1996-97 CATALOG
WESTERN BUSINESS
COLLEGE
WBC1096.DOC

425 S.W. Washington St.
Portland, Oregon 97204
(503) 222-3225

6625 E. Mill Plain Blvd.
Vancouver, Washington 98661
(360) 694-3225

Established 1955

Western Business College operates under the regulations of both the Oregon Department of Education and the Washington State Board for Vocational Education.

Western Business College is 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, 255 Capitol Street NE, Salem, Oregon 97310, (503) 378-5810.

This school is a unit of a business organization authorized by the State or Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Oregon Office of Educational Policy and Planning at 255 Capitol Street NE, Suite 126, Salem, Oregon 97310-1338.

The Washington school is licensed under chapter 28C. 10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the: Washington Workforce Training and Education Coordinating Board, Building 17, Airdustrial Park, P.O. Box 43105, Olympia, Washington 98504-3105, (360) 753-5673.

All students are welcome to review Western Business College's present state licensure documents, located in the reception area of each campus.

1996-97 WESTERN BUSINESS COLLEGE CATALOG

VOLUME IX

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 change course curricula, schedules, prerequisites, and requirements, or to cancel a course or program for which there is insufficient enrollment. Students who are currently attending the college will be protected against hardship which might arise as a result of any changes.

A MESSAGE FROM THE PRESIDENT

*"Career training is not an expense, but an investment
in your future which pays dividends for a lifetime."*

The most important purpose of education is to assist individuals in achieving more useful, meaningful, and happier lives. Western Business College has a forty-year tradition of assisting individuals in the accomplishment of their career goals.

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 fields. Since the college's founding, our trademark has been Academic Excellence with Personal Care.

An essential for secure living today is 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 training programs designed to prepare you for a successful career in the field of your choice: computers, accounting, secretarial, paralegal, travel, medical, and drafting.

Our pledge is to strive for excellence in career training and to continue to match the talents of our graduates with the many and varied employment opportunities in today's workplace.

We look forward to helping you.

Randy R. Rogers
College President

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ABOUT WESTERN BUSINESS COLLEGE

PHILOSOPHY AND OBJECTIVES

The mission of Western Business College is to provide quality job-relevant career training, designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The college believes that this preparation of students to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for capable students without regard to age, 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 the business, medical, legal, travel, and drafting fields 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 Accrediting Council for 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 the degree that each can appreciate and handle the many human relations problems that will be encountered
6. To provide placement assistance to all diploma and degree graduates throughout their careers.

GENERAL INFORMATION

Western Business College was acquired in October, 1996, by Rhodes Colleges, Inc., which owns colleges located throughout the United States.

The entire college system is dedicated to the ideal that students should have the opportunity to reach their full potential. The college staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, life-long learning in their fields.

Portland, Oregon Campus

Western Business College was established in 1955. During the years since 1955, the college has moved four times...each time into a larger and more modern facility, reflecting the successful growth of the college.

In 1957 Western Business College became the first college in Oregon to offer data processing employment training. Western Business College was also the first Oregon college to provide hands-on training in the classroom on its own computer equipment. Since its founding Western Business College has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

To give our students an excellent education and job skills training, we offer a six-story school building with 26,000 square feet of space, 23 classrooms, and a student lounge, especially remodeled for our purposes. Average class sizes average from 20-25 to one on a term-by-term basis.

Western Business College has access to the Multnomah County Library, which is located several blocks from the campus. In addition, the College has a reference library and an extensive law library.

We are in the heart of downtown Portland on S.W. Washington Street between Fourth and Fifth Avenues, adjacent to the Transit Mall. This central location provides easy access from any part of the Portland metropolitan area.

Vancouver, Washington Campus

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of southwest Washington.

The Vancouver school is located in the Heights Shopping Center on East Mill Plain Boulevard. The shopping center offers many convenient services for students along with plenty of free student parking and good bus service.

Vancouver students have access to the Fort Vancouver Regional Library.

ACCREDITATION

Western Business College is accredited as a business school by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780. The diploma and degree programs of Western Business College are included within that accreditation.

ACICS 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.

Accreditation assures students (1) that the college is recognized as a qualified institution of higher learning with approved programs of study which meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

The college does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

The president will be happy to discuss present accreditation approvals and issues with individual students.

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:

- United States Bureau of Indian Affairs
- Oregon State Department of Vocational Rehabilitation
- Washington State Department of Vocational Rehabilitation
- Oregon and Washington State Employment Service
- State of Washington Workforce Training and Education Coordinating Board
- Oregon Department of Education

ADMISSIONS

ADMISSION PROCEDURE

The applicant should request an appointment for a personal interview with an admissions officer of the college in order to gain a better understanding of career areas, training programs, and the institution and to view its facilities and equipment.

Following the personal interview, the applicant must take a college entrance evaluation. The evaluation is designed to ensure that the applicant has the proper educational background to pursue a college-level career training program.

The student must then complete an application for admission and enrollment agreement.

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application of himself/herself to the requirements of the college.

GENERAL ADMISSION POLICY

Admission to Western Business College requires:

1. Satisfactory score on the admissions evaluation and either graduation from high school, a G.E.D., or their equivalent.

2. High school transcripts and/or diplomas or G.E.D. certificates are required of all applicants seeking admission as regular students in diploma or degree programs. If desired, applicants may use a form supplied by Western Business College.

INTERNATIONAL STUDENT ADMISSION POLICY

This school is authorized under Federal law to enroll nonimmigrant alien students.

International students who want to study in a regular program at Western Business College must have a TOEFL score of at least 475 and pass the math section of the entrance evaluation. If students are below 475 or do not know their TOEFL score, they must complete training in English as a Second Language before taking a regular program.

Students can take a free Institutional TOEFL every 6 weeks in the English Language Program. The English Language Program is a full-time intensive English program for students who want to earn a diploma or degree at Western Business College. International students can study both ESL and regular classes on an F-1 visa.

The ESL office at Western Business College will arrange housing for any international student.

ADMISSION INQUIRIES

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

Admissions Department
Western Business College
425 S.W. Washington St.
Portland, OR 97204
(503) 222-3225

or

Admissions Department
Western Business College
6625 E. Mill Plain Blvd.
Vancouver, WA 98661
(360) 694-3225

CAREER FIELDS

COMPUTERS

Computers have become an integral part of almost every business organization today. Competent microcomputer users and programmers are an important part of the business team. The computer field is an excellent choice for individuals who have problem-solving capabilities, who value accuracy, and who have an affinity for analytical thinking.

With qualified instructors to guide them, students become competent in using microcomputer application software programs for word processing, spreadsheets, and data base management. They also learn the skills required to write, de-bug, and run computer programs in higher-level programming languages.

Graduates qualify for employment in a variety of positions depending on their program of study. They are employable as data entry clerks, data center analysts, sales representatives, technical support representatives, or operations support technicians.

ACCOUNTING

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. More corporate 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 full charge bookkeepers, senior accountants, assistant controllers, or finance officers.

SECRETARIAL

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

Professional secretaries are a very important part of every business office. They are actually public relations representatives for their companies. With experience they often share in the activity and decisions of management and have positions of prestige as valuable members of the business team.

The administrative assistant position offers excellent career advancement opportunities. It is often used as a "stepping stone" to management positions.

"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)

PARALEGAL

Few career fields are experiencing such dynamic growth as the legal assistant field. With the increasing legalization of business and society, lawyers and many other businesses find an increasing need for trained paraprofessionals.

A legal assistant must be trained in substantive fields of law and be ready to assume full responsibilities using the sophisticated computers found in modern law offices.

Legal assistants also need expertise in a wide range of research, writing, and communication skills. More than almost any other nation, America depends on the legal system, and legal assistants are fast assuming full professional roles in the legal system.

Graduates are fully conversant in an expansive range of areas of law, including contracts, property, probate matters, and a wide range of litigation issues. They are also thoroughly trained in legal research and writing. They are ready to assume positions as legal assistants for law firms, insurance and title companies, and public agencies, as well as many other related positions.

TRAVEL

The travel and hospitality industries are two of the fastest growing and changing industries 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 Western Business College 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.

MEDICAL

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 secretaries and medical assistants are trained as versatile parts of the medical team. They are responsible for the smooth operation and coordination of a medical office.

Secretaries and assistants in the medical field 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. 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.

DRAFTING

The evolution of digital computers has dramatically changed the means of communicating information. Drafting, the communicating language of engineers and designers, has been in the forefront of the revolution. The old classical methods of drafting with pencil and hand are being replaced with powerful computers, plotters and graphics printers.

CAREER TRAINING PROGRAMS

COMPUTERS	DP-5	Operations Specialist
	DP-3	Microcomputer Applications
	DP-6	Microcomputer Programming Applications
ACCOUNTING	AC-1	Bookkeeping
	AC-2	Accounting/Business Administration
	AC-6	Accounting
SECRETARIAL	ST-1	Receptionist/General Office Assistant
	ST-3	Automated Office Technology
	ST-7A	Administrative Assistant
	ST-7L	Legal Secretary
	ST-9	Executive Secretary
PARALEGAL	PL-1	Paralegal/Legal Assistant
TRAVEL	HT-1	Travel/Hospitality
	HT-2	Travel/Hospitality Administration
	SH-6	Travel/Hospitality Executive Administration
MEDICAL	MA-1	Administrative Medical Assistant
	MA-2	Medical Assistant
	MA-6	Medical Assistant
DRAFTING	TDA	Automated Drafting Technology

The college reserves the right to delete or schedule additional courses within a training program whenever necessary. To accommodate the changing work environment, the college also reserves the right to alter or substitute courses within a training program whenever necessary.

OPERATIONS SPECIALIST DP-5 (DAY PROGRAM)

Diploma Program
Credit Hours Required: 48

It has become evident that the ability to operate a microcomputer is a necessity. This program is designed to train the student in the areas of general business and computer applications.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 36 weeks for regular term starts - 42 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-180	Payroll Accounting	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
DP-145	Operating Systems/Hard Disk Management	4
DP-150	Advanced Data Base Management	4
EN-100	English Grammar	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
WP-105	Word Processing I	2
	Additional Credits	5
TOTAL CREDITS		**48**

OPERATIONS SPECIALIST DP-5 (EVENING PROGRAM)

Diploma Program
Credit Hours Required: 48

It has become evident that the ability to operate a microcomputer is a necessity. This program is designed to train the student in the areas of general business and computer applications.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-140	Accounting Principles I	4
AC-180	Payroll Accounting	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
DP-145	Operating Systems/Hard Disk Management	4
DP-150	Advanced Data Base Management	4
EN-100	English Grammar	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
WP-105	Word Processing I	2
	Additional Credits	5
TOTAL CREDITS		**48**

This program is offered only at the Portland campus.

