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Central Washington University

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BUSINESS EDUCATION at Central
Would you like to work as a secretary in a law office, as a secretary and accounting clerk in an accounting firm, as a stenographer for the F.B.I., as a receptionist or gen-

SECRETARIAL
eral office clerk in a medical clinic, as a secretary for a firm of engineers, or as a clerk-typist for a lumber company? These are just a few of the many and varied positions that former students of the secretarial program at Central now hold.

Students with no previous secretarial instruction can acquire an employable skill, while those with previous training can improve and add to their skills. A one-year program is offered for those students who wish to learn or improve secretarial skills. A two-year program offers the same training in skill subjects and in addition provides an opportunity to extend their general education through such courses as Economics, History, Geography, and others.

Both programs are easily adapted to each student's personal needs and interests.
Central's Commercial Education program for potential teachers is a four-year program leading to the Bachelor of Arts degree in Education. A fifth year of study required for a General Certificate in the state of Washington is also offered at Central and may lead to the Master of Education Degree. Central graduates in Commercial Education are in great demand for teaching positions. This demand for commercial teachers will continue to increase at both the high school and college levels.

Students enrolled in the teaching program in addition to learning the technique of teaching also receive a broad general education and acquire the skills and knowledge in various commercial subjects which may be used in teaching, in business, and for personal use.
BUSINESS EDUCATION
Those who wish to complete a four-year general business program at Central may do so by taking a major in economics leading to the Bachelor of Arts Degree in Arts and Sciences.
The student who is interested in securing a general background in business training will find it at Central by taking a major in economics. In this program he studies current economic theories and problems in such areas as taxation, money and credit, accounting, and labor-management relations. He is then given the opportunity to test these theories through observation and study of practical business operations. Most classes include investigation, research, and discussions concerning actual happenings in business and industry. First hand experience comes through interviews with business men and through field trips.

This is a four-year program leading to the Bachelor of Arts Degree in Arts and Sciences.

**PERSONAL VALUES**

Whether you become a music teacher, an engineer, a lawyer, or a housewife, personal values from an understanding of buying, banking, installment credit, proper form and content in business correspondence will be yours from one or several courses in the areas of business education.
FURTHER INFORMATION


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