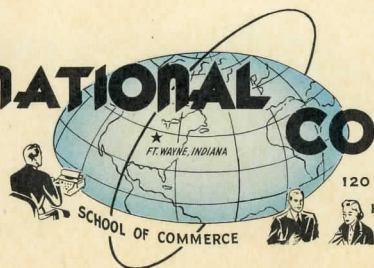


**THE FUTURE
BELONGS TO THOSE WHO
PREPARE FOR IT!**

Catalog of Courses

INTERNATIONAL COLLEGE



120 WEST JEFFERSON STREET
FORT WAYNE, INDIANA

Entrance requirements and general information about the courses offered at International College

General Information

INTERNATIONAL COLLEGE, founded in 1889, is now in its 74th year and is recognized as one of the leading schools of Commerce in America. ITS STUDENT BODY IS LIMITED TO HIGH SCHOOL GRADUATES. Many are veterans, attending under the school's contract with the Veterans Administration. A number are in training under a State Vocational Rehabilitation program. In the present school year former students of more than 30 other colleges are in attendance.

In the business subjects and skills, the student has standard college training even to the identical texts used by other colleges and university commerce schools.

Tens of thousands of International alumni are using their training in careers as secretaries, private or public accountants, salesmen or sales managers, civil service employees, bankers, business consultants, court reporters, employment managers, and purchasing agents. Many have reached top executive positions in business and others have established firms of their own.

Entrance Requirements

For years International has limited its enrollment strictly to high school graduates. It is one of the few business colleges in America with such a restriction and every International student knows he or she is studying college courses without the classes being handicapped by students of insufficient previous training.

In addition to a transcript of high school credits, International requires three references from each applicant to assure a quality student body. NO PREVIOUS BUSINESS TRAINING IS NECESSARY. Graduates of high school commercial departments or those with university business train-

ing may secure advanced standing by passing elimination tests with consequent savings of time and investment.

Courses of Study

Programs of training at International are given in either or both of the two schools of the college, Accounting and Business Administration or Secretarial Science. Programs are scheduled for eighteen months to two years. The Private Secretarial Course is of twelve months duration.

International is empowered in its charter from the State of Indiana to confer degrees. The degree of Associate Bachelor of Science in Commerce is awarded to successful graduates of the Professional Accounting, Executive Secretarial, Business Administration, and Business Administration and Finance courses. Graduates of General Business or Private Secretarial Courses receive a diploma certifying their graduation.

Standards and Accreditation

International College is Accredited by The Accrediting Commission for Business Schools. For over 25 years International was a member of the National Association of Accredited Commercial Schools and was a charter member of the National Council of Business Schools. These two organizations merged in 1950 into the National Association and Council of Business Schools. Credits and graduation from International are recognized by all member colleges in this national association.

The high standards maintained by this national organization have been recognized by the Veterans Administration, employers, and both state and national departments of education. Young men and women electing to take business training at International can be confident that their course of study will meet nationally-recognized requirements.

Private Secretarial

Four Quarters—12 Months Scheduled for Completion

90 Term Hours Credit

The Private Secretarial Course is primarily designed for students desiring to specialize in secretarial work. The course presents the skills and information and requires the standards of performance needed for successful secretarial employment. Every year scores of executives, many of them International alumni, select International graduates for secretarial positions.

TERM I				TERM III			
			Hrs. Credit				Hrs. Credit
A Typing	1001	Typing I — A	5	Shtnd.	903	Intermediate Dictation	5
A Shtnd.	901	Shorthand I — B	5	C Typing	1003	Typing III — B	5
B English	201	World Study and — A	5	B Off. Prac.	602	Secretarial Studies I — C	5
		Vocabulary Building	5	C Off. Prac.	605	IBM Key Punch and — A	5
B Off. Prac.	601	Filing — C	5	B English	203	Sorter	5
						Business Letter Writing — B	5
TERM II				TERM IV			
			Hrs. Credit				Hrs. Credit
B Typing	1002	Typing II — B	5	Shtnd.	904	Specialized Dictation	5
C Shtnd.	902	Shorthand II — A	5	B Psych.	702	Personality Development	5 — B
C English	202	Vocabulary Study and — C	5	Off. Prac.	603	Sec. Studies II	5
		Grammar Review	5	Acctg.	10a	Accounting for Secretaries — C	5
Off. Prac.	604	Business Machines — A	5	B Typing	1004	Typing IV	5 — B

General Business

Five Quarters—15 Months Scheduled for Completion

89 Term Hours Credit

The General Business Course is thorough and the studies pursued are designed to prepare students in both the financial and secretarial phases of business. The goal of this course is training in business fundamentals rather than specialization in any specific field.

