

*May 1998*

**1998-99 CATALOG  
WESTERN BUSINESS  
COLLEGE**

WesternBusinessCollege0598

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Portland, Oregon 97204  
(503) 222-3225

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

Established 1955



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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 of 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.

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# 1998-99 WESTERN BUSINESS COLLEGE CATALOG

VOLUME XI

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Effective May 30, 1998 through December 31, 1999

## 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.

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## 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.

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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 by the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780 to award diplomas and associate's degrees.

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. The applicant will then complete an application for admission and enrollment agreement. Applicants will complete a standardized, nationally-normed test. Completion of this test is not a prerequisite for admission. Effective June 1, 1997, for applicants applying to begin classes after June 1, 1997, successful completion of the assessment examination will be a prerequisite for admission. Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

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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**

Graduation from high school or its equivalent is a prerequisite for admission. High school transcripts or equivalency documentation must be submitted by all applicants. If desired, applicants may use a form supplied by Western Business College for requesting transcripts or equivalency documentation.

## **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 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.

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## 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,

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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.

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## CAREER TRAINING PROGRAMS

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

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.

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## OPERATIONS SPECIALIST DP-5

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 day starts - 42 weeks for mid-term day starts; 48 weeks for regular term evening starts - 54 weeks for mid-term evening starts.

Recommended minimum typing speed for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	4
	or	
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
ENG1000	Business English	4
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
WP-105	Word Processing I	2
	Additional Credits	4
<b>TOTAL CREDITS</b>		<b>48</b>

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## 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.

Recommended minimum typing speed for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping or	4
AC-140	Accounting Principles I	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
DP-130	BASIC Programming/Hardware	4
DP-145	Operating Systems/Hard Disk Management	4
DP-150	Advanced Data Base Management	4
ENG1000	Business English	4
MAC1000	Business Mathematics	4
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	6
<b>TOTAL CREDITS</b>		<b>64</b>



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## ADVANCED MICROCOMPUTER 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.

Recommended minimum typing speed 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
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral Communications	4
MAC1000	Business Mathematics	4
MA-129	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	10
<b>TOTAL CREDITS</b>		<b>90</b>

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

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## 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.

Recommended minimum typing speed for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping or	4
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
ENG1000	Business English	4
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
	Additional Credits	6
<b>TOTAL CREDITS</b>		<b>48</b>

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## 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.

Recommended minimum typing speed 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
ENG1000	Business English	4
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
WP-105	Word Processing I	2
	Advanced Accounting Credits	4
<b>TOTAL CREDITS</b>		<b>48</b>

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## 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.

Recommended minimum typing speed for graduation: 30 NWP.M.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping or	4
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
ENG1000	Business English	4
ENC1104	English Composition I	4
MAC1000	Business Mathematics	4
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
	Additional Accounting Credits	8
	Additional Credits	6
<b>TOTAL CREDITS</b>		<b>64</b>

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## 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.

Recommended minimum typing speed for graduation: 30 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping or	4
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
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
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral Communications	4
MAC1000	Business Mathematics	4
MA-120	College Algebra	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
	Additional Credits	12
<b>TOTAL CREDITS</b>		<b>90</b>

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

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## 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.

Recommended minimum typing speed for graduation: 45 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
ENG1000	Business English	4
ENC1104	English Composition I	4
MAC1000	Business Mathematics	4
OP-100	Office Techniques	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
TW-110	Keyboarding II	2
WP-105	Word Processing I	2
	Additional Credits	2
<b>TOTAL CREDITS</b>		<b>36</b>

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## 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.

Recommended minimum typing speed 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
ENG1000	Business English	4
ENC1104	English Composition I	4
MAC1000	Business Mathematics	4
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	Keyboarding I	2
TW-110	Keyboarding II	2
TW-130	Keyboarding III (Administrative)	2
WP-105	Word Processing I	2
	Additional Credits	6
TOTAL CREDITS		48

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## 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.

Recommended minimum typing speed 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
ENG1000	Business English	4
ENC1104	English Composition I	4
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
TW-110	Keyboarding II	2
TW-130	Keyboarding III (Administrative)	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credit	6
<b>TOTAL CREDITS</b>		<b>48</b>

This program is offered only at the Portland campus.



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## 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.