MICROCOMPUTER APPLICATIONS DP-3

Diploma Program
Credit Hours Required: 64

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

PROGRAM OUTLINE

Diploma Program: 64 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-180	Payroll Accounting	4
AC-200	Integrated Accounting on the Microcomputer	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
DP-130	BASIC Programming/Hardware	4
DP-145	Operating Systems/Hard Disk Management	4
DP-150	Advanced Data Base Management	4
EN-100	English Grammar	4
MA-110A	Business Math/Electronic Calculators	3
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	7
TOTAL CREDITS		**64**

MICROCOMPUTER PROGRAMMING AND APPLICATIONS DP-6

Associate of Applied Science Degree
Credit Hours Required: 90

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

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts - 78 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-180	Payroll Accounting	4
AC-200	Integrated Accounting on the Microcomputer	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
DP-130	BASIC Programming/Hardware	4
DP-145	Operating Systems/Hard Disk Management	4
DP-150	Advanced Data Base Management	4
DP-210	Programming with C	4
DP-220	Data Base Application Programming	4
DP-230	System Administration and Multi-User System	4
DP-240	Computer Lab Internship	2
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
MA-110A	Business Math/Electronic Calculators	3
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	11
TOTAL CREDITS		**90**

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

BOOKKEEPING AC-1 (DAY PROGRAM)

Diploma Program
Credit Hours Required: 48

This course prepares the student for an entry-level position in a bookkeeping department of a large company or a training position as full-charge bookkeeper in a small office.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 36 weeks for regular term starts - 42 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-160	Accounting Principles II	4
AC-180	Payroll Accounting	4
AC-200	Integrated Accounting on the Microcomputer	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
EN-100	English Grammar	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
	Additional Credits	7
TOTAL CREDITS		**48**

BOOKKEEPING AC-1 (EVENING PROGRAM)

Diploma Program
Credit Hours Required: 48

This course prepares the student for an entry-level position in a bookkeeping department of a large company or a training position as a full-charge bookkeeper in a small office.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-140	Accounting Principles I	4
AC-160	Accounting Principles II	4
AC-180	Payroll Accounting	4
AC-200	Integrated Accounting on the Microcomputer	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
EN-100	English Grammar	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
WP-105	Word Processing I	2
	Advanced Accounting Credits	4
	Additional Credit	1
TOTAL CREDITS		**48**

This program is offered only at the Portland campus.

ACCOUNTING/BUSINESS ADMINISTRATION AC-2

Diploma Program
Credit Hours Required: 64

Many men and women get their start in business and become assistants to top executives. This course is designed to train students in those skills which will open the way to such positions.

PROGRAM OUTLINE

Diploma Program: 64 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-160	Accounting Principles II	4
AC-180	Payroll Accounting	4
AC-200	Integrated Accounting on the Microcomputer	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
EN-100	English Grammar	4
EN-110	English Composition	4
MA-110A	Business Math/Electronic Calculators	3
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
	Additional Accounting Credits	8
	Additional Credits	7
TOTAL CREDITS		**64**

ACCOUNTING AC-6

Associate of Applied Science Degree
Credit Hours Required: 90

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 a student 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 major responsibilities in accounting departments.

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts - 78 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-160	Accounting Principles II	4
AC-180	Payroll Accounting	4
AC-200	Integrated Accounting on the Microcomputer	4
AC-215	Managerial/Cost Accounting	4
AC-220	Personal Income Tax	4
AC-245	Corporate Accounting	4
AC-255	Financial Management	4
AC-265	Fund Accounting	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
DP-150	Advanced Data Base Management	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
MA-110A	Business Math/Electronic Calculators	3
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
	Additional Credits	13
TOTAL CREDITS		**90**

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

RECEPTIONIST/GENERAL OFFICE ASSISTANT ST-1

Diploma Program
Credit Hours Required: 36

This is a practical program 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 want to perform a variety of office duties.

PROGRAM OUTLINE

Diploma Program: 36 credits required for graduation.
Time: 24 weeks for regular term starts - 30 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 45 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
EN-110	English Composition	4
MA-110A	Business Math/Electronic Calculators	3
OP-100	Office Techniques	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
WP-105	Word Processing I	2
	Additional Credits	3
TOTAL CREDITS		**36**

AUTOMATED OFFICE TECHNOLOGY ST-3 (DAY PROGRAM)

Diploma Program
Credit Hours Required: 48

With increasing automation in the office of the 1990's, it has become vitally important for an individual to obtain skills necessary to operate a microcomputer. The Automated Office Technology program provides the student with updated secretarial training in addition to valuable microcomputer skills.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 36 weeks for regular term starts - 42 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 50 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
EN-110	English Composition	4
MA-110A	Business Math/Electronic Calculators	3
OP-100	Office Techniques	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TR-100A	Transcription I	2
TW-100	Typewriting I	2
TW-110	Typewriting II	2
TW-130	Typewriting III (Administrative)	2
WP-105	Word Processing I	2
	Additional Credits	7
TOTAL CREDITS		48

AUTOMATED OFFICE TECHNOLOGY ST-3 (EVENING PROGRAM)

Diploma Program
Credit Hours Required: 48

With increasing automation in the office of the 1990's, it has become vitally important for an individual to obtain skills necessary to operate a microcomputer. The Automated Office Technology program provides the student with updated secretarial training in addition to valuable microcomputer skills.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 50 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-140	Accounting Principles I	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
EN-100	English Grammar	4
EN-110	English Composition	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
TW-130	Typewriting III (Administrative)	2
WP-105	Word Processing I	2
WP115	Information Processing	2
	Additional Credit	7
TOTAL CREDITS		**48**

This program is offered only at the Portland campus.

ADMINISTRATIVE ASSISTANT ST-7A

Diploma Program
Credit Hours Required: 64

The Administrative Assistant must be well organized and able to accomplish a variety of business office tasks effectively. This program prepares the student with the skills necessary to become a valuable member of the business team.

PROGRAM OUTLINE

Diploma Program: 64 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 60 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
MA 110A	Business Math/Electronic Calculators	3
OP-100	Office Techniques	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TR-100A	Transcription	2
TW-100	Typewriting I	2
TW-110	Typewriting II	2
TW-130	Typewriting III (Administrative)	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	13
TOTAL CREDITS		**64**

LEGAL SECRETARY ST-7L

Diploma Program
Credit Hours Required: 64

In this professional secretarial program, the student chooses a legal career. The demand for qualified individuals in this field is high. Knowledge, ability, accuracy, and a mature manner are essential objectives in this program.

PROGRAM OUTLINE

Diploma Program: 64 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 60 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
LE-100	Legal Concepts	4
LE-110	Business Law	
	or	4
PL-100	Introduction to Law	
MA-110A	Business Math/Electronic Calculators	3
OP-100	Office Techniques	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TR-100A	Transcription	2
TW-100	Typewriting I	2
TW-110	Typewriting II	2
TW-135	Typewriting III (Legal)	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	9
TOTAL CREDITS		64

EXECUTIVE SECRETARY ST-9

Associate of Applied Science Degree
Credit Hours Required: 90

Executive secretaries occupy a unique niche in the field of business. Responsibilities are varied and vital to the inner workings of the companies 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.

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts - 78 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 60 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
AC-180	Payroll Accounting	4
DP-102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
DP-145	Operating Systems/Hard Disk Management	4
DP-150	Advanced Data Base Management	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
LE-100	Legal Concepts	4
LE-110	Business Law	
	or	4
PL-100	Introduction to Law	
MA-110A	Business Math/Electronic Calculators	3
MA-120	College Algebra	4
OP-100	Office Techniques	4
OP-110	Office Internship	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TR-100A	Transcription	2
TW-100	Typewriting I	2
TW-110	Typewriting II	2
TW-130	Typewriting III (Administrative)	2
TW-135	Typewriting III (Legal)	2
WP-105	Word Processing I	2
WP- 115	Information Processing	2
	Additional Credits	9
TOTAL CREDITS		**90**

PARALEGAL/LEGAL ASSISTANT PL-1

Associate of Applied Science Degree
Credit Hours Required: 90

The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleading and responses and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts - 78 weeks for mid-term starts.
Required typing speed for graduation: 50 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
OP-100	Office Techniques	4
PL-100	Introduction to Law	4
PL-110	Torts	4
PL-120	Contracts	4
PL-130	Real Property Law	4
PL-140	Civil Procedure/Trial Preparation	4
PL-150	Business Ethics and Social Responsibility	4
PL-210*	Environmental Law	4
PL-220*	Family Law	4
PL-230*	Estate Planning and Probate	4
PL-240*	Business Organizations	4
PL-250	Legal Research and Writing I	4
PL-260	Legal Research and Writing II	4
PL-270*	Paralegal Internship	4
PL-280*	Bankruptcy	4
PL-290*	Criminal Procedure	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TR-100A	Transcription	2
TW-100	Typewriting I	2
TW-110	Typewriting II	2
TW-135	Typewriting III (Legal)	2
WP-105	Word Processing	2
WP-115	Information Processing	2
	Additional Credits	2
TOTAL CREDITS		**90**

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

*Student takes four of these seven 200-level courses depending on student eligibility and course availability.

TRAVEL/HOSPITALITY HT-1 (DAY PROGRAM)

Diploma Program
Credit Hours Required: 48

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

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 36 weeks for regular term starts - 42 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
EN-100	English Grammar	4
HT-100	Introduction to Travel and Hospitality	4
HT-110	Travel Studies	4
HT-120	Hospitality Studies	4
HT-130	Introduction to Travel Computers	4
HT-140	Travel Computer Reservation Systems	4
HT-150	Ground Services Operations	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
	Additional Credits	5
TOTAL CREDITS		**48**

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

TRAVEL HOSPITALITY HT-1 (EVENING PROGRAM)

Diploma Program
Credit Hours Required: 48

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

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
HT-110	Travel Studies	4
HT-120	Hospitality Studies	4
HT-130	Introduction to Travel Computers	4
HT-140	Travel Computer Reservation Systems	4
HT-150	Ground Services Operations	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
	Additional Credits	5
TOTAL CREDITS		**48**

This program is offered only at the Portland campus.

TRAVEL/HOSPITALITY ADMINISTRATION HT-2

Diploma Program
Credit Hours Required: 64

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

PROGRAM OUTLINE

Diploma Program: 64 credits required for graduation.
Time: 48 weeks for regular term starts - 54 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 45 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	4
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
HT-100	Introduction to Travel and Hospitality	4
HT-110	Travel Studies	4
HT-120	Hospitality Studies	4
HT-130	Introduction to Travel Computers	4
HT-140	Travel Computer Reservation Systems	4
HT-150	Ground Services Operations	4
HT-170	Hotel/Motel Front Office Procedures	4
HT-180	Administrative Travel Dynamics	4
MA-110A	Business Math/Electronic Calculators	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
	Additional Credits	5
TOTAL CREDITS		**64**

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

TRAVEL/HOSPITALITY MANAGEMENT SH-6

Associate of Applied Science Degree
Credit Hours Required: 90

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our degree program allows the graduate the flexibility of working in a travel atmosphere in an administrative capacity.

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts-78 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 60 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	
	or	4
AC-140	Accounting Principles I	
DP- 102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN- 120	Business Communications	4
HT-100	Introduction to Travel and Hospitality	4
HT-110	Travel Studies	4
HT- 120	Hospitality Studies	4
HT- 130	Introduction to Travel Computers	4
HT-140	Travel Computer Reservation Systems	4
HT-150	Ground Services Operations	4
HT- 170	Hotel/Motel Front Office Procedures	4
HT- 180	Administrative Travel Dynamics	4
MA-110A	Business Math/Electronic Calculators	3
OP- 100	Office Techniques	4
OP-110	Office Internship	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TR-100A	Machine Transcription	2
TW- 100	Typewriting I	2
TW-110	Typewriting II	2
TW-130	Typewriting III (Administrative)	2
WP-105	Word Processing I	2
WP- 115	Information Processing	2
	Additional Credits	3
TOTAL CREDITS		**90**

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

ADMINISTRATIVE MEDICAL ASSISTANT MA-1 (DAY PROGRAM)

Diploma Program
Credit Hours Required: 48

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 to act as a liaison between doctor and patient.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 36 weeks for regular term starts - 42 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
ME-100	Medical Office Procedures & Psychology	4
ME-120	Medical Financial Management	4
ME-130	Anatomy and Physiology I	4
ME-140	Anatomy and Physiology II	4
ME-150	Medical Insurance Billing and Coding	4
ME-160A	Medical Machine Transcription	2
ME-170	Health Seminar	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
WP-105	Word Processing I	2
	Additional Credits	4
TOTAL CREDITS		**48**

This program may be started in Vancouver on mid-term starts only and requires transfer to the Portland campus for completion.