TERM I				TERM III			
			Hrs. Credit				Hrs. Credit
Acctg.	10	Proprietorship and Partnership	5	Law	303	Taxes	5
Penmanship	101	Business Writing	5	Mgmt.	703	Personal Finance	5
Law	301	Fundamentals of Business Law	2	English	202	Vocabulary Study and Grammar Review	5
Math	501	Fundamentals of Bus. Math.	5	Typing	1001	Typing I	5
TERM II				TERM IV			
			Hrs. Credit				Hrs. Credit
Acctg.	20	Corporation Accounting	5	Typing	1002	Typing II	5
English	201	Word Study and Vocabulary Building	5	Shtnd.	901	Shorthand I	5
Law	302	Negotiable Instruments, Corporations and Sales	2	English	203	Business Letter Writing	5
Math	502	Taxes, Insurance, Ratios, and Securities	5	TERM V			
							Hrs. Credit
				Typing	1003	Typing III	5
				Shtnd.	902	Shorthand II	5
				Off. Prac.	601	Filing	5
				Elective Mgmt.	402, 403, or Marketing 801		5

Executive Secretarial

Six Quarters—18 Months Scheduled for Completion

119 Term Hours Credit

In presenting the Executive Secretarial Course, International feels it is offering one of the finest programs of secretarial training available in America. Many of the graduates of this program have reached inspiring positions in the business world.

The important distinction between this 119 term hour course and the 90 hour private secretarial course lies in the initial two quarters spent in the School of Accounting and Finance. The great strength of the training in this program is in the comprehensive survey of business organization and technique made as a background to the later study of Secretarial Science.

The program is the most balanced, flexible training available for young people planning on a secretarial career. Whether a position is solely secretarial, or the employment should call for basic abilities in accounting or familiarity with the financial or organizational aspects of business, an Executive Secretarial graduate is prepared. Graduates of this course are awarded an associate BSC Degree.

TERM I				Hrs. Credit
C- Acctg.	10	Proprietorship and Partnership		5
B- Penmanship	101	Business Writing		5
A- English	201	Word Study and Vocabulary Building		5
C- Law	301	Fundamentals of Business Law		2
C- Math	501	Fundamentals of Business Mathematics		5
TERM II				
Acctg.	20	Corporation Accounting		5
C- English	202	Vocabulary Study and Grammar Review		5
B- Law	302	Negotiable Instruments, Corporation and Sales		2
Math	502	Taxes, Insurance, Ratios, and Securities		5
TERM III				
A- Typing	1001	Typing I		5
B- Shorthand	901	Shorthand I		5
B- English	203	Business Letter Writing		5
C- Off. Prac.	601	Filing		5
TERM IV				
B- Typing	1002	Typing II		5
A- Shorthand	902	Shorthand II		5
C- Off. Prac.	602	Secretarial Studies I		5
A- Off. Prac.	604	Business Machines		5
TERM V				
Shorthand	903	Intermediate Dictation		5
B- Typing	1003	Typing III		5
Off. Prac.	605	IBM Key Punch and Sorter		5
Off. Prac.	603	Secretarial Studies II		5
TERM VI				
Shorthand	904	Specialized Dictation		5
B- Typing	1004	Typing IV		5
B- Psych.	702	Personality Development		5
Psych.	703	Personal Finance		5

Tuition and Fees

QUARTERLY PLAN—A quarterly plan of tuition payments is available for all courses. Minimum registration is for two quarters—two 12-week terms. On this plan the first two quarters tuition is paid at \$100.00 with application and \$280.00 at entrance. After the first six months in school, tuition payments are \$190.00 in advance of attendance.

NAME OF COURSE	Scheduled Time For Completion	Cash in Full With Application	Installment Plan—
			\$100 with Application \$190 at entrance, and Balance at \$45 per month
Private Secretarial	12 Months	\$ 620.00	\$ 670.00
General Business	15 Months	760.00	820.00
Executive Secretarial	18 Months	980.00	1055.00
Professional Accounting	18 Months	980.00	1055.00
Business Administration	18 Months	980.00	1055.00
Business Administration and Finance	24 Months	1180.00	1270.00

Principles of Automated Data Processing IBM I, \$40 payable in advance.