Recommended minimum typing speed 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
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral Communications	4
MAC1000	Business Mathematics	4
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	Keyboarding I	2
TW-110	Keyboarding II	2
TW-130	Keyboarding III (Administrative)	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	12
<b>TOTAL CREDITS</b>		<b>64</b>

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## LEGAL ADMINISTRATIVE ASSISTANT 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 day starts - 54 weeks for mid-term day starts; 60 weeks for regular term evening starts - 66 weeks for mid-term evening starts.

Recommended minimum typing speed for graduation: 60 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	4
	or	
AC-140	Accounting Principles I	
DP-102	Introduction to Computer Operations	4
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral Communications	4
LE-100	Legal Concepts	4
LE-110	Business Law	4
	or	
PL-100	Introduction to Law	
MAC1000	Business Mathematics	4
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	Keyboarding I	2
TW-110	Keyboarding II	2
TW-135	Keyboarding III (Legal)	2
WP-105	Word Processing I	2
WP-115	Information Processing	2
	Additional Credits	8
<b>TOTAL CREDITS</b>		<b>64</b>

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## EXECUTIVE ASSISTANT 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.

Recommended minimum typing speed 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
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral Communications	4
LE-100	Legal Concepts	4
LE-110	Business Law	
	or	4
PL-100	Introduction to Law	
MAC1000	Business Mathematics	4
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	Keyboarding I	2
TW-110	Keyboarding II	2
TW-130	Keyboarding III (Administrative)	2
TW-135	Keyboarding III (Legal)	2
WP-105	Word Processing I	2
WP- 115	Information Processing	2
	Additional Credits	8
<b>TOTAL CREDITS</b>		<b>90</b>

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## 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 day starts - 78 weeks for mid-term day starts; 96 weeks for regular term evening starts - 102 weeks for mid-term evening starts.

Recommended minimum typing speed for graduation: 50 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral 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	Keyboarding I	2
TW-110	Keyboarding II	2
TW-135	Keyboarding III (Legal)	2
WP-105	Word Processing	2
WP-115	Information Processing	2
	Additional Credits	2
<b>TOTAL CREDITS</b>		<b>90</b>

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.

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## 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.

Recommended minimum typing speed for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
ENG1000	Business English	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
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
TW-110	Keyboarding II	2
	Additional Credits	4
<b>TOTAL CREDITS</b>		<b>48</b>

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

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## 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.

Recommended minimum typing speed for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
ENG1000	Business English	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
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
TW-110	Keyboarding II	2
	Additional Credits	4
<b>TOTAL CREDITS</b>		<b>48</b>

This program is offered only at the Portland campus.

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## 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.

Recommended minimum typing speed for graduation: 45 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping	4
DP-102	Introduction to Computer Operations	4
ENG1000	Business English	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
MAC1000	Business Mathematics	4
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
TW-110	Keyboarding II	2
	Additional Credits	4
<b>TOTAL CREDITS</b>		<b>64</b>

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

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## 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.

Recommended minimum typing speed for graduation: 60 NWPM.

COURSE NUMBER	COURSE	CREDITS
AC-120	Principles of Bookkeeping or	4
AC-140	Accounting Principles I	4
DP- 102	Introduction to Computer Operations	4
DP-120	Advanced Spreadsheet Applications	4
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral 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
MAC1000	Business Mathematics	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	Machine Transcription	2
TW- 100	Keyboarding I	2
TW-110	Keyboarding II	2
TW-130	Keyboarding III (Administrative)	2
WP-105	Word Processing I	2
WP- 115	Information Processing	2
	Additional Credits	2
<b>TOTAL CREDITS</b>		<b>90</b>

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



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## ADMINISTRATIVE MEDICAL ASSISTANT MA-1

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 day starts - 42 weeks for mid-term day starts; 48 weeks for regular term evening starts - 54 weeks for mid-term evening starts.

Recommended minimum typing speed 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-170A	Health Seminar	3
SS-100	Psychology of Human Effectiveness	4
SS-110	Psychology of Human Relations and Career Development	4
TW-100	Keyboarding I	2
TW-110	Keyboarding II	2
WP-105	Word Processing I	2
	Additional Credits	5
<b>TOTAL CREDITS</b>		<b>48</b>

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, national 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.**

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## 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.  
Recommended minimum typing speed for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
MAC1000	Business Mathematics	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-170A	Health Seminar	3
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	Keyboarding I	2
TW-110	Keyboarding II	2
WP-105	Word Processing I	2
	Additional Credits	4
<b>TOTAL CREDITS</b>		<b>75</b>

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, national 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.

