



WESTERN

BUSINESS COLLEGE

**Take Your Future
in Hand . . .**

CATALOG 1988-1990

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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 33 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, fashion, 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, fashion, and culinary fields.

We look forward to helping you.

A handwritten signature in black ink that reads "Donald H. Waldbauer". The signature is written in a cursive, flowing style with a large initial 'D'.

Donald H. Waldbauer, President

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 on 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 which develops their ability into a valuable skill. It will be these trained people who get the jobs today and who— through enthusiasm and work — will build their future in business, culinary arts, and fashion fields.

Western Business College believes that career education is growth and that 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 to 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, culinary, fashion, 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





**PORTLAND, OREGON
MAIN CAMPUS**

To give our students an excellent education and job skills training, 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. This central location provides easy access from any part of the Portland metropolitan area.

**VANCOUVER,
WASHINGTON**

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
INSTITUTE**

PORTLAND, OREGON

Western Culinary Institute is located west of downtown Portland at S.W. Thirteenth and Columbia, just 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 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 and Chef's Corner Deli and Catering. The facility includes an instructional kitchen, classrooms, and dressing rooms.

The **FASHION CENTER**
John Robert Powers

PORTLAND, OREGON

The Fashion Merchandising and Modeling/Self-Improvement Division is located in modern new facilities next door to the main campus in downtown Portland.

SEATTLE, WASHINGTON

The Seattle campus is located in the heart of the downtown fashion district. Seattle is one of the nation's fastest growing fashion centers. The campus includes the training centers for both Fashion and Modeling/Self-Improvement along with a modeling agency.

CALENDAR 1988-1990

1988

June 27
June 28
July 4
August 5
August 8-19
August 22
August 23
September 5
September 30

Summer Quarter

New Students Start — Business and Fashion
New Students Start — Culinary
Holiday (Independence Day)
Graduation — Business, Fashion, and Culinary
Summer Vacation
New Students Start — Business and Fashion
New Students Start — Culinary
Holiday (Labor Day)
Graduation — Business, Fashion, and Culinary

October 3
October 4
November 10
November 11
November 14
November 15
November 24-25
December 21
December 22

Fall Quarter

New Students Start — Business and Fashion
New Students Start — Culinary
Graduation — Business, Fashion, and Culinary
Holiday (Veteran's Day)
New Students Start — Business and Fashion
New Students Start — Culinary
Holiday (Thanksgiving)
Graduation — Business, Fashion, and Culinary
Christmas Vacation

1989

January 9
January 10
January 16
February 17
February 20
February 21
March 31
April 3-7

Winter Quarter

New Students Start — Business and Fashion
New Students Start — Culinary
Holiday (Martin Luther King Jr's Birthday)
Graduation — Business, Fashion, and Culinary
Holiday (President's Day)
New Students Start — Business, Fashion, and Culinary
Graduation — Business, Fashion, and Culinary
Spring Vacation

April 10
April 11
May 19
May 22
May 23
May 29
June 30

Spring Quarter

New Students Start — Business and Fashion
New Students Start — Culinary
Graduation — Business, Fashion, and Culinary
New Students Start — Business and Fashion
New Students Start — Culinary
Holiday (Memorial Day)
Graduation — Business, Fashion, and Culinary

July 3-4
July 5
August 11
August 14-18
August 21
August 22
September 4
September 28
September 29

Summer Quarter

Holiday (Independence Day)
New Students Start — Business, Fashion, and Culinary
Graduation — Business, Fashion, and Culinary
Summer Vacation
New Students Start — Business and Fashion
New Students Start — Culinary
Holiday (Labor Day)
Graduation — Business and Fashion
Graduation — Culinary

October 2	Fall Quarter
October 3	New Students Start — Business and Fashion
November 10	New Students Start — Culinary
November 13	Graduation — Business, Fashion, and Culinary
November 14	Holiday (Veteran's Day)
November 23-24	New Students Start — Business, Fashion, and Culinary
December 21	Holiday (Thanksgiving)
December 22	Graduation — Business, Fashion, and Culinary
	Christmas Vacation

1990

January 8	Winter Quarter
January 9	New Students Start — Business and Fashion
January 15	New Students Start — Culinary
February 16	Holiday (Martin Luther King Jr's Birthday)
February 19	Graduation — Business, Fashion, and Culinary
February 20	Holiday (President's Day)
March 30	New Students Start — Business, Fashion, and Culinary
April 2-6	Graduation — Business, Fashion, and Culinary
	Spring Vacation

April 9	Spring Quarter
April 10	New Students Start — Business and Fashion
May 18	New Students Start — Culinary
May 21	Graduation — Business, Fashion, and Culinary
May 22	New Students Start — Business and Fashion
May 28	New Students Start — Culinary
June 29	Holiday (Memorial Day)
	Graduation — Business, Fashion, and Culinary

July 2	Summer Quarter
July 4	New Students Start — Business, Fashion, and Culinary
August 10	Holiday (Independence Day)
August 13-17	Graduation — Business, Fashion, and Culinary
August 20	Summer Vacation
August 21	New Students Start — Business and Fashion
September 3	New Students Start — Culinary
September 27	Holiday (Labor Day)
September 28	Graduation — Business and Fashion
	Graduation — Culinary

October 1	Fall Quarter
October 2	New Students Start — Business and Fashion
November 9	New Students Start — Culinary
November 12	Graduation — Business, Fashion, and Culinary
November 13	Holiday (Veteran's Day)
November 22-23	New Students Start — Business, Fashion, and Culinary
December 21	Holiday (Thanksgiving)
December 24	Graduation — Business, Fashion, and Culinary
	Christmas Vacation

ACCREDITATION

Western Business College is accredited as a business school by the Accrediting Commission of the Association of Independent Colleges and Schools. The Accrediting Commission of AICS has been designated by the Secretary of Education as a national, institutional accrediting agency for postsecondary and collegiate institutions pursuant to Public Law 82-500 and subsequent legislation including the Higher Education Act of 1965 as amended.

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/Job Training Partnership Act (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

Western Business College Administration and Staff hold active membership in the following organizations:

AICS — Assoc. of Independent Colleges and Schools	National Assoc. of Financial Aid Administrators
AICS — Board of Directors	National Business Education Assoc.
AICS — Accrediting Commission	National Education Assoc.
AICS — Information Resource Management Committee	National Secretaries Assoc.
American Business Womens Assoc.	Northwest Assoc. of Mathematics Teachers
American Culinary Federation	Northwest Regional User (Computer) Group
American Society for Personnel Administration	Oregon Business Education Assoc.
American Vocational Assoc.	Oregon Council of Teachers of English
Association of Information Professionals	Oregon Education Assoc.
Better Business Bureau	Oregon Private Schools Assoc.
Chamber of Commerce	Oregon Restaurant and Hospitality Assoc.
Chefs de Cuisine Society	Oregon Vocational Assoc.
Data Processing Management Assoc.	Pacific Northwest Business School Assoc.
Delta Pi Epsilon	Pacific Northwest Personnel Management Assoc.
Institute for Managerial and Professional Women	Phi Beta Lambda
International Word Processing Assoc.	Phi Chi Theta
Kiwanis Club	Society of Computer Users
Legal Secretaries Assoc.	Washington Business Education Assoc.
NASFAA — National Assoc. of Student Financial Aid Administrators	Washington Federation of Private Vocational Schools
	Washington State Business Education Assoc.
	Western Business Education Assoc.

ADMINISTRATION/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 both the Oregon Department of Education and the Washington State Board for Vocational Education. Mr. Donald H. Waldbauer is corporation president.

