative combination program. The W.B.C. Travel—Hospitality Program is unique

in that it combines Travel training with hospitality, salesmanship and business skills. This combination offers graduates the advantage of more diversified employment opportunities.



TRAVEL—HOSPITALITY RESERVATION SYSTEMS TT-1

This program provides comprehensive training in computer reservation systems relating to the Travel and Hospitality industries.

Program Outline

Time: Approximately 300 Instructional Hours — 12 Weeks.

Certificate Course — 25 Credits for completion

	Subjects	Credits
HT-102	Travel—Hospitality Studies	10
HT-103	Computer Reservation Systems	10
TW-101	Keyboarding or	
TW-102	Typewriting II	5
	(Determined by entry skill level.)	

25



TRAVEL—HOSPITALITY ADMINISTRATION

HT-1

The Travel and Hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, recreation, etc., are becoming more interrelated. This comprehensive program is a modern program designed for this expanding future market.

Program Outline

Diploma Course — 75 Credits required for graduation.

Time: Approximately 900 Instructional Hours — 36 Weeks.

Minimum Typing requirement for Graduation: 45 NWPM

	Subjects	Credits
HT-101	Introduction to Hospitality Industry	2.5
HT-102	Travel—Hospitality Studies	10
	Domestic and International Travel	
	Hospitality and Travel Reservations	
	Travel Geography and Itineraries	
	Terminology and Codes	
	Travel Agency and Airline Operations	
	Hotel, Resort and Country Club Operations	
	Car Rental, Rail and Bus, Tours, Packages, Cruises and Conventional Planning	
	Salesmanship and Telephone Techniques	
HT-103	Computer Reservation Systems	10
BA-105	Career Search and Planning	2.5
BA-106	Salesmanship	2.5
BA-107	Marketing	2.5
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-104	College Survival Skills	2.5
DP-101	Introduction to Data Processing	2.5
MM-101	Practical Business Computations	5
AC-101	Introduction to Accounting	10
OP-101	Office Procedures I	5
SS-101	Records Management	2.5
TW-101	Keyboarding	5
TW-102	Typewriting II	5
		75



Medical Administrative Assistant



A career in the Medical Field is a dynamic and rewarding opportunity. Medical Administrative Assistants are 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 computer and administrative skill training valuable in any office. With training in both general business, medical science and clinical 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 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 the 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.

Program Outline

Diploma Course — 100 Credits required for graduation.

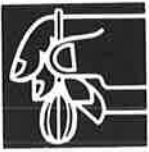
Time: Approximately 1200 Instructional Hours — 48 Weeks.

Minimum Typing requirement for Graduation: 45 NWPM



	Subjects	Credits
ME-101	Medical Science I	5
ME-102	Medical Science II	5
ME-103	Medical Science III	5
ME-104	Medical Science IV	5
ME-105	Clinical Procedures I	5
ME-106	Clinical Procedures II	5
ME-107	Clinical Procedures III	5
ME-108	Clinical Procedures IV	5
ME-109	Medical Terminology	2.5
ME-110	Medical Law and Ethics	2.5
ME-111	Medical Office Procedures	7.5
TW-101	Keyboarding	5
TW-102	Typewriting II (Medical Forms Set)	5
CM-101	Communications — Business English	5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-104	College Survival Skills	2.5
SS-101	Records Management	2.5
SS-102	Machine Transcription — Medical	2.5
AC-101	Introduction to Accounting (Medical Practice Set)	10
MM-101	Practical Business Computations	5
DP-125	Medical Insurance and Data Processing	2.5
BA-105	Career Search and Planning	2.5
OP-103	Office Techniques	2.5

100



Culinary Arts



The core of the culinary curriculum at Western Culinary Institute is the hands-on teaching of cooking and baking skills as well as the theoretical knowledge that must underlie competency in both fields. It endeavors to expose students to the different styles and experiences of the school's chefs and instructors, to acquaint students with a wide variety of equipment, and to prepare them for whatever area of the food service/hospitality industry they choose to enter.