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## 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.

Recommended minimum typing speed for graduation: 40 NWPM.

COURSE NUMBER	COURSE	CREDITS
DP-102	Introduction to Computer Operations	4
ENG1000	Business English	4
ENC1104	English Composition I	4
SPC2602	Oral Communications	4
MAC1000	Business Mathematics	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-170A	Health Seminar	3
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	Keyboarding I	2
TW-110	Keyboarding 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, national 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.**

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000-099 Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division.

### 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)
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- 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 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. (Prerequisite: DP-102)
- DP-130 Introduction to BASIC Programming and Hardware Maintenance** **4 Credits**
- This course provides a hands-on approach to structured BASIC programming techniques. Students write, debug, and run programs using QBasic. Concepts covered include input/output operations, control of program flow, and control structures. (Prerequisite: DP-102.)
- DP-145 Operating Systems/Hard Disk Management** **4 Credits**
- This course provides a hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers and the graphical user interface, Windows. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to computer operations. (Prerequisite: DP-102.)
- DP-150 Advanced Data Base Management** **4 Credits**
- Advanced Data Base Management is designed to provide the student with the skills necessary to develop and master a 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. (Prerequisite: DP-102.)
- DP-210 Programming With C** **4 Credits**
- This course provides an introduction to the C programming language. Students learn the concepts of structured programming using functions, control statements, variables, strings, arrays, and pointers. Students write, debug, and run programs using C. (Prerequisites: DP-130, MA-120 if possible.)
- DP-220 Data Base Application Programming** **4 Credits**
- This course provides a comprehensive study of the features of a relational database and its applications. Students investigate database design, storage, and maintenance, including relationships between table entities. Selection and action queries, forms and reports are studied, followed by macros and modules written in a data base programming language. (Prerequisites: DP-130, DP-150.)
- DP-230 System Administration & Multi-User Systems** **4 Credits**
- This course explores 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 network operating system. (Prerequisite: DP-145.)
- DP-240 Computer Lab Internship** **2 Credits**
- Internship is a credit-bearing work experience in the computer lab at Western Business College. Available 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.)
- DS-100 Desktop Publishing-PageMaker/Photoshop** **2 Credits**
- This is an introductory course designed to teach students how to use PageMaker (a page layout program) and Photoshop (a painting and photo manipulation program). Students learn how to scan and alter images and use these images to produce flyers, brochures, and newsletters. (Prerequisite: DP-102)
- DS-102 Desktop Publishing-PageMaker/Illustrator** **2 Credits**
- This is an introductory course designed to teach students how to use PageMaker (a page layout program) and Illustrator (a drawing program). Students learn how to scan and alter images and use these images to produce flyers, brochures, and newsletters. (Prerequisite: DP-102)
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**ENC1104 English Composition I** **4 Credits**

This course is designed to develop effective written communication skills which include grammar, syntax, punctuation, sentence structure, and the parts of speech, in the development of sentences and paragraphs.

**ENG1000 Business English** **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, adverbs, prepositions, conjunctions, and interjections.

**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.

**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.

**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-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-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 learns 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-110 and HT-120.)

<b>LE-100 Legal Concepts</b>	<b>4 Credits</b>
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.)	
<b>LE-110 Business Law</b>	<b>4 Credits</b>
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.	
<b>MAC1000 Business Mathematics</b>	<b>4 Credits</b>
Comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest and payroll functions.	
<b>MA-120 College Algebra</b>	<b>4 Credits</b>
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.	
<b>ME-100 Medical Office Procedures &amp; Psychology</b>	<b>4 Credits</b>
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.	
<b>ME-120 Medical Financial Management</b>	<b>4 Credits</b>
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.	
<b>ME-130 Anatomy and Physiology I</b>	<b>4 Credits</b>
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.	
<b>ME-140 Anatomy and Physiology II</b>	<b>4 Credits</b>
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)	
<b>ME-150 Medical Insurance Billing and Coding</b>	<b>4 Credits</b>
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)	
<b>ME-160A Medical Machine Transcription</b>	<b>2 Credits</b>
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)	
<b>ME-170A Health Seminar</b>	<b>3 Credits</b>
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)	
<b>ME-180 Clinical Procedures</b>	<b>4 Credits</b>
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- 170A)	

