

# WESTERN

BUSINESS COLLEGE



*Microcomputer  
Applications &  
Programming*



*Bookkeeping &  
Computerized  
Accounting*



*Secretarial &  
Office Automation*



*Paralegal &  
Legal Assistant*



*Travel &  
Hospitality*



*Medical  
Assistant*



*Fashion  
Merchandising*

## *School Catalog*

1991-1993

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### **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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# THE 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 race, sex, handicap, color, or creed
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions
3. To prepare men and women for better opportunities in business, medical, fashion, and hospitality and to develop in them a sense of responsibility and loyalty to their employers
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon and Washington State Departments of Education, the Association of Independent Colleges and Schools, and the various college associations of which we are a member
5. To help our graduates become socially competent members of their communities to 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 graduates throughout their careers.

## GENERAL INFORMATION

Western Business College is a member of Phillips Colleges, Inc., an expanding group of colleges located throughout the United States.

Phillips Colleges was founded in 1927 by Mr. and Mrs. Ary C. Phillips in Gulfport, Mississippi. Currently 38,000 students are attending Phillips Colleges classes on 78 campuses in 30 states.

The entire college system is dedicated to the ideal that students should have the opportunity to reach their full potentials. 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 three 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, equipment, and facilities to meet successfully the ever-changing employment needs. Today Western Business College is one of the most modern and progressive private career training institutions in the western states.

To give our students an excellent education and job skills training, we now offer a five-story school building with 30,000 square feet of space, 22 classrooms, and 2 student lounges, especially remodeled for our purposes and with up-to-date equipment. Average class sizes range from 20-25 to one on a term-by-term basis.

We are in the heart of downtown Portland at S.W. Sixth Avenue and Washington Street on the Transit Mall. This central location provides easy access from any part of the Portland metropolitan area.

**VANCOUVER, WASHINGTON  
CAMPUS**

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

The Vancouver School is located in the Heights Shopping Center on Mill Plain Boulevard. The facility was totally remodeled for our purposes and is furnished with modern equipment. The shopping center offers many convenient services for students along with plenty of free student parking and good bus service.

**ADMINISTRATION/  
LEGAL CONTROL**

F. William King, Director

Gerald G. Carson, Director of Admissions

Jacquelyn Ferguson, Academic Dean/  
Portland Campus

Mary Durall DuPree, Academic Dean/  
Vancouver Campus

Debra Thibodeaux, Business Manager

Joan Dyer, Director of Graduate Services

Western Business College is owned by  
Phillips Colleges, Inc., Gulfport, Mississippi.

*Gerald C. Phillips, Chairman of the Board  
(Owner)*

*Gerald D. Adams, Corporate President*

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

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, 700 Pringle Parkway S.E., Salem, Oregon 97310, (503) 378-3573.

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

## **ACCREDITATION**

Western Business College is accredited as a diploma granting business college by the Accrediting Commission of the Association of Independent Colleges and Schools (AICS), One Dupont Circle, N.W., Suite 350 Washington, D.C. 20036-1110.

AICS has been designated by the Secretary of Education as a national institutional accrediting agency for postsecondary and collegiate institutions pursuant to Public Law 82-500 and subsequent legislation including the Higher Education Act of 1965 as amended.

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.

## **APPROVALS**

Approved for the training of veterans.

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

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

Recognized for training by:

Manpower Instructional Services/Job Training Partnership Act (JTPA)

United States Bureau of Indian Affairs

Oregon State Department of Vocational Rehabilitation

Washington State Department of Vocational Rehabilitation

Oregon and Washington State Employment Service

Washington State Board for Vocational Education

Oregon Department of Education



# ACADEMIC CALENDAR

## 1991

	<b>WINTER TERM</b>
<b>January 14</b>	Winter Term Starts
<b>January 21</b>	M. L. King Jr. Birthday Holiday
<b>February 18</b>	Presidents' Day Holiday
<b>February 25</b>	Winter Mid-Term Starts
<b>April 5</b>	Winter Term Ends
	<b>SPRING TERM</b>
<b>April 8-12</b>	Spring Vacation
<b>April 15</b>	Spring Term Starts
<b>May 27</b>	Memorial Day Holiday
<b>May 28</b>	Spring Mid-Term Starts
<b>July 4</b>	Independence Day Holiday
<b>July 5</b>	Spring Term Ends
	<b>SUMMER TERM</b>
<b>July 8</b>	Summer Term Starts
<b>July 29 - August 2</b>	Summer Vacation
<b>August 26</b>	Summer Mid-Term Starts
<b>September 2</b>	Labor Day Holiday
<b>October 4</b>	Summer Term Ends
	<b>FALL TERM</b>
<b>October 7</b>	Fall Term Starts
<b>November 11</b>	Veterans' Day Holiday
<b>November 18</b>	Fall Mid-Term Starts
<b>November 28-29</b>	Thanksgiving Day Holiday
<b>December 23-January 5, 1992</b>	Christmas Holidays

# **1992**

<b>January 6, 1992</b>	Classes Resume
<b>January 10</b>	Fall Term Ends
	<b>WINTER TERM</b>
<b>January 13</b>	Winter Term Starts
<b>January 20</b>	M. L. King Jr. Birthday Holiday
<b>February 17</b>	Presidents' Day Holiday
<b>February 24</b>	Winter Mid-Term Starts
<b>April 3</b>	Winter Term Ends
<b>April 6-10</b>	Spring Vacation
	<b>SPRING TERM</b>
<b>April 13</b>	Spring Term Starts
<b>May 25</b>	Memorial Day Holiday
<b>May 26</b>	Spring Mid-Term Starts
<b>July 2</b>	Independence Day Holiday
<b>July 3</b>	Spring Term Ends
	<b>SUMMER TERM</b>
<b>July 6</b>	Summer Term Starts
<b>August 3-7</b>	Summer Vacation
<b>August 24</b>	Summer Mid-Term Starts
<b>September 7</b>	Labor Day Holiday
<b>October 2</b>	Summer Term Ends
	<b>FALL TERM</b>
<b>October 5</b>	Fall Term Starts
<b>November 10</b>	Veterans' Day Holiday
<b>November 16</b>	Fall Mid-Term Starts
<b>November 26-27</b>	Thanksgiving Day Holiday
<b>December 21-January 10, 1993*</b>	Christmas Holidays

\* The 1992-93 Christmas break is intentionally set at three weeks to realign start dates.