The purpose of Western Culinary Institute is to provide basic training and education for cooks and apprentice chefs. The curriculum offers students an opportunity to:

Acquire the attributes of a good cook such as speed, stamina, dexterity, hand-eye coordination, ability to work with others, timing, and the artistry of food presentation.

Learn and effectively practice advanced technical skills in food preparation and service.

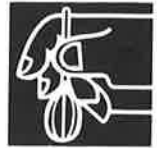
Become familiar with storeroom operations, buffet work and catering, front-of-the-house operations, and basic principles of kitchen management.

Understand the principles of food identification, nutrition, dietetics, and food/beverage composition.

Gain appreciation for the history, evolution, and international diversity of the culinary arts.

Develop a personal sense of professionalism necessary for working successfully in the food service/hospitality industry.

With this broad foundation, Institute graduates should easily adjust to any food service organization. As a result, they can render valuable service to the organization and achieve status as well as improved earning capacity.



CULINARY ARTS

CA-1

The food service industry, according to the National Restaurant Association, is the third largest industry in the United States, providing jobs for over 8,000,000 people, making it the largest retail employer in the United States.

Program Outline

Diploma Course — 96 Credits required for graduation.

Time: Approximately 1440 Instructional Hours — 48 Weeks.



	Subjects	Credits
CA-101	Introduction to Culinary Arts/Basic Skill Development	12
CA-102	Product Identification, Storeroom Procedure and Inventory Control	1
CA-103	Hotel and Restaurant Butchering	6
CA-104	Dining Room Procedures — Introduction to Wines	5
CA-105	Basic Soups, Stocks and Sauces	6
CA-106	Introduction to Garde Manger	6
CA-107	Baking/Pastry I	6
CA-108	A La Carte Kitchen (Lunch)	6
CA-201	Menus, Facilities & Equipment Planning/Marketing & Sales	2
CA-202	Professional Development	1
CA-204	Advanced Dining Room Service/Wines and Spirits	5
CA-206	Advanced Garde Manger and Buffet	12
CA-207	Baking/Pastry II	12
CA-208	Advanced A La Carte Kitchen (Dinner), Soups and Sauces	12
CA-210	International Cuisine	2.5
CA-211	Dietetics (Nutrition)	1.5
		96

PROFESSIONAL COOKING

CA-2

Certificate Course — 51 Credits required for graduation.

Time: Approximately 750 Instructional Hours — 24 Weeks.

This program covers the first half (six months) of the Culinary Arts (CA-1) Program. The course content covered is subjects CA-101 through CA-108, CA-201 and CA-202. Students completing this program will possess basic cooking skills adequate to secure entry level food service positions.

Description of Subjects

The number after subject title indicates number of credits.

ACCOUNTING

AC-101

Introduction to Accounting (10)

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 entries.

AC-102

College Accounting II (10)

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

Prerequisite: AC-101.

AC-103

College Accounting III (10)

This is a continuation of AC-102. It places particular emphasis on bonds, partnerships and corporate accounting. Second half of course covers computerized accounting. This includes the completion of a simulated accounting project on a computer.

Prerequisite: AC-102.

BUSINESS ADMINISTRATION

BA-101

Business Law (5)

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-104

Human Relations in Business (2.5)

Provides theory and practice relating to the management of people, leadership and human relations. Major attention is devoted to the ability to communicate and to deal with conflict and frustration in the workplace.



BA-105*Career Search and Planning (2.5)*

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 job-search 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.

BA-106*Salesmanship (2.5)*

The study and practical application of persuasive communication. This course teaches the importance of and application of professional sales skills.

BA-107*Marketing (2.5)*

The understanding of marketing principles is critical to the success of nearly every business. This course studies the concepts of marketing and public relations and their effective application and implementation.

CULINARY ARTS**CA-101***Introduction to the Culinary Arts/
Basic Skill Development (12)*

Students learn the history of food service, identification and use of common cooking ingredients such as fats, oils, seasonings, thickening agents and breading agents. Basic cooking principles and skill development are emphasized. Identification, care and use of the basic tools and equipment of the professional culinarian. Regula-

tions of the Food & Drug Administration and emphasis on the theory and practice of food and environmental sanitation, chemistry and nutrition. (This subject is a prerequisite to all other culinary subjects.)