Western Business College is managed by the following:

- Donald H. Waldbauer, President
- Jacquelyn Ferguson, Director/Portland Campus
- Randy Rogers, Director/Vancouver Branch
- Ray Diaz, Business Manager
- Steve Murphy, Marketing/Sales Manager
- Henry Deutsch, Executive Chef/Culinary Institute
- Nick Fluge, Restaurant/Retail Manager/Culinary Institute
- Virginia Leaming, Director/Fashion Center — Portland
- Rhesa Evans, Director/Fashion Center — Seattle



PROGRAMS OF STUDY



ACCOUNTING/BUSINESS ADMINISTRATION

- AC-1 Bookkeeping
- AC-2 Accounting/Business Administration
- AC-6 Accounting

COMPUTER/DATA PROCESSING

- DP-3 Microcomputer Applications
- DP-5 Data Entry/Operations Specialist
- DP-6 Microcomputer Programming and Applications

SECRETARIAL/ADMINISTRATIVE ASSISTANT

- ST-1 Receptionist/General Office Assistant
- ST-3 Automated Office Technology
- ST-5 Secretarial
- ST-7L Legal Secretary/Administrative Assistant
- ST-9 Executive Secretary/Administrative Assistant

WORD PROCESSING

- WP-1 Word Processing Specialist

TRAVEL/HOSPITALITY

- TT-1 Travel/Hospitality Reservation Systems
- HT-1 Travel/Hospitality Administration

MEDICAL OFFICE ASSISTANT

- MA-2 Medical Office Assistant

The **FASHION CENTER**

John Robert Powers

FASHION

- FM-1 Fashion Merchandising
- FM-2 Fashion Merchandising and Modeling
- Modeling and Self-Improvement Programs



CULINARY ARTS

- CA-1 Culinary Arts
- CA-2 Professional Cooking

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 auditors, senior accountants, controllers, or finance officers.

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 businesses.

Program Outline

Diploma Course — 72.5 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation: 35 NWPM



	Subjects	Credits
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
AC-102A	College Accounting II	5.0
AC-102B	College Accounting II	5.0
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-108	Salesmanship/Marketing	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
DP-114	Data Entry	5.0
OP-101	Office Procedures	5.0
OP-104	Records Management and Office Techniques	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II (Business Forms Practice Set)	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
		72.5



**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 areas that will help them understand business and be a part of it. This course is designed to give students the training and actual practice so they may do that. Business needs many young executive trainees.

Program Outline

Diploma Course — 82.5 credits required for graduation.

Time: 42-48 weeks.

Minimum typing requirement for graduation:
35 NWPM

	Subjects	Credits
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
AC-102A	College Accounting II	5.0
AC-102B	College Accounting II	5.0
AC-103A	College Accounting III	5.0
AC-103B	College Accounting III (Computerized Accounting Practice Set)	5.0
BA-101A	Business Law	2.5
BA-101B	Business Law	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-108	Salesmanship/Marketing	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
DP-116	Spreadsheet Applications Development	5.0
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II (Business Forms Practice Set)	2.5
OP-101	Office Procedures	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
		82.5



ACCOUNTING AC-6

This course is designed for those who want a thorough knowledge of the fundamental principles of accounting as well as business methods and procedures. It prepares for practical work in bookkeeping and accounting, or employment in financial, credit, or production departments of business. It may also serve as good basic training for persons who plan to manage businesses of their own or assume responsibilities in accounting departments.

Program Outline

Diploma Course — 95 credits required for graduation.

Time: 48-52 weeks.

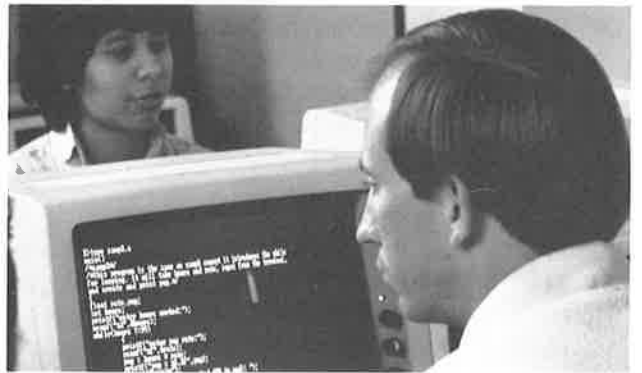
Minimum typing requirement for graduation:
35 NWPM

	Subjects	Credits
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
AC-102A	College Accounting II	5.0
AC-102B	College Accounting II	5.0
AC-103A	College Accounting III	5.0
AC-103B	College Accounting III (Computerized Accounting Practice Set)	5.0
AC-240	Tax Accounting	5.0
AC-250	Managerial Accounting	7.5
AC-260	Payroll	2.5
BA-101A	Business Law	2.5
BA-101B	Business Law	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
DP-116	Spreadsheet Applications Development	5.0
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II (Business Forms Practice Set)	2.5
OP-101	Office Procedures	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5

95

Students may start this program at the Vancouver Campus but would be required to transfer to the Portland Campus for the last 12 weeks of program.

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 computersystems, W.B.C. provides actual hands-on training to supplement classroom instruction.

With qualified instructors to guide them, students learn the skills required to program, operate, and analyze the systems utilized in business today. They learn that automated equipment can receive and process information only after it has been properly instructed.

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 qualified individuals into the job market and keep them there.



MICROCOMPUTER APPLICATIONS 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 in electronic data processing operations and concepts.

In addition, the student will learn an introduction to spreadsheets, word processing, and the integration of accounting procedures with data processing.

Program Outline

Diploma Course — 72.5 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation: 45 NWPM

	Subjects	Credits
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
DP-112	Computerized Accounting Applications	5.0
*DP-116	Spreadsheet Applications Development	5.0
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
AC-102A	College Accounting II	5.0
AC-102B	College Accounting II	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-104	College Survival Skills	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
OP-101	Office Procedures	5.0
OP-104	Records Management and Office Techniques	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-108	Salesmanship/Marketing	2.5
		72.5

*Prerequisite for DP-116:

Must achieve a grade average of 2.00 (C) or better in DP-111A, DP-111B, and DP-112 and an overall grade average of 2.00. Any student not meeting this prerequisite can retake one of the above classes at the per-credit fee to meet the requirement or change his/her program to DP-5.



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

It has become evident that the ability to operate 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 — 50 credits required for graduation.

Time: 24-30 weeks.

Minimum typing requirement for graduation:
45 NWPM



	Subjects	Credits
DP-111A	Introduction to Computer Operations and Application	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
DP-114	Data Entry	5.0
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-104	College Survival Skills	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
OP-104	Records Management and Office Techniques	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
BA-104	Human Relations	2.5
BA-105	Career Search and Planning	2.5
		50



MICROCOMPUTER PROGRAMMING AND APPLICATIONS DP-6

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

Program Outline

Diploma Course — 72.5 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation: 30 NWPM

	Subjects	Credits
DP-111A	Introduction to Computer Operations and Applications — Concepts — Operating Systems — Word Processing	2.5
DP-111B	Introduction to Computer Operations and Applications — Spreadsheets — Data Base Applications	2.5
DP-112	Computerized Accounting Applications	5.0
*DP-116	Spreadsheet Applications Development	5.0
DP-211	Introduction to Programming Languages — BASIC — COBOL	5.0
DP-221	Data Base Applications Development	7.5
DP-231	Systems Administration and Multi-User Systems — Multi-User System — UNIX/XENIX — Telecommunications — Hardware Technology	5.0
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
AC-102A	College Accounting II	5.0
AC-102B	College Accounting II	5.0
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
BA-108	Salesmanship/Marketing	2.5
CM-104	College Survival Skills	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
		72.5

*Prerequisite for DP-116:

Must achieve a grade average of 2.00 (C) or better in DP-111A, DP-111B, and DP-112 and an overall grade average of 2.00. Any student not meeting this prerequisite can retake one of the above classes at the per-credit fee to meet the requirement or change his/her program to DP-5.

