

INGS for YAKIMA VALLEY JUNIOR COLLEGE at YAKIMA WASHINGTON

JOHN W. BAILEY, AIA, ARCHT.

The New
**Yakima Valley
Junior College**

Announces a New and
E-X-P-A-N-D-E-D
Business Department



**Beginning September 12 1949, on the new
college campus at 16th and Lenox Avenues,
YAKIMA, WASHINGTON**

A Personal Greeting



Yakima Valley Junior College is answering the call for specialized training for vocations and professions. Demand for this training comes from the Yakima Valley itself, which grows constantly in population, business and industry. For twenty-one years our junior college has been fully accredited in the first two years of college and pre-professional courses. Our expanded program will now offer two-year terminal courses for vocations . . . two years of thorough training for earning a living in several specialized activities. These added courses are especially chosen to meet the requirements of business and industry in Yakima and the Yakima Valley. An outline of these courses is given in this folder.

In offering these terminal courses to students who feel they must begin life's work in the shortest possible time, the College will not in the least neglect the broad, cultural courses. These, we suggest, not only make life richer and enhance personality, but prepare any student for greater service and leadership in the community. As you mature in your special skill, some knowledge outside that narrow field will help you grow in understanding and wisdom, and to fulfill your desire for the happiness you deserve.

It is our pleasure to welcome you to the new Yakima Valley Junior College.

Harold A. Hoeglund

Harold A. Hoeglund, Dean,
Yakima Valley Junior College



So You Want to be in Business?

What are you going to do with yourself? Do you want to be a secretary? Do you want to become an office manager? Do you think you'd like to go into business for yourself? Perhaps you're already on the job and would like a refresher course?

Or, if you are interested in the four-year Business Administration course, would you like to save your money for the advanced work and stay at home during the first two years of study? The expanded Business Department of the Yakima Valley Junior College stands ready to give you the training you desire.

A recent survey by the National Office Management Association in the Yakima valley tells us what valley business men want; namely, well trained, mature, beginning office workers . . . young men and women able to meet the exacting requirements of the modern business office. To meet these standards, prospective employees should have:

1—Thorough training in the skills and knowledges expected of all office personnel, PLUS specialized training for a particular type of work, 2—A good general education, and 3—"Finisher" training, including supervised work experience in actual business offices.

With the cooperation of Yakima business offices, the Yakima Valley Junior College, with its new equipment and expanded facilities, is now able to provide all three steps in this complete business training program.

The courses briefly outlined in this folder should give you just the training you are looking for. If you wish additional information about the Business Department, or any other work at Yakima Valley Junior College, the enclosed card will bring it to you.



Take a Letter Please!



A favorite character in fiction is the secretary who, in emergency, could almost run the business! There are such secretaries. But, should you meet one of them, you are likely to find a person who entered the office, not only with the necessary skill in office routines, but with a good general education as well. Office managers in the Yakima area say this is one of the most difficult to fill with adequately trained beginners. They further declare, more than 45 per cent of them, that a stenographer or secretary should have at least one to two years' training after high school.

To meet this need is a foremost aim of the expanded Business Department of Yakima Valley Junior College. New equipment includes secretarial type desks for each typist, posture chairs, special accounting tables; the newest in office machines, equipment, lighting and design. Not least important is instructors with a background of rich business experience.

Two shorthand systems are taught, Thomas for beginners, and Gregg. Speeds of 120 words per minute or more, on new material dictated for five minutes, are not at all unusual in the first year. Typing is pointed at top business standards. Thorough training is given in all letter styles, legal documents, and business forms. Simplification of work by efficient handling of paper, carbons and other accessories is emphasized.

Inability to compose acceptable business letters, according to the N.O.M.A. survey, is one of the outstanding deficiencies of secretaries. The course in Business Communications is intended to help students learn how to write well organized, action-compelling letters and reports.

Practical Accounting gives the future secretary not only practice in accounting she may have to do, but an invaluable understanding of general business principles.

A finishing course in Secretarial Practice trains in all systems of filing, duplication, and machine transcription. Telephone techniques, receiving callers, personality, and other qualifications of the superior secretary receive close attention.

Office machine training covers all commonly used equipment, including full bank and ten-key adding machines, rotary and key-driven calculators, liquid and stencil duplicators, posting and bookkeeping machines.

Office Management and Procedures

Over 90 per cent of Yakima office managers feel that training on the college level should be given in office management. While it is not expected that such training will immediately qualify one for a position as office manager, it will present the trainee with basic principles of work simplification, office forms and procedures, personnel problems, office machines and equipment, office layouts and organization, practice in dictating letters to secretaries as well as to recording machines, etc.