CA-102*Product Identification, Storeroom
Procedures and Inventory Control (1)*

Introduction to food products with special emphasis placed on the characteristics, quality factors, availability, storage, pack size, can size and control of inventory. Students learn how to receive goods and store them properly. Emphasis on specific inventory controls, ways of accounting for inventory such as how inventory relates to the overall cost picture of the restaurant. Advantages of small inventory organization as opposed to a large inventory and the economic implications of inventory. Relating storeroom procedures to overall profit and operation of a restaurant.



CA-103*Hotel & Restaurant Butchering (6)*

The basics of fabricating meats, chicken, fish, etc., are taught in this class. Students learn how to yield test, cost, and utilize the product and by-product. A basic understanding of the skeletal structure as well as a knowledge of USDA grades. Instruction covers portion cutting and control, sausage making and smoking of various meats.

CA-104*Dining Room Procedures —
Introduction to Wines (5)*

Learn fundamentals of dining room service, supervision, designation of responsibilities, organization, customer relations, sanitation, table arrangement, and napkin folds. Explanation of basic service, tray service, and table-side preparation for items such as Caesar salad, steak Diane, and steak au poivre. Also demonstration on French, American, Russian and Butler service. Stewarding functions include linen, china, glassware and silverware.

CA-105*Basic Soups, Stocks and Sauces (6)*

Students learn to prepare stocks, broths, glazes, thickening agents, compound butter, clear soups, cream soups, etc. Fundamental poaching, brazing, roasting, sautéing and frying.

CA-106*Introduction to Garde Manger (6)*

Students learn the fundamentals of salad preparation, quiches, garnishes, canapes, sandwiches, cold appetizers, dressings, egg preparation, and forced meats.

CA-107*Baking/Pastry I (6)*

Basic course in the fundamentals of baking, terminology, equipment, technology, ingredients, weights, measures, formula conversion and storage. Includes mixing methods such as two stage, sponge, foam and creaming methods. Students bake soft rolls, breads, pies, basic cakes, and desserts.

CA-108*A La Carte Kitchen (Lunch) (6)*

Utilizing previously taught skills, students work in a realistic setting serving the public, rotating stations, learning basic brigade system. Students benefit from the opportunity to develop speed and technique for a real-life situation.

CA-201*Menus, Facilities and Equipment
Planning/Marketing and Sales (2)*

The basic principles and concepts of menu planning, development management and price control. Various types of food service establishments are studied along with schedules, licenses, permits and fixed and controllable cost. Planning is stressed with an emphasis on efficient production, service, control and profitability.

CA-202*Professional Development (1)*

This human relations course is designed to help the student develop habits, traits and standards of grooming necessary for success. Covered are: job applications, resumes, the interview, and proper conduct during the early days on the job.

CA-204*Advanced Dining Room Service/Wines and Spirits (5)*

An in-depth study on tableside cooking, advanced service with wine and spirits as well as tableside carving. Students refine skills. Study region and terminology of major wine producing countries as well as content and theory of mixology.

Prerequisite: CA-104

CA-206*Advanced Garde Manger and Buffet (12)*

The basics for more advanced appetizers, galantines, pâtés, mousse, aspics, ice carvings, cold sauces, vegetable carving, food decoration, food materials utilization, as well as the equipment zoning and service coverage on a buffet line. The fundamentals in setting up a buffet and the organization of food groups for efficient service-ability. Prerequisite: CA-106

CA-207*Baking/Pastry II (12)*

The student utilizes his skills and concepts previously studied to prepare classical pastries, advanced cakes, puffed pastries and high ratio cakes. Cake decorating, icing techniques and fundamentals of sugar and candy making are covered.

Prerequisite CA-107.

CA-208*A La Carte Kitchen (Dinner), Soups and Sauces (12)*

Students refine their overall education in the school by working in an á la carte kitchen presenting haute cuisine to the public. The emphasis is on high standards, quality food service, as well as organization on the line. Prerequisite: CA-108.