Students may start this program at the Vancouver Campus but would be required to transfer to the Portland Campus for last half of 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 ASSISTANT 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 and wish to be qualified to perform a variety of office duties.

Program Outline

Diploma Course — 50 credits required for graduation.

Time: 30-36 weeks.

Minimum typing requirement for graduation:
50 NWPM



	Subjects	Credits
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
TW-103A	Typewriting III	2.5
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
SS-102	Machine Transcription	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
OP-104	Records Management and Office Techniques	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
WP-101	Word Processing	5.0
		50



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 secretarial skills in addition to skills necessary to operate a computer and related equipment.

Program Outline

Diploma Course — 72.5 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation:
50 NWPM

	Subjects	Credits
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
TW-103A	Typewriting III	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
DP-112	Computerized Accounting Applications	5.0
AC-101A	Introduction to Accounting	5.0
AC-101B	Accounting I	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
CM-205	Punctuation and Proofreading Applications	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
OP-101	Office Procedures	5.0
OP-104	Records Management and Office Techniques	2.5
SS-102	Machine Transcription	2.5
WP-101	Word Processing	5.0
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
		<u>72.5</u>



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: 36-42 weeks.

Minimum skill requirement for graduation— Short-hand: 80 WAM; Typing: 55 NWPM



	Subjects	Credits
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
TW-103A	Typewriting III	2.5
SH-101	Speedwriting Theory or	
SH-102	Gregg Theory Review	10.0
SH-103	Dictation/Transcription I	10.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
CM-205	Punctuation and Proofreading Applications	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
WP-101	Word Processing	5.0
OP-104	Records Management and Office Techniques	2.5
SS-102	Machine Transcription	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
OP-101	Office Procedures	5.0
BA-105	Career Search and Planning	2.5

75



LEGAL SECRETARY/ADMINISTRATIVE ASSISTANT ST-7L

In this professional secretarial course, 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 — 95 credits required for graduation.

Time: 48-52 weeks.

Minimum skill requirement for graduation — Short-hand: 90 WAM; Typing: 60 NWPM

	Subjects	Credits
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
TW-103A	Typewriting III — Legal	2.5
SH-101	Speedwriting Theory or	
SH-102	Gregg Theory Review	10.0
SH-103	Dictation/Transcription I	10.0
SH-204	Dictation/Transcription II	5.0
SH-107	Legal Concepts	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
CM-205	Punctuation and Proofreading Applications	2.5
SS-103	Legal Machine Transcription	2.5
WP-101	Word Processing	5.0
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
AC-101A	Introduction to Accounting	5.0
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
BA-101A	Business Law	2.5
BA-101B	Business Law	2.5
BA-105	Career Search and Planning	2.5
OP-101	Office Procedures — Legal	5.0
OP-104	Records Management and Office Techniques	2.5
		95
Elective Option:		
WP-102	Information Processing	5.0
	(Must meet prerequisites of subject six weeks prior to program completion. May require use of six-week extension.)	



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

The executive secretaries occupy a unique niche in the field of business. The responsibilities are varied and vital to the inner workings of the company for which they work. 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 stenography and secretarial skills supplemented by administrative techniques and practice.

Program Outline

Diploma Course — 87.5 credits required for graduation.

Time: 42-48 weeks.

Minimum skill requirement for graduation — Short-hand: 90 WAM; Typing: 60 NWPM

Subjects

Credits

<input type="radio"/> TW-101A	Keyboarding	2.5
<input type="radio"/> TW-101B	Typewriting I	2.5
<input type="radio"/> TW-102A	Typewriting II	2.5
<input type="radio"/> TW-102B	Typewriting II	2.5
<input type="radio"/> TW-103A	Typewriting III	2.5
<input type="radio"/> SH-101	Speedwriting Theory or	
<input type="radio"/> SH-102	Gregg Theory Review	10.0
<input type="radio"/> SH-103	Dictation/Transcription I	10.0
<input type="radio"/> SH-204	Dictation/Transcription II	5.0
<input type="radio"/> CM-101A	Communications — Business English	2.5
<input type="radio"/> CM-101B	Communications — Business English	2.5
<input type="radio"/> CM-102	Communications — Spelling/Vocabulary Building	2.5
<input type="radio"/> CM-103	Communications — Business Correspondence	2.5
<input type="radio"/> CM-104	College Survival Skills	2.5
<input type="radio"/> CM-205	Punctuation and Proofreading Applications	2.5
<input type="radio"/> WP-101	Word Processing	5.0
<input type="radio"/> DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
<input type="radio"/> DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
<input type="radio"/> SS-102	Machine Transcription	2.5
<input type="radio"/> AC-101A	Introduction to Accounting	5.0
<input type="radio"/> MM-101A	Practical Business Computations	2.5
<input type="radio"/> MM-101B	Practical Business Computations	2.5
<input type="radio"/> BA-104	Human Relations in Business	2.5
<input type="radio"/> BA-105	Career Search and Planning	2.5
<input type="radio"/> OP-101	Office Procedures	5.0
<input type="radio"/> OP-104	Records Management and Office Techniques	2.5
		87.5
Elective Option:		
<input type="radio"/> WP-102	Information Processing	5.0
	(Must meet prerequisites of subject six weeks prior to program completion. May require use of six-week extension.)	

Word 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.

WORD PROCESSING SPECIALIST WP-1

This course trains Word Processing Administrative Secretaries and Word Processing Correspondence Secretaries for this rapidly growing field.

Program Outline

Diploma Course — 65 credits required for graduation.

Time: 36-42 weeks.

Course Prerequisite — Must know typewriter keyboard and type 25 wpm or enroll in Keyboarding (TW-101A) class and add six weeks to program.

Minimum typing requirement for graduation: 60 NWPM

	Subjects	Credits
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
TW-103A	Typewriting III	2.5
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
CM-205	Punctuation and Proofreading Applications	2.5
WP-101	Word Processing	5.0
*WP-102	Information Processing	5.0
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
SS-102	Machine Transcription	2.5
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
OP-101	Office Procedures	5.0
OP-104	Records Management and Office Techniques	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
AC-101A	Introduction to Accounting	5.0
*Prerequisites for WP-102:		65

Must achieve grade average of 3.00 (B) or better in CM-102, CM-101A, CM-101B, CM-205, WP-101 and achieve 50 net wpm typing speed (based on five timings) prior to enrolling in WP-102. Those not meeting prerequisite will be transferred to an ST-1 program or retake a required class at the per-credit fee to meet prerequisites.



Travel/Hospitality

The Travel and Hospitality industries are two of the fastest growing and changing in our world today. Combined, they 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

Certificate Course — 25 credits for completion.
Time: 12 weeks.

	Subjects	Credits
HT-102	Travel/Hospitality Studies	10.0
HT-103	Computer Reservation Systems	10.0
TW-101A,B	Keyboarding or	
TW-102A,B	Typewriting II	5.0
	(Determined by entry skill level.)	
		25

This program is available at the Portland Campus only.