## ADMISSION PROCEDURE

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

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

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

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

## GENERAL ADMISSION POLICY

Admission to Western Business College requires a satisfactory score on the admissions evaluation and either (1) graduation from high school, a G.E.D., or their equivalent, or (2) an ability to benefit (A.T.B.) from the education as determined by the evaluation and the academic dean or the registrar on the basis of a personal interview.

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

## INTERNATIONAL STUDENT ADMISSION POLICY

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 study in the English Language Program (ESL) at Western Business College 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 get a diploma at Western Business College. International students can study both ESL and regular classes on the same I-20.

### **ADMISSION INQUIRIES**

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

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

(503) 222-3225

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

(206) 694-3225

## COMPUTER/ DATA PROCESSING



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

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

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

## ACCOUNTING



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

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

Graduates are prepared for employment opportunities as bookkeepers, junior accountants, payroll supervisors, management trainees, and many other related business positions.

With experience, graduates may qualify for more advanced positions as auditors, senior accountants, controllers, or finance officers.

### SECRETARIAL/ ADMINISTRATIVE ASSISTANT



The administrative assistant/secretarial field is an excellent career choice for individuals who want an interesting and challenging position which is in demand and offers excellent growth opportunities. This demand offers excellent job security and increasing compensation for the professionally trained administrative assistant.

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

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

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

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

### PARALEGAL/ LEGAL ASSISTANT



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/HOSPITALITY



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

Western Business College was the first college in Oregon to offer travel training and continues as a pioneer with the development of this innovative combination program. The Western Business College travel/hospitality program is unique in that it combines travel training with hospitality, salesmanship, and business skills. This combination offers graduates the advantage of more diversified employment opportunities.

## MEDICAL



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

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

Secretaries and assistants in the medical field make patients feel comfortable and welcomed in the office, they play a vital role in the delivery of health care, and they are responsible for the business aspects of operating a medical practice.

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

Training includes medical terminology; basic anatomy and physiology; common pathology; and the latest administrative procedures, including insurance billing and diagnostic coding. Students practice in a modern medical learning environment furnished with the latest equipment.

The program also includes computer skills training using a nationally recognized medical software program. With the extensive scope of our medical office training, our graduate is a valuable and versatile employee in the medical field.

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

## FASHION MERCHANDISING



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

Fashion is a multi-billion dollar business. More people in this country work in fashion than in the entire automotive industry. This translates into thousands of jobs in sales, buying, merchandising, fashion coordination, sales promotion, display, wholesaling, and manufacturing.

The fashion merchandising programs of Western Business College prepare students for entry into the fashion field with a concentrated, broad-based program.



# CAREER TRAINING PROGRAMS

## COMPUTER/ DATA PROCESSING



DP-5 Operations Specialist  
DP-3 Microcomputer Applications  
DP-6 Microcomputer Programming Applications

## ACCOUNTING



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

## SECRETARIAL/ ADMINISTRATIVE ASSISTANT



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

## PARALEGAL



PL-1 Paralegal/Legal Assistant

## TRAVEL/HOSPITALITY



HT-1 Travel/Hospitality  
HT-2 Travel/Hospitality Administration

## MEDICAL



MA-1 Administrative Medical Assistant  
MA-2 Medical Assistant

## FASHION MERCHANDISING



FM-1 Fashion Merchandising  
FM-2 Fashion Merchandising Administration

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

## OPERATIONS SPECIALIST DP-5 (DAY PROGRAM)

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

### PROGRAM OUTLINE

Diploma Program—48 credits required for graduation.

Time: 36 weeks for regular term starts—42 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 30 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
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-130 BASIC Programming/Hardware . . . . .	4
DP-150 Advanced Data Base Management . . . . .	4
EN-100 English Grammar . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TW-100 Typewriting I . . . . .	2
Additional Credits . . . . .	6
<b>TOTAL CREDITS . . . . .</b>	<b>48</b>

## OPERATIONS SPECIALIST DP-5 (EVENING PROGRAM)

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



### PROGRAM OUTLINE

Diploma Program—48 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 30 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
AC-140 Accounting Principles I . . . . .	4
AC-180 Payroll Accounting . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
DP-120 Advanced Spreadsheet Applications . . . . .	4
DP-130 BASIC Programming/Hardware . . . . .	4
DP-140 COBOL I . . . . .	4
DP-150 Advanced Data Base Management . . . . .	4
DP-220 Data Base Application Programming . . . . .	4
EN-100 English Grammar . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
TW-100 Typewriting I . . . . .	2
WP-105 Word Processing I . . . . .	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.

## MICROCOMPUTER APPLICATIONS DP-3

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

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

### PROGRAM OUTLINE

Diploma Program—64 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 30 NWPM.

### COURSES

### 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-130	BASIC Programming/Hardware . . . . .	4
DP-140	COBOL I . . . . .	4
DP-150	Advanced Data Base Management . . . . .	4
DP-220	Data Base Application Programming . . . . .	4
EN-100	English Grammar . . . . .	4
MA-110	Business Math/Electronic Calculators . . . . .	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	Typewriting I . . . . .	2
WP-105	Word Processing I . . . . .	2
	Additional Credits . . . . .	8
	TOTAL CREDITS . . . . .	64

# MICROCOMPUTER PROGRAMMING AND APPLICATIONS DP-6

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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. This is the obvious direction of the future.



## PROGRAM OUTLINE

Diploma Program—90 credits required for graduation.  
 Time: 72 weeks for regular term starts—78 weeks for mid-term starts.  
 Minimum typing speed requirement for graduation: 30 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
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-140 COBOL I . . . . .	4
DP-150 Advanced Data Base Management . . . . .	4
DP-210 Programming with C . . . . .	4
DP-220 Data Base Application Programming . . . . .	4
DP-230 System Administration and Multi-User System . . . . .	4
DP-240 Computer Lab Internship . . . . .	2
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
EN-120 Business Communications . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	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 Typewriting I . . . . .	2
WP-105 Word Processing 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.