CA-210*International Cuisine (2.5)*

Cuisines of various ethnic backgrounds are explored and prepared. Shortcomings in students' grasp of previously taught cooking procedures are explored and reviewed.

CA-211*Dietetics (Nutrition) (1.5)*

The study of nutrition as it applies to commercial food preparation and menu analysis and recipe alternatives.

COMMUNICATIONS**CM-101***Communications I — Business English (5)*

This course offers a thorough review of grammar and sentence structure. It includes the rules of punctuation, hyphenation, 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 (2.5)*

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

CM-103*Communications III — Business Correspondence (2.5)*

This subject covers composition and letter mechanics. Students examine and familiarize themselves with successful business letters for fundamentals of appearance, organization and strategy. This class has a strong emphasis on hands-on letter-writing practice. Much time is spent by the student in perfecting his/her own writing skills.

CM-104*College Survival Skills (2.5)*

This subject is designed to help the student acquire skills so that studying is more efficient and effective. Reading improvement is also stressed to help students read textbook material faster and with better comprehension. The final portion of this course is devoted to a video program on increasing human effectiveness. This program covers goal setting and striving to achieve one's full potential.

DATA PROCESSING**DP-101***Introduction to Data Processing (2.5)*

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-110*Introduction to Computer Operations and Data Entry (2.5)*

This course focuses on concepts, principles, and procedures of information processing and utilizes microcomputers for hands-on data entry activities.

DP-112*Computer Operations and Processing (5)*

This course provides introductory training in D.P. concepts and computer operations. Training emphasis is on small business computer input and operations. Hands-on instruction is provided, using integrated accounting software and data bases.

DP-113*BASIC Programming and Flowcharting (5)*

The concepts of BASIC programming begin with a study of program flowcharting. Following this procedure, the course introduces structured programming through BASIC.

DP-114*Data Entry (5)*

This course provides intensive hands-on practice with various programs and simulations. Accuracy and speed are stressed. Inventory, accounts receivable, accounts payable, payroll, and general ledger.

DP-116*Advanced Programming Applications (5)*

This course teaches the uses of LOTUS 1-2-3 in business applications. Student creates spreadsheets using named ranges, the lookup function, macros, graphics and windows. File transfer from other software packages is introduced.

DP-117*Introduction to Programming Languages (5)*

This course provides an introduction to three of the important programming languages available today — C, COBOL, and RPG. Structured techniques are emphasized. The student writes, debugs, and runs programs in all three languages.

DP-118*Data Base Systems and Programming (5)*

dBASEIII is used as a basis for data base systems study. The student learns the structure of data base files and learns to use dBaseIII to create and modify data files, sort and list files, create formatted reports, access multiple files, etc.

DP-119*Systems Administration and Multi-user Systems (5)*

This course covers operating systems, with emphasis on microcomputer multi-user systems, UNIX and XENIX are studied and used to control a computer system. Students learn to share files with other users in a multi-tasking system and learn basic systems analysis techniques.

DP-120*Introduction to Computer Hardware Technology (2.5)*

This course provides an introduction to microcomputer hardware. Students study the parts of the computer and how they interact. They learn terminology and basic troubleshooting techniques using diagnostic programs and electronic measuring equipment.

DP-125*Medical Insurance and Data Processing (2.5)*

The use of medical insurance forms, billing procedures and how they relate to data processing are practiced in this class.

MEDICAL**ME-101***Medical Science I (5)*

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 (5)*

The study of endocrinology, hematology and urology. Included in the study are the anatomy and physiology of body structure.

ME-103*Medical Science III (5)*

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

ME-104*Medical Science IV (5)*

Covers the areas of OB-GYN, neurology, and orthopedics.

ME-105*Clinical Procedures I (5)*

Demonstrations and practice in first aid, patient's medical history, vital signs, electrocardiograms, sterilization of equipment and proper medical examination techniques. Students practice giving shots and learn to administer medicine.

ME-106*Clinical Procedures II (5)*

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

ME-107*Clinical Procedures III (5)*

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

ME-108*Clinical Procedures IV (5)*

Demonstrations and practice on all serum blood chemistries. The study of pharmacology is included in this course.