**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 market.

Program Outline

Diploma Course — 70 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation: 45 NWPM

	Subjects	Credits
HT-101	Introduction to Hospitality Industry	2.5
HT-102	Travel/Hospitality Studies	10.0
	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	10.0
BA-105	Career Search and Planning	2.5
BA-108	Salesmanship/Marketing	2.5
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-104	College Survival Skills	2.5
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-111B	Introduction to Computer Operations and Applications	2.5
	— Spreadsheets	
	— Data Base Applications	
MM-101A	Practical Business Computations	2.5
MM-101B	Practical Business Computations	2.5
AC-101A	Introduction to Accounting	5.0
OP-101	Office Procedures	5.0
OP-104	Records Management and Office Techniques	2.5
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
		70

Students may start this program at the Vancouver Campus but would be required to transfer to the Portland Campus for final portion of program.



Medical Office Assistant



A career in the medical field is a dynamic and rewarding opportunity. A medical career requires a special kind of person — someone dedicated to caring for people and caring about people.

Medical office assistants are trained as a versatile part of the medical team. They are responsible for the smooth operation and coordination of a medical office. Medical office assistants make patients feel comfortable and welcomed in the office, they play a vital role in the delivery of health care, and they are responsible for the business aspects of operating a medical practice.

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

Training includes medical terminology; basic anatomy and physiology; common pathology; and the latest administrative procedures, including insurance billing and diagnostic coding. Students practice in a modern medical learning environment furnished with the latest equipment. The program also includes computer skills training using a nationally recognized medical software program. With the extensive scope of our medical office training, our graduate is a valuable and versatile employee in the medical field.

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



MEDICAL OFFICE ASSISTANT MA-2

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and act as a liaison between doctor and patient.

Program Outline

Diploma Course — 75 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation:
50 NWPM



	Subjects	Credits
ME-109A	Medical Terminology I	2.5
ME-109B	Medical Terminology II	2.5
ME-110	Medical Law and Ethics	2.5
ME-112	Medical Procedures	5.0
ME-113	Medical Office Procedures	5.0
DP-111A	Introduction to Computer Operations and Applications	2.5
	— Concepts	
	— Operating Systems	
	— Word Processing	
DP-126	Medical Insurance	5.0
DP-127	Medical Data Processing	5.0
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
TW-102A	Typewriting II	2.5
TW-102B	Typewriting II	2.5
TW-103A	Typewriting III	2.5
WP-101	Word Processing	5.0
CM-101A	Communications — Business English	2.5
CM-101B	Communications — Business English	2.5
CM-102	Communications — Spelling/Vocabulary Building	2.5
CM-103	Communications — Business Correspondence	2.5
CM-104	College Survival Skills	2.5
SS-104	Machine Transcription — Medical	2.5
AC-101A	Introduction to Accounting	5.0
MM-101A	Practical Business Computations	2.5
BA-105	Career Search and Planning	2.5
OP-104	Records Management and Office Techniques	2.5

75

Students may start this program at the Vancouver Campus but would be required to transfer to the Portland Campus for last 12 to 18 weeks of program.



Fashion Merchandising and Modeling



The fashion business is one of the most vital and stimulating career fields to enter. Every day many new job opportunities become available to the person who loves working with apparel and accessories and who enjoys the challenges created by competition and change.

Fashion is a multibillion dollar business. More people in this country work in fashion than in the entire automotive industry. This translates into thousands of jobs in sales, buying, merchandising, fashion coordination, sales promotion, display, wholesaling and manufacturing. Additional opportunities exist for the entrepreneur who wants to own a special shop or boutique.

The Fashion Center Division of Western Business College prepares students for entry into the fashion field with a concentrated, broad-based program. It is the only school in the Northwest to offer modeling instruction along with fashion merchandising and business courses. This unique combination prepares the student for a career in fashion that starts out a step ahead of the competition. With the modeling training, students develop the poise, self-confidence, and look so important to succeed in the world of fashion.

The John Robert Powers Division offers a variety of modeling and self-improvement programs. John Robert Powers self-improvement training has been offered throughout the United States since 1923.

Portland Campus



The following information outlines the program offerings of the Portland Campus Fashion Center Division of Western Business College.

FASHION MERCHANDISING FM-1-P

The Fashion Merchandising Program is designed to prepare students for the many and varied entry-level positions available in fashion and related careers. The curriculum is designed to cover the many aspects of fashion and retailing and gives the student practical work experience through an internship. This action-packed program is career-oriented, structured to give students the tools, knowledge, and skills necessary for succeeding in today's retail environment where business meets fashion.

Program Outline

Diploma Course — 68.5 credits required for graduation.

Time: 36-42 weeks.

Minimum typing requirement for graduation: 30 NWPM.

	Subjects	Credits
FM-101	Introduction to Fashion	2.5
FM-102	Fashion History	2.5
FM-103	Professional Development	2.5
FM-104	Merchandising Math	2.5
FM-108	Retail Selling/Customer Service	2.5
FM-204	Textiles	5.0
FM-205	Color, Line, Design & Illustration	5.0
FM-206	Marketing & Advertising	5.0
FM-207	Visual Merchandising	5.0
FM-208	Fashion Accessories	2.5
FM-209	Fashion Buying	2.5
FM-210	Fashion Writing and Communications	2.5
FM-211	Fashion Coordination & Presentation	2.5
FM-212	Internship	6.0
TW-101A	Keyboarding	2.5
TW-101B	Typewriting I	2.5
MM-101A	Practical Business Computations	2.5
AC-101A	Introduction to Accounting	5.0
CM-104	College Survival Skills	2.5
BA-104	Human Relations in Business	2.5
BA-105	Career Search and Planning	2.5
		68.5



FASHION MERCHANDISING AND MODELING FM-2-P

This program includes the Fashion Merchandising (FM-1) Program with the addition of the John Robert Powers modeling training. This additional training offers a further dimension to an individual's career opportunities.

Program Outline

Diploma Course — 72.5 credits required for graduation

Time: 36-42 weeks.



Subjects

	Credits
Fashion Merchandising (FM-1) Program Content	68.5
*Professional Modeling (Approx. 50 hours — Certificate)	4.0
	<u>72.5</u>

*The modeling classes may be scheduled during evenings or weekends with other modeling classes.



Seattle Campus



The following information outlines the program offerings of the Seattle Campus Fashion Center Division of Western Business College.

FASHION MERCHANDISING FM-1-S

The Fashion Merchandising Program is designed to prepare students for the many and varied entry-level positions available in fashion and related careers. The curriculum is designed to cover the many aspects of fashion and retailing and gives the student practical work experience through an internship. This action-packed program is career-oriented,

structured to give students the tools, knowledge, and skills necessary for succeeding in today's retail environment where business meets fashion.

Program Outline

Diploma Course — 61 credits required for graduation.

Time: 30-36 weeks.

	Subjects	Credits
FM-101	Introduction to Fashion	2.5
FM-103	Professional Development	2.5
FM-104	Merchandising Math	2.5
FM-108	Retail Selling/Customer Service	2.5
FM-109	Customer Psychology	2.5
FM-204	Textiles	5.0
FM-205	Color, Line, Design & Illustration	5.0
FM-206	Marketing & Advertising	5.0
FM-207	Visual Merchandising	5.0
FM-208	Fashion Accessories	2.5
FM-209	Fashion Buying	2.5
FM-210	Fashion Writing and Communications	2.5
FM-211	Fashion Coordination & Presentation	2.5
FM-212	Internship	6.0
MM-101A	Practical Business Computations	2.5
AC-101A	Introduction to Accounting	5.0
CM-104	College Survival Skills	2.5
BA-105	Career Search and Planning	2.5
		61

FASHION MERCHANDISING AND MODELING FM-2-S

This program includes the Fashion Merchandising (FM-1) Program with the addition of the John Robert Powers modeling training. This additional training offers a further dimension to an individual's career opportunities.