Students who earn a diploma in MA-1 may sit for the medical office assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, nationally certified medical office assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

ADMINISTRATIVE MEDICAL ASSISTANT MA-1 (EVENING PROGRAM)

Diploma Program
Credit Hours Required: 48

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 to act as a liaison between doctor and patient.

PROGRAM OUTLINE

Diploma Program: 48 credits required for graduation.
Time: 48 weeks
Minimum typing speed requirement for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
ME-100	Medical Office Procedures & Psychology	4
ME-120	Medical Financial Management	4
ME-130	Anatomy and Physiology I	4
ME-140	Anatomy and Physiology II	4
ME-150	Medical Insurance Billing and Coding	4
ME-160A	Medical Machine Transcription	2
ME-170	Health Seminar	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
WP-105	Word Processing I	2
	Additional Credits	4
TOTAL CREDITS		**48**

This program may be started on regular terms only and only at the Portland campus.

Students who earn a diploma in MA-1 may sit for the medical office assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, nationally certified medical office assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTANT MA-2 (DAY PROGRAM)

Diploma Program
Credit Hours Required: 75

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

PROGRAM OUTLINE

Diploma Program: 75 credits required for graduation.
Time: 60 weeks for regular term starts - 66 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
MA-110A	Business Math/Electronic Calculators	3
ME-100	Medical Office Procedures & Psychology	4
ME-120	Medical Financial Management	4
ME-130	Anatomy and Physiology I	4
ME-140	Anatomy and Physiology II	4
ME-150	Medical Insurance Billing and Coding	4
ME-160A	Medical Machine Transcription	2
ME-170	Health Seminar	4
ME-180	Clinical Procedures	4
ME-190	Laboratory Procedures	4
ME-199	Medical Front Office Internship	4
ME-200	Medical Back Office Internship	4
ME-210	Pharmacology	4
ME-220	Clinical Health and Safety	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
TW-110	Typewriting II	2
WP-105	Word Processing I	2
	Additional Credits	4
TOTAL CREDITS		**75**

This program may be started in Vancouver on mid-term starts only and requires transfer to the Portland campus for completion.

Students who earn a diploma in MA-2 may sit for the medical office assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, nationally certified medical assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTANT MA-6

Associate of Applied Science Degree
Credit Hours Required: 90

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts-78 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
EN-100	English Grammar	4
EN-110	English Composition	4
EN-120	Business Communications	4
MA-110A	Business Math/Electronic Calculators	3
ME-l00	Medical Office Procedures & Psychology	4
ME-120	Medical Financial Management	4
ME-130	Anatomy and Physiology I	4
ME-140	Anatomy and Physiology II	4
ME-150	Medical Insurance Billing and Coding	4
ME-160A	Medical Machine Transcription	2
ME-170	Health Seminar	4
ME-180	Clinical Procedures	4
ME-190	Laboratory Procedures	4
ME-199	Medical Front Office Internship	4
ME-200	Medical Back Office Internship	4
ME-210	Pharmacology	4
ME-220	Clinical Health and Safety	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-l00	Typewriting I	2
TW-110	Typewriting II	2
WP-105	Word Processing I	2
	Additional Credits	7
TOTAL CREDITS		90

This program may be started in Vancouver but requires transfer to the Portland campus for completion.

Students who earn a degree in MA-6 may sit for the medical office assistant certification exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, nationally certified medical assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

AUTOMATED DRAFTING TECHNOLOGY TDA

Associate of Applied Science Degree
Credit Hours Required: 90

This program trains students to become proficient in the field of computer-aided drafting and design with employment opportunities that cover the three basic areas of engineering: electrical/electronics, mechanical, and architectural/construction.

PROGRAM OUTLINE

Associate of Applied Science Degree Program: 90 credits required for graduation.
Time: 72 weeks for regular term starts-78 weeks for mid-term starts.
Minimum typing speed requirement for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
CD-143	Computer-Aided Drafting I	4
CD-144	Advanced CAD	4
CD-145	CAD Productivity Programming	4
DP-102	Introduction to Computer Operations	4
DR-135	Drafting Project	3
DR-141	Drafting I	4
DR-142	Drafting II	4
DR-143	Drafting III	4
DS-142	Electrical/Electronic Design	4
EG-142	Architectural Design	4
EG-143	Architectural Detailing	4
EN-115	English Composition	4
GE-134	Technical Writing	4
MS-161	Mathematics I	6
MS-162	Mathematics II	6
MS-163	Mechanics & Strength	6
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Typewriting I	2
	Additional Credits	11
TOTAL CREDITS		90

COURSE DESCRIPTIONS

AC-120 Principles of Bookkeeping 4 Credits

This course is a thorough introduction to accounting procedures for service and retail industries. The double-entry method of bookkeeping, journalizing, posting, and preparation of financial statements and worksheets are discussed.

AC-140 Accounting Principles I 4 Credits

Accrual accounting based upon generally accepted accounting principles is stressed. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted.

AC-160 Accounting Principles II 4 Credits

Intermediate accounting theory and application as they apply to the accounting cycle. Various aspects are explored in depth, including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, natural resources, and payroll. (Prerequisite: AC-140)

AC-180 Payroll Accounting 4 Credits

This course provides an in-depth view of this specialized area in accounting. The coursework involves both legal compliance and bookkeeping aspects of payroll. (Prerequisite: AC-120 or AC-140)

AC-200 Integrated Accounting on the Microcomputer 4 Credits

This course is an integration of accounting principles utilizing Bedford computerized software. It covers the entire accounting cycle focusing on both merchandising and service industries. (Prerequisites: AC- 140, DP- 102)

AC-215 Managerial/Cost Accounting 4 Credits

The managerial portion of this course is an examination of accounting systems designed to assist management in budget preparations, performance measurement, pricing, and capital analysis. The cost accounting portion considers specialized techniques designed to develop valuation of manufactured inventory. Periodic, perpetual, job, and process cost systems are surveyed. (Prerequisite: AC-160)

AC-220 Personal Income Tax 4 Credits

This course covers federal income tax concepts relating to individual taxpayers. (Prerequisite: AC-140)

AC-245 Corporate Accounting 4 Credits

This course emphasizes a practical understanding of corporate accounting principles, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. (Prerequisite: AC-160)

AC-255 Financial Management 4 Credits

This course provides a thorough look at the financial and economic system. The U.S. monetary system and federal reserve system are emphasized. Financing for other sectors of the economy including governmental, consumer, and residential real estate are studied. Overall policies for monetary and fiscal/debt management are reviewed. The course emphasizes public speaking and features professional speakers and up-to-date business video programs. (Prerequisite: AC-160)

AC-265 Fund Accounting 4 Credits

This course explores accounting systems unique to non-profit organizations. Accounting principles for local governments, hospitals, and educational organizations are examined. (Prerequisite: AC-160)

CD-143 Computer Aided Drafting I 4 Credits

In this beginning course in computer aided drafting, the student is exposed to the fundamentals of engineering design using a computer. Basics of construction engineering drawings on a computer, editing, creating libraries and different transformations are covered. (Prerequisite: DP-102, or with approval or instructor and/or academic dean.)

CD-144 Advanced CAD 4 Credits

Advanced computer aided drafting and design topics are covered. The principles learned in previous math, drafting, and design courses applied to specific design problems to complete the requirements of this course. (Prerequisite: CD-143, or with approval of instructor and/or academic dean.)

CD-147 CAD Intergraph Level II   4 Credits

Advanced computer aided drafting and design topics are covered using Intergraph MicroStation. Digitizing, shadowing, 3D graphics and 3D views are included. Reference file usage and lettering are covered. (CD-143, CD-144, CD-160 or with approval of instructor and/or academic dean.)

CD-148 3 Dimensional Design & Solid Modeling   4 Credits

This course covers the basics of 3 Dimensional wire frame models, surface modeling and solid modeling. Students 'will learn the concepts and techniques required to construct 3 dimensional objects and solid models. Mass property calculations for solid models is also discussed. (Prerequisite: CD-144, or with approval of instructor and/or academic dean.)

CD-149 AutoCAD Menu Design & Introduction to AutoLISP   4 Credits

The first four weeks of this course provides an introduction to the development of AutoCAD menu using text editors. Text editors are then used in the customizing of AutoCAD menus such as screen (standard and pull down), icon and tablet. The student will be able to create their own commands and place them in either customized or new menus. The course covers a variety of techniques and concepts needed to design the AutoCAD environment to your specific needs.

The last eight weeks of this course will introduce the student to "AutoLISP". AutoLISP is a program language that will run concurrently with the AutoCAD drafting program. We will cover various applications of this programming language, including; math functions, setting system variables, user input, command macros, independent functions, and accessing existing system variables. No previous programming knowledge is required. (Prerequisite: CD-144, or with approval of instructor and/or academic dean.)

DP-102 Introduction to Computer Operations   4 Credits

This course provides a thorough introduction to computers with a significant focus on the relevant history of computers. In addition, students achieve an in-depth understanding of how the machine works and how it is applied to both business and personal use. Students perform practical applications and are exposed to discussions that provide them with a complete knowledge of computer operations.

DP-120 Advanced Spreadsheet Applications   4 Credits

This course explores the use of electronic spreadsheets in business applications. The student develops a thorough knowledge of spreadsheet software packages through application of spreadsheet, database, and graphic abilities.

DP-130 Introduction to BASIC Programming and Hardware Maintenance   4 Credits

This course provides a thorough, hands-on approach to structured BASIC programming techniques. Students learn to develop good design and testing habits. Students then write, debug, and run programs using QBasic. Concepts covered include input/output operations, control of program flow, and control structures with an introduction to Visual Basic.

DP-145 Operating Systems/Hard Disk Management   4 Credits

This course provides a thorough, hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students then perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to the very core of computer operations.

DP-150 Advanced Data Base Management   4 Credits

Advanced Data Base Management is designed to provide the student with all of the skills necessary to develop and master this relational data base. The student achieves this through data base design (creating data files and custom screens), manipulation (input, output, sorting), reporting (formatting and production), and other pertinent commands and techniques.

DP-210 Programming With C   4 Credits

This course provides an introduction to the C programming language. Students use the Learn C tutorial to better grasp the concepts of the programming language. Students then write, debug, and run programs using C. Concepts covered include input/output operations, arithmetic expressions, control of program flow, and control structures.

DP-220 Data Base Application Programming   4 Credits

This advanced data base management course is designed to provide students with all of the skills necessary to further develop and master their relational data base abilities. The student achieves this through data base design (creating data files and custom screens), manipulation (input, output, sorting), reporting (formatting and production), and other pertinent commands and techniques related to data base programming.

DP-230 System Administration & Multi-User Systems   4 Credits

This course explores all aspects of networking multiple computers and also involves the study and applied use of system administration including commands, file and directory maintenance, multi-task automation, electronic mail, and troubleshooting a Novell network operating system.

DP-240 Computer Lab Internship   2 Credits

Internship is a credit-bearing work experience in the computer lab at Western Business College. Available only to students completing the final two terms of their program (Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.)

DR-135 Drafting Project   3 Credits

This course offers students an opportunity to follow their particular interests in the field of drafting and design. Previous learned skills are combined in working a term-long drafting project. Projects are undertaken and completed under the supervision of a faculty supervisor. (Prerequisite: DR-143, or with approval of instructor and/or academic dean.)

DR-141 Drafting I   4 Credits

Fundamental concepts of engineering drafting including familiarization with classical drafting equipment, lettering, geometric construction, multi-view projection, sectional and auxiliary views, and prespectives are covered.