## BOOKKEEPING AC-1 (DAY PROGRAM)

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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: 36 weeks for regular term starts—42 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 30 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
AC-140 Accounting Principles I . . . . .	4
AC-160 Accounting Principles II . . . . .	4
AC-180 Payroll Accounting . . . . .	4
AC-200 Integrated Accounting on the Microcomputer . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
DP-120 Advanced Spreadsheet Applications . . . . .	4
EN-100 English Grammar . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TW-100 Typewriting I . . . . .	2
Additional Credits . . . . .	6
<b>TOTAL CREDITS . . . . .</b>	<b>48</b>

## BOOKKEEPING AC-1 (EVENING PROGRAM)

---

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



### PROGRAM OUTLINE

Diploma Program—48 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 30 NWPM.

### COURSES

### 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
AC-215	Managerial/Cost Accounting . . . . .	4
DP-102	Introduction to Computer Operations . . . . .	4
DP-120	Advanced Spreadsheet Applications . . . . .	4
DP-150	Advanced Data Base Management . . . . .	4
EN-100	English Grammar . . . . .	4
MA-110	Business Math/Electronic Calculators . . . . .	4
TW-100	Typewriting I . . . . .	2
WP-105	Word Processing I . . . . .	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.

## ACCOUNTING/BUSINESS ADMINISTRATION AC-2

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

### PROGRAM OUTLINE

Diploma Program—64 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 30 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
AC-140 Accounting Principles I . . . . .	4
AC-160 Accounting Principles II . . . . .	4
AC-180 Payroll Accounting . . . . .	4
AC-200 Integrated Accounting on the Microcomputer . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
DP-120 Advanced Spreadsheet Applications . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	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 Typewriting I . . . . .	2
Additional Accounting Credits . . . . .	8
Additional Credits . . . . .	6
<b>TOTAL CREDITS . . . . .</b>	<b>64</b>



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**

Diploma Program—90 credits required for graduation.  
 Time: 72 weeks for regular term starts—78 weeks for mid-term starts.  
 Minimum typing speed requirement for graduation: 30 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
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 Intermediate Accounting . . . . .	4
AC-255 Financial Management . . . . .	4
AC-265 Fund Accounting . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
DP-120 Advanced Spreadsheet Applications . . . . .	4
DP-150 Advanced Data Base Management . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
EN-120 Business Communications . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	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 Typewriting 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.

# RECEPTIONIST/GENERAL OFFICE ASSISTANT ST-1

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This is a practical program for the student who wishes to train for general office work or to become a receptionist or clerk-typist. It is recommended for those who like dealing with people and want to perform a variety of office duties.

## PROGRAM OUTLINE

Diploma Program—36 credits required for graduation.

Time: 24 weeks for regular term starts—30 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 45 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
DP-102 Introduction to Computer Operations . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
WP-105 Word Processing I . . . . .	2
Additional Credits . . . . .	6
<b>TOTAL CREDITS . . . . .</b>	<b>36</b>

## **AUTOMATED OFFICE TECHNOLOGY ST-3 (DAY PROGRAM)**

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



### **PROGRAM OUTLINE**

Diploma Program—48 credits required for graduation.

Time: 36 weeks for regular term starts—42 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 50 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
AC-120 Principles of Bookkeeping . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
OP-100 Office Techniques . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TR-100 Transcription I . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
TW-120 Typewriting III . . . . .	2
WP-105 Word Processing I . . . . .	2
Additional Credits . . . . .	4
<b>TOTAL CREDITS . . . . .</b>	<b>48</b>

# **AUTOMATED OFFICE TECHNOLOGY ST-3 (EVENING PROGRAM)**

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

## **PROGRAM OUTLINE**

Diploma Program—48 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 50 NWPM.

## **COURSES**

## **CREDITS**

AC-140	Accounting Principles I . . . . .	4
AC-180	Payroll Accounting . . . . .	4
DP-102	Introduction to Computer Operations . . . . .	4
DP-120	Advanced Spreadsheet Applications . . . . .	4
EN-100	English Grammar . . . . .	4
EN-110	English Composition . . . . .	4
EN-120	Business Communications . . . . .	4
MA-110	Business Math/Electronic Calculators . . . . .	4
TW-100	Typewriting I . . . . .	2
TW-110	Typewriting II . . . . .	2
TW-120	Typewriting III . . . . .	2
WP-105	Word Processing I . . . . .	2
WP-115	Information Processing . . . . .	2
	Additional Credits . . . . .	6
	<b>TOTAL CREDITS . . . . .</b>	<b>48</b>

## ADMINISTRATIVE ASSISTANT ST-7A

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



### PROGRAM OUTLINE

Diploma Program—64 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 60 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
AC-120 Principles of Bookkeeping . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
DP-120 Advanced Spreadsheet Applications . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
EN-120 Business Communications . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
OP-100 Office Techniques . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TR-100 Transcription . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
TW-120 Typewriting III . . . . .	2
WP-105 Word Processing I . . . . .	2
WP-115 Information Processing . . . . .	2
Additional Credits . . . . .	10
<b>TOTAL CREDITS . . . . .</b>	<b>64</b>

If schedule permits, those students who want shorthand or speedwriting skills may substitute SH-100, SH-110, and SH-120 for credits included in the ST-7A curriculum.

# LEGAL SECRETARY ST-7L

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

## PROGRAM OUTLINE

Diploma Program—64 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 60 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
AC-120 Principles of Bookkeeping . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
EN-120 Business Communications . . . . .	4
LE-100 Legal Concepts . . . . .	4
LE-110 Business Law or . . . . .	4
PL-100 Introduction to Law	
MA-110 Business Math/Electronic Calculators . . . . .	4
OP-100 Office Techniques . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TR-100 Transcription (Legal) . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
TW-120 Typewriting III (Legal) . . . . .	2
WP-105 Word Processing I . . . . .	2
WP-115 Information Processing . . . . .	2
Additional Credits . . . . .	6
<b>TOTAL CREDITS . . . . .</b>	<b>64</b>

If schedule permits, those students who want shorthand or speedwriting skills may substitute SH-100, SH-110, and SH-120 for credits included in the ST-7L curriculum.

## EXECUTIVE SECRETARY ST-9

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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

Diploma Program—90 credits required for graduation.  
 Time: 72 weeks for regular term starts—78 weeks for mid-term starts.  
 Minimum typing speed requirement for graduation: 60 NWPM.

