

10-1954

Central Washington College of Education Quarterly. Business Education at Central

Central Washington University

Follow this and additional works at: <https://digitalcommons.cwu.edu/catalogs>

Recommended Citation

Central Washington University, "Central Washington College of Education Quarterly. Business Education at Central" (1954). *Course Catalogs*. 121.

<https://digitalcommons.cwu.edu/catalogs/121>

This Book is brought to you for free and open access by the University Archives and Special Collections at ScholarWorks@CWU. It has been accepted for inclusion in Course Catalogs by an authorized administrator of ScholarWorks@CWU. For more information, please contact scholarworks@cwu.edu.

370.13797CJ
v. 47, no. 1
1954
c. 3

BUSINESS EDUCATION

at Central . . .

CENTRAL WASHINGTON COLLEGE OF EDUCATION-QUARTERLY



ELLENSBURG, WASH.

CENTRAL WASHINGTON COLLEGE OF EDUCATION ELLENSBURG, WASHINGTON



THE *finest* TRAINING IN VARIOUS FIELDS OF BUSINESS EDUCATION!

● SECRETARIAL

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-

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.



● TEACHING

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.



● PRE-BUSINESS ADMINISTRATION

Do you want to be a certified public accountant—a lawyer—a sales manager—an advertising specialist? Or are you interested in going into business for yourself? Central offers you two years of pre-business administration with the advantages of small classes and personal attention. Courses have been approved for transfer to other colleges if the student wishes to specialize in some one field of business during his junior and senior years.

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.

● ECONOMICS

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.

CENTRAL WASHINGTON COLLEGE



● FURTHER INFORMATION

For further information about Business Education write to—Chairman, Social Studies Division, C.W.C.E., Ellensburg, Washington: For general information about Central Washington College of Education write to—Office of Public Service, C.W.C.E., Ellensburg, Washington.

CENTRAL WASHINGTON COLLEGE OF EDUCATION
QUARTERLY

Volume 47, Number 1

October 1954

Published quarterly in October, January, April and July, by Central Washington College of Education. Entered as second class matter at the Post Office at Ellensburg, Wash.

REPUBLIC PRESS  YAKIMA, WASH.

OF EDUCATION