By following the program outlined in office management, men and women interested in this growing field will be in a position to undertake jobs of a supervisory nature which may be the stepping stone to even higher positions.

The Business Administration Student

The general business course is so designed that a student may transfer to a four-year college with full junior standing or go directly into business upon completion of the two-year course at the junior college. During the third year of the four-year college, a student must decide in which field he wishes to specialize. The fields of specialization, are: accounting, advertising, banking and finance, economics, industrial geography, construction management, foreign trade, general business, insurance, industrial and personnel management, marketing and merchandising, production management, statistics, hotel administration, secretarial training, air and water transportation, public utilities, and commercial teaching.

A student may also take the first two years in the Business Administration Department and meet the requirements for admission to law school.

Undergraduate courses which may be taken at the Yakima Valley Junior College include Accounting, Business Law, Introduction to Business, Marketing, Money and Banking, Business Mathematics, Business Communications, Small Business, Statistics, Principles of Economics and other courses required of Business Administration majors.

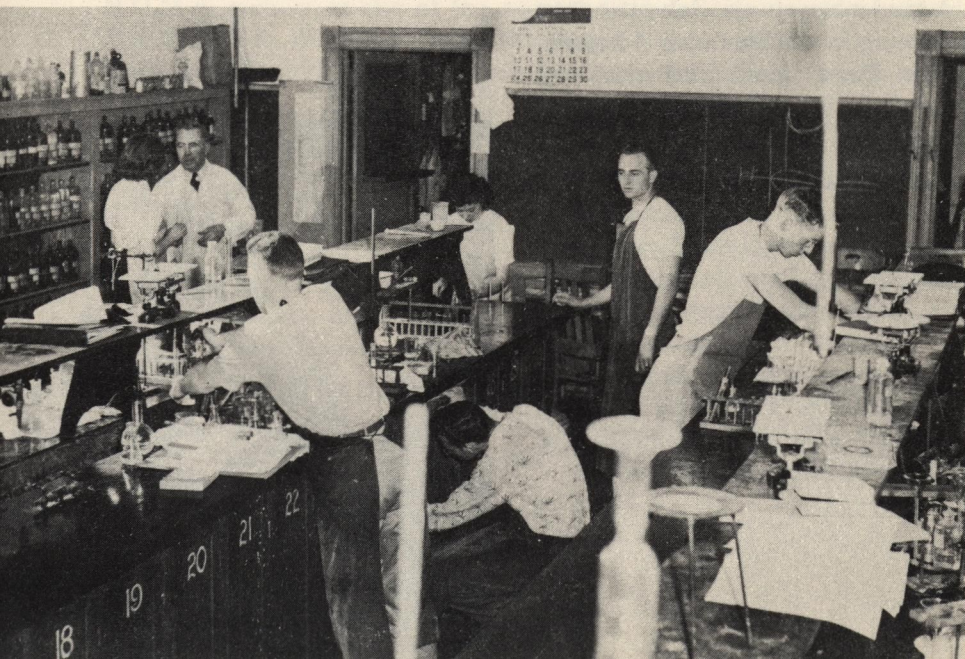


For the Coming Businessman . . .



The backbone of the American system of private enterprise is the small business. A large majority of Junior College graduates will get jobs in small businesses of one type or another. Others will want to start businesses of their own or will work closely with relatives or friends who have their own business. To indicate the essentials peculiar to success or failure in such an enterprise is one of the main purposes of the course in **Small Business** which is being offered for the first time in 1949-50.

It will concern such basic factors as business failures and their causes, advantages and disadvantages of the small business, selecting the type of business, location problems, legal considerations, pricing problems, buying, selling, advertising, procurement of fixtures and equipment, insurance, etc., etc. Those who have established their own business know the validity of the "etc.'s" at the end of the previous sentence. An opportunity is given students to make a special study of any type of small business in which they are interested.



Other Areas of Study

Yakima Valley Junior College offers two optional curricula. One is the terminal vocational described in this folder. The other is the general and pre-professional, leading to a bachelor's degree.

GENERAL COURSE

The student uncertain as to a major field of work may enroll for two years of general studies, qualifying to major in History or other Social Science, Natural Science, Language, Literature, Social Work, Psychology, Mathematics, Speech, Dramatics, English and Education.

MUSIC

Two years of music at the junior college enables the student to transfer to a conservatory or school of music for further study, or to obtain full college credit for elective courses taken for personal use.

PRE-PROFESSIONAL

The first two years of pre-dental, pre-medical, pre-law, and pre-teaching requirements can be fulfilled at the junior college. In the case of medical schools, which require three or four years of college for entrance, this is an excellent beginning.