<b>ME-190 Laboratory Procedures</b>	<b>4 Credits</b>
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-170A)	
<b>ME-199 Medical Front Office Internship</b>	<b>4 Credits</b>
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)	
<b>ME-200 Medical Back Office Internship</b>	<b>4 Credits</b>
The principles of medical office techniques and procedures are applied in supervised medical office settings to give students practical experience caring for patients. (Prerequisites: Seven ME courses)	
<b>ME-210 Pharmacology</b>	<b>4 Credits</b>
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)	
<b>ME-220 Clinical Health and Safety</b>	<b>4 Credits</b>
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-170A)	
<b>OP-100 Office Techniques</b>	<b>4 Credits</b>
This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management.	
<b>OP-110 Office Internship</b>	<b>4 Credits</b>
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)	
<b>PL-100 Introduction to Law</b>	<b>4 Credits</b>
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.	
<b>PL-110 Torts</b>	<b>4 Credits</b>
Intentional torts, negligence, products liability, defamation, defense, and damages are studied. Practice is provided in the drafting of various documents. (Prerequisite: PL-100)	
<b>PL-120 Contracts</b>	<b>4 Credits</b>
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)	
<b>PL-130 Real Property Law</b>	<b>4 Credits</b>
This survey of real property law introduces the student to the law of real estate transactions. The emphasis is on understanding how a real estate transaction is structured and the role that the legal assistant can play in seeing that such transactions are brought to a successful conclusion. (Prerequisite: PL-100)	
<b>PL-140 Civil Procedure/Trial Preparation</b>	<b>4 Credits</b>
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)	



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**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, ENC1104 and three lower-division PL courses.)

**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).

**SPC2602 Oral Communications****4 Credits**

This course is designed to develop the art of communicating ideas verbally. The essentials of the basic elements of the communication process are stressed in order to enhance interpersonal and professional relationships.

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**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 ENC1104)

**TW-100 Keyboarding 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 Keyboarding II****2 Credits**

Intermediate Keyboarding II 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 Keyboarding 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 Keyboarding 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)

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## 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 and medical 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 in the appropriate section of 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 title 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.

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**Proficiency Examination Credit:**

Refers to credit units earned through a course exemption examination created and monitored at Western Business College. Students receive a PE on their transcript and are awarded the number of credits allocated to the course.

**Transfer Credit:**

Refers to credit units earned through another institution and transferred to Western Business College. Transfer credits accepted are combined with credits earned in residence at Western Business College toward the completion of program requirements.

**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 70 percent, they receive a PE on their transcript and are awarded the number of credits allocated to the course.

## 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

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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 should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Academic Dean or designee to discuss the reason for the absence.

Should a student's absences exceed 15 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Warning for that class or classes. Should a student's absences exceed 20 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Probation for that class or classes. While on Attendance Probation, the student is to meet with the Academic Dean or designee to discuss his/her attendance and academic progress in an effort to develop a plan to improve the student's overall performance. Should a student's absences exceed 25 percent of the total hours scheduled for a class or classes, the

student may be withdrawn from the class or classes if the instructor(s) and the Academic Dean concur that the student's academic performance is below the level to pass the course.

Students who fail to contact the Academic Dean or designee to discuss reasons for prolonged absence will be withdrawn from all classes if his/her class instructors and the Academic Dean concur that the student's academic performance is below the level required to pass the course

### GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
<b>Course Repeat Codes</b>		
1	Student must Repeat This Class	
R	Student in the Process of Repeating This Class	
2	Course Repeated - Original Grade No Longer Calculated in CGPA	

#### GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the college. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

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## **Grade Appeals**

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

## **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 WD for the courses dropped.

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

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

Students who withdraw from individual courses or from school after the ninth week of the quarter will receive WF 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**

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,

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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.



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## 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) and WF (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. A grade 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 Requirements

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the college.

## 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.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that

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identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

## **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.

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## 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)

### AWARDS

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive either a diploma or an Associate of Applied Science degree based upon the student's 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:

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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.
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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 (see front of catalog for agency addresses and phone numbers).

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).

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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, SEGO, 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



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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.

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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**

Arrangements for payment of tuition and book charges (if any) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

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

### **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 Title 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 qualify 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.

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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 at 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 remainder 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.)

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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.