Program Outline

Diploma Program — 65 credits required for completion.

Time: 30-36 weeks.

	Subjects	Credits
	Fashion Merchandising (FM-1) Program Content	61.0
	*Professional Modeling (Approx. 50 hours — Certificate)	4.0
		65

*The modeling class may be scheduled during evenings or weekends with other modeling classes.



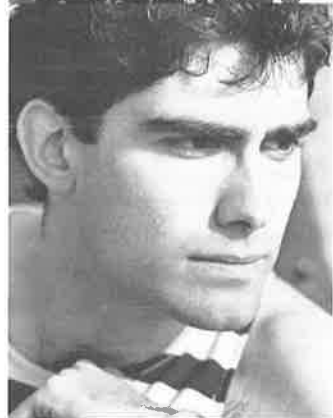
The John Robert Powers Division of Western Business College offers a variety of modeling and self-improvement programs at both the Portland and Seattle Campuses.

Modeling and Self-Improvement

- Finishing
- Confidence Development
- Make-up and Hair Styling
- Basic Professional Modeling — Teen and Adult
- Advanced Modeling
- TV/Commercial Acting



Contact the John Robert Powers Division Admissions Department for further information.



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 — 92 credits required for graduation.

Time: 48-52 weeks.



	Subjects	Credits
CA-101	Introduction to Culinary Arts/Basic Skill Development	12.0
CA-102	Product I.D., Storeroom Procedures, and Inventory Control	1.0
CA-103	Hotel and Restaurant Butchering	6.0
CA-104	Dining Room Procedures/Introduction to Wines	5.0
CA-105	Basic Soups, Stocks and Sauces	6.0
CA-106	Introduction to Garde Manger	6.0
CA-107	Baking/Pastry I	6.0
CA-108	A La Carte Kitchen	6.0
CS-202	Professional Development	1.0
CS-203	Dietetics (Nutrition)	1.5
CS-204	Advanced Dining Room Service/Wine and Spirits	4.5
CS-206	Advanced Garde Manger and Buffet	6.0
CS-207	Advanced Baking/Pastry II	6.0
CS-208	Advanced A La Carte Kitchen, Soups and Sauces	6.0
CS-209	Internship	8.0
CS-210	Kitchen Management	6.0
CS-211	International Cuisine & Catering	5.0
		92

PROFESSIONAL COOKING CA-2

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 and CS-202. Students completing this program will possess basic cooking skills adequate to secure entry level food service positions.

Program Outline

Certificate Course — 51 credits required for graduation.

Time: 24-30 weeks.

Description of Subjects

The number after subject number indicates number of credits.

ACCOUNTING

AC-101A (5)

Introduction to Accounting

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-101B (5)

Accounting I

The principles learned in AC-101A are applied to more advanced book-keeping procedures. Students will complete a business simulation to emphasize those accounting principles previously studied.

Prerequisite: AC-101A.

AC-102A (5)

AC-102B (5)

College Accounting II

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-101B.

AC-103A (5)

AC-103B (5)

College Accounting III

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

Prerequisite: AC-102B.

BUSINESS ADMINISTRATION

BA-101A (2.5)

BA-101B (2.5)

Business Law

This course provides an introduction to the legal situations most frequently encountered in everyday business life, including contracts, sales contracts, and personal property. The origin and development of law and its social aspects are studied along with the application of the law. The second half of this course provides an advanced study of daily business law, including warranties and product liabilities, laws of employment, creation of partnerships and special ventures, wills and trusts, and the major types of insurance. Upon completion of BA-101A and BA-101B, the student has an operational understanding of business law.

BA-104 (2.5)

Human Relations in Business

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 (2.5)

Career Search & Planning

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-108 (2.5)

Salesmanship/Marketing

This course is an intense overview of marketing principles essential to any business. It focuses on personal selling as an element in the promotional mix.

CULINARY ARTS



CA-101 (12)

Introduction to the Culinary Arts/ Basic Skill Development

Basic cooking and baking skills principles and skill development comprise the major portion of this course. The history of food service; identification and use of common cooking ingredients; and identification, care, and use of the basic tools and equipment of the professional culinarian are covered. Regulations of the Food & Drug Administration, the theory and practice of food and environmental sanitation and food science and nutrition are emphasized.

CA-102 (1)*Product I.D., Storeroom Procedures*

Introduction to food products with special emphasis placed on the characteristics, quality factors, availability, storage, and specific inventory controls. Advantages of small inventory organization as opposed to large inventory are covered. Students work in the institute's storeroom on a rotating basis as part of this training.

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

The fabrication of meat, poultry, seafood, wild game and water fowl are taught in this class. Instruction covers portion cutting & control, sausage making, and smoking of various meats. Students learn how to yield test, cost, and utilize the product and by-product. A basic understanding of the skeletal structure is taught as well as USDA grades.

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

Fundamentals of dining room service, supervision, designation of responsibilities, organization, customer relations, sanitation, table arrangement, and napkin folds. Introduction to wines: varieties, viticulture, oenology, and sales and service.

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

The principal culinary preparations of boullions, consommés, brown and white stocks, fumés and essences, glazes and roux. A foundation of basic sauces, based on Escoffier. Students prepare lunches for 70-140 people including entrées, starches, vegetables, salads, sauces, and soups.

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

The artistic use of classical cold cuisine. The fundamentals of making salads, cold appetizers, galantines, patés, aspics, dressings, basic forcemeats, vegetable carvings, garnishes, and food decorations.

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

Covers the fundamentals of baking: terminology, equipment, measurements, formula conversions, standard recipes, and sanitation in the bakeshop. Includes various mixing methods. Students bake a variety of rolls, pastries, breads, pies, and desserts.

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

Students develop the necessary skills for preparing fine cuisine at various line stations, including broiler, saucier, and expediting. They learn fresh herb identification and utilization and A La Minute methods for preparing and plating fresh vegetables, various starches, and entrées according to classical standards while also incorporating contemporary concepts.

CS-202 (1)*Professional Development*

A human relations course designed to develop habits, traits, and standards of grooming necessary for success in today's job market. Covered are job applications, professional resumé's, the interview process, and proper conduct on the job.

CS-203 (1.5)*Dietetics (Nutrition)*

The study of nutrition as it applies to commercial food preparation, menu analysis and recipe alternatives. Menu composition in accordance with the latest nutrition standards is studied. Students learn how food affects the human body.

CS-204 (4.5)*Advanced Dining Room Service/ Wines and Spirits*

Advanced table service methods and table side carving; flambés; and lessons in French, American, and Russian service. Intensive studies in wine and spirits, including history, European regions, labels and laws, and their harmonization with classical cuisine.

CS-206 (6)*Advanced Garde Manger and Buffet*

The basic knowledge gained earlier is expanded and refined. Students learn buffet arrangement, organization of food groups, service coverage, ice carvings, tallow and dough, sculptures and artistic presentation of patés, terrines, appetizers, and decorative pieces.

CS-207 (6)*Baking/Pastry II*

The students build on previously learned skills and concepts by preparing advanced types of classical and modern desserts, cakes, and pastries. Students are introduced to advanced food decorating and dessert marketing techniques.

CS-208 (6)*Advanced A La Carte Kitchen (Dinner), Soups & Sauces*

Students work in an A La Carte kitchen preparing classical entrées and plating styles to emphasize the featured cuisine. The focus is on quality food and service as well as organization on the line. Soups and sauce preparations are expanded.

