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The Secretarial Curriculum of Junior Colleges in the State of Washington

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THE SECRETARIAL CURRICULUM OF JUNIOR COLLEGES
IN THE STATE OF WASHINGTON

A Research Paper
Presented to
the Graduate Faculty
Central Washington College of Education

In Partial Fulfillment
of the Requirements for the Degree
Master of Education

by
Herman H. Nelson

August 1961

THIS PAPER IS APPROVED AS MEETING
THE PLAN 2 REQUIREMENTS FOR THE
COMPLETION OF A RESEARCH PAPER.

Clifford Erickson
FOR THE GRADUATE FACULTY

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CHAPTER I

THE PURPOSE AND DEFINITIONS OF TERMS USED

The rapid development of junior colleges in Washington indicates their importance. But Medsker (13:284) feels that the junior college movement in this state faces problems of finance, curriculum, relationships with other institutions, and many other similar matters. For many years there has been need for information about the secretarial curricula of junior colleges in the State of Washington.

It is hoped that this study will assist educators on the junior college level in the future programming and operation of the secretarial curriculum in the State of Washington.

I. THE PURPOSE

Statement of the purpose. The purpose of this study was to survey the current secretarial curricula practices of the junior colleges in the State of Washington. Of particular interest were (1) secretarial courses offered, (2) credits given for secretarial courses, (3) number of quarters of secretarial courses offered, and (4) the percentage of students enrolled in the secretarial curriculum.

Importance of study. Research material concerning

the secretarial curricula of the junior colleges in Washington State is very limited. This study was an attempt to take an unbiased inventory of the secretarial curricula course offerings and practices in this state.

Limitations. The study was limited to the ten junior colleges accredited by the Washington State Board of Education, and to a presentation of their current secretarial curricula practices. No attempt will be made in this paper to analyze or interpret the results of this study.

II. DEFINITIONS OF TERMS USED

Junior colleges of the State of Washington. This includes the ten junior colleges accredited by the State Department of Education: Centralia Junior College, Clark Junior College, Columbia Basin College, Everett Junior College, Grays Harbor College, Lower Columbia Junior College, Olympic College, Skagit Valley College, Wenatchee Valley College, and Yakima Valley Junior College.

Secretarial curriculum. This is a curriculum offering a thorough training for all types of secretarial positions including those of medical secretaries. It offers practical training in office skills and is designed to prepare the student for employment as soon as possible

Machine transcription. This is a class developing the skill of transcription from a dictating machine. The general prerequisite is a typing speed of 40 words per minute.

Shorthand. Throughout this paper, shorthand will refer to Gregg Simplified Shorthand. This is the most common form of Gregg Shorthand in practice at the present time.

Webber Speed Stenography. This new method of shorthand, is recommended for beginning students in some junior colleges.

Secretarial practice. This class offers training and practice in the most efficient stenographic methods. Also included are discussions of secretarial duties and requirements, application of skills, and knowledge of procedures.

Office procedure. This class is similar to secretarial practice and office procedures. Course contents and presentation depend upon the instructor and the institution offering the course. It is an application of office skills and techniques to office procedures, record keeping in purchasing, billing, banking, and payroll cycles.

III. ORGANIZATION OF REMAINDER OF PAPER

The remainder of this paper will be divided into three main areas: (1) a review of literature concerning the secretarial curricula of the junior colleges in the United States, (2) a presentation of data compiled from the catalogs of the ten junior colleges in the State of Washington and American Junior Colleges, edited by Gleazer (7), and (3) a brief summary.

The second main area is further divided into two subareas: (1) the separate presentation of the secretarial curriculum of each of the ten junior colleges in the state and (2) a compilation of the previous data in collective form for purposes of comparison.

A bibliography and appendix are included immediately following the summary chapter.

CHAPTER II

REVIEW OF LITERATURE

The Encyclopedia of Educational Research (9:173) states most junior colleges offer at least one business subject. The general business curricula in most junior colleges is a two-year terminal program designed essentially to offer training for general clerical positions in business.