COURSES	CREDITS
AC-120 Principles of Bookkeeping . . . . .	4
AC-180 Payroll Accounting . . . . .	4
DP-102 Introduction to Computer Operations . . . . .	4
DP-120 Advanced Spreadsheet Applications . . . . .	4
DP-150 Advanced Data Base Management . . . . .	4
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
EN-120 Business Communications . . . . .	4
LE-100 Legal Concepts . . . . .	4
LE-110 Business Law or . . . . .	4
PL-100 Introduction to Law	
MA-110 Business Math/Electronic Calculators . . . . .	4
OP-100 Office Techniques . . . . .	4
OP-110 Office Practicum . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TR-100 Transcription . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
TW-120 Typewriting III . . . . .	2
WP-105 Word Processing I . . . . .	2
WP-115 Information Processing . . . . .	2
Additional Credits . . . . .	16
<b>TOTAL CREDITS . . . . .</b>	<b>90</b>

If schedule permits, those students who want shorthand or speedwriting skills may substitute SH-100, SH-110, and SH-120 for credits included in the ST-9 curriculum.

# PARALEGAL/LEGAL ASSISTANT PL-1

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

## PROGRAM OUTLINE

Diploma Program—90 credits required for graduation.  
 Time: 72 weeks for regular term starts—78 weeks for mid-term starts.  
 Recommended typing speed for graduation: 50 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
EN-100 English Grammar . . . . .	4
EN-110 English Composition . . . . .	4
EN-120 Business Communications . . . . .	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-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
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
WP-105 Word Processing . . . . .	2
WP-115 Information Processing . . . . .	2
Additional Credits . . . . .	14
<b>TOTAL CREDITS . . . . .</b>	<b>90</b>

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



## **TRAVEL/HOSPITALITY HT-1 and HT-2 (DAY PROGRAMS)**

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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**

#### **TRAVEL/HOSPITALITY HT-1**

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

#### **TRAVEL/HOSPITALITY ADMINISTRATION HT-2**

Diploma Program—64 credits required for graduation.  
 Time: 48 weeks for regular term starts—54 weeks for mid-term starts.  
 Minimum typing speed requirement for graduation: 40 NWPM.

### **COURSES**

### **CREDITS**

AC-120	Principles of Bookkeeping . . . . .	4
DP-102	Introduction to Computer Operations . . . . .	4
EN-100	English Grammar . . . . .	4
HT-100	Introduction to Travel and Hospitality . . . . .	4
HT-110	Travel Studies . . . . .	4
HT-120	Hospitality Studies . . . . .	4
HT-130	Introduction to Travel Computers . . . . .	4
HT-140	Travel Computer Reservation Systems . . . . .	4
HT-150	Ground Services Operations . . . . .	4
HT-160	Advanced Tourism and Ground Service . . . . .	4
HT-170	Hotel/Motel Front Office Procedures . . . . .	4
MA-110	Business Math/Electronic Calculators . . . . .	4
SS-100	Psychology of Human Effectiveness . . . . .	4
SS-110	Psychology of Human Relations and Career Development . . . . .	4
TW-100	Typewriting I . . . . .	2
TW-110	Typewriting II . . . . .	2
	Additional Credits . . . . .	4
	<b>TOTAL CREDITS . . . . .</b>	<b>64</b>

These programs may be started in Vancouver but require transfer to the Portland campus for completion.

## TRAVEL/HOSPITALITY HT-1 (EVENING PROGRAM)

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

### PROGRAM OUTLINE

Diploma Program—48 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 40 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
DP-102 Introduction to Computer Operations . . . . .	4
EN-100 English Grammar . . . . .	4
HT-100 Introduction to Travel and Hospitality . . . . .	4
HT-110 Travel Studies . . . . .	4
HT-120 Hospitality Studies . . . . .	4
HT-130 Introduction to Travel Computers . . . . .	4
HT-140 Travel Computer Reservation Systems . . . . .	4
HT-150 Ground Services Operations . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting 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.

# ADMINISTRATIVE MEDICAL ASSISTANT MA-1

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



## PROGRAM OUTLINE

Diploma Program—48 credits required for graduation.

Time: 36 weeks for regular term starts—42 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 40 NWPM.

## COURSES

## 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-160	Medical Machine Transcription . . . . .	4
ME-170	Health Seminar . . . . .	4
SS-100	Psychology of Human Effectiveness . . . . .	4
SS-110	Psychology of Human Relations and Career Development . . . . .	4
TW-100	Typewriting I . . . . .	2
TW-110	Typewriting II . . . . .	2
WP-105	Word Processing I . . . . .	2
	Additional Credits . . . . .	2
	<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 after six weeks.

## MEDICAL ASSISTANT MA-2

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The medical 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.

### PROGRAM OUTLINE

Diploma Program—64 credits required for graduation.

Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

Minimum typing speed requirement for graduation: 40 NWPM.

<b>COURSES</b>	<b>CREDITS</b>
DP-102 Introduction to Computer Operations . . . . .	4
MA-110 Business Math/Electronic Calculators . . . . .	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-160 Medical Machine Transcription . . . . .	4
ME-170 Health Seminar . . . . .	4
ME-180 Clinical Procedures . . . . .	4
ME-190 Laboratory Procedures . . . . .	4
ME-200 Medical Internship . . . . .	4
SS-100 Psychology of Human Effectiveness . . . . .	4
SS-110 Psychology of Human Relations and Career Development . . . . .	4
TW-100 Typewriting I . . . . .	2
TW-110 Typewriting II . . . . .	2
WP-105 Word Processing I . . . . .	2
Additional Credits . . . . .	2
<b>TOTAL CREDITS . . . . .</b>	<b>64</b>

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

## FASHION MERCHANDISING FM-1 and FM-2

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



### PROGRAM OUTLINE

#### FASHION MERCHANDISING FM-1

Diploma Program—48 credits required for graduation.  
Time: 36 weeks for regular term starts—42 weeks for mid-term starts.

#### FASHION MERCHANDISING ADMINISTRATION FM-2

Diploma Program—64 credits required for graduation.  
Time: 48 weeks for regular term starts—54 weeks for mid-term starts.