DR-142 Drafting II   4 Credits

Drafting II is an intermediate course in drafting. Topics include intersections and developments, sheet metal layout, manufacturing processes, geometric tolerancing, functional drafting. (Prerequisite: DR-141, or with approval of instructor and/or academic dean.)

DR-143 Drafting III   4 Credits

Advanced drafting topics such as levers and linkage, couplings, bearings, gears, and fluid mechanics are introduced. (Prerequisites: DR-142, MS-162, or with approval of instructor and/or academic dean.)

DR-145 Structural Detailing   4 Credits

This course introduces the principles of structural detailing as applied in the field of drafting and design technology. Wood, steel, and concrete detailing in residential, commercial, and industrial structures are covered. (Prerequisites: MS-163, EG-143 or with approval of instructor and/or academic dean.)

DS-142 Electrical/Electronic Design   4 Credits

Fundamentals of circuit theory as applied to electronic/electrical drafting are studied. Electronic symbols and layout, circuit elements, wiring conventions and standards, industrial controls, and power distribution are among the topics covered. (Prerequisite: DR-141, or with approval of instructor and/or academic dean.)

EG-142 Architectural Design   4 Credits

Drafting techniques as specifically applied to the field of architectural design are covered. Developing the site, foundation and floor plan, exterior and interior elevations, framing, and building codes are among the topics covered. (Prerequisites: DR-141, MS-161 or with approval of instructor and/or academic dean.)

EG-143 Architectural Detailing   4 Credits

Drafting and design as applied to architectural detailing are studied. Topics include doors, windows, stairs, cabinets, fireplaces, beam connections, footing details, exterior walls, and more. (Prerequisite: EG-142, or with approval or instructor and/or academic dean.)

EG-145 HVAC   4 Credits

This course is an introduction to the principles of HVAC design. Topics include heating/cooling load calculations, equipment sizing and selection, duct system design, pipe and pump sizing, and fundamentals of solar systems. (Prerequisites: MS-162, or with approval of instructor and/or academic dean.)

EG-146 Facilities Design   4 Credits

Advanced drafting topics which include structural installation techniques for machinery and mechanical systems are covered. Fundamentals of piping, valve types and selection, steel fabrication, and cost estimating are included. (Prerequisites: EG-143, EG-145, MS-163, or with approval of instructor and/or academic dean.)

EN-100 English Grammar 4 Credits

This course offers a thorough review of grammar and sentence structure and an overview of the sentence, with focus on nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.

EN-110 English Composition 4 Credits

This course provides an introduction to the writing process with mastery of the rules of punctuation. It provides techniques for organizing and developing ideas. (Prerequisite: EN-100)

EN-115 English Composition 4 Credits

This course offers a review of grammar and sentence structure. It includes rules of punctuation and spelling and provides practice in developing skills in written expression.

EN- 120 Business Communications 4 Credits

Techniques learned in EN-110 are applied to communications in the business setting. Practice in perfecting written skills is provided. Oral skills are also emphasized. (Prerequisite: EN-110)

GE-134 Technical Writing 4 Credits

Emphasis is on clarity and completeness in work related writing. Students practice writing business correspondence, descriptions, instructions, and brief reports. Audience analysis, writing style, gathering and organizing information, and report elements are among the topics covered. (Prerequisite: GE-132, or with approval of instructor and/or academic dean.)

HT-100 Introduction to Travel/Hospitality 4 Credits

This course emphasizes geographic areas of touristic importance and the places and activities of greatest interest to potential tourists visiting the area. While this class does provide extensive information on what to see and where to see it, the primary purpose is to provide a broad overview of tourism throughout the world rather than to direct travelers to specific areas.

HT-110 Travel Studies 4 Credits

Through classroom study and practical hands-on experience, students learn about the travel industry, including computer reservations and ticketing. The computer system is on line with all major and commuter carriers worldwide and receives instantaneous information that is being used in the travel industry today, including pricing and itinerary planning. International travel, hotels, car rentals, cruise lines, packaged tour operations, railroads, travel agency functions, world geography, and resort operations highlight this course. (Prerequisites: HT-100 and TW-100 or with approval of instructor.)

HT-120 Hospitality Studies 4 Credits

Through classroom study 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. (Prerequisites: HT-100 and TW-100 or with approval of instructor.)

HT-130 Introduction to Travel Computers 4 Credits

This course is taught utilizing the System One computer reservation system, an on-line reservation system that displays current information which travel agencies and airlines use every day. Familiarization with the computer reservation system keyboard, building passenger reservations, and telephone sales are the main emphasis of this course. The student also learns the concepts of different passenger accommodation features, such as hotel and car rental reservations. (Prerequisites: HT-100 and TW-100, or with approval of instructor. HT-110 and HT-120 must be taken prior to or concurrently with HT-130 and HT-140.)

HT-140 Travel Computer Reservations System 4 Credits

This course teaches the student to use the on-line System One computerized reservations system to its fullest capacity. Learning how to modify and create new itineraries helps the student become proficient in actual job performance. Special functions such as hotel and car rental reservations are emphasized, along with additional skills in telephone techniques and itinerary planning. (Prerequisites: HT-100 and TW-100, or with approval of instructor. HT-110 and HT-120 must be taken prior to or concurrently with HT-130 and HT-140.)

HT-150 Ground Services Operations 4 Credits

Visual aids, support materials, and simulated airline ground service operations introduce the student to entry and advanced levels of airline ground support procedures. The student will know what to expect in understanding and dealing with the airline governing agencies. Special emphasis is placed on safety procedures in air operations areas and preventive methods to avoid mishaps with both personnel and aircraft.

HT-170 Hotel/Motel Front Office Procedures

4 Credits

This course presents a systematic computerized approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel.

HT-180 Administrative Travel Dynamics

4 Credits

This course is a comprehensive study of the dynamics of corporate travel and travel agency management. It focuses on the high powered, professional arena of travel agency operations and emphasizes employee development as well as the human relations skills necessary to secure and hold corporate markets. (Prerequisites: HT-100, HT-110, HT-120.)

LE-100 Legal Concepts

4 Credits

This course deals with the discussion and typing of legal documents such as deeds, wills, contracts, summons, and complaints. Terminology and the elements of law within legal documents are emphasized. (Prerequisites: EN-100, TW-110, WP-105 or with approval of instructor.)

LE-110 Business Law

4 Credits

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 course provides study of daily business law and includes warranties and product liabilities, laws of employment, creation of partnerships and special ventures, wills, trusts, and the major types of insurance.

MA-110A Business Math/Electronic Calculators

3 Credits

This course provides instruction and practice in addition, subtraction, multiplication, and division on the 10-key adding machine and places emphasis on business applications. The basics of percentages, trade and cash discounts, and pricing are covered. A time score on the 10-key by touch is required.

MA-120 College Algebra

4 Credits

This course is an introduction to basic algebra and its business use. It includes introductory theory and operations and applies this foundation to solving linear equations. (Prerequisite: MA-110A)

ME-100 Medical Office Procedures & Psychology

4 Credits

Practical experience is offered in medical office operations including appointment scheduling, daily maintenance of the office, telephone etiquette, and records management. The student explores techniques to interact properly with physician-employer, co-worker, patient, and the public.

ME-120 Medical Financial Management

4 Credits

The student is introduced to the accounting process, transactions to financial statements, and payroll accounting. Practical experience is offered in accounts receivable, accounts payable, and computer applications for medical accounting.

ME-130 Anatomy and Physiology I

4 Credits

In this course the student is introduced to medical terminology with the study of suffixes, prefixes, word roots, and anatomical positions. The anatomy and physiology of the integumentary, musculoskeletal, nervous system, special senses, and oncology are explored in detail with emphasis on clinical procedures, pharmacology, and pathology.

ME-140 Anatomy and Physiology II

4 Credits

This course covers the anatomy and physiology of the gastrointestinal, endocrine, hematic, lymphatic, cardiovascular, respiratory, urogenital, and female reproductive systems. Emphasis is on terms, clinical procedures, pharmacology, and pathology. (Prerequisite: ME-130)

ME-150 Medical Insurance Billing and Coding

4 Credits

Basic insurance concepts, rules and regulations, government programs, and current insurance trends are introduced. Emphasis is placed on the importance of ICD-CM and CPT coding and abstracting, as well as practice in claims submittal. (Prerequisite: ME-130)

ME-160A Medical Machine Transcription 2 Credits

This course introduces the student to basic transcription techniques and procedures. The student gains practical experience transcribing letters, chart notes, history and physical examinations, and miscellaneous medical reports. Emphasis is placed on grammar and sentence structure. (Prerequisite: TW-100, ME-130)

ME-170 Health Seminar 4 Credits

Medical law and ethics, clinical procedures, and medical research are stressed. Practical experience is offered in patient histories, vital signs, minor surgery, and physical therapy. Students examine the relationship of the law to the medical practice with emphasis on the standards of care and moral judgment facing today's practitioners. (Prerequisite: ME- 130)

ME-180 Clinical Procedures 4 Credits

This course provides the student with practical experience in the areas of pharmacology and drug therapy, electrocardiography, nutrition and diet therapy, specific examination, and emergency care. Students must pass a physical examination before being scheduled for this course. (Prerequisites: ME- 140, ME- 170)

ME-190 Laboratory Procedures 4 Credits

This course gives the student practical experience in the area of collection of specimens, including venipuncture, and the routine testing of specimens in the areas of hematology, urinalysis, micro-biology, serology, and clinical chemistry. (Prerequisites: ME-140, ME-170)

ME-199 Medical Front Office Internship 4 Credits

The principles of medical office techniques are applied in a medical office to further prepare students to be effective as medical office secretaries and as liaisons between doctor and patients. (Prerequisites: Five 100-level ME courses)

ME-200 Medical Back Office Internship 4 Credits

The principles of medical office techniques and procedures are applied in medical office settings to give students practical experience caring for patients. (Prerequisites: Seven ME courses)

ME-210 Pharmacology 4 Credits

This course introduces the student to the study of medicine and provides in-depth information about drug side effects and drug interaction. Students gain extensive experience in the use of the Physician's Desk Reference (PDR). (Prerequisites: ME-130 and ME-140)

ME-220 Clinical Health and Safety 4 Credits

This course introduces the student to clinical and office safety issues; it offers students practical hands-on experience in techniques for preventing the transmission of infection, trains them in basic aseptic and sterilization techniques, and introduces universal precaution, including OSHA (Occupational Safety and Health Administration) and CLIA (Clinical Laboratory Improvement Amendment). (Prerequisites: ME-130, ME-140, and ME-170)

MS-161 Mathematics I 6 Credits

This course provides a thorough coverage of arithmetic and beginning algebra. Topics include numbers, basic arithmetic operations, exponents, percentages, signed numbers algebraic notations, variables and constants, first order equations, and some preliminary geometry.

MS-162 Mathematics II 6 Credits

Advanced topics of algebra are included. Operations on algebraic fractions and trigonometric functions are introduced and then applied. (Prerequisite: MS-161, or with approval of instructor and/or academic dean.)

MS-163 Mechanics & Strength 6 Credits

This course covers the analysis of shear and normal stresses in beams and columns. The student learns to construct shear and moment diagrams for steel and wood beams. Further studies include selection of beams and columns and sizing of concrete footings. Included is a study of deformation, modules of elasticity, tension, and compression. (Prerequisite: MS-162, or with approval of instructor and/or academic dean.)

OP-100 Office Techniques 4 Credits

This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management.