Principles of Automated Data Processing IBM II, \$40 payable in advance.

IBM Key Punch (024 and 026 Printing Card Punch) and IBM 082 Sorter (offered in Executive Secretarial and Private Secretarial Courses), \$40 payable in advance.

Books, activities fee, rental of cap and gown, extra.

Student enrolled on either the Cash or Installment Plan, who as a result of previous training may omit part of the studies, by elimination tests, may not require as long to complete the program. For those who can thus qualify for graduation in less time, prepaid tuition will be refunded at the rate of \$45.00 for each month saved. Students requiring more than scheduled time will pay \$45.00 for each extra month required to complete graduation requirements.

School Years and Hours

The college is in session throughout the calendar year except for a two-week vacation period in late Summer and another during the Christmas-New Year season. We also observe Labor Day, Thanksgiving, Good Friday, Memorial Day, and Independence Day. There are four Quarters of 12 weeks each during the year and new students may begin their studies in September, December, March or June.

Classes are held daily, Monday through Friday, and the college office is open from 8:00 a.m. to 5:00 p.m. those days.

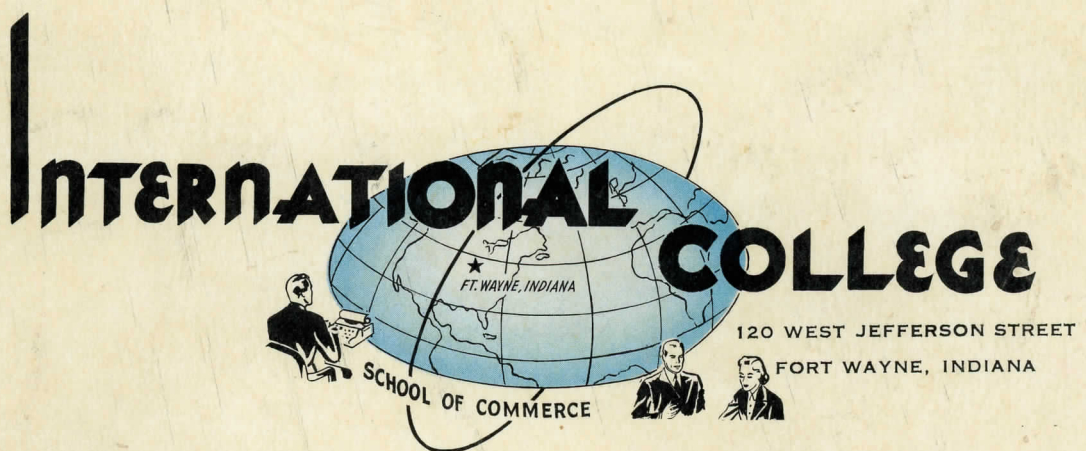
COLLEGE CALENDAR

1962

January 8.....	Return from Vacation
March 15.....	Graduation
March 19.....	Spring Quarter Begins
April 20.....	Good Friday
May 30.....	Memorial Day
June 7.....	Graduation
June 11.....	Summer Quarter Begins
July 4.....	Independence Day
August 30.....	Graduation
August 31 to September 16.....	Summer Vacation
September 17.....	Fall Quarter Begins
November 22.....	Thanksgiving Vacation Begins
November 26.....	Return from Vacation
December 6.....	Graduation
December 10.....	Winter Quarter Begins
December 22.....	Christmas Vacation Begins
January 7, 1963.....	Return from Vacation

1963

January 7, 1963.....	Return from Vacation
March 14.....	Graduation
March 18.....	Spring Quarter Begins
April 12.....	Good Friday
May 30.....	Memorial Day
June 6.....	Graduation
June 10.....	Summer Quarter Begins
July 4.....	Independence Day
August 29.....	Graduation
August 30 to September 15.....	Summer Vacation
September 16.....	Fall Quarter Begins
November 28.....	Thanksgiving Vacation Begins
December 2.....	Return from Vacation
December 5.....	Graduation
December 9.....	Winter Quarter Begins
December 21.....	Christmas Vacation Begins
January 6, 1964.....	Return from Vacation



1962-63 our seventy-fourth year