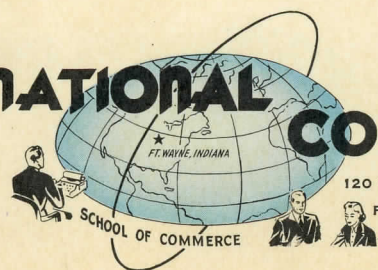


**THE FUTURE  
BELONGS TO THOSE WHO  
PREPARE FOR IT!**

## Catalog of Courses

**INTERNATIONAL COLLEGE**



120 WEST JEFFERSON STREET  
FORT WAYNE, INDIANA

**YES**, the Future *does* belong to Those Who prepare for it.

How may you wisely effect this preparation?

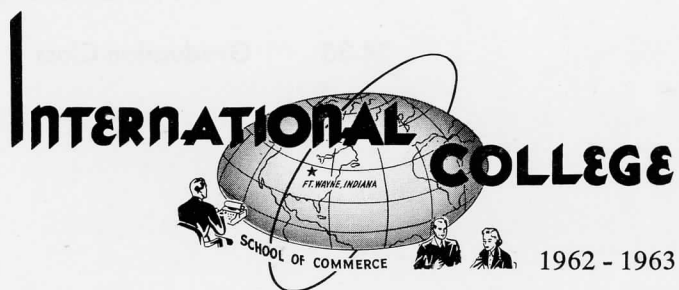
You may invest in many things such as stocks, bonds, or property. No investment, however, will pay as great returns as the investment in education.

Most young people do not have enough money to invest in stocks or property. But, they have *time* to invest, which yields return comparable to the best investment.

Remember, *time* is the most precious asset that you have. And how you prepare today, determines how tomorrow will yield returns for you.



**The World of Commerce**  
**is open to you . . .**



# **C O N T E N T S**

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***In just 12 to 24 months  
you can prepare yourself  
for a brighter, more rewarding  
future in the business field  
of your choice.***

The person who gets ahead faster in the business world is most often the person with sound business training. In short, salary raises and promotions come faster to those who know their jobs thoroughly.

Our aim is to provide the student with thorough technical training, but we also recognize our responsibility to provide an institution, curricula and personnel that will foster character and citizenship. Our reward is to follow the progress of our graduates as they rise to more responsible positions in business and industry.

We are proud of the fact that 40% of our students are relatives of former students. With many young men and women, it has become almost family tradition to "train for business the International way."

If you decide to become a member of our student body, we will do our best to make your stay with us pleasant and help give you a better start in the business world.

O. A. Dellinger  
President



# ***With International College training, you'll start in a better job and with a higher starting salary than others of your age and experience***

Business executives today demand personnel who have specific skills and training—and they are willing to pay more for these attributes. Our graduate placement bureau has records to show that graduates of International College do command better starting salaries than persons of the same age who have no more than a general education.

Letter after letter from former students tells us how much easier it was to get positions in business. Their training not only gave them skills required but gave them confidence to master the day-to-day problems they meet.

Our curriculum is designed to give you specific skills as well as a broad background to prepare you to effectively handle the responsibilities assigned to you in the particular business field you have chosen or will choose.

Weldon R. Gross  
Vice President

**Below is a list of a few of the many types of positions available to International College graduates:**

ACCOUNTANT	SECRETARY	RECEPTIONIST
BANKING	TAX EXPERT	PERSONNEL SUPERVISOR
OFFICE MANAGER	PURCHASING AGENT	CIVIL SERVICE
BUYER	ADVERTISING MANAGER	TRAVELING AUDITOR
TRAFFIC MANAGER	SALES DIRECTOR	MERCHANDISE MANAGER

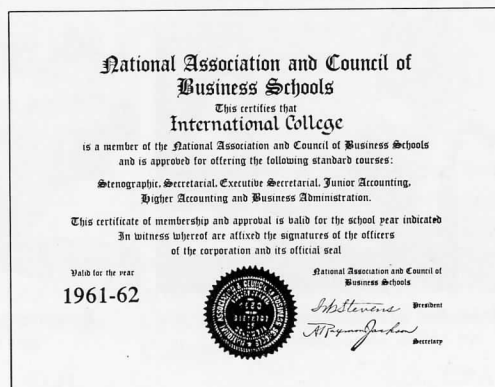
# You'll earn a degree from an accredited commercial college with a diploma that is recognized as a sign of excellence by major corporations for hundreds of miles around

Fort Wayne is an ideal site for a modern school of business. Industries in Fort Wayne and from a wide area around Fort Wayne employ thousands of people.

Both local and national employers show their confidence in our training by calling on us repeatedly for graduates. To them we owe a vote of thanks. And former graduates who are now executives with various companies call on us looking for graduates of International College.

International College is recognized by both the National Association and Council of Business Schools and the *Accrediting Commission for Business Schools*. Our high standards give students assurance that the courses of study they follow will meet nationally recognized requirements.

Dorothy E. Bulmahn  
Secretary-Treasurer



# ***International College offers men and women practical technical training as well as helpful courses in personality development***

At International College you can select from a wide variety of courses depending upon the business field you have chosen.