OP-105 Office Communications   **4 Credits**

This course is designed to assist the student in developing adequate word command through spelling, proofreading, and vocabulary skills. Notetaking techniques are provided to ensure additional opportunities for success in a modern office. (Prerequisites: TW-100 and EN-100)

OP-110 Office Internship   **4 Credits**

This course is a credit-bearing experience tailored to the student's program and is limited to the availability of an appropriate office setting. It is available only to students completing the final two terms of their programs. (Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5)

PL-100 Introduction to Law   **4 Credits**

This introductory paralegal course covers the history and overview of the legal system; the role of the legal assistant, legal ethics, unauthorized practice, the Code of Professional Responsibility; importance of communications, judgment and analytical ability; terminology sources and work of law.

PL-110 Torts   **4 Credits**

Intentional torts, negligence, products liability, defamation, defense, and damages are studied. Practice is provided in the drafting of various documents. (Prerequisite: PL-l00)

PL-120 Contracts   **4 Credits**

This course is a thorough overview of contracts and includes the formation of contracts, breach of contract, remedies for breach of contract, the drafting of various types of contracts, and the effects of statutes. (Prerequisite: PL-100)

PL-130 Real Property Law   **4 Credits**

This survey of real property law includes forms and instruments for breach of contract, the drafting of various types of contracts, and the effects of statutes. (Prerequisite: PL-100)

PL-140 Civil Procedure/Trial Preparation   **4 Credits**

This course is an analysis of civil procedure and includes instruction in preparation of documentation in law suits, pre-and post-trial matters, jurisdictional, evidentiary, and admissibility problems. Students practice application of litigation methods and procedures including interviewing and investigation techniques, pre-trial motions and hearings, proper methods and organization of effective trial presentation, post-trial hearings and procedures, and drafting of various documents essential to litigation. (Prerequisite: PL-100)

PL-150 Business Ethics and Social Responsibility   **4 Credits**

A broad discussion of business ethics and the role of social responsibility in American business is presented with emphasis on the manner in which it affects business economics, quality of life, and management style. The course focuses on ethics and responsibilities. Areas of concern include the relationship between business and government, consumerism, pollution and energy problems, and social issues such as discrimination, poverty, and sexual harassment. (Prerequisite: PL-100)

PL-210 Environmental Law   **4 Credits**

This course addresses some of the basic environmental problems. It is designed to acquaint the paralegal student with four of the most important environmental laws: the Clean Air Act; the Clean Water Act; the Resource Conservation and Recovery Act; and the Comprehensive Environmental Responsibility, Compensation, and Liability Act. It also acquaints the student with the major questions of administrative law which underlie the workings of actions by the Environmental Protection Agency and its state-level counterparts. (Prerequisites: PL-100 and two lower-division PL courses)

PL-220 Family Law   **4 Credits**

Topics include divorce, separation, custody, adoption, guardianship, support and settlement agreements. (Prerequisites: PL-100 and two lower-division PL courses).

PL-230 Estate Planning and Probate   **4 Credits**

Students are introduced to estate and probate terminology, wills and trusts, probate law and procedures, required orders and notices, estate sales, estate taxes, joint tenancy, judicial determination of death and disposition of judicial finding, documentation, and forms. (Prerequisites: PL-100 and two lower-division PL courses).

PL-240 Business Organizations 4 Credits

This is a study of the formation and operation of proprietorships, partnerships, corporations, and other business organizations including survey of the fundamental principles of law applicable to each. (Prerequisites: PL-100 and two lower-division PL courses).

PL-250 Legal Research and Writing I 4 Credits

This course emphasizes case analysis methodology; research and interpretation of statutory and administrative regulations; research procedures in primary, secondary, and non-legal sources; interpretation, use, and proper preparation of legal citations; methods of tracing legal issues chronologically; practice in preparing case briefs. (Prerequisites: PL-100, EN-110 and three lower-division PL courses, or with approval of instructor.)

PL-260 Legal Research and Writing II 4 Credits

Students are introduced to appropriate formats and styles used in legal writing. They prepare various legal documents including trial and appellate briefs, memorandums, legal opinions, and various procedural documents. (Prerequisite: PL-250)

PL-270 Paralegal Internship 4 Credits

This is a supervised, on-the job training experience in a law office, a governmental agency, or the legal department of business or industry. (Prerequisite: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.)

PL-280 Bankruptcy 4 Credits

This is an upper-division course designed to introduce students to the field of bankruptcy. The course provides a working knowledge of the Bankruptcy Code, together with an understanding of procedures in liquidations, reorganizations, and wage-earner bankruptcies. Students learn the procedures for handling various types of bankruptcy cases, including both administrative handling and litigation procedures. (Prerequisites: PL-100 and two lower-division PL courses).

PL-290 Criminal Procedure 4 Credits

This is an upper-division course which acquaints students with the various issues involved with the handling of criminal matters. The course materials emphasize the balance between constitutional mandates and practical societal considerations. The course covers various phases of the handling of criminal cases, including searches and seizures, interrogations, arrests, and trials. (Prerequisites: PL-100 and two lower-division PL courses).

SS-100 Psychology of Human Effectiveness 4 Credits

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

SS-110 Psychology of Human Relations and Career Development 4 Credits

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 confidence and poise. The student is instructed in proper business job-search techniques. The course also covers job applications, resumes, conduct on the job, and proper conduct during the early days on the job. The class instructor, the college's placement president, and employers all contribute to the student's knowledge in this course.

TR-100A Transcription 2 Credits

This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar, and formatting. It emphasizes specialization within the student's field of study. (Prerequisites: TW-110 and EN-110)

TW-100 Typewriting I 2 Credits

Beginning keyboarding and production typing are covered. The complete keyboard operating techniques and parts of the machine are presented to those students who have not had previous typing experience. Basic production skills, business letters, and tabulation problems are introduced.

TW-110 Typewriting II 2 Credits

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 varies according to graduation requirement per individual program. (Prerequisite: TW-100 or equivalent)

TW-130 Typewriting III (Administrative) 2 Credits

This is an advanced typing course on the microcomputer in which more complex production work and office typing are stressed through use of specialized job simulations. Speed goal varies according to graduation requirement per individual program. (Prerequisites: TW-110 and WP-105 or with instructor's approval)

TW-135 Typewriting III (Legal) 2 Credits

This is an advanced typing course which emphasizes complex production work and the preparation of a variety of legal forms and documents. (Prerequisites: TW-110 and WP-105 or with instructor's approval)

WP-105 Word Processing I 2 Credits

This course is an introduction to word processing concepts, theories, and operations. The students learn these concepts through hands-on applications utilizing the microcomputer and WordPerfect applications software. (Prerequisites: TW-100 and DP-102 or with instructor's approval)

WP-115 Information Processing 2 Credits

This course utilizes the microcomputer and WordPerfect applications software to instruct the student in using advanced information processing commands and features, performing complex operations, and developing and working with long documents. Terminology, concepts, and techniques used in the Windows operating environment are introduced. (Prerequisite: WP-105)

WP-125 Desktop Publishing 2 Credits

This course is designed to instruct students in methods for enhancing the appearance of documents by using fonts, graphics, layouts, and tables. Exercises include creating brochures, flyers, catalogs, newsletters, books, and magazines using word processing software with desktop publishing applications. (Prerequisite: WP-115)

ACADEMICS

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 Western Business College are interested in job-relevant training that will prepare them for professional careers and advancement opportunities. The curriculum is structured to specific employment opportunities in the business, legal, travel, medical and drafting fields.

FACULTY

Western Business College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience and are qualified to provide job-relevant training. An additional characteristic required of Western Business College faculty is a genuine interest in assisting students to achieve their career goals. The college faculty are listed on an insert to this catalog.

TERMINOLOGY

New Student:

A student who has not previously attended classes at Western Business College.

Re-entry Students:

Students who previously attended the college must write a letter to the school's appeal board indicating the change in their status which would now allow them to complete their program of study. Members of the appeal board are responsible for accepting or rejecting student appeals for re-entry; decisions of the appeal board are final. Students whose appeals are accepted must complete a re-entry interview with the student finance department. Re-entry students must meet standards of satisfactory progress by the end of their first term back in order to remain in school.

Full-time Student:

A student registered for at least six (6) quarter credit units per midterm and at least twelve (12) quarter credit units per regular term.

Registered Student:

A student who has been issued a schedule of classes in which space has been reserved for that student.

Program of Study Or Major:

A total set of course requirements which must be met to earn a diploma or degree. Programs of study are listed under the "Career Training Programs" section of this catalog.

Course:

A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and tide under the "Description of Courses" section of the catalog.

Quarter Credit Unit:

A quarter credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One quarter credit unit is usually assigned for each hour of lecture the class meets per week during a twelve-week quarter. For example, a four quarter credit course usually meets four hours per week for twelve weeks. (A quarter credit unit requires a minimum of ten (10) hours of classroom lecture or twenty (20) hours of laboratory instruction in a twelve-week quarter or thirty (30) hours of internship.)

There are three types of credit units recognized at Western Business College:

Residence Credit

Refers to credit units earned for courses whose requirements are met while attending Western Business College.

Exemption Credit:

Refers to credit units earned through a course exemption examination created and monitored at Western Business College. Students receive an E on their transcript and are awarded the number of credits allocated to the course. An E is equivalent to an A in calculating GPA. There is no tuition reduction for exempted credits within a training program.

Transfer Credit:

Refers to credit units earned through another institution and transferred to Western Business College. Tuition is reduced according to the number of transfer credits accepted into a training program.

Prerequisite:

Preparatory course which must be completed before a student is eligible to enroll in a subsequent course.

Regular term:

An academic quarter of 12 weeks in length.

Mid-term:

A six (6) week academic term during which students take a reduced course load on a more intensive schedule.

Probationary Status:

Conditional status which refers to students who are being monitored for failure to meet academic and/or attendance standards, conduct regulations, or financial aid requirements.

Matriculated Status:

Students select a program of study upon their official admission to the college. When the student is officially admitted to the college to pursue a declared major field of study that will lead to the awarding of a diploma or degree, the student is considered matriculated.

Nonmatriculated Status:

Nonmatriculated students are those who do not wish to pursue a program leading toward a diploma or degree at the college. Nonmatriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Western Business College on a part-time basis or students who are enrolled in courses with no diploma or degree objective. If the nonmatriculated student is admitted to matriculated status, all appropriate credits earned while on nonmatriculated status will automatically apply toward the requirements for a diploma or degree.

ACCEPTANCE OF TRANSFER CREDIT

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a "C" grade or better which are equivalent to those required by Western Business College curricula. Transfer credit units that are more than five years old are generally not accepted. The college reserves the right to accept or reject any or all credit units earned at another institution.

The minimum residency requirement for a diploma or degree from Western Business College is 50% of the credits required for graduation. Transfer credits are determined by the college upon evaluation of official transcripts. These credits must be determined by the academic dean by the end of the first term of attendance at the college.

COURSE EXEMPTION

Students with business skills, experience, or previous training may request and take exemption tests the first week of the term. If they pass any exemption exam with a minimum of 90 percent, they receive an E on their transcript and are awarded the number of credits allocated to the course. An E is equivalent to an A in calculating GPA.

ACADEMIC ADVISING

All students, prior to beginning classes, have a formal orientation with the college president and key departmental personnel. Students are informed of the policies and procedures set by the college and receive their schedules and textbooks. Students are assigned to extended orientation classes in their initial adjustment to the new training environment. If any questions and/or concerns arise, students are promptly referred to the academic dean.

It is our philosophy that the student comes first. We provide as many opportunities as we can to help the student grow and become an integral part of the business world.

Western Business College advising is limited primarily to academic matters. Personal or therapeutic counseling is referred to appropriate community-based agencies.

Confidentiality of records is maintained under current legal standards.