### COURSES

### CREDITS

EN-100	English Grammar . . . . .	4
FM-100	Introduction to Fashion . . . . .	4
FM-110	Professional Development . . . . .	4
FM-120	Fashion History . . . . .	4
FM-130	Retail Salesmanship/Accessories . . . . .	4
FM-140	Color, Line, and Design . . . . .	4
FM-160	Merchandising Math . . . . .	4
FM-170	Textiles . . . . .	4
FM-180	Marketing and Advertising . . . . .	4
FM-190	Visual Merchandising . . . . .	4
FM-200	Fashion Buying . . . . .	4
FM-220	Retail Practicum . . . . .	4
FM-225	Fashion Presentation . . . . .	4
SS-100	Psychology of Human Effectiveness . . . . .	4
SS-110	Psychology of Human Relations and Career Development . . . . .	4
TW-100	Typewriting I . . . . .	2
	Additional Credits . . . . .	2
	<b>TOTAL CREDITS . . . . .</b>	<b>64</b>

These programs may be started in Vancouver on mid-term starts only and require transfer to the Portland campus after six weeks.

# DESCRIPTION OF COURSES

IN THE DESCRIPTIONS WHICH FOLLOW, THE COURSE NUMBER AND TITLE ARE FOLLOWED BY THE CREDIT UNITS IN PARENTHESES.

## **AC-120 Principles of Bookkeeping (4)**

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)**

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)**

Intermediate accounting theory and application as they apply to accounts receivable, accounts payable, inventory, fixed assets, and partnerships are considered.

(Prerequisite: AC-140)

## **AC-180 Payroll Accounting (4)**

This course provides an in-depth view of this specialized area in accounting. The coursework involves both legal compliance and bookkeeping aspects of payroll and requires completion of a comprehensive computerized payroll project.

(Prerequisite: AC-120 or AC-140)

## **AC-200 Integrated Accounting on the Microcomputer (4)**

This course is the integration of accounting principles on a computerized program. It covers the entire accounting cycle focusing on both merchandising and service industries.

(Prerequisite: AC-140)

## **AC-215 Managerial/Cost Accounting (4)**

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)**

This course covers federal income tax concepts relating to individual taxpayers.

(Prerequisite: AC-160)

## **AC-245 Intermediate Accounting (4)**

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)**

An introduction to personal finance is studied. Case studies of corporate finance, computer software, and group projects are integrated into the study of financial markets.

(Prerequisite: AC-160)

## **AC-265 Fund Accounting (4)**

This course explores accounting systems unique to non-profit organizations. Accounting principles for local governments, hospitals, and educational organizations are examined.

(Prerequisite: AC-160)

### **DP-102 Introduction to Computer Operations (4)**

This course provides an extensive introduction to the computer environment. Computer terminology, concepts, and applications are explored to provide the student with a general understanding of the computer and its uses in today's business world. Students receive a hands-on introduction to spreadsheets, data base applications, and disk operating systems.

### **DP-120 Advanced Spreadsheet Applications (4)**

Advanced use of industry standard spreadsheets in business applications is emphasized. Concepts include creating spreadsheets, using named ranges, the look-up function, macros, and graphics. Students are also introduced to file transfer to other software packages.  
(Prerequisite: DP-102 or with instructor's approval)

### **DP-130 Introduction to BASIC Programming and Hardware Maintenance (4)**

This course provides introduction to the BASIC programming language. Structured techniques and flow charting are emphasized. The student writes, debugs, and runs programs using BASIC. In addition, students are introduced to the area of personal computer hardware technology and maintenance.  
(Prerequisite: DP-102)

### **DP-140 Programming with COBOL I (4)**

This course provides a thorough introduction to the COBOL programming language. Students write, debug, and run programs using structured programming techniques from input/output, arithmetic operations, report editing, comparison, accumulators, data editing, and nested If statements to control breaks.  
(Prerequisite: DP-130)

### **DP-150 Advanced Data Base Management (4)**

An industry standard data base manager is used as a basis for data base systems study. The student learns to create and modify data files, sort and list files, create custom reports, access multiple files, etc.  
(Prerequisite: DP-102)

### **DP-210 Programming With C (4)**

This course introduces the C programming language. Students write, debug, and run programs using C. Basic concepts covered include input/output operations, arithmetic expressions, control of program flow, and control structures.  
(Prerequisite: DP-130)

### **DP-220 Data Base Application Programming (4)**

This course provides an in-depth view of data base programming languages. Students design, write, debug, and run custom applications using a data base programming language.  
(Prerequisite: DP-150)

### **DP-230 System Administration & Multi-user Systems (4)**

This course covers operating systems, with emphasis on microcomputer multi-user systems. Students learn to share files with other users in a multi-tasking environment and learn basic system administration techniques.  
(Prerequisite: DP-130)

### **DP-240 Computer Lab Internship (2)**

Internship is a credit-bearing work experience tailored to the student's interest and limited to the availability of a proper setting. Open only to students completing the final two terms of their program.

### **EN-100 English Grammar (4)**

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

### **EN-110 English Composition (4)**

This course provides an introduction to the writing process with mastery of the rules of punctuation. It provides techniques for organizing and developing ideas.

(Prerequisite: EN-100)

### **EN-120 Business Communications (4)**

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

(Prerequisite: EN-110)

### **FM-100 Introduction to Fashion (4)**

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

### **FM-110 Professional Development (4)**

This course provides each student with the basics of what it takes to create a professional image. Topics covered include grooming, makeup, hair styling, color, visual poise, figure analysis, and wardrobe coordination.

### **FM-120 Fashion History (4)**

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

### **FM-130 Retail Salesmanship and Accessories (4)**

Students learn effective sales techniques and give sales presentations using these techniques. This course also provides theory and practice relating to the management of people, leadership, and human relations. The role of accessories in fashion is covered.

### **FM-140 Color, Line, and Design (4)**

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

### **FM-160 Merchandising Math (4)**

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

### **FM-170 Textiles (4)**

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



### **FM-180 Marketing and Advertising (4)**

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

### **FM-190 Visual Merchandising (4)**

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

### **FM-200 Fashion Buying (4)**

The basics of what, when, and where to buy fashion merchandise are covered in this course. Effective buying techniques, inventory planning, off-store buying, budgeting, and sourcing are all parts of this class. The role of the buyer in the merchandising organizational structure is included as a part of an in-depth look at buying as a fashion career.