The Business Administration and Finance Course combines professional accounting and regular business administration training. A Professional Accounting Course is also available. The Executive Secretarial Course is one of the finest programs in America. All of the above courses lead to an associate BSC Degree. And, there is a course of study to provide the skills and information required for high standard of performance in successful secretarial employment.

Beyond the broad scope of knowledge attainable, International College also features a Personality Development Course for women. Even though professional knowledge and technical skills are fundamental to a secretarial career, it is a well-known fact that failure in business can be attributed to a personal defect rather than an inability to perform the duties of the position.

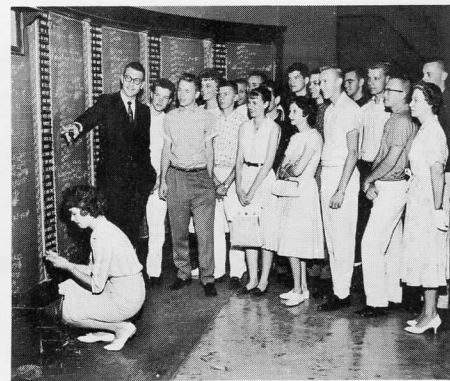
Personality Development enables students taking secretarial training to make the most of their personal appearance and to develop poise and confidence which are, in their way, just as essential as mechanical skills.



Students get practical training in an office atmosphere.



Personality development helps give a girl confidence and poise.



Field trips to operating companies are an integral part of the International Curriculum.



# **Personnel Directors, University Entrance Examiners and former students rank International College highly because of proved quality of training**

"While I am undecided about my future plans, I do know one thing—I am glad that I attended International College for the Army is in constant need of Office Personnel; and if you have had the training, you will be assigned to some kind of Administrative work."

A.N.

"I am writing about the matter of a young lady to fill a really worthwhile position. I have always felt a certain pride in the International College and really believe you produce a quality of business girls that can't be found here."

R. B., Personnel Director

"I was so pleased to hear how highly your school is rated by the business concerns of this city. I have talked with several employment managers and they said that if they had positions open they would never hesitate to give it to students who had been trained at International College."

G.B.

"I think of International College every time I get in a ticklish situation upon my job and know just what to do. I know what to do because we studied these minor details as well as the major skills at the college under the direction of your fine staff of instructors."

S.A.T.

"I have heard much of International College and the quality of its gradu-

ates. The young men you brought to Detroit are a welcome addition to our organization. I shall watch their progress with a great deal of interest."

J.F.L., Controller

"Since November I have been working in the College Office here. My work consists of handling payrolls, department requisitions, and purchase orders and vouchers. I would certainly recommend the International College to anyone interested in Business Training. When you have completed requirements for graduation, you are thoroughly prepared for your work in the Business Field."

A.M.

"If any of your students have completed the first year's work, there is no reason why they should not be able to pass our entrance examination for the second year's work, and the same for the third year."

D. H., Head of University Department of Accounting

"I have been given sixty-four hours advance standing for my work at International College. This number of hours would constitute an academic year plus an academic term."

L.E.M.

"Forty-two total credits that I can receive credit for by tests and work I have done at International College—possibly more."

D.H.

"My decision to take International's Professional Accounting Course was the first step toward reaching my goal, and I join with many other graduates in recommending International training as the best preparation a person can have."

R.A.G., CPA

"Our experience with International College has been so good that you are the first one I think of when I see the need for College Recruiting."

W.B.B., Personnel Director

"The University Health Service is just a miniature hospital, and the three Doctors are so nice to work for. I wanted dictation and I am really getting it. Those medical terms are certainly sticklers, but I have quite a vocabulary of which I am very proud."

E.K.

"We would like to reiterate our confidence in your school and would be most happy if you would recommend students graduating from your school whose homes are in this area to contact us at any time for possible job openings."

W.F.M.

"I have been thankful many times for the diversified Accounting background that I got at International College. Business College graduates command particular respect at our office. All five partners who are CPA's are products of Business Colleges."

J.O., CPA

**The letters from which these extracts are made are on file in the College Office.**

## ***Our Graduate Placement Bureau will help you find the most suitable position in business or industry***

As the 1961 graduates below and the thousands of other International College graduates can tell you, the training received at International College has been extremely valuable to them. All graduates of International College are entitled to employment service from the college without charge. International College is particularly sensitive to the needs of business, and the curriculum committee works with the Director of the Graduate

Placement Bureau to evolve any changes in subjects or emphasis which will assure alumni having the background which business demands.

In our Seventy-fourth year of successfully training young men and women for responsible positions, we can proudly say, "A diploma from International College is a passport to hundreds of attractive positions in the business world."