ME-109*Medical Terminology (2.5)*

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 Law and Ethics (2.5)*

The study of standards of conduct and moral judgment in medicine.

ME-111*Medical Office Procedures (7.5)*

This course acquaints the student with common types of office equipment, records management, effective techniques of public relations, and efficient processing of paperwork in a medical office. A student may be selected for a medical internship based upon grades, attendance, attitudes and work habits. The student will be responsible for securing a medical office in which to do a practicum. Internships are at the discretion of W.B.C.

MATH/MACHINES**MM-101***Practical Business Computations (5)*

The ability to use numbers accurately and quickly is stressed in this course. Equal time is given to mental calculations and the electronic calculator. A review of basic arithmetic, common fractions, decimals, percents, etc., is studied.

MM-102*Advanced Business Computations (2.5)*

This course is a continuation of MM-101. Additional instruction is given in payroll, taxes, credit, interest, amortization, and depreciation.

OFFICE PROCEDURES**OP-101***Office Procedures (5)*

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. This subject may be completed through internship based upon instructors recommendation and administrative approval.

Prerequisite: TW-102

OP-103*Office Techniques (2,5)*

The day-to-day front office practices are stressed in this class. Telephone techniques, appointment setting, and proofreading techniques are included.

SHORTHAND**SH-101***Speedwriting Theory (10)*

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 (10)*

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 — 80 wam.

SH-103*Dictation/Transcription I (10)*

Emphasis is on building speed and accuracy through live and taped dictation drills and in extensive transcription practice. Minimum shorthand speed goal — 80 wam with 95% accuracy. Prerequisite: SH-101 or SH-102.

SH-104*Dictation/Transcription II (10)*

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 with 95% accuracy. Prerequisite: SH-103

SH-107*Legal Concepts/Dictation (5)*

This course deals with the discussion of and typing of legal documents such as deeds, wills, contracts, and summons and complaints. Some documents are dictated and transcribed.

**SECRETARIAL SCIENCE****SS-101***Records Management (2.5)*

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 are taught.

SS-102*Machine Transcription (2.5)*

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 and reports.

Prerequisites: TW-102, CM-101.

SS-103*Legal Machine Transcription (2.5)*

This course includes work on transcription machines using legal materials. Prerequisites: TW-102, CM-101.

SS-104*Medical Machine Transcription (2.5)*

This course includes work on transcription machines using medical materials. Prerequisites: TW-102, CM-101.

TRAVEL/HOSPITALITY**HT-101***Introduction to Hospitality Industry (2)*

Through classroom study and field trips students learn about different modes of transportation and support facilities that are directly related to the tourism industry. Students become familiar with the duties of hotel-motel management and the food and beverage industry. Incorporated into the classroom experience are guest speakers throughout the course.

HT-102

Travel-Hospitality Studies (10)

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 Airline Reporting 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 requirement for foreign travel and with visas and passports.

HT-103

Computer Reservation Systems (10)

Through “hands-on experience” on a computer, students learn to create passenger itineraries, passenger records, confirmation of airline reservations, and hotel-motel and rental car reservations. Prerequisite: HT-102.

TYPEWRITING

TW-101

Keyboarding Ia and Ib (5)

Keyboarding Ia is the first six weeks. It is a beginning keyboard course required of all students who have not had previous typewriting instruction. The complete keyboard, operating techniques, and parts of the machine are presented. Keyboarding Ib is the second six weeks. 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 on five 5-minute timings.

TW-102

Typewriting II (5)

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 — 45 net words per minute on five 5-minute timings. Prerequisite: TW-101 or equivalent. Accounting students are required to complete a business forms packet in the second half of this course.

TW-103

Typewriting III (5)

Advanced typewriting. This is an advanced typing course in which more complex production work and office typing are stressed through use of a specialized job simulation packet. Speed goal — 60 net words per minute on five 5-minute timings. Prerequisite: TW-102.

TW-104*Typewriting Drill (0)*

Any student not meeting speed requirement in a Typing class is required to take Typewriting Drill. Although no grade is given in this course, the student's grade will be reflected in his/her production Typewriting class. Attendance is mandatory.