PRE-ENGINEERING

The first year of engineering is the same in all branches, and can be satisfactorily obtained in the required courses at the junior college.

SCIENCES

The sciences offer a wide field of interest and opportunity for specialization. At the junior college a student may take two years of chemistry, a year each of physics, botany, and zoology, and a general course in biology.

PRE-TEACHING

A student interested in the teaching profession can attend the junior college for two years and upon graduation can enter the junior year of a teacher training institution. A physical education major is usually enrolled in the pre-teaching course.

PRE-LAW

At present a student can enter the law school with two years of college. The required courses are offered at the junior college, and by careful selection a student can transfer directly to a law school.

AGRICULTURE

Special information on agricultural courses to be announced later.

SPECIAL ADVANTAGES

Yakima Valley Junior College offers special advantages to students in the valley community. Students live at home, or return to their homes at week ends.

PERSONAL ATTENTION of faculty members is possible, because the average class consists of 20 students.

PART-TIME EMPLOYMENT opportunities are catalogued and are available through the Business Department.

The Catalog for 1949-1950 with complete information about the college, faculty, and courses offered will be sent on request.

League competition with other Junior Colleges is carried on in Football, Basketball, Baseball, Tennis and Track. Intra-mural athletic activities for both men and women include Golf, Ice Skating, Skiing, Horseback Riding, Badminton, Vol-



Music



ley Ball, Soft Ball, and Soccer. Folk Dancing is a popular activity.

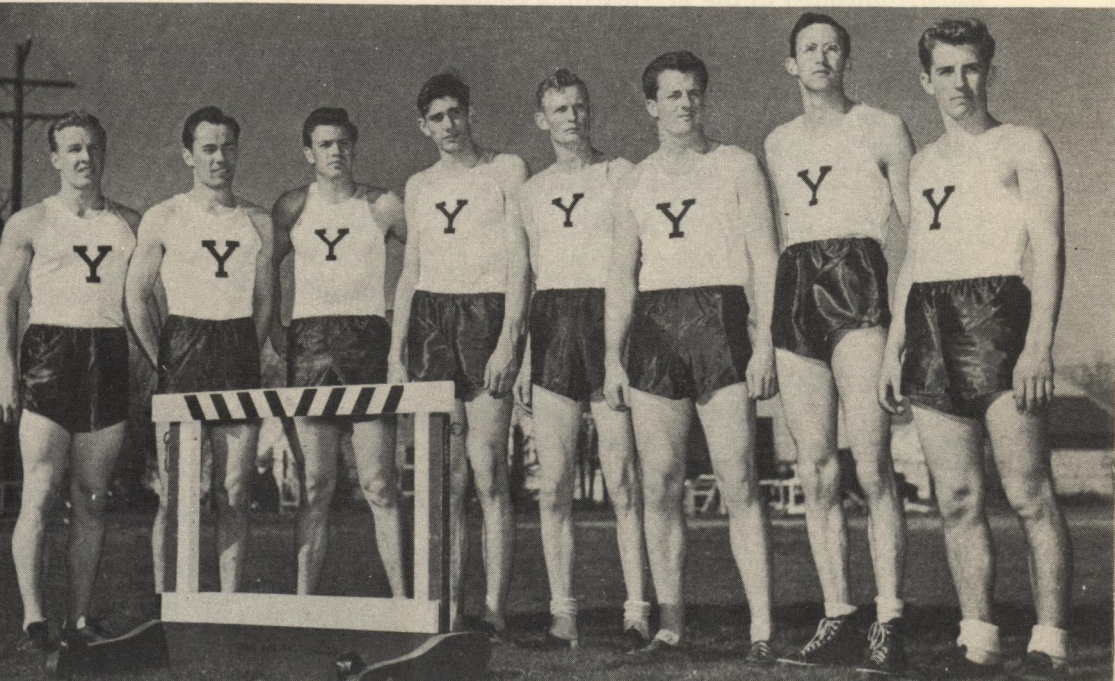
Music and Dramatics are linked with college work earning credits in Choral Singing and Dramatic Productions.

Photos by Jack Whitnall

Top — Boys' Quartet
Center — Girls' Sextette
Bottom — College Choir

Herald-Republic

Photos by Willard Hatch,





Photos by Willard Hatch, Herald-Republic

DANCING

As exemplified in production of the Nutcracker Suite by the Music Department.



DRAMATICS

Top and bottom photos by Studio Martin.
Left and right, by Willard Hatch, Herald-Republic.