### **FM-220 Retail Practicum (4)**

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

### **FM-225 Fashion Presentation (4)**

Presenting fashion shows and promotions in a creative professional way is an important aspect of the fashion industry. This course explores careers in fashion coordination and professional modeling. The planning and presentation of an actual fashion show along with runway techniques, commercial acting, and photographic modeling are exciting elements of this course.

### **HT-100 Introduction to Travel/Hospitality (4)**

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)**

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)**

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)**

Familiarization with the computer reservations system keyboard, building passenger reservations, and special help information are the main emphases of this course. The student learns the basics about using computerized reservations systems as well as the concepts of different passenger accommodation features, such as hotel and car rental reservations.

### **HT-140 Travel Computer Reservations System (4)**

This course teaches the student to use the computerized reservations system in its fullest capacity. Learning how to modify and create new itineraries helps the student become even more proficient in actual job performance. Special functions such as hotel and car rental reservations are emphasized, along with more general information categories and where to find them.

### **HT-150 Ground Services Operations**

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

### **HT-160 Advanced Tourism and Ground Service**

This course incorporates airline operations as they relate to weather, ground services operations, weight and balance procedures, and managerial functions. It includes the advanced study of geography as it relates to travel-tourism in the remote areas of the world.

### **HT-170 Hotel/Motel Front Office Procedures (4)**

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.

### **LE-100 Legal Concepts (4)**

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.

### **LE-110 Business Law (4)**

This course provides an introduction to the legal situations most frequently encountered in everyday business life including contracts, sales contracts, and personal property. The origin and development of law and its social aspects are studied along with the application of the law. The course provides study of daily business law and includes warranties and product liabilities, laws of employment, creation of partnerships and special ventures, wills, trusts, and the major types of insurance.

### **MA-110 Business Math/Electronic Calculators (4)**

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

### **MA-120 College Algebra (4)**

This course is an introduction to basic algebra and its business use. It includes introductory theory and operations and applies this foundation to solving linear equations.

(Prerequisite: MA-110)

### **ME-100 Medical Office Procedures & Psychology (4)**

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

### **ME-120 Medical Financial Management (4)**

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

### **ME-130 Anatomy and Physiology I (4)**

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

### **ME-140 Anatomy and Physiology II (4)**

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

(Prerequisite: ME-130)

### **ME-150 Medical Insurance Billing and Coding (4)**

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.

### **ME-160 Medical Machine Transcription (4)**

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-170 Health Seminar (4)**

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.

### **ME-180 Clinical Procedures (4)**

This course provides the student practical experience in the areas of pharmacology and drug therapy, electrocardiography, nutrition and diet therapy, specific examination, and emergency care.

### **ME-190 Laboratory Procedures (4)**

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.

### **ME-200 Medical Internship (4)**

The principles of medical office techniques and procedures are applied in medical office settings to give students practical experience caring for patients.

### **OP-100 Office Techniques (4)**

This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management.  
(Prerequisite: TW-100)

### **OP-110 Office Practicum (4)**

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. Recommendations of faculty are required, and the student must have a minimum GPA of 2.5.

### **PL-100 Introduction to Law (4)**

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

### **PL-110 Torts (4)**

Intentional torts, negligence, products liability, defamation, defense, and damages are studied. Practice is provided in the drafting of various documents.  
(Prerequisite: PL-100)

### **PL-120 Contracts (4)**

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

### **PL-130 Real Property Law (4)**

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

### **PL-140 Civil Procedure/Trial Preparation (4)**

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

### **PL-150 Business Ethics and Social Responsibility (4)**

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.

### **PL-220 Family Law (4)**

Topics include divorce, separation, custody, adoption, guardianship, support and settlement agreements.  
(Prerequisite: PL-100)

**PL-230 Estate Planning and Probate (4)**

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.

(Prerequisite: PL-100)

**PL-240 Business Organizations (4)**

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.

**PL-250 Legal Research and Writing I (4)**

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.

(Prerequisite: PL-140 and EN-110)

**PL-260 Legal Research and Writing II (4)**

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. The course includes a brief introduction to computer research.

(Prerequisite: PL-250)

**PL-270 Paralegal Internship (4)**

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: Approval of academic dean.)

**SH-100\* Speedwriting Theory (4)**

The students are taught the principles of Speedwriting ABC Shorthand. They quickly acquire a shorthand vocabulary which includes brief forms, abbreviations, phrasing, and commonly used business words. The dictation of connected material is introduced early. This prepares the student for quick use of the system.

**SH-110\* Dictation/Transcription I (4)**

Emphasis is on building speed and accuracy through dictation drills and extensive transcription practice. Minimum shorthand speed goal — 80 wpm with 95% accuracy.

(Prerequisite: SH-100 or equivalent)

**SH-120\* Dictation/Transcription II (4)**

This course features material and techniques which develop speed and accuracy. The dictation material used consists of more difficult business letters, editorials, reports, and articles selected from various types of businesses. Special emphasis is placed upon developing the ability of the student to transcribe more material. Minimum shorthand speed goal — 90 wpm with 95% accuracy.

(Prerequisite: SH-110 or equivalent)

\*If schedule permits, those students who want shorthand or speedwriting skills may substitute SH-100, SH-110, and SH-120 for credits included in the ST-7A, ST-7L, or ST-9 curriculum.

**SS-100 Psychology of Human Effectiveness (4)**

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)**

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 director, and employers all contribute to the student's knowledge in this course.

### **TR-100 Transcription (4)**

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

### **TW-100 Typewriting I (2)**

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

### **TW-110 Typewriting II (2)**

Intermediate typewriting is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tabulations, manuscripts, and business forms are emphasized. Speed goal varies according to graduation requirement per individual program.

(Prerequisite: TW-100 or equivalent)

### **TW-120 Typewriting III (2)**

This is an advanced typing course 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.

(Prerequisite: TW-110 or equivalent)

### **WP-105 Word Processing I (2)**

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 word processing software.

### **WP-115 Information Processing (2)**

Information Processing is a course in using the microcomputer and advanced information processing commands and features, performing complex operations, and developing and working with long documents.

(Prerequisites: WP-105, TW-110, and EN-110)

## 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, fashion, travel, and medical fields.

## FACULTY

Western Business College faculty members are selected for their academic qualifications and working backgrounds. Western Business College faculty 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.