COURSE LOADS

Normal course loads for Western Business College students are as follows:

- Day students: 4 or 5 courses per regular term.
- Evening students: 3 or 4 courses per regular term.
- Day or evening mid-term students: 2 courses per mid-term on a more intensive schedule.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated or enriched program Students should make appropriate arrangements with the Student Finance Office if an accelerated program allows early graduation.

SCHEDULE

Western Business College provides a unique, year-round approach to scheduling. Students attend regularly scheduled classes Monday through Thursday and may be required to attend on Friday for lab work, conferences, make-up work, tutorials, and individual assistance. Some classes meet on Friday if required by the instructor. Labs, other college facilities, and administrative offices are open on Fridays for the convenience of the student.

Day classes are scheduled in seven periods between 8:00 a.m. and 2:45 p.m., and evening classes are scheduled in four periods between 5:45 p.m. and 9:15 p.m.

Successfully meeting the demands of the career training programs at Western Business College requires that students generally consider attendance to be a five-day-a-week commitment.

HOLIDAYS/BREAKS

Some holidays and breaks occur between terms; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the college within terms are shown on the "Academic Calendar" section of this catalog.

ATTENDANCE

Students attending during the day are asked to call the school by 10:00 a.m. and evening students by 4:00 p.m. to report their absences. Instructors will receive a list of those students who have called.

The Attendance Criteria are as Follow:

A.   Absences in an individual class:

    1)   Tests may be made up but may be assessed a maximum penalty of 10%.
    2)   Assignments and homework may be made up at the discretion of the instructor.
    3)   Students who arrive in class up to 15 minutes late are considered tardy. Students who arrive in class 15 minutes late or later are considered absent.
    4)   Students who miss more than twelve (12) days in any class will be withdrawn from the class and will receive a WF (Withdrawal Failing) grade. However, students who have excused absences

approved by the registrar, assistant registrar or academic dean (doctor's verification of a medical problem, military orders, verification of a legal problem, etc.) may make up an absence through special arrangements with the instructor and at the instructor's discretion. These special arrangements must be made in advance or immediately following the student's return to class. No more than five (5) hours per class may be made up in this manner. Documentation for the student's academic file for a make-up class must include a signed authorization from the instructor for the makeup. Hours made up in this manner will not count as absences.

    5) Students must be withdrawn from any class in which their consecutive hours of absence exceed seven (7). (See Section C.)

B. Absences in excess of twelve (12) full days Or six (6) full days for mid-term starts:

    1) Students who miss more than twelve (12) full days of school will be withdrawn from school for non-attendance (See Section C.)

    2) Students must be withdrawn from the college when their consecutive days of absence exceed seven (7). (See Section C.)

C. Appeals on the basis of mitigating circumstances.

    1) Students who have been (or who are about to be) withdrawn for excessive absences may appeal their withdrawal from school or from an individual class based upon mitigating circumstances. Appeals may be granted only when mitigating circumstances are present and the student's academic performance is satisfactory in the classes under consideration.

    2) Appeals must be in the form of a letter of appeal written and signed by the student.

    3) The letter must be accompanied by appropriate documentation (doctor's verification of a medical problem, military orders, verification of a legal problem, etc.). The letter of appeal and supporting documentation must become a part of the student's permanent academic file.

    4) Only the college director and the academic dean can authorize a reinstatement, and a reinstatement may be authorized only one time per quarter.

D. General Information:

    1) Make-up tests are offered only on Fridays or as designated by the instructor. Friday make ups are given on the first Friday following the absence. Students should check with their instructors regarding their Friday exam schedules.

    2) Assignments such as pop quizzes, timings, and lectures are impossible to make up. By missing school, students forfeit the opportunity to learn from these activities.

    3) Students who have attendance problems and are close to being withdrawn for non-attendance will receive an attendance notification from the college.

    4) Failure to comply with attendance criteria could result in reduction of financial aid eligibility.

GRADING SYSTEM

Grades are earned in each course and are recorded on the student's permanent record. Evaluation of student achievement is made in relation to the attainment of the specific objectives of the course. At the beginning of a course, the instructor provides students with a syllabus detailing these objectives and the basis upon which grades are determined.

Students who fail a course are permitted to continue as long as they maintain satisfactory academic progress toward graduation. Any course failed must be repeated and passed unless it is an optional course for graduation. Grade definitions are as follows:

GRADE	MEANING	PERCENTAGE	QUALITY POINTS
A	Excellent	90-100	4.0
B	Good	80-89	3.0
C	Satisfactory	70-79	2.0
D	Passing ('less than satisfactory)	60-69	1.0
E	Exempt		4.0
F	Unsatisfactory	Below 60	0.0

OTHER MARKS OF STUDENT PROGRESS

I INCOMPLETE. Given to a student who is unable to complete all course requirements due to illness or legal difficulties. An incomplete becomes an F after twelve weeks.

W WITHDRAWAL. Given to a student who withdraws from school by midterm or with special permission.

WF WITHDRAWAL/FAILING. Given to a student who withdraws from individual courses or from school after midterm. 0 Quality Points.

DR D/Repeat. Given to a student who earns a D in a prerequisite course.

GRADE POINT AVERAGE

A student's cumulative grade point average (CGPA) is computed on courses exempted and on residence courses taken at the college. The CGPA is computed by dividing the total residence and exemption grade points accumulated by the total number of credits attempted in residence and exempted.

Any prerequisite course with a D or F grade must be repeated, and only the repeated grade is used to compute the student's grade point average.

ACADEMIC ASSISTANCE/TUTORING

All faculty members are available to provide additional academic help to students. Fridays are set aside to permit students to obtain extra one-on-one instruction and assistance from the faculty. Finally, extensive individual tutoring in many of the basic courses is available to all students at no cost.

OUTSTANDING SCHOLASTIC ACHIEVEMENT

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

COURSE CHANGES; ADD/DROP PERIOD

Course changes or withdrawals must be approved by the academic dean by Friday of the first week of the term.

Students who withdraw from individual courses during the add/drop period will receive W for the courses dropped.

Students who withdraw from school during the add/drop period will receive a W in all courses dropped.

Students who withdraw from individual courses or from school after the add/drop period but before the seventh week of the term will receive a W in all courses dropped.

Students who withdraw from individual courses or from school after the sixth week of the quarter will receive WF in all courses dropped.

Students who withdraw from individual courses or from school during the final week of the term will receive an F in all courses dropped.

PROGRAM CHANGES

Program changes must be approved and processed by the academic dean. Students will be charged additional tuition for courses taken outside their original program.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate Of Progress Toward Completion Requirements

(Percentage Successfully Completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time In Which To Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on ACADEMIC PROBATION when the CGPA or the rate of progress does not meet the requirements detailed below. The student will remain on ACADEMIC PROBATION as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on ACADEMIC SUSPENSION, and must be withdrawn from the College.

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgement of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following ACADEMIC SUSPENSION who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an ACADEMIC DISMISSAL and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

Appeals Procedures

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress and believe they have resolved those circumstances may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/ Director or an appeal committee appointed by the campus President/Director. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an ACADEMIC DISMISSAL, as outlined above.

Application Of Grades And Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, remedial courses, and other courses that are graded on a pass/fail basis (if any) are not included in calculating CGPA. Courses taken on a pass/fail basis are, however, considered as hours attempted in the calculation of rate of progress. Any developmental credits will be in addition to the maximum (1.5) times or 150%) allowable attempted credits. For example, the maximum allowable attempted credits for a 96 credit program is 144, but a student enrolled in a 96 credit program who takes 8 credits of developmental courses is allowed to attempt a maximum of 152 credits (144 + 8).

A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure), WF (withdrawn), and WI (in progress) are counted as hours attempted, but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the "I" is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

Continuation As A Non-Regular Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a Non-Regular Student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on non-regular status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement As A Regular-Student From Non-Regular Status:

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

Satisfactory Progress And Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progression requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the College catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY PROGRESS TABLE

90 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 135 (150% of 90).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	N/A
17 - 32	2.0	1.0	66%	N/A
33 - 48	2.0	1.2	66%	50%
49 - 60	2.0	1.3	66%	60%
61 - 72	2.0	1.5	66%	65%
73 - 89	2.0	1.75	N/A	66%
90 - 135	N/A	2.0	N/A	66%

75 Quarter Credit Program
The total credits that may be attempted (maximum program length) is 112.5 (150% of 75).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	NA
17 - 28	2.0	1.00	66%	NA
29-40	2.0	1.25	66%	50%
41-52	2.0	1.50	66%	60%
53 - 64	2.0	1.75	66%	65%
65-112	N/A	2.00	N/A	66%

64 Quarter Credit Program
The total credits that may be attempted (maximum program length) is 96 (150% of 64).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	NA
17 - 28	2.0	1.00	66%	NA
29-40	2.0	1.25	66%	50%
41-52	2.0	1.50	66%	60%
53-64	2.0	1.75	66%	65%
65 - 96	N/A	2.00	N/A	66%

48 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 72 (150% of 48).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
1 - 16	2.0	NA	66%	NA
17 - 28	2.0	1.00	66%	NA
29-40	2.0	1.50	66%	60%
41 - 54	2.0	1.75	66%	65%
55-72	N/A	2.00	N/A	66%

36 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 54 (150% of 36).

TOTAL CREDITS ATTEMPTED:	PROBATION IF CGPA IS BELOW:	SUSPENSION IF CGPA IS BELOW:	PROBATION IF RATE OF PROGRESS IS BELOW:	SUSPENSION IF RATE OF PROGRESS IS BELOW:
I - 16	2.0	NA	66%	NA
17-24	2.0	1.00	66%	NA
25 - 37	2.0	1.50	66%	60%
38 - 54	N/A	2.00	N/A	66%

TRANSCRIPT/RECORDS

A complete, permanent set of academic 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 through the registrar at a charge of $3.00 each when the request is accompanied by a signed authorization to release the transcript.

Official transcripts of student academic records bear the official seal of the College and the signature of the registrar. Transcripts of students' previous education that have been submitted to Western Business College become property of the college and cannot be returned to the student. Western Business College does not issue or certify copies of transcripts from any other institution. The College will not release any information, documents, or transcripts if the student has any financial indebtedness to the college.

STUDENT RECORDS

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" of 1974, the College has adopted policies and procedures which permit the students the opportunity to view their educational records upon request. Educational records mean those records, files, documents, and other material that contain information directly related to the 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 educational records without the consent of the student.

TRANSFER OF WESTERN BUSINESS COLLEGE CREDITS

Acceptance of transfer credits by another institution is at the sole discretion of the receiving institution. Western Business College does not imply, promise, or guarantee transferability of credits earned here to any other institution. The career training programs of the College are terminal in nature and are designed for the graduate's employment upon graduation.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

1. complete the required number of credits for their program of study with passing grades in all required courses
2. earn a minimum of a 2.0 (C) cumulative grade point average (CGPA)
3. achieve the minimum typing speed (if applicable) for their program of study.

STANDARDS OF ETHICAL PRACTICE AND NONDISCRIMINATION

The College does not discriminate against anyone on the basis of age, sex, religion, race, national origin, or physical handicaps. The school will not enroll a student who, in the judgment of college personnel, cannot benefit from the training.

POLICY ON ACCOMMODATION FOR HANDICAPPED

It is the policy of Western Business College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students are responsible for contacting the academic dean for an intake interview to assess their needs prior to the first term of enrollment at the College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each term and for notifying the academic dean if any problems arise concerning their academic program.

Faculty members are responsible for becoming familiar with Section 504 of the Rehabilitation Act and for reasonably accommodating each identified handicapped student in each class on an individual basis.

EXIT INTERVIEW

In the event of withdrawal prior to graduation, the student should schedule an exit interview with the academic dean or the registrar.