While complete data on the number of students enrolled in any field in any type of institution are difficult to obtain, Pierson (16:642) indicates that there is sufficient information to reveal a relatively high enrollment in business programs in junior colleges. Some approximation of the number of students in such programs is possible by the examination of data from several sources.

An analysis of the major curricula offered and enrollments in each curriculum for the majority of the public and private junior colleges in the country revealed the following information. In the 342 junior colleges for which 1955 enrollment by curriculum were reported, more than 42,000 regular students (exclusive of students in classes for adults) were enrolled in business curriculum. The percentage of business enrollments to

total school enrollment varied greatly by institutions as well as by states (16:642).

In addition to the 342 colleges from which enrollment data were obtained, 111 colleges reported that they offered business curricula, but gave no enrollment figures. Had such data been submitted, the number reported enrolled in business would have been considerably greater. In fact, there is little doubt that the number of students enrolled in business curricula in junior colleges is well in excess of 50,000 (16:642).

A further analysis of the data submitted also revealed that of all students enrolled in business curricula, 19,235 or 45 per cent were in transfer programs, whereas 22,764 or 54 per cent were in programs classified as terminal (16:642).

A report of enrollments in terminal business programs of two-year colleges in fifteen states indicated a total of 25,684 students enrolled in business curricula designated as terminal in nature. This was the largest number reported in any subject field and even approximated the total of enrollments in all terminal curriculum (16:643).

The 1957 American Business Education Association Yearbook (5:304) states that two-year curriculum designed to prepare graduates for immediate employment in

business did not appear to be quite as numerous as those in the university parallel. The public community colleges do offer more programs of this type than do independent junior colleges; this probably accounts for the difference in the total number of colleges making such offerings.

The American Junior Colleges (7:Appendix IV) lists 263 colleges with general business curricula for the completion of formal education in two years. In secretarial studies and training, 273 colleges are listed. Increasing numbers of junior colleges are offering curricula in various kinds of specialized secretarial fields such as medical and legal. The fact that these colleges have science laboratories and science courses creates a natural situation for such curricula as the medical secretary and others in the field of the healing arts. Here we come upon certain combinations of business and science, with business predominating.

Walters and Nolan (20:425) state that of the various terminal curricula offered by the junior college, the business curriculum is the most common. Most junior college secretarial curricula are offered for a two-year period, although some institutions offer one-year curricula. A study of the catalogs of 50 junior colleges, including both private and public institutions scattered throughout

the country, indicates that the most frequently offered two-year terminal curricula are (1) secretarial curriculum, (2) general business curriculum, (3) accounting curriculum, and (4) merchandising curriculum. A few junior colleges offered two-year curricula for medical secretaries and for dental secretaries. The secretarial curriculum is the most popular of the one-year curricula.

A study of the catalogs of the same 50 junior colleges indicates that the most common business subjects are shorthand and typewriting, offered in all 50 institutions. Accounting is offered in 46 of the 50 junior colleges, and office practice, business English, and business law in most (20:426).

CHAPTER III

PRESENTATION OF DATA

The first part of this chapter will present the secretarial curricula of Washington State junior colleges individually. Part two will present this same data in collective form for purposes of comparison.

I. INDIVIDUAL PRESENTATION

TABLE I

GRAYS HARBOR COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Typewriting	6	2
Office Machines	3	2
Shorthand	6	3
Secretarial Procedure	3	4

Status: Coeducational; 2-year college; day and evening students. Public control: local (Aberdeen School District #5); board of education elected by voters of district; members must reside in district.

Enrollment: Total enrollment--1,431; Secretarial enrollment--34; Secretarial enrollment 2.37 per cent of total enrollment.

Calendar: Three quarters. Academic year September to June. No summer session. Short courses offered.

TABLE II
COLUMBIA BASIN COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Shorthand Review	1	2
Shorthand	6	4
Typewriting	5	2
Transcription	2	4
Secretarial Training	1	4

NOTE. Columbia Basin College offers a course titled Shorthand Laboratory for 0 credits for 1 quarter. It was not listed in Table II due to the fact that the writer believes the course is a study laboratory and not an actual part of the secretarial curriculum of the school.