WORD PROCESSING**WP-101***Introduction to Word Processing (5)*

This course is an introduction to word processing concepts, theories, and operations. The student learns these concepts through multi-media presentations and hands-on application on text-editing equipment.

WP-102*Information Processing (5)*

This course trains the student in the operation of word processing and related types of information processing equipment with practical, hands-on applications. The student studies the latest innovations in technology found in the modern office. Prerequisite: Must achieve a grade point average of 3.00 (B) or better in CM-101, CM-102, WP-101 and achieve 50 NWPM typing speed (based on 5 timings).



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 its own computer equipment. Since its founding W.B.C. has continuously updated its curriculum, equipment and facilities to successfully meet the ever changing 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. In 1983 the facility was expanded further to accommodate the increasing student body.

CULINARY DIVISION:

In 1983 Western Business College established a culinary division. Western Culinary Institute strives for excellence in skill training and to match the talents of our graduates with the many and varied opportunities of the culinary arts world.

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 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 and culinary world.

FACULTY:

W.B.C. faculty members are selected for their academic qualifications and working backgrounds. W.B.C. faculty represent many years of practical 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 fields of business, medical and culinary arts. 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 and satisfactorily completed an entrance evaluation. Men and women above high school age may be considered for enrollment. Such applications will be evaluated and considered by the college on an individual basis to determine their ability to benefit from the training.

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, WA 98661
(206) 694-3225

Admissions Department
Western Culinary Institute
Subsidiary of Western Business College
1316 S.W. 13th Ave.
Portland, OR 97201
(503) 223-2245

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 date and time.

STANDARDS OF ETHICAL PRACTICE AND NONDISCRIMINATION

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, in the college's judgement, cannot benefit from the training.

STUDENT RECORDS

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" of 1974, the College has adopted policies and procedures which permit the student the opportunity to view his educational records upon request. Educational records mean those records, files, documents and other material that contain information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person. The College will not permit access to or release of education records without the written consent of the student.

TRANSFER OF CREDIT/ADVANCED STANDING

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a B grade or better which are equivalent to those required by Western Business College curricula. Credits are determined by the college upon evaluation of official transcripts. These credits must be determined prior to start.

Students with business skills, experience or previous training may request and take exemption tests the first class day of subject and have credit and advanced standing granted if passed with 'A.' Subjects available for exemption are at discretion of college administration.

Due to the nature of the program, NO advance standing will be considered at Western Culinary Institute.

TRANSFER TO OTHER INSTITUTIONS

Students who plan to transfer from Western Business College to another post-secondary institution are advised to carefully plan their coursework and be fully aware of the institution's acceptance of credit criteria. Even though W.B.C. is a nationally accredited institution, it cannot guarantee the acceptance of credit by other institutions unless a specific articulation agreement is agreed to by the institutions. Acceptance of credit is at the discretion of the accepting institution. Western Business College has an on-campus articulation agreement with Griffin College of Seattle, Washington. This agreement provides for Griffin College to offer classes at the W.B.C. facilities and acceptance of appropriate W.B.C. credit by Griffin College. This may allow students to complete an Associate Degree through Griffin College.

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 \$3 each, accompanied by a signed authorization to release the transcript. The college will not release any information, documents or transcript if the student has any financial indebtedness to the college.

STUDENT LOAD — PROGRAM COMPLETION TIME

The average student will carry a twelve and one-half credit program (150 instructional hours) for each six week-half quarter term. A credit load of at least ten credits or four instructional hours per day must be taken for the student to be considered full time. Class assignment and scheduling are at the discretion of college administration. (This is a W.B.C. policy. Federal program may have different hour requirements.)

The time allotment for program completion/graduation is stated with each program outline in this catalog. Continued enrollment beyond the program length stated must be approved by school administration. Extension is based upon satisfactory progress and may not exceed 6 weeks in length.

Due to the nature of the program, a student's load and time schedule at Western Culinary Institute will vary. Please refer to the student handbook of the Culinary Division.