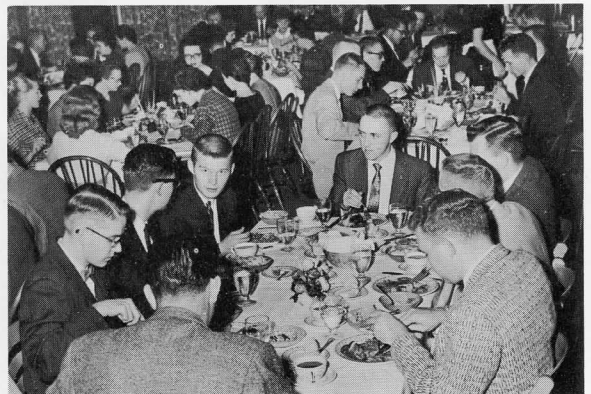


I. C. graduates being flown for interview with General Motors, Linden, New Jersey. G. M. is just one of the many large firms which send personnel interviewers to International College each year.

***When you're ready for the position,  
the position is ready for you!***



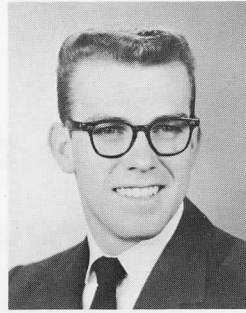
The graduates that have preceded you in the business world are building an enviable reputation for excellence. Prospective employers, who have hired I.C. alumni, keep returning to interview and hire the young men and women who will be the leaders in the business and industry of tomorrow.



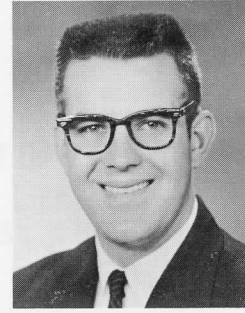
A wonderful camaraderie exists between graduates at International College. It's seldom you'll ever find a progressive, "on the go" company without at least one I.C. alumnus. Many businesses hire a substantial number of graduates every year. Typical is this one mid-western company. Here, periodically, over 100 I.C. graduates now employed by the company, meet at a banquet with the staff and officials of the college, to discuss "the good old days."



Gerald L. Fischer  
Traveling Office Manager  
The Farm Bureau Coop. Assn., Inc.  
Columbus, Ohio



Robert Dean Mynhier—Sr. Operator  
IBM Accounting Division  
McCray Refrigerator Company, Inc.  
Kendallville, Indiana



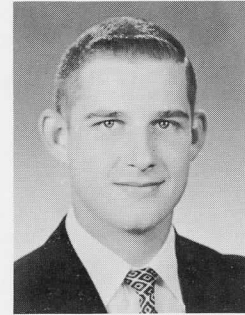
Wayne E. Baltzell  
Secretary to Assistant Controller  
The Ohio Oil Company  
Findlay, Ohio



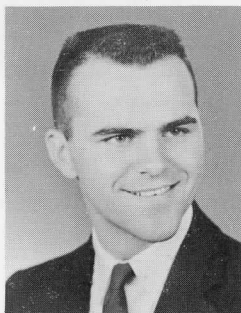
Dale E. Edris—Accountant  
Glenn L. Clark, Accountants and Auditors  
Tucson, Arizona



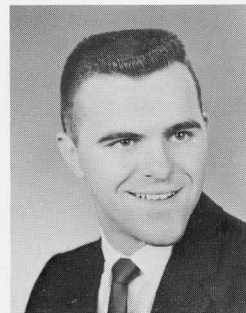
John F. Salomon—Office Manager  
Tractor Supply Company  
Lansing, Michigan



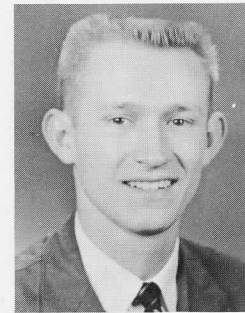
Kenneth Lee Webster—Cost Accountant  
Bonsib, Inc.  
Fort Wayne, Indiana



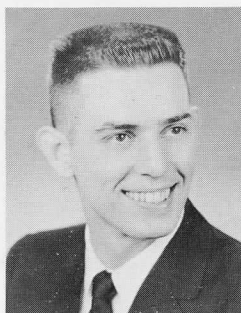
Larry Jay Kuhn—Accountant  
General Motors Corporation  
Marion, Indiana



Jerry Ray Kuhn—Accountant  
General Motors Corporation  
Marion, Indiana



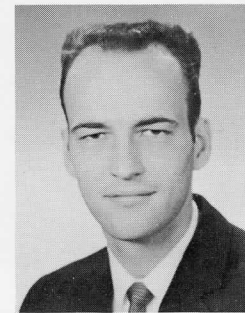
Arthur Pankop—Statistical and Internal Auditor  
Indiana State Auditor's Office  
Indianapolis, Indiana



Bill E. Arnold—Cashier  
Purdue University Center  
Fort Wayne, Indiana



Melvin E. Van Vorst—Cost Accountant  
Continental Can Company, Inc.  
Three Rivers, Michigan



John H. Washburn—Accountant  
Burroughs Corporation  
Chicago, Illinois

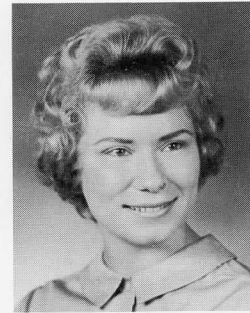




Marilyn (Hire) Kerch—Secretary  
Peter Eckrich & Sons Inc.  
Fort Wayne, Indiana