CS-209 (8)*Internship*

A six-week program of progressive culinary skill development with a quality food service operation in the greater Portland area. In line with American Culinary Federation requirements and part of the students' curriculum, it allows the students the opportunity to test and refine skills in various areas of the kitchen and to make important career development decisions based upon working in a quality, high-volume, diversified hotel/restaurant operation.

CS-210 (6)*Kitchen Management*

Students learn the skills necessary in the planning, management, and analytical techniques of kitchen administration. This includes personnel administration and people skills, daily operations and supervision, planning and forecasting, and operations analysis and problem solving.

CS-211 (5)*International Cuisine & Catering*

Students learn a cross section of various international and American regional cuisines and develop an appreciation of native products, food, and herbs. There is work in menu planning, food requisitions, material costing, and creative utilization of over-production.

COMMUNICATIONS**CM-101A (2.5)****CM-101B (2.5)***Business English*

This course offers a thorough review of grammar and sentence structure. CM-101A provides an overview of the sentence and focuses on nouns, pronouns, and verbs. CM-101B builds on the knowledge previously gained and is concerned with adjectives, adverbs, prepositions, conjunctions, interjections, and style. Of particular importance in this session is the mastery of the rules of punctuation.

CM-102 (2.5)*Spelling/Vocabulary Building*

This class includes drill in the correct pronunciation and spelling of words and in word division. Vocabulary building is emphasized.

CM-103 (2.5)*Business Correspondence*

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 students, in perfecting their own writing skills.

CM-104 (2.5)*College Survival Skills*

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. This class covers goal setting and striving to achieve one's full potential.

CM-205 (2.5)**Punctuation and Proofreading Applications**

This course provides instruction and practice in improving proofreading and editing skills through the extensive use of realistic business communications that the student encounter on the job. Students learn to produce written communications that are error-free and represent the highest professional standards.

DATA PROCESSING**DP-111A (2.5)****DP-111B (2.5)***Introduction to Computer Operations & Applications*

These two classes provide an introduction to data processing concepts. Students receive a hands-on introduction in word processing, disk operating systems, spreadsheets, and data base applications.

DP-112 (5)*Computerized Accounting Applications*

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.

Prerequisite: DP-111B.

DP-114 (5)*Data Entry*

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 are covered.

DP-116 (5)*Spreadsheet Applications Development*

This course teaches the uses of LOTUS 1-2-3 in business applications. Students create spreadsheets using named ranges, the lookup function, macros, graphics, and windows. File transfer from other software packages is introduced. Prerequisite: DP-111B.

DP-211 (5)*Introduction to Programming Languages*

This course provides an introduction to the important programming languages available today, such as COBOL and BASIC. Structured techniques and flowcharting are emphasized. The student writes, debugs, and runs programs in these languages.

DP-221 (7.5)*Data Base Application Development*

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

DP-231 (5)*Systems Administration & Multi-user Systems*

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. In addition, students are introduced

to the area of telecommunications and hardware technology.

DP-126 (5)

Medical Insurance

This course introduces the student to basic insurance concepts, rules and regulations, government programs, and current insurance trends. Emphasis is placed on the importance of ICD and CPT coding and abstracting, as well as practice in claims submittal.

DP-127 (5)

Medical Data Processing

This course introduces the student to the computer, with emphasis on the management of patient accounts. The student has hands-on experience with data entry, daily balancing, and financial report writing. Other uses of the computer in a medical office are also introduced.

**FASHION
MERCHANDISING**

FM-101 (2.5)

Introduction to Fashion

An introduction to the fashion industry that provides an overview of key elements of the fashion business. This survey course covers the scope of fashion from design through production, marketing, and merchandising. Special emphasis is given to the vocabulary of fashion to give students a solid understanding of the terms used throughout the Fashion Merchandising program. Various career opportunities in fashion are also explored.

FM-102 (2.5)

Fashion History

This course traces the evolution of fashion from ancient civilizations to the present. Students see how fashions change and recycle. Attention is given to the political, social, and economic influences that have most contributed to changes in fashion.

FM-103 (2.5)

Professional Development

This course provides each student with the basics of what it takes to

create a professional image. Topics covered include: grooming, makeup, hair styling, color, visual poise, figure analysis, and wardrobe coordination.

FM-104 (2.5)

Merchandising Math

Practical math-related problems are used to demonstrate common merchandising situations. Applications included are markup, markdown, inventory systems, gross margin, purchasing, and open-to-buy. Overall, students gain an appreciation for the importance of numerical discipline in the running of a successful retail operation.

FM-108 (2.5)

Retail Selling/ Customer Service

Selling and customer service together form a basic foundation of retailing. This course teaches students how to sell, how to work effectively with customers, and how to build lasting customer relationships. Gaining sales confidence, building sales productivity, and developing a "customer first" attitude are topics stressed throughout this course.

FM-204 (5)

Textiles

Essential to the fashion business is an in-depth knowledge of textiles. Students learn about the origins of fiber and the various ways it is manufactured into cloth, decorated, and finished. Much emphasis is placed on understanding the characteristics of different types of yarns and fabrics and how to recognize them. Home textiles as well as apparel fabrics are studied.

FM-205 (5)

Color, Line, Design & Illustration

This course covers the three primary elements of fashion — color, line and design — and how they integrate into the finished fashion item. The psychology of color is studied along with color theory and color mixing. The importance of recognizing basic clothing styles, silhouettes and construction details is

stressed. Instruction in simple fashion illustration is also included as well as an overview of famous fashion designers.

FM-206 (5)

Marketing & Advertising

This class explores different creative methods that promote and stimulate the sale of fashion merchandise. Basic advertising avenues such as direct mail, newspapers, magazines, and television are studied. Students practice constructing effective fashion ads and develop plans for special retail events. Attention is focused on current local retail promotions and advertising along with national fashion campaigns.

FM-207 (5)

Visual Merchandising

The visual selling of merchandise is investigated and practiced in this course. Students explore various techniques for creating exciting store displays for windows, counters, walls, etc. Lighting, design, and prop selection are included. Students have numerous opportunities to demonstrate their creativity and resourcefulness in the planning and construction of their own displays. The class also dresses the windows for a downtown store throughout the term.

FM-208 (2.5)

Fashion Accessories

Decorative and non-textile fashion items and how they complement apparel and reflect current fashion trends are the subjects studied in this course. Leather goods, furs, hats, luggage, jewelry, hosiery, and cosmetics are all addressed. Students practice identifying the many styles included in each accessory classification and learn the materials, construction, and brand names associated with each.

FM-209 (2.5)

Fashion Buying

The basics of what, when, and where to buy fashion merchandise are covered in this course. Effective buying

techniques, inventory planning, off-shore buying, budgeting, and sourcing are all a part of this class. The role of the buyer in the merchandising organizational structure is included as a part of an in-depth look at buying as a fashion career.

FM-210 (2.5)

*Fashion Writing/
Communication*

Basic written communication skills are stressed in this course. After reviewing the fundamentals, students practice creative writing techniques and try their hand at several fashion writing formats including fashion reports, catalogs, newspaper articles, color cards, and press releases.

FM-211 (2.5)

*Fashion Coordination &
Presentation*

The planning and presentation of an actual fashion show is an exciting class project in this course. The importance of model selection, theme selection, script writing, and fashion commentating are emphasized as parts of the planning process. This course explores careers in fashion direction, coordination, and styling.

FM-212 (6)

Internship

Based on instructor recommendation, students participate in an "on-site" work/study program, designed to give practical work experience in the real world of fashion merchandising. A variety of opportunities is made available from large retail stores, small boutiques, fashion manufacturers, and wholesalers.