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## **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**

### **Definitions**

1. **Withdrawal** - For the purposes of determining a refund, you are deemed to have withdrawn from a program when any of the following occurs: a) The student notifies the College of withdrawal or the date of the student's withdrawal, whichever is later; b) The College terminates the student's enrollment as provided in this Enrollment Agreement; c) The student has violated the College's attendance policy as detailed in the College Catalog.

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2. Last Date of Attendance - The student's last date of attendance shall be deemed the last date of recorded attendance in any class.
  3. Date of Determination - The date of determination shall be deemed the last date of attendance or, in the event the student stops attending class prior to notifying the College of a decision to withdraw, the date the student does notify the College of a decision to withdraw or the date the student violates the College's attendance policy, whichever occurs first.
  4. Academic Year - Normally 3 quarters.
  5. Enrollment Period for Which the Student is Charged - Normally an Academic Year or Quarter.

### **Cancellations**

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all moneys paid will be refunded. Refunds will be made within 30 days.

1. If a student cancels this agreement within five (5) business days of enrollment and prior to attendance, all moneys paid shall be refunded.
2. If cancellation occurs more than five (5) business days after enrollment but prior to attendance, only the enrollment fee will be retained.
3. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid (except the non-refundable enrollment fee) will be refunded within 30 days of the date the College becomes aware of the withdrawal.

### **Refund Policies**

Any moneys due the applicant or student shall be refunded within 30 days of the date of determination or termination. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the moneys will be applied to any student financial aid programs from which the student received funding, any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

### **Refunds**

This College participates in the U. S. Department of Education's student aid programs and is required to comply with the Higher Education Act of 1965, as amended. This legislation requires the College to offer a refund policy that will provide the most beneficial refund to the student. A refund is the difference of the amount the student paid to the College (including financial aid) and the amount the College can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following policies: 1) The federal pro rata calculation defined by the Higher Education Amendments of 1992 (the student must be attending the College for the first time and may not have completed more than 60 percent of the first enrollment period for which they have been charged); 2) If applicable, the refund requirements of the State or institution.

#### **Federal Pro Rata Calculation (For All First Time Students)**

The College will perform a pro rata refund calculation for students who are attending the College for the first time and terminate their education before completing more than 60 percent of the first enrollment period for which they have been charged. Under a pro rata refund calculation, the College is entitled to retain only that portion of College charges (tuition, fees, room, board, etc.) equal to the portion of the enrollment period for which the student has been charged which has been completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period for which the student has been charged into the number of weeks completed in that period (as of the last recorded day of attendance by the student). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the College charges for the period of enrollment. This amount, plus an administrative fee (which cannot exceed the lesser of \$100 or 5 percent of the tuition, fees, room and board, and other charges assessed the student), may be retained by the College. The College may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60 percent of the enrollment period.

#### **Oregon State Refund Policy (For All State Of Oregon Residents)**

If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first charging period, the College will refund all tuition and fees paid for the charging period in accordance with the following schedule:

FOR WITHDRAWAL DURING	REFUNDED	AMOUNT RETAINED
First 50% of Charging Period	Tuition Less Pro rata* Charge	Pro rata* Tuition to Last Date of Attendance
Beyond 50% of Charging Period	0	100% 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 charging period, rounded downward to the nearest 10 percent.

#### Washington State Refund Policy (For All State Of Washington Residents)

If the Statutory Pro-Rata refund calculation does not apply to the student, or if any student withdraws subsequent to the first charging period, the College will refund all tuition and fees paid for the charging period in accordance with the following schedule:

FOR WITHDRAWAL DURING	REFUNDED	AMOUNT RETAINED
First 10% of Charging Period	90% Tuition	10% Tuition
10.1% to 24.9% of Charging Period	75% Tuition	25% Tuition
Between 25% and 50% of Charging Period	50% Tuition	50% Tuition
Beyond 50% of Charging Period	0	100% Tuition"

## 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.

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## 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.