OPERATING POLICIES AND PROCEDURES

W.B.C. catalogue will clarify general policies of the college. Specific rules and regulations regarding each individual facility or program will vary. Students should refer to the student handbook of the individual facility.

W.B.C. reserves the right to change the rules, procedures, fees, and other regulations affecting the student. Changes are implemented when the Board of Directors authorizes the President to enact revised rules and procedures. They apply not only to prospective students but also to those who are currently attending the College. The College requires students to follow rules and procedures as stated in the various College publications which contain the policy statements.

CREDIT DEFINITION

Each credit listed is equal to approximately 12 scheduled hours of instruction, plus assigned homework and appropriate study. Culinary subjects require more hours per credit due to some laboratory content in subjects.

INSTRUCTIONAL HOURS

An instructional hour is defined as each scheduled 50 minute period.

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

CLASS SCHEDULING

All student schedules will be issued at the discretion of W.B.C. Work schedules must be made around assigned class hours. Courses are normally scheduled to begin at six-week intervals. The College reserves the right to delete or schedule additional courses whenever necessary. To accommodate the changing business environment, the College also reserves the right to alter or substitute courses whenever necessary.

REPEATING SUBJECTS

If a student completes a subject but receives a grade other than a passing grade, he/she is allowed to repeat the subject one time without additional charge. Repeat subject scheduling is done at the discretion of school administration and must be completed within program length. 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. This policy does not apply to culinary subjects where additional charges are required.

PROGRAM CHANGE POLICY

All program changes must be approved and cleared through school administration. 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. 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 during special status period may then be placed on probation. Students failing to show progress during probation period may be discontinued from school. A student who remains on probation more than two consecutive 6 week periods results in the student's loss of eligibility for Financial Aid and V.A. Benefits thereafter. A student must achieve a minimum GPA of 2.0 (C) during a six-week probation period.

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 the student 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 is responsible for all work missed because of absence. It is recommended that the student consult with the instructors prior to the absence if possible. All absences become part of the student's record, and three tardies constitute one absence for the record. For more specific information regarding attendance, please refer to the student handbook and attendance policy handout.

CONDUCT AND DISCIPLINE

The policy of the College places responsibility on the students. They are expected to conduct themselves with discretion in regard to their fellow students and to the College. Students must be punctual in their attendance; observe school regulations willingly; devote themselves earnestly to their studies; and be honorable and upright in their living as well as their associations with 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.

Any student who is reluctant to conform to the spirit and purpose of the College, or who fails to realize the objectives of school life, is subject to disciplinary action which could result in dismissal. Any student who is dismissed because of conduct detrimental to the best interest of the College or student body will not be reinstated.

RIGHT TO TERMINATE

Western Business College has the absolute right, exercisable in its sole discretion at any time within the first six weeks after the student enters the College, to rescind the Enrollment Agreement and to terminate the student's enrollment. In such an event, the student shall be entitled to a refund of the registration and tuition fees previously paid, and neither party shall have any further obligation under the Enrollment Agreement.

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. Please refer to the student handbook for specific dress codes.

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 must achieve the minimum skill requirements.

To be eligible for graduation, students must have completed each of their classes with a passing grade, maintained at least an overall "C" grade average and obtained GED if not a high school graduate. 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, but completing course time length, will be given a certificate listing those subjects completed.

Minimum skill requirements for diploma are:

Program of Study	Typing	Shorthand
ST-1, 3	50 NWPM*	---
ST-5	55 NWPM*	90 WAM
ST-7L	60 NWPM*	100 WAM
ST-9	60 NWPM*	100 WAM
AC-1, 2, 3	35 NWPM*	---
WP-1	60 NWPM*	---
DP-3, 5	45 NWPM*	---
DP-6	30 NWPM*	---
HT-3, MA-1	45 NWPM*	---

*NWPM = Net Words Per Minute (5 or less errors)
on minimum of five timings

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 against hardship which might arise as a result of any changes.

REFRESHER COURSES

Diploma graduates of our College may take refresher courses without charge at any time 6 months after graduation. The refresher must be in the same area of study, on the type of equipment available and may not exceed six (6) weeks per year. Refresher course scheduling is dependent on time and space availability.