Status: Coeducational; 2-year college; day and evening students. Public control: local (Pasco School District #1); school board of 5 members elected by voters of district; members must be citizens and residents of district.

Enrollment: Total enrollment--2,095; secretarial enrollment--15; Secretarial enrollment .71 per cent of total enrollment.

Calendar: Three quarters. Academic year September 10-June 10. Six-week summer session June 15-July 24. Short Courses offered.

TABLE III
CLARK COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Typewriting	4	2
Personal Typewriting	1	2
Shorthand	6	4
Webber Speed Stenography*	2	4
Secretarial Practice	3	4
Medical Terminology and Office Procedures	2	2
General Office Machines	3	2
Office Practice	1	4

*Clark College is the only Washington State junior college offering Webber Speed Stenography at the time of this study.

Status: Coeducational; 2-year college; day and evening students. Public control: local (Vancouver School District #37); board of directors of 5 members elected by voters of district for 4-year terms.

Enrollment: Total enrollment--2,456; Secretarial enrollment--19; Secretarial enrollment .70 per cent of total enrollment.

Calendar: Three quarters. Academic year September 15-June 10. Six-week summer session June 15-July 31. Short courses offered.

TABLE IV

EVERETT JUNIOR COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Typewriting	4	2
Machine Transcription	1	1
Shorthand	3	5
Transcription*	4	5
Secretarial Training	1	5

*Everett Junior College offers four transcription courses titled (1) Shorthand Transcription, (2) Advanced Shorthand and Transcription, (3) Medical Dictation and Transcription, and (4) Specialized Shorthand and Transcription. For illustrative purposes all four courses were classified under the general heading of transcription.

Status: Coeducational; 2-year college; day and evening students. Public control: local (Everett Unified School District #2); board of education of 5 members elected by voters of district for 4-year terms.

Enrollment: Total enrollment--2,436; Secretarial enrollment--24; Secretarial enrollment .98 per cent of total enrollment.

Calendar: Three quarters. Academic year September 10-June 10. Six-week summer session June 15-July 24. Short courses offered.

TABLE V

LOWER COLUMBIA JUNIOR COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Personal Typewriting	2	2
Typewriting	6	2
Medical Office Procedures*	3	3
Shorthand	4	4
Transcription	1	4
Accounting for Secretaries	2	3
Office Machines	4	2
Filing	1	1
Secretarial Practice	1	5
Business English	1	3

*Lower Columbia Junior College offers Medical Office Procedures as a three-quarter course. The first two quarters are for two credits and the third quarter is for four credits.

Status: Coeducational; 2-year; day and evening students.
Public control: local (Longview City School District); board of education of 5 members elected by voters for 6-year terms.

Enrollment: Total enrollment--1,336; Secretarial enrollment--222; Secretarial enrollment 16.63 per cent of total enrollment.

Calendar: Three quarters. Academic year September 8-June 3. Summer session offered in some years.

TABLE VI
OLYMPIC COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Refresher Shorthand	1	2
Typewriting	3	2
Shorthand	4	5
Transcription	1	5
Office Machines	1	3
Office Practice	1	5
Business English	1	5

NOTE. Olympic College offers vocational classes in stenotype and office machines. These two courses do not receive college credit and were not included in this study due to their vocational nature.

Status: Coeducational; 2-year college; day and evening students. Public control: local (Bremerton Consolidated School District #100-C); board of 5 directors elected by voters of district for 2-year terms; directors must reside within the district.

Enrollment: Total enrollment--2,388; Secretarial enrollment--324; Secretarial enrollment 13.56 per cent of total enrollment.

Calendar: Three quarters. Academic year September 16-June 10. Eight-week summer session June 20-August 10. Short courses offered.