## 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 financial aid department. Re-entry students who left college on probation must have a 2.0 cumulative G.P.A. at the end of their first term back in order to remain in school.

Full-time Student:

A student registered for at least six (6) academic credit units per mid-term and at least twelve (12) 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. 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.
Credit Unit:	<p>A credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One credit unit is usually assigned for each hour the class meets per week during a twelve-week term. For example, a four credit course usually meets four hours per week for twelve weeks. (A credit unit requires a minimum of (10) hours of classroom instruction or twenty (20) hours of laboratory work in a twelve-week term.)</p> <p>There are three types of credit units recognized at Western Business College:</p>
Residence Credit:	Is awarded for courses whose requirements are met while enrolled at Western Business College.
Exemption Credit:	Refers to credit units earned through a course exemption examination created and monitored at Western Business College. Students receive an E on their transcript and are awarded the number of credits allocated to the course. An E is equivalent to an A in calculating GPA.
Transfer Credit:	Refers to credit units earned through another institution and transferred to Western Business College.
Prerequisite:	Preparatory course which must be completed before a student is eligible to enroll in a subsequent course.
Regular Term:	An academic term of 12 weeks in length.



Mid-term:	A six (6) week academic term during which students take a reduced course load on an intensive basis.
Probationary Status:	Conditional status which refers to students who are being monitored for failure to meet academic 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, the student is considered matriculated.
Nonmatriculated Status:	Nonmatriculated students are those who do not wish to pursue a program leading toward a diploma 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 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.

**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 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 enrollment at the college.

**COURSE EXEMPTION**

Students with business skills, experience, or previous training may request and take exemption tests the first week of classes. If they pass any exemption exam with a

minimum of 90 percent, they receive an E on their transcript and are awarded the number of credits allocated to the course. An E is equivalent to an A in calculating GPA.

## **ACADEMIC ADVISING**

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

It is our philosophy that the student comes first. We provide as many opportunities as we can to help students 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 term.

Evening students: 3 or 4 courses per term.

Day or evening mid-term students: 2 courses per mid-term.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated program. There is no additional tuition charged for added courses within a training program.

## **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 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 between 8:15 a.m. and 2:40 p.m. Evening classes are scheduled between 5:45 p.m. and 10:05 p.m.

**HOLIDAYS**

Some holidays 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**

Good attendance is required of each student and is necessary for the successful completion of each program of study. Attendance records are reported daily for each class. Absences are reported regardless of reason. Lack of regular attendance may result in termination from school. Please refer to orientation handout for the college attendance policy.

**GRADING SYSTEM**

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

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

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

**OTHER MARKS OF STUDENT PROGRESS**

I - INCOMPLETE: Given to a student who does not complete course requirements because of illness or legal difficulties. Extenuating circumstances must be documented for the student's academic file. Incompletes become F's after twelve weeks.

## **GRADE POINT AVERAGE**

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

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

## **GOOD STANDING/ SATISFACTORY PROGRESS**

All students must maintain satisfactory progress in order to continue in their course of study. It is required by federal regulation that in order to use financial aid monies to pay for their education, students must make satisfactory progress and be in good standing. "Satisfactory Progress" criteria are as follows:

1. Satisfactory attendance.
2. Scholastic average of "C" (2.0 cumulative GPA) or better.
3. Satisfactory conduct and employability traits (good work habits, attitudes, and actions not disruptive to school and other students' progress).
4. Skill development sufficient to result in employability.

Western Business College does not grant leaves of absence.

## **ACADEMIC ASSISTANCE/TUTORING**

All faculty members are available to provide additional academic help to students after classes each day. In addition, Fridays are set aside to permit students to obtain 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 cumulative 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 cumulative GPA of 3.5 to 4.0 receive their diplomas With Honors upon graduation.

## **CLASS CHANGES**

Class changes or withdrawals must be approved by the academic dean before the

beginning of the third week for twelve-week courses and before the beginning of the second week for six-week courses. Withdrawals after the above-stated time frames will result in the issuance of grades.

## **PROGRAM CHANGES**

Program changes must be approved and processed by the academic dean. Students will be charged additional tuition if the program change requires the extension of the original projected graduation date.

## **PROBATIONARY STATUS**

Students must maintain a minimum cumulative GPA of 2.0 to be in good standing and to maintain satisfactory progress.

Probation Categories: Students who fall below 2.0 cumulative GPA are notified that they are on probation. If students earn a minimum average of 2.0 GPA in their scheduled courses while they are on probation but do not bring their cumulative GPA to a 2.0, they are placed on extended probation. If they do not earn a cumulative GPA of 2.0 by the end of extended probation, they are dismissed from school. Both probation steps are documented for student files.

Reinstatement Criteria: If students want to return to school after academic dismissal, they must write a letter to the appeal board and include the following: 1) reason for the lack of progress during their first period of attendance; 2) what changes have taken place that will now enable them to complete their programs; 3) what their future goals are. The appeal board consists of at least two staff/faculty members. Decisions of the appeal board are final.

The institution shall determine at the half-way point of the established maximum time frame of the program (1 1/2 times the program length) whether the student cumulatively has successfully completed at least 60% of the credit hours attempted toward the educational diploma objective.

## **TRANSCRIPTS-RECORDS**

A complete, permanent set of academic records is kept at Western Business College on all students. One copy of the transcript is provided free of charge; additional copies may be ordered through the registrar at a charge of \$3.00 each when the request is

accompanied by a signed authorization to release the transcript.

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

## **STUDENT RECORDS**

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

## **TRANSFER OF WESTERN BUSINESS COLLEGE CREDITS**

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

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students must:

- (1) complete the required number of credits for their programs of study with passing grades in all required courses
- (2) earn at least a 2.0 (C) cumulative GPA and
- (3) achieve the minimum typing speed (if applicable) for their programs of study.

# STUDENT RIGHTS AND RESPONSIBILITIES

## STANDARDS OF ETHICAL PRACTICE AND NONDISCRIMINATION

The college does not discriminate against anyone on the basis of 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. Some classrooms cannot accommodate special requirements of wheelchairs.

## SEXUAL HARASSMENT

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

Sexual harassment of employees or students at Western Business College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with

procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

In accordance with Federal Regulation 34FR Part 85, Subpart F of the Drug-Free Work Place Act of 1988, the following statement is effective April 1989:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Western Business College, and appropriate action will be taken against any employee or student for violation of such prohibition.