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 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 college office is open from 8 a.m. to 5 p.m. Monday through Friday. Please refer to individual facility or student handbook for more specific times regarding class hours or contact your admissions representatives.

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.

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

A student who wishes to withdraw from school 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. Withdrawal during the 5th or 6th week of any six-week term will result in the issuance of grades for the term.

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.

LEAVE OF ABSENCE

Students who discontinue enrollment in good standing may apply for readmittance. Credits will be evaluated to determine cost and time requirements.

Leaves are not encouraged unless absolutely necessary. A leave may extend the length of a student's course. A leave may place the student out of cycle with his/her 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. A leave of absence is granted with a doctor's certification and is at the sole discretion of W.B.C.

GRADUATE SERVICES

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 graduates.

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

Western Business College enjoys a good reputation among employers. Positions are offered in all types of business and culinary fields, affording a variety of opportunities. 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 Graduate Services Director well before graduation. However, as full cooperation from the graduate is required, the Graduate Services 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 diploma graduate wishes to make a job change at a later date, our graduate services are always available. Graduates may also have access to placement services of business colleges in principle cities nation-wide through our Graduate Services Department. Contacts may be made with any of the schools who are members of the Association of Independent Colleges and Schools.

Although W.B.C. does not encourage part-time work while enrolled in school, we realize it may be necessary for some students. Therefore, W.B.C. will assist in finding part-time positions after a student has satisfactorily completed six (6) weeks of training.

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.

FINANCIAL POLICY STATEMENT

Western Business College reserves the right to terminate students' enrollment if they fail to meet their financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades and certificates until all charges have been paid.

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. 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.

PELL GRANT. The "Application for Determination of Pell 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 Pell Grant Award is calculated.

SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG). This program is available to those students with exceptional financial need. 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 six 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.

COLLEGE WORK-STUDY PROGRAM (CWS). This program allows students to work part-time while attending school. To be eligible, students must demonstrate financial need and maintain satisfactory progress.

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 \$150. This will make a scholarship worth up to \$150 more when the student completes a course of training at Western Business College. The maximum total amount match per student is \$150.

The College through the Oregon State Scholarship Commission offers annually \$1,000 scholarships in honor of the late Dennis Patch, longtime worker with private vocational schools.

For further information write to or contact an Admissions Officer at Western Business College.

VETERANS EDUCATION AND TRAINING (GI BILL). Western Business College is Approved for the Training of Veterans.

Those needing more information regarding educational assistance should contact the Admissions Department at our College or the Veterans Administration.

GUARANTEED STUDENT LOAN PROGRAM. A student attending Western Business College may be eligible for a student loan from a participating Lendor. A student may borrow up to approximately \$2,500 under this program. Repayment of the loan begins six months after the student ceases to carry at least a half-time course of study.

P.L.U.S. (PARENTAL LOAN TO UNDERGRADUATE STUDENTS). The PLUS Program allows parents of dependent undergraduates to borrow up to \$3,000 from a participating lender. Repayment for this loan begins 60 days after the date of disbursement of the funds to the student.

For more information regarding Financial Aid Programs, contact the College Admissions or Financial Aid Department.

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.

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:

Portion of Course Completed	Tuition Charge
One week or less	Registration fee plus 10% of tuition
Two to four weeks	Registration fee plus 20% of tuition
More than four weeks but less than 25%	Registration fee plus 25% of tuition
25% but less than 50%	Registration fee plus 50% of tuition
50% or more	The full tuition

For Programs of less than 120 hours duration:

Portion of Course Completed	Tuition Charge
0% (i.e., termination after 3 business days, but before classes begin)	Registration fee
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 instructional hours as listed in the catalog. Units of credit earned is not the criterion in implementing this policy; rather, it is the period of enrollment (first to last dates of attendance). Any unused portion of the Book Fee will be refunded.



Portland, Oregon
Vancouver, Washington

Inquiries and requests for information should be sent to:

Portland Campus

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

Vancouver Campus

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

Admissions Department
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WESTERN BUSINESS COLLEGE