**The following course is
available in Seattle only:**

FM-209 (2.5)

Customer Psychology

This course is designed to give students insight into buying behavior and the importance of customer service. Students are exposed to

theories of behavior, consumption patterns, personality types, and how to handle conflict in difficult selling situations.

MEDICAL

ME-109A (2.5)

Medical Terminology I

This course includes the word roots, combining forms, prefixes, and suffixes of the body systems. The basic anatomy, physiology, common pathology of the integumentary, gastrointestinal, respiratory, and cardiovascular system are covered.

ME-109B (2.5)

Medical Terminology II

The study of medical terminology continues with the basic anatomy, physiology, and common pathology of the hematic & lymphatic, musculoskeletal, urogenital, female reproductive, endocrine, and nervous systems.

ME-110 (2.5)

Medical Law & Ethics

The student is introduced to the law as it pertains to the medical practice. Study includes confidentiality, consent, and negligence, with special emphasis on the standards of conduct and moral judgments of the medical assistant.

ME-112 (5)

Medical Techniques

This course introduces the student to medical office operations. Practical experience is offered in scheduling, daily maintenance of the office, telephone etiquette, patient histories, triage responsibilities, and office emergencies. Special emphasis is placed on the student's attitude and the emotional traits necessary for work in the medical field.

ME-113 (5)

Medical Office Procedure

The principles of medical office techniques are applied to medical office simulations. This subject may be completed through internship based

upon instructors' recommendations and administrative approval.

MATH/MACHINES

MM-101A (2.5)

MM-101B (2.5)

Practical Business Computations

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.

OFFICE PROCEDURES

OP-101 (5)

Office Procedures

This is a practical course which includes classroom and laboratory work 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-102B

OP-104 (2.5)

*Records Management and
Office Techniques*

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

SHORTHAND

SH-101 (10)

Speedwriting Theory

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 (10)

Gregg Shorthand Review

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 (10)

Dictation/Transcription I

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-204 (5)

Dictation/Transcription II

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 — 90 wam with 95% accuracy. Prerequisite: SH-103

SH-107 (5)

Legal Concepts

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

SECRETARIAL SCIENCE

SS-102 (2.5)

Machine Transcription

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-102B, CM-101B.

SS-103 (2.5)

Legal Machine Transcription

This course includes work on transcription machines using legal materials.

Prerequisites: TW-102B, CM-101B.

SS-104 (2.5)

Medical Machine Transcription

This course includes work on transcription machines using medical materials.

Prerequisites: TW-102B, CM-101B.

TRAVEL/HOSPITALITY

HT-101 (2.5)

Introduction to Hospitality Industry

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. Guest speakers are incorporated into the classroom experience throughout the course.

HT-102 (10)

Travel-Hospitality Studies

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. They are introduced to the functions of a travel agency and become familiar with accommodations offered by hotels, resorts, railroads, steamship lines, tour services, car rental firms, cruises, and package tours. They also become acquainted with the requirements for foreign travel and with visas and passports.

HT-103 (10)

Computer Reservation Systems

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.

TYPED WRITING

TW-101A (2.5)

Keyboarding

This is a beginning typing course required of all students who have not had previous typewriting instruction. The complete keyboard, operating techniques, and parts of the machine are presented.

TW-101B (2.5)

Typewriting I

This 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-102A (2.5)

TW-102B (2.5)

Typewriting II

Intermediate typewriting is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tabulations, manuscripts, and business forms are emphasized. Speed goal — 45 net words per minute on five 5-minute timings.

Accounting students are required to complete a business forms packet in TW-102B.

Prerequisite: TW-101B or equivalent.

TW-103A (2.5)

Typewriting III

Advanced typewriting 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 varies according to graduation requirement per individual program.

Prerequisite: TW-102B.

TW-104 (0)

Typewriting Drill

Any student not meeting speed requirement in a typing class is required to take Typewriting Drill. Attendance is mandatory.

WORD PROCESSING



WP-101 (5)

Word Processing

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 (5)

Information Processing

This course trains the student in the operation of word processing and integrated software on the micro-computer. 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-102, CM-101A, CM-101B, and 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 careers 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 CAMPUS

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.

WESTERN CULINARY INSTITUTE

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.

THE FASHION CENTER • JOHN ROBERT POWERS PORTLAND, OREGON

In 1987 Western Business College purchased the Portland John Robert Powers School. The School had operated successfully for over twenty years, providing modeling and self-improvement training. New facilities next to Western Business College at 555 SW 6th Avenue were remodeled and moved into in September, 1987. A fashion merchandising curriculum was added to meet the increasing employment demand of the fashion industry.

THE FASHION CENTER • JOHN ROBERT POWERS SEATTLE, WASHINGTON BRANCH CAMPUS

In the summer of 1987, Western Business College acquired the Seattle John Robert Powers School and established a branch campus in downtown Seattle. The facilities were remodeled and expanded to accommodate the growth of the college. Seattle is rapidly becoming a major fashion center requiring increasing numbers of fashion and modeling-trained personnel.

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 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, culinary, and fashion worlds.

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. A listing of all faculty is provided as an insert to this catalog.



ADMISSIONS — ENROLLMENT

Western Business College is a private school specializing in assisting its students to enter the fields of business, medical, fashion, 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 have satisfied the requirement through the GED and have satisfactorily completed an entrance evaluation. In special conditions, men and women above high school age without these credentials may be considered for enrollment. Such applicants will be evaluated and considered by the College on an individual basis to determine their ability to benefit from the training. *(continued next page)*

**ADMISSIONS –
ENROLLMENT (continued)**

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
The Fashion Center/JRP
Division of
Western Business College
555 S.W. 6th Ave.
Portland, OR 97204
(503) 226-6335

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

Admissions Department
The Fashion Center/JRP
Division of
Western Business College
1610 6th Ave.
Seattle, WA 98101
(206) 624-2495

Admissions Department
Western Culinary Institute
Division 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 judgment, cannot benefit from the training.

**STUDENT RECORDS/
RELEASE OF INFORMATION**

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 confidential information without the written consent of the student, to any individual or agency for any reason except the following: *(continued next page)*

1) When records are required by W.B.C. College officials in the proper performance of their duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders.

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.

Students who plan to transfer from Western Business College to another post-secondary institution are advised to plan carefully 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.

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 when the request is 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

Most students will carry a twelve and one-half credit program 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 programs may have different credit 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. *(continued next page)*

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

This catalog 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 President authorizes the Administration 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. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

CREDIT DEFINITION

Each credit listed is equal to approximately 10-12 scheduled hours of instruction plus assigned homework and appropriate study. Some subjects require more hours per credit due to some laboratory content.

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

HOURS OF OPERATION, INSTRUCTIONAL HOURS, AND CLASS SCHEDULING

The hours of operation at each facility are as follows:

W.B.C.-Portland, 7:30 a.m. - 6:00 p.m. Monday-Thursday,
7:30 a.m.-5:00 p.m. Friday

W.B.C.-Vancouver, 8:00 a.m.-5:00 p.m. Monday-Friday

Western Culinary Institute, 7:15 a.m.-9:45 p.m.
Monday-Friday

The Fashion Center-Portland, 7:30 a.m.-6:00 p.m.
Monday-Thursday, 7:30 a.m.-5:00 p.m. Friday

The Fashion Center-Seattle, 8:00 a.m.-6:00 p.m.
Monday-Thursday, 8:00 a.m.-5:00 p.m. Friday

Please refer to individual facility student handbook for specific class hours. Special classes through announcements and postings may be offered at night and on weekends at some facilities.

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

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 work environment, the College also reserves the right to alter or substitute courses whenever necessary.