## **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.

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.

### **RESPONSIBILITY FOR PERSONAL PROPERTY**

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

### **STUDENT 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 director of the school.
3. If the matter is still not resolved, the student should request an appeal hearing in writing through the director's office. The appeals committee is selected by the college director and is comprised of six (6) neutral persons from the faculty and administration, plus the college director (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the college director. The director will notify the student of the decision. This decision shall be final and binding.

### **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.

# FEES AND FINANCIAL AID

## TUITION AND FEES

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

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

## BOOKS AND SUPPLIES

Because the cost of books is an important factor in the student's planning, the college lists a book fee for each training program in the catalog insert, which is part of the catalog. It does not cover incidentals such as typing paper, pencils, pens, and steno pads, which students may purchase at the college bookstore as needed.

## FINANCIAL ASSISTANCE PROGRAMS

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

### PELL GRANT

The "Application for Federal Student Aid" form may be obtained from the college, high school counselors, or public libraries and is submitted to an agency of the Federal Government in accordance with the application instructions. The eligibility is then determined and notification in the form of a Student Aid Report (SAR) is sent directly to the student, who then forwards such notification to the college where the actual Pell Grant Award is calculated.

### SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This program is available to those students with exceptional financial need. The Supplemental Educational Opportunity Grant may not exceed \$4,000 for each of the student's undergraduate years. Funds are limited.

### **STAFFORD LOAN/FORMERLY GSL**

A student attending Western Business College may be eligible for a student loan from a participating lender. A student may borrow up to \$2,625 under this program. Repayment of the loan begins six months after the student ceases to carry at least a half-time program of study.

### **PERKINS LOAN/FORMERLY NDSL**

This program makes it possible for many students to borrow up to \$4,500. The college financial aid officer is responsible for determining which students are eligible and the amount of the loan. Repayment begins nine months after the student ceases at least half-time study and may extend over a ten-year period. Interest charges begin at the start of the repayment period for first-time borrowers or at the end of six months for previous borrowers.

### **S.L.S. (SUPPLEMENTAL LOAN FOR STUDENTS)**

Independent undergraduates may borrow up to \$4,000. Repayment begins immediately after graduation or at the point when a student's course load is less than half-time. Interest may or may not be deferred, depending on the lender. At least 75% of a student's academic year program cost must be paid before any funds may be disbursed to the student for non-tuition purposes.

### **P.L.U.S. (PARENTAL LOAN TO UNDERGRADUATE STUDENTS)**

The PLUS program allows parents of dependent undergraduates to borrow up to \$4,000 from a participating lender. Repayment for this loan begins 60 days after the date of disbursement of the funds to the student.

### **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.

### **TIME PAYMENT PLANS**

This college offers the opportunity for

students to make monthly or quarterly payments over the period of their training program.

### **VETERANS EDUCATION AND TRAINING (GI BILL)**

Western Business College is approved for the training of veterans with the exception of Chapter 106.

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

### **SCHOLARSHIPS**

Many students attend Western Business College under the auspices of a scholarship program. To aid worthy students in obtaining their education under such programs, Western Business College will match any scholarship sponsored by a local or civic or social organization (such as a lodge, union, service club, or permanent association) up to \$150.

For further information write to or contact the admissions department at Western Business College.

### **COLLEGE WORK-STUDY PROGRAM (CWS)**

This program allows students to work part-time while attending school. To be eligible, students must demonstrate financial need and maintain satisfactory progress.

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

A student who wishes to withdraw from school must do so officially through the business office. Withdrawal after the second week of any regular term or after the first week of any mid-term will result in the issuance of grades for the term.

### **FINANCIAL POLICY STATEMENT**

### **WITHDRAWAL FROM SCHOOL**

A student who must interrupt their training program will have to re-enter at a later time since Western Business College does not authorize leaves of absence.

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

## REFUND POLICY

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

1. If an applicant is not accepted, all monies paid by the applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to the school.
3. If termination occurs within five (5) business days of enrollment and prior to student attendance, all monies paid shall be refunded.
4. If termination occurs more than five (5) business days after enrollment, but prior to student attendance, only the non-refundable enrollment fee will be retained.
5. In the event that a student shall terminate attendance prior to the scheduled completion date, the student shall in no case be obligated for more tuition payments than listed below in the Academic Year Refund Policy. The policy shall apply to all terminations, for any reason, by either party.
- 5a. A student termination will be considered to have occurred not later than two school weeks after the last day of attendance unless earlier written notification is received by the school. In all cases the refund will be calculated from the last day of attendance.

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

6a. 9-Month Academic Year Refund Policy:

ATTENDANCE	TUITION CHARGED
1st Day to 50% of Academic Year . . .	Enrollment fee plus pro rata tuition to last date of attendance
Over 50% of Academic Year . . . . .	Enrollment fee plus full tuition

A “pro rata” refund is defined as the percentage of full weeks that remain (out of 36 weeks in the 9-month academic year) on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent. Thus, the portion of tuition assessed the student by the school that is to be refunded is the same percentage as that represented by the unattended portion of the 9-month academic year, rounded downward to the nearest 10 percent.

- 6b. Credits earned is not the criterion in implementing this policy. Rather, it is the actual period of attendance (first to last dates of attendance) per 9-month academic year.
- 7. For training programs of less than nine months, the refund policy will be based on the number of weeks in the training program.
- 8. For training programs requiring a fourth term of attendance, the above refund policy applies to the first academic year (first nine months). The refund policy for the fourth term will be based on a twelve-week period rather than a nine-month academic year.
- 9. In addition to the above, students will be charged for actual books received if they terminate prior to their scheduled completion date.

# 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, fashion, travel, and medical 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 graduate services director well before graduation. However, as full cooperation from the graduate is required, the graduate services director has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

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

If a diploma graduate wishes 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. Contacts may be made with any of the schools that are members of the Association of Independent Colleges and Schools and/or with any of the Phillips Colleges nationwide.

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 twelve weeks of training.

#### **CAREER DEVELOPMENT**

One course that helps prepare our students for entry into the business world is Psychology of Human Relations and Career Development. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resume, interview techniques, and an interview with our graduate services director.

#### **REFRESHER COURSES**

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