PHI BETA LAMBDA

This nationally known organization is the college level counterpart of Future Business Leaders of America. Western Business College sponsors a chapter of this organization when student interest warrants. Through chapter projects and the use of guest speakers, members gain a greater insight into the business community and its business leaders.

STANDARDS OF CONDUCT

Sexual Harassment

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Western Business College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Individuals who feel they have a complaint or a matter they wish to discuss may report the problem directly to the school's administrative officers.

Drug Abuse And Awareness Policy

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Western Business College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. if such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Student Conduct

A mutual respect of individual rights must exist between students, faculty, and fellow students to insure a positive learning atmosphere at Western Business College. Areas of individual student responsibility are as follows:

- Courtesy in the classroom and on all school premises. Attentive attitude in the classroom.
- Respect of private property and property of fellow students, as well as the facilities and equipment of Western Business College.
- Adherence to established policies and regulations of the college. Violation or failure to adhere to these standards may result in disciplinary action by the institution up to and including student's termination. Please refer to student handbook for more specific information about dismissal from school.
- Loss of privileges, specified disciplinary requirements, or separation from the College may be imposed on any student whose conduct adversely affects the academic community, particularly as it shows failure to accept responsibility for the welfare of other persons.

Fundamental kinds of misconduct which may lead to suspension or dismissal are as follows:

1. Physical or verbal abuse, intimidation, or harassment of another person or group of persons.
2. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of specific safety regulations; failure to render reasonable cooperation in any emergency; possession or use on campus of firearms, knives (excepting non-spring pocket knife), other weapons, explosives, or fireworks.
3. Obstruction or forcible disruption of regular College activities, including teaching, research administration, campus services, discipline, organized events, and operation and maintenance of facilities; interference with the free speech and movement of academic community members; refusal to identify oneself when requested or to obey any other lawful instruction from a College official or faculty member to discontinue or modify any action which is judged disruptive.
4. Dishonesty, including provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud.
5. Obscene, indecent, or grossly inconsiderate behavior; exposure of others to highly offensive conditions; disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance into College facilities, possession of stolen property, and littering.
7. Illegal use, sale, or possession of stimulants, intoxicants, or drugs.
8. Use or possession of open containers of alcoholic beverages on campus.
9. Gambling on campus or at organized student activities.

10. Failure to comply with the lawful directions of any College official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the College in the absence of a particular official. (Emergency orders may supersede some written regulations. Students who receive orders which they consider unreasonable although not illegal must obey them at the time and may bring a formal complaint later against the issuing staff members.)
11. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in them, or by failure to separate oneself clearly from a group in which others are so engaged when there is sufficient time and opportunity.
12. Students and visitors must comply with applicable building or grounds regulations. Supervisors of campus facilities are authorized to suspend use privileges of students who disobey rules or direct instructions. Each loss of privilege is reported to the academic dean, to whom it may be appealed, and the dean is expected to offer an interview regarding reasons at the time a restriction is applied.

Internal Grievance Policy

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the college staff member involved.

2. If the matter is not resolved, the student should schedule a meeting with the president of the school.

3. If the matter is still not resolved, the student should request an appeal hearing in writing through the president's office. The Appeals Committee is selected by the college president and is comprised of six (6) disinterested persons from the faculty and administration, plus the college president (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the college president. The president will notify the student of the final decision.

It is the philosophy of the College that all complaints be handled by individual campus management. If the problem remains unresolved, students may contact the Rhodes Colleges Student Help Line at (800) 874-0255.

Students remaining dissatisfied after pursuing internal grievance procedures may seek assistance from the state licensing agency.

The accrediting body that accredits the College, the Accrediting Council for Independent Colleges and Schools (ACICS), provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, NE, Washington, DC 20002, (202) 336-6780.

Responsibility For Personal Property

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

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Western Business College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal PELL Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Stafford Loan (formerly called the Guaranteed Student Loan), and Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin.

Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
2. Have a high school diploma or the equivalent;
3. Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
4. Have financial need as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;
7. Not owe a refund on a PELL Grant, SEOG, or state grant previously received from any college;
8. Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
9. Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
10. Be registered for the Selective Service, if a male born after December 31, 1959;
11. Sign the updated Statement of Educational Purpose.
12. Have a valid Social Security Number.

APPLICATION

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Finance Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC).

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new college to find out what steps to take.

NEED AND COST OF EDUCATION

Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

In addition to tuition and books, detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal, room and board, and transportation.

The amount of personal expenses allowed all students is $160 per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable costs for students without dependents who live with their parents is $271 per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is $538 per month.

Transportation costs are calculated by applying the following formula or by use of an average cost. The calculation for determining transportation costs is the number of one-way trips per week x the number of miles traveled one way x 4.33 weeks per month x .30 cents per mile. Information on how the average cost was

determined is available in the student finance office. (NOTE: These figures are based on 95/96 and may change year to year.)

STUDENT RIGHTS AND RESPONSIBILITIES

The borrower has a right to:

- written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities;
- a copy of the promissory note, and return of the note when the loan is paid in full;
- before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- notification if the loan is sold or transferred to a loan servicer;
- federal interest benefits if qualified;
- a grace period, if applicable, and an explanation of what that means;
- prepayment of the loan without penalty;
- deferment if the borrower qualifies; and request forbearance.

The borrower has a responsibility to:

- repay the loan in accordance with the repayment schedule and notify both the College and lender of anything that affects ability to repay or eligibility for deferment or cancellation;
- notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, or changes name, address, or Social Security number;
- notify the lender if he or she fails to enroll for the period covered by the loan;
- notify the college of a change of address; and
- attend an exit interview before leaving college.

VERIFICATION

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This college verifies all selected applicants (with exception of the PLUS and SLS programs). The selected applicant and spouse must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's tax return(s).

Policies And Procedures For Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
10. The College will assist the student in correcting erroneous information.

11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

FINANCIAL AID TRANSCRIPTS

Federal regulation requires that Federal Stafford cannot be released nor can a Federal PLUS loan application be certified until financial aid transcripts have been received from all colleges an applicant previously attended. A financial aid transcript is necessary even if the student did not receive any aid.

TUITION AND FEES

The College quotes standard tuition prices for each program offered. Arrangements for payment of tuition and book charges must be made in advance of the first day of class. The College charges the student's tuition account for tuition at the beginning of each academic year (normally three (3) terms).

Tuition and fees are provided in the section headed Tuition Schedule. There is no additional charge to out-of-state students.

Books And Supplies

Because the cost of books is an important factor in the student's planning, the College lists a book fee for each training program in the section headed Tuition Schedule. It does not cover incidentals such as typing paper, pencils, pens, and steno pads.

Transportation/Room And Board

In addition to the typical tuition, fees, books, and admission fee, students should budget $40 to $150 per month for transportation costs to and from school.

The College does not provide room and board.

FINANCIAL AID PROGRAMS

GENERAL

All Tide IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who quality are discussed in detail below.

Selection Of Eligible Applicants

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal PELL Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal PELL Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and cost of attendance.

The Federal PELL Grant makes it possible to provide a 'foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal PELL Grant program from the student finance office of the college. The application will be transmitted electronically through a federally approved need analysis system which will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is available to students with exceptional financial need, with priority given to Federal PELL Grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make SEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal PELL Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

Veterans Benefits

The college is approved for Veterans training. Applications for Veterans benefits may be picked up at the college or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Federal Subsidized Stafford Loans

Federal Stafford loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on June 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- $2,625 if he/she is a first-year student enrolled in a program of study that is a least a full academic year;
- $3,500 if he/she has completed the first year of study, and the remainder of their program is at least a full academic year;
- $5,500 a year if he/she has completed two years of study, and the remained of their program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Students should consult with the Student Finance office for specific details. Total indebtedness for a dependent undergraduate student is $23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- $6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $7,500 if he/she completed the first year of study, and the remainder of their program is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $10,500 a year if he/she completed two years of study, and the remainder of their program is at least a full academic year. (At least $5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Students should consult with the Student Finance office for specific details.

Total indebtedness for an independent undergraduate student is $46,000. (No more than $23,000 of this amount may be subsidized loans.)

There is a 3 percent origination fee and 1 percent insurance premium deducted from each disbursement. This must be repaid.

Graduate students may borrow up to $18,500 per academic year ($10,000 of this amount must be unsubsidized loans). Total indebtedness for a graduate/professional student is $138,000 (no more than $65,500 of this amount may be subsidized loans).

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning their loan. Applications can be obtained from the college's student finance office or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. An unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student. The student would not be charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the students behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the Federal Government.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1 percent insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins within 60 days of the final disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time of the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although the minimum payment amount is $50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's student finance office or from the lender.

For deferment information contact the Student Finance Office.

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.

Institutional Loan Program

This college offers an institutional loan as an alternative or supplement to Title IV Federal Family Education Loans. These loans are funded by the college and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for institutional loans on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The institutional loans range from $500 to $6,000 per academic year with payments ranging from $45 to $100 per month. Monthly payments normally begin 60 days after application, and may continue beyond graduation until the loan is fully repaid. Students may consolidate multiple institutional loans taken out for different academic years. Students interested in the institutional loan program should see the Student Finance Department for a complete information package (including current interest rates and loan servicer).

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, diplomas, and degrees until all charges have been paid.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Perkins Loan, Federal Stafford Loan (GSL), and /or Federal SLS be notified concerning their loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the tentative loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed. The official material will be mailed to the student's current address after graduation.

REFUND DISTRIBUTION POLICY

Refunds are distributed according to the following refund distribution policy which will be applied to all students who received Title IV funds and withdraw with a refund due.

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. PLUS Loan Program;
4. Direct Subsidized/Unsubsidized Loan Program;
5. Direct PLUS Loan Program;
6. Federal Perkins Loan Program;
7. Federal PELL Grant Program;
8. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
9. Any other Title IV program; and
10. The student.

Students will be notified of any refunds due to a lender on their behalf through the Exit Interview counseling. Refunds to any of the Title IV or State programs will be paid within 30 days.

REFUND POLICY

This refund schedule covers all of the training programs offered by Western Business College and is applicable both to the student and the school. Upon withdrawal, the student is obligated to meet tuition costs for services rendered within the limits provided in the text of the policy. The school is obligated, upon student withdrawal, to meet refund payments for services not received by the student as provided in the text of the policy. We are required by Oregon and Washington law to use the following policy:

- If an applicant is not accepted, all moneys paid by the applicant will be refunded.

- An applicant or student may terminate enrollment by giving written notice to the school.

- If termination occurs within five (5) business days of enrollment and prior to student attendance, all moneys paid shall be refunded.

- If termination occurs more than five (5) business days after enrollment but prior to student attendance, only the enrollment fee will be retained.

- In the event that a student shall terminate attendance prior to the scheduled completion date, the student shall in no case be obligated for more tuition payments than listed below in the Academic Year Refund Policy. 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.

- For training programs longer than one academic year (nine calendar months) in length, 100% of stated tuition and book fees attributable to the period beyond the first academic year will be refunded if the students withdraw during their first academic year.

- **Title IV Recipients Only - First Academic Year Refund Policy:**

ATTENDANCE	TUITION AND BOOKS CHARGES
1st Week	Enrollment fee (no tuition charged)
2nd Week to 60% of an Academic Year	Enrollment fee plus pro rata tuition to last date of attendance
Over 60% of an Academic Year	Enrollment fee plus full tuition

A "pro rata" refund is defined as the percentage of full weeks that remain on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent. Thus, the portion of tuition assessed the student by the school that is to be refunded is the same percentage as that represented by the unattended portion of the 9-month academic year, rounded downward to the nearest 10 percent.

- **State of Oregon** Applies to all students with the exception of state of Washington residents.