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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

### COLLEGE

Blair College  
Parks College  
Parks College  
Las Vegas College  
Western Business College  
Western Business College  
Mountain West College  
Rochester Business Institute  
Springfield College  
Duff's Business Institute  
Florida Metropolitan University - Fort Lauderdale College  
Florida Metropolitan University - Orlando College, North  
Florida Metropolitan University - Orlando College, South  
Florida Metropolitan University - Orlando College, Melbourne  
Florida Metropolitan University - Tampa College  
Florida Metropolitan University - Tampa College, Brandon  
Florida Metropolitan University - Tampa College, Pinellas  
Florida Metropolitan University - Tampa College, Lakeland

### LOCATION

Colorado Springs, CO  
Denver, CO  
Aurora, CO  
Las Vegas, NV  
Portland, OR  
Vancouver, WA  
Salt Lake City, UT  
Rochester, NY  
Springfield, MO  
Pittsburgh, PA  
Fort Lauderdale, FL  
Orlando, FL  
Orlando, FL  
Melbourne, FL  
Tampa, FL  
Tampa, FL  
Clearwater, FL  
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.**

6 Hutton Centre Drive - Suite 400 - Santa Ana, California 92707

#### **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

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## 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
Sindy Beard	A.A., Shoreline Community College
Nedra D. Brill	B.A., Linfield College
Tina Chee	B.A., University of California, Davis
Deborah Davis	B.A., California State University, Los Angeles
	M.A., San Francisco State University
	Ph.D., University of Oregon
Daniel Dugan	B.B.A., University of Portland
Donald Eck	B.S., California Coast University
Richard Farnsworth	B.A., University of Washington
	M.A., Webster University
Benjamin Grosscup	B.A., St. Lawrence University
Sharon R. Hanson	B.A., University of Dubuque
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
Wm. Mark Lewis	B.S., Lewis & Clark College
Sara Newman	C.M.A., Portland Paramedical Center
Kenneth S. Price	B.F.A., Humbolt State University
Sue Rader	L.P.N., Portland Community College
	B.S., Multnomah Bible College
Wilbur D. Reed	A.S., Oregon Polytechnic Institute
Suzanne Ruiz	B.A., Whitman College
Phyllis Schulz	B.S., Oregon State University
Catherine Simons	B.A., Wichita State University
Charles Stenbridge	A.B., Humbolt State University
Jonnie Thomas	B.S.E.E., Kansas State University

### 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

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## TUITION AND FEE SCHEDULE

The tuition and fees listed below will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. For residents of the State of Washington enrolled in Diploma programs, however, the tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment.

The minimum full-time course load is 12 credits per quarter. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the applicable rate, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the applicable tuition rate for that number of credit hours.

### Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
All Programs	1 through 11	\$171
	12 through 15	\$161
	16 or more	\$1151

### Mid-term start tuition per credit hour (Mid-term start quarter only)

All Programs	per credit	\$151
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A \$25 non-refundable Application Fee is charged to all applicants. A non-refundable fee of \$40 is assessed for each special proficiency examination. Additional fees, not included in the above costs, may be assessed.

# Academic Calendar

1998-1999

1998	1999
<b>WINTER TERM</b>	<b>WINTER TERM</b>
January 12            Winter Term Starts January 19            M.L. King, Jr. Birthday February 16            President's Day February 23            Mini-term starts April 3                  Winter term ends	January 11            Winter Term Starts January 18            M.L. King, Jr. Birthday February 16            President's Day February 22            Mini-term starts April 3                  Winter term ends
<b>SPRING TERM</b>	<b>SPRING TERM</b>
April 6-10            Spring vacation April 13                Spring term starts May 25                 Memorial Day holiday May 26                 Mini-term starts July 2                  Spring Term ends	April 5-10            Spring vacation April 12                Spring term starts May 24                 Mini-term starts May 31                 Memorial Day holiday July 3                  Spring Term ends
<b>SUMMER TERM</b>	<b>SUMMER TERM</b>
July 3                  Independence Day July 6-10              Summer vacation July 13                 Summer term starts August 24              Mini-term starts September 7           Labor Day holiday October 2              Summer term ends	July 5                  Independence Day July 5-10              Summer vacation July 12                 Summer term starts August 23              Mini-term starts September 6           Labor Day holiday October 2              Summer term ends
<b>FALL TERM</b>	<b>FALL TERM</b>
October 5              Fall term starts November 16           Mini-term starts November 26-27      Thanksgiving holiday December 21-January 3   Christmas holiday January 4              Classes resume January 9              Fall term ends	October 4-October 9    Fall Vacation October 11             Fall term starts November 22           Mini-term starts November 25-27      Thanksgiving holiday December 20-January 2   Christmas holiday January 4              Classes resume January 15             Fall term ends

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## NOTES

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