REPEATING SUBJECTS

If students complete a subject but receive a grade other than a passing grade, they are allowed to repeat the subject one time without additional charge. 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

All students must maintain satisfactory academic progress in order to continue in their course of study. It is also required by Federal Regulation that in order to use Financial Aid monies to pay for their education, students must make satisfactory progress and be in good standing. "Satisfactory Progress" criteria are:

1. Satisfactory Academic Progress
 - a. Maintain a scholastic average of "C" (2.0 GPA) or better
 - b. Completion of 60% or more of credits attempted
2. Satisfactory Attendance
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" (notification alert) 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 grading periods may result 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.

Any student dismissed may appeal in writing to the College Director. Appeal must be made within one week after dismissal. Appeal will be considered by an appeal panel and student will be notified of final decision.

ACADEMIC COUNSELING

All students, prior to beginning classes, have a formal orientation with the college director and/or personnel. Students are informed of the policies and procedures set by the College and receive their schedules and textbooks. Each student is assigned an advisor to assist in the student's initial adjustment to the new environment. If any questions and/or concerns arise, the student is promptly routed to the proper individual capable of handling the situation.

It is our philosophy that the student comes first. Any opportunities we can provide as an educational institution to help the student grow and become an integral part of the business world are followed.

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 in 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. The College reserves the right to require a student to withdraw from the College for cause at any time. Any student who is dismissed because of conduct detrimental to the best interests 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 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 met 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, MA-2	50 NWPM*	—
ST-5	55 NWPM*	80 WAM
ST-7L	60 NWPM*	90 WAM
ST-9	60 NWPM*	90 WAM
AC-1, 2, 6	35 NWPM*	—
WP-1	60 NWPM*	—
DP-3, 5	45 NWPM*	—
DP-6, FM-1-P, FM-2-P	30 NWPM*	—
HT-1	45 NWPM*	—

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

In addition, students must make arrangements to meet all financial obligations to be eligible for graduation.

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.

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.

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. Leaves may place students out of cycle with their groups 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 the College.

GRADUATE SERVICES

Western Business College diploma graduates receive:

1. Lifetime placement assistance at *NO* extra cost.
2. Local and national placement at *NO* additional charge.
3. Opportunity to take refresher courses to train up to their previous level of expertise.
4. A graduate service that is proud to announce an average employment of 97% of our past graduates.

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.

For the duration of a student's course, Western Business College emphasizes the employability of a student in the business world. Great care is taken to train our students in possessing those skills necessary for entry-level positions available in their programs.

Western Business College enjoys a good reputation among employers. Positions are offered in all types of business, fashion, 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/she 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 principal 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 for its students, 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 weeks of training.

LIFETIME PLACEMENT SERVICE

When our graduates are successfully employed in the business world, it may seem our job is finished. It is not! For one reason or another, graduates may find that it is necessary to leave their jobs. If the graduate wishes to reenter the market, our graduate services department can help. We are able to offer our assistance in the job search of past graduates, just as we did when the students first received their diplomas. If individuals relocate outside of our metropolitan area, we can put them in touch with placement services in other areas to assist them in finding a job. We are committed at Western Business College to the success of our students and strive to assist them in securing a position.

LIFETIME REFRESHER COURSES

Diploma graduates of our College have another advantage. They may take refresher courses without charge at any time six months after graduation. For those who have left the job market, changed jobs, or want to brush up, this advantage can be both valuable and rewarding. This privilege belongs to every Western Business College graduate at *no extra cost*.

It must be noted that this is an integral part of our Lifetime Graduate Assistance program which has contributed to the excellent reputation Western Business College has earned among employers. Because of our familiarity and relationship with the business community, these services become an outstanding advantage for our graduates.

CAREER SEARCH

One class that helps prepare our students for entry into the business world is Career Search. A major emphasis of this class is to develop a self-confidence so that students are able to handle the many different situations they will encounter in the business world. This class is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resumé, interview techniques, and an interview with our Graduate Services Director. Most students admit this class to be one of the most beneficial and informative classes they have taken.

TUITION — FINANCES

Tuition and fees are provided in the catalog insert, which is considered part of this catalog. The insert is provided in this manner to supply students with the most up-to-date information available.

There is no additional charge 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 insert which is part of 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.

WESTERN BUSINESS COLLEGE CAN HELP YOU AFFORD A CAREER

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

We may be able to help you attend W.B.C. if you are committed to improving your skills and are interested in becoming a competent member of the business community.

FINANCIAL ASSISTANCE PROGRAMS

TIME PAYMENT PLANS. This College offers the opportunity for students to make monthly or quarterly payments over the period of their courses.

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 Federal Student Aid" 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 EDUCATIONAL OPPORTUNITY GRANT (SEOG). This program is available to those students with exceptional financial need. The Supplemental Educational Opportunity Grant may not exceed \$4,000 for each of the student's undergraduate years. Funds are limited.

PERKINS LOAN/FORMERLY NDSL. This program makes it possible for many students to borrow up to \$4,500. The College Financial Aid Officer is responsible for determining which students are eligible and the amount of the loan. Repayment begins 9 months after the student ceases at least half-time study and may extend over a ten-year period. Interest charges begin at the start of the repayment period for first-time borrowers or at the end of 6 months for previous borrowers.

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.

FINANCIAL ASSISTANCE PROGRAMS (continued)

SCHOLARSHIPS. Many students attend Western Business College under the auspices of a scholarship program. To aid worthy students in obtaining their education under such programs, W.B.C. 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, under the approval of the Oregon State Scholarship Commission, offers annually to high school seniors a minimum of ten \$1,000 scholarships in honor of the late Dennis Patch, longtime worker with private vocational schools. Application forms are available at the College facilities or your high school counseling department. Completed applications are to be sent to the College and must be postmarked no later than May 15. Winners are selected by the scholarship panel based on high school academic performance, recommendations, essay, and financial need.

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 with the exception of Chapter 106.

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 lender. A student may borrow up to \$2,625 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 \$4,000 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.

S.L.S. Supplemental Loan for students — independent undergrads up to \$4,000. Repayment begins immediately after graduation or at the point when a student's course load is less than half-time. Interest may or may not be deferred, depending on the lender.

REFUND POLICY

This refund schedule covers all of the courses offered by the 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. The refund policy meets the minimum standards of both Oregon and Washington State laws and accreditation policies.

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. The College reserves the right to cancel or reschedule a starting class if the number of students enrolled is deemed insufficient. Such cancellation will be considered a rejection by the College and all monies paid by the student will be refunded.
6. 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

REFUND POLICY (continued)

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.

Western Business College and its divisions are licensed in the States of Washington and Oregon.

The Oregon facilities are licensed under Div. 45, O.R.S.; inquiries regarding this or any other private vocational school may be made to the Superintendent of Public Instruction, Department of Education, 700 Pringle Parkway S.E., Salem, Oregon 97310.

The Washington facilities are licensed under Chapter 28C.10 RCW; inquiries regarding this or any other private vocational school may be made to the Washington State Board for Vocational Education, Building 17, Airdustrial Park, MS LS-10, Olympia, Washington 98504, (206) 753-5673.

WESTERN

Western Business College

Portland:
505 SW 6th Avenue
Portland, OR 97204
(503) 222-3225

Vancouver:
6625 East Mill Plain Blvd.
Vancouver, WA 98661
(206) 694-3225

The Fashion Center— John Robert Powers

Portland:
555 SW 6th Avenue
Portland, OR 97204
(503) 226-6335

Seattle:
610 Sixth Avenue
Seattle, WA 98101
(206) 624-2495

Western Culinary Institute

Portland:
1316 SW 13th Avenue
Portland, OR 97201
(503) 223-2245