ATTENDANCE	TUITION AND BOOKS CHARGES
1st Week to 50% of 1st, 2nd, or 3rd Academic Year	Pro rata tuition charged to last date of attendance
Over 50% of 1st. 2nd. or 3rd Academic Year	Full tuition charges

A "pro rata" refund is defined above.

- Credits earned is not the criterion in implementing the above policies. Rather, it is the actual period of attendance (first to last dates of attendance) per 9-month academic year.

- For training programs of less than nine months, the refund policy will be based on the number of weeks in the training program.

- **State of Washington:** Applies only to state of Washington residents.

ATTENDANCE	TUITION AND BOOKS CHARGES
1st Week to 10%	10% tuition charged
10% to 24.9%	25% tuition charged
25% to 50%	50% tuition charged
Over 50%	Full tuition charged

A "pro rata" refund is defined above.

Approved 60% Pro-Rata Refund Policy (For All First Time Students)

Institutions are required to have a fair and equitable refund policy for Title IV programs refunding students, or parents for a PLUS loan, unearned tuition, fees, room and board, and other charges for periods of time if a student does not register, withdraws, or otherwise fails to complete the period of enrollment.

The Higher Education Amendments of 1992 resulted in the establishment of an alternate refund policy to pro rate tuition refunds for all Title IV Funds recipients. For each first time student at your institution who withdraws, the college will calculate a pro-rata refund which conforms to U.S. Department of Education regulations. This pro-rata refund policy will be applied to all Title IV Funds recipients who withdraw:

Prior to completing 60% of the period of enrollment.

The term "Pro-Rata refund" is defined as a refund to a student of not less than that portion of tuition, fees, room and board, and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid student charges and less a reasonable administrative fee. A reasonable administrative fee is defined as a documented charge of the lesser of 5 percent of the tuition, fees, room and board or $100.00. These administrative fees are taken out prior to the tuition adjustment.

The period of enrollment is determined by: (1) For programs measured in credit hours, dividing the total number of weeks comprising the enrollment period for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance; (2) For programs measured in clock hours, dividing the total number of clock hours comprising the enrollment period for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as the last recorded day of attendance; and, (3) For a correspondence program, dividing the total number of lessons comprising the enrollment period for which the student has been charged into the total number of lessons not submitted by the student.

The pro-rata refund may replace any refund policy already in effect and which may already be stated in the catalog, enrollment agreement, schedule of tuition, or other college publications; however, the refund will be based upon the refund policy which yields the larger refund to the student.

GRADUATE SERVICES

GRADUATE PLACEMENT ASSISTANCE

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 them.

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

Employers offer entry-level positions in all types of business, legal, travel, medical and drafting fields, affording a variety of employment opportunities. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which he/she can succeed. We at Western Business College are committed to the success of our students and strive to assist them in securing a position.

It is required that the student contact the director of graduate services well before graduation. However, as full cooperation from the graduate is required, the director of graduate services 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.

No guarantee of employment is made or implied. Western Business College is not obligated for placement service to non- diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to placement services of other business colleges in principal cities nationwide through our Graduate Services Department.

Although Western Business College does not encourage part-time work for its students, we realize it may be necessary for some students. Therefore, Western Business College will assist in finding part-time positions after a student has satisfactorily completed at least six weeks of training.

CAREER DEVELOPMENT

One course that helps prepare our students for entry into the business world is Psychology of Human Relations and Career Development. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course 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 resume, interview techniques, and an interview with our graduate services director.

REFRESHER COURSES

Diploma and degree graduates of our college have another advantage. They may take refresher courses without tuition charge at any time beginning 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 is enjoyed by every Western Business College diploma or degree graduate at no extra tuition cost.

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Parks College	Denver, CO
Parks College	Aurora, CO
Las Vegas College	Las Vegas, NV
Western Business College	Portland, OR
Western Business College	Vancouver, WA
Mountain West College	Salt Lake City, UT
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Duff's Business Institute	Pittsburgh, PA
Florida Metropolitan University - Fort Lauderdale College	Fort Lauderdale, FL
Florida Metropolitan University - Orlando College, North	Orlando, FL
Florida Metropolitan University - Orlando College, South	Orlando, FL
Florida Metropolitan University - Orlando College, Melbourne	Melbourne, FL
Florida Metropolitan University - Tampa College	Tampa, FL
Florida Metropolitan University - Tampa College, Brandon	Tampa, FL
Florida Metropolitan University - Tampa College, Pinellas	Clearwater, FL
Florida Metropolitan University - Tampa College, Lakeland	Lakeland, FL

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly-owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

Rhodes Colleges, Inc. - Corinthian Colleges, Inc.
1932 East Deere Ave - Suite 210 - Santa Ana, California 92705

Officers
(Rhodes Colleges, Inc. and Corinthian Colleges, Inc.)

David G. Moore	President
Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
Lloyd Holland	Vice President and Assistant Treasurer
Dennis Devereux	Vice President and Assistant Secretary

Administrative Staff

Randy R. Rogers	President
Jacquelyn Ferguson	Academic Dean/Portland Campus
Laurel Buchanan	Director of Admissions
Nancy J. Cann	Branch Manager/Vancouver Campus
Sharon Hale	Student Finance Director
Joan Dyer	Director of Graduate Services

Faculty

PORTLAND CAMPUS

Ruby A. Allen	B.S., Eastern Oregon State College
Larry G. Andersen	B.A., University of Washington
Deborah Davis	B.A., California State University, Los Angeles
	M.A., San Francisco State University
	Ph.D., University of Oregon
Richard Farnsworth	B.A., University of Washington
	M.A., Webster University
Sharon R. Hanson	B.A., University of Dubuque
Sandra M. Harkema	Diploma, Advertising Art School
R. Terre Harper	B.S., Oregon State University
Harold Hickok	B.A., University of Oregon
	J.D., University of Michigan
Larry Lambert	Travel/Hospitality, Registered Oregon Department of Education
John P. LeMarte	B.S., Oregon State University
Wm. Mark Lewis	B.S., Lewis & Clark College
Christina L. McCarthy	D.M.A., American Association of Medical Assistants
Pamela K. McCreight	B.A., George Fox College
Beth A. Milne	B.A., Indiana University
	M.A., Ball State University
James M. Osborn	B.A., University of California at Santa Barbara
Robin Perre	A.S., Alameda Junior College
	C.M.A., American Association of Medical Assistants
Kenneth S. Price	B.F.A., Humbolt State University
Wilbur D. Reed	A.S., Oregon Polytechnic Institute
Suzanne Ruiz	B A., Whitman College
Henry R. Schassen	A.A.S., Clackamas Community College
	A.S., Clackamas Community College
Phyllis Schulz	B.S., Oregon State University
Catherine Simons	B A., Wichita State University
Jan T. Virding	Diploma, British Columbia Institute of Technology
Leslie Wrolstad	Medical Assistant, Registered Oregon Department of Education

VANCOUVER CAMPUS

Holly Bower	B.A., Linfield College
Nancy Cann	B A., San Francisco State University
	Ed. M., Washington State University
Laurence N. Cline	B.S., University of Minnesota
Mary Durall-DuPree	B A., George Fox College
	M.S.T., Portland State University

TUITION AND FEE SCHEDULE

Effective October 9, 1995

The following is a list of the fees for the training programs offered by Western Business College. Tuition for each program is shown, along with the estimated cost of books needed for the program. The Enrollment Fee covers the cost of assembling the student's credentials and starting a student file and is not refundable. All new students will pay the $25.00 enrollment fee upon enrollment.

Arrangements for payment of total program cost must be made on or before entering classes. Those students needing assistance in financing their program should contact the Student Finance Office.

	TRAINING PROGRAM	ENROLL-MENT FEE	TUITION	BOOKS /OTHER	TOTAL
DP-5 Days	Operations Specialist	$25	$6,144	$ 550	$6,719
DP-5 Evenings	Operations Specialist	25	7,200	750	7,975
DP-3	Microcomputer Applications	25	8,192	700	8,719
DP-6*	Microcomputer Programming & Applications	25	11,520	1025	12,570
AC-1 Days	Bookkeeping	25	6,144	550	6,719
AC-1 Evenings	Bookkeeping	25	7,200	775	8,000
AC-2	Accounting/Business Administration	25	8,192	600	8,817
AC-6*	Accounting	25	11,520	950	12,495
ST-1	Receptionist/General Office Assistant	25	4,608	375	5,008
ST-3 Days	Automated Office Technology	25	6,144	550	6,719
ST-3 Evenings	Automated Office Technology	25	7,200	825	8,050
ST-7A	Administrative Assistant	25	8,192	700	8,917
ST-7L	Legal Secretary	25	8,192	700	8,917
ST-9*	Executive Secretary	25	11,520	900	12,445
PL-1*	Paralegal/Legal Assistant	25	11,520	1150	12,695
HT-1 Days	Travel/Hospitality	25	6,144	475	6,644
HT-1 Evenings	Travel/Hospitality	25	7,200	675	7,900
HT-2	Travel/Hospitality Administration	25	8,192	550	8,767
SH-6*	Travel/Hospitality Management	25	11,520	700	12,245
MA-1 Days	Administrative Medical Assistant	25	6,144	625	6,794
MA-1 Evenings	Administrative Medical Assistant	25	7,200	875	8,100
MA-2	Medical Assistant	25	9,600	750	10,375
MA-6*	Medical Assistant	25	11,520	875	12,420
TDA*	Automated Drafting Technology	25	11,520	1100	12,645

*Associate of Applied Science Degree program

Academic Calendar

1996-1997

1996		1997	
WINTER TERM		**WINTER TERM**	
		January 13	Winter Term Starts
		January 20	M.L. King, Jr. Birthday holiday
		February 17	President's Day
		February 24	Mini-term starts
		April 4	Winter term ends
SPRING TERM		**SPRING TERM**	
		April 7-11	Spring vacation
		April 14	Spring term starts
		May 26	Memorial Day holiday
		May 27	Mini-term starts
		July 3	Spring Term ends
SUMMER TERM		**SUMMER TERM**	
July 8 -12	Summer Vacation	July 4	Independence Day holiday
July 15	Summer Term Starts	July 7-11	Summer vacation
August 26	Summer Mid-Term Starts	July 14	Summer term starts
September 2	Labor Day Holiday	August 25	Mini-term starts
October 4	Summer Term Ends	September 1	Labor Day holiday
		October 3	Summer term ends
FALL TERM		**FALL TERM**	
October 7	Fall Term Starts	October 6	Fall term starts
November 18	Fall Mid-Term Starts	November 17	Mini-term starts
November 28	Thanksgiving Holiday	November 27	Thanksgiving holiday
December 23 - January 5	Christmas Holidays	December 22-January 4	Christmas holiday
January 6	Classes Resume	January 5	Classes resume
January 10	Fall Term Ends	January 9	Fall term ends

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NOTES

WESTERN BUSINESS COLLEGE

CATALOG INSERT

The following is a list of the fees for the training programs offered by Western Business College in the current school catalog. Tuition for each program is shown, along with the cost of books needed for the program. The Enrollment Fee covers the cost of assembling the student's credentials and starting a student file and is not refundable. All new students will pay the $25.00 enrollment fee upon enrollment.

Arrangements for payment of total program cost must be made on or before entering classes. Those students needing assistance in financing their program should contact the Student Finance Office.

Information listed in this insert supersedes that which it contradicts and/or replaces in the previous inserts.

TRAINING PROGRAM		ENROLLMENT FEE	TUITION	BOOKS/ OTHER	TOTAL
DP-5 Days	Operations Specialist	$25	$6,144	$ 550	$6,719
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TDA†	Automated Drafting Technology	25	11,520	1100	12,645

†Associate of Applied Science Degree program