TABLE VII

SKAGIT VALLEY COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Typewriting*	6	2
Office Machines	2	2
Machine Transcription	1	2
Shorthand	6	4
Filing	1	2
Office Practice	1	3
Transcription	3	2

*Skagit Valley College offers three types of typewriting titled (1) Typewriting, (2) Speed Typewriting, and (3) Production Typewriting. For illustrative purposes, all three courses were classified under the general heading of Typewriting.

Status: Coeducational; 2-year college; day and evening students. Public control: local (Union High School District #1); board of directors of 10 members elected by voters of district for 4-year terms; members must be residents of district and 21 years of age or over.

Enrollment: Total enrollment--970; Secretarial enrollment--23; Secretarial enrollment 2.36 per cent of total enrollment.

Calendar: Three quarters. Academic year September 21-June 10. Six-week summer session June 15-July 24. Short courses offered.

TABLE VIII

WENATCHEE VALLEY COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Secretarial Practicum	1	3
Clerical Practicum	1	3
Shorthand*	6	5
Transcription	2	2
Office Problems	2	5
Calculating Machines	1	3
Typewriting	4	3

*Six quarters of shorthand include one class, Legal Shorthand and Office Practice, classified under the general heading of shorthand for illustrative purposes.

Status: Coeducational; 2-year college; day, boarding, and evening students. Public control: local (Wenatchee School District #246); school board of 5 members elected by the voters of district for 2-year terms.

Enrollment: Total enrollment--984; Secretarial enrollment not available.

Calendar: Three quarters. Academic year September 15-June 15. Ten-week summer session June 16- August 20.

TABLE IX

YAKIMA VALLEY JUNIOR COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Typewriting	6	2
Shorthand	3	4
Transcription	1	1
Secretarial and Office Practice	3	4

NOTE. Secretarial and office practice are combined in the curriculum of the Yakima Valley Junior College. For simplification of illustration this course will be referred to as office practice in part two of this chapter.

Status: Coeducational; 2-year college; day and evening students. Public control: local (Yakima School District #7); board of directors of 5 members elected by voters of district for 3-year terms.

Enrollment: Total enrollment--1,220; Secretarial enrollment--42; Secretarial enrollment 3.44 per cent of total enrollment.

Calendar: Three quarters. Academic year September 15-June 6. Eight and one-half week summer session June 15-August 11. Short courses offered.

TABLE X

CENTRALIA JUNIOR COLLEGE SECRETARIAL CURRICULUM

Secretarial Curriculum Courses Offered	Quarters Offered	Average Credit
Office Procedure	1	3
Secretarial Accounting	1	5
Spelling	2	2
Penmanship	2	1
Typewriting	6	2
Shorthand	6	5
Office Machines	1	3
Filing	1	2

Status: Coeducational; 2-year college; day and evening students. Public control: local (Centralia School District #401); board of directors of 5 members elected by voters of district for 4-year terms.

Enrollment: Total enrollment--1,603; Secretarial enrollment--39; Secretarial enrollment 2.43 per cent of total enrollment.

Calendar: Three quarters. Academic year September 14-June 15. Eight-week summer session July 5-August 25. Short courses offered.

II. COLLECTIVE PRESENTATION

For purposes of illustration, several of the individual school titles for secretarial courses have been generalized. Advanced typewriting was included in the general heading of typewriting, advanced shorthand in the general heading of shorthand, calculating machines in the general classification of office machines, clerical practicum in the general classification of secretarial practice, and shorthand refresher under the general heading of shorthand review.

Enrollment. The total enrollment for the ten junior colleges considered in this study was 16,919. All but two of the schools had enrollments of 1,000 or more at the time of this study. Total enrollment in the secretarial curriculum of 742 was illustrated by Table XIII. This total does not include students enrolled in the secretarial curriculum at Wenatchee Valley College because information was not available concerning secretarial enrollment at that college.

Course offerings. Table XI illustrates the courses offered by the Washington State junior colleges in their respective curricula. Courses are listed by

rank according to the number of schools offering them. Table XII illustrates the number of quarters the various secretarial courses are offered and the average credit given for each quarter of work.

TABLE XI
SECRETARIAL CURRICULUM COURSE OFFERINGS
OF WASHINGTON STATE JUNIOR COLLEGES

Courses Offered	Number of Schools	Per Cent of Total
Typewriting	10	100
Shorthand	10	100
Office Machines	7	70
Transcription	6	60
Secretarial Practice	6	60
Office Procedure	4	40
Office Practice	4	40
Filing	3	30
Personal Typewriting	2	20
Machine Transcription	2	20
Shorthand Review	2	20
Secretarial Accounting	2	20
Business English	2	20
Webber Speed Stenography	1	10
Spelling	1	10
Penmanship	1	10

TABLE XII
 NUMBER OF QUARTERS SECRETARIAL CURRICULUM
 COURSES OFFERED AND AVERAGE CREDIT
 GIVEN IN WASHINGTON STATE JUNIOR COLLEGES

Courses Offered	Quarters Offered						Credit Range	Average Credit
	1	2	3	4	5	6		
Typewriting	0	0	1	3	1	5	2-3	2
Shorthand	0	0	2	1	1	6	3-5	4
Office Machines	2	2	2	1	0	0	2-3	2
Transcription	2	2	1	1	0	0	1-5	3
Secretarial Prac.	4	1	1	0	0	0	3-5	4
Office Procedure	1	2	1	0	0	0	2-5	3
Office Practice	3	0	1	0	0	0	3-5	4
Filing	3	0	0	0	0	0	1-2	2
Personal Typewriting	1	1	0	0	0	0	2	2
Machine Transcription	2	0	0	0	0	0	1-2	2
Shorthand Review	2	0	0	0	0	0	2	2
Secretarial Acct.	1	1	0	0	0	0	3-5	4
Business English	2	0	0	0	0	0	3-5	4
Webber Speed Steno.	0	1	0	0	0	0	4	4
Spelling	0	1	0	0	0	0	2	2
Penmanship	0	1	0	0	0	0	1	1

NOTE. Average credits have been rounded off to the nearest whole numbers for purposes of illustration.

TABLE XIII
 JUNIOR COLLEGE SECRETARIAL
 CURRICULUM ENROLLMENT

College	Total Enrollment	Secretarial Enrollment	Per Cent of Total
Centralia	1,603	39	2.43
Clark	2,456	19	.70
Columbia Basin	2,095	15	.71
Everett	2,436	24	.98
Grays Harbor	1,431	34	2.37
Lower Columbia	1,336	222	16.63
Olympic	2,388	324	13.56
Skagit Valley	970	23	2.36
Wenatchee	984	N.A.*	-
Yakima	1,220	42	3.44

*Secretarial enrollment data was not available for Wenatchee Junior College.

CHAPTER IV

SUMMARY

The purpose of this study was to survey the current secretarial curricula practices of the junior colleges in the State of Washington.

Of specific interest were (1) secretarial courses offered, (2) credits given for secretarial courses, (3) number of quarters of secretarial courses offered, and (4) the percentage of students enrolled in the secretarial curriculum.

In summarizing, the writer wishes to emphasize that this study is merely a presentation of the current course offerings and not a critical analysis of the merits or deficiencies of any of the junior college secretarial curricula.

It is hoped that this study will assist educators on the junior college level in future programming and operation of the secretarial curriculum in the State of Washington.

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APPENDIX

ADDRESS LIST

1. Centralia Junior College, Locust & Oak Streets,
Centralia, Washington.
2. Clark Junior College, 1925 Fort Vancouver Way,
Vancouver, Washington.
3. Columbia Basin College, 2600 North Chase Street,
Pasco, Washington.
4. Everett Junior College, Everett, Washington.
5. Grays Harbor College, Aberdeen, Washington.
6. Lower Columbia Junior College, 1600 Maple Street,
Longview, Washington.
7. Olympic College, 16th & Chester, Bremerton, Washington.
8. Skagit Valley College, 2405 College Way, Mount Vernon,
Washington.
9. Wenatchee Valley College, 5th Street, Wenatchee,
Washington.
10. Yakima Valley Junior College, 16th Avenue & Lenox,
Yakima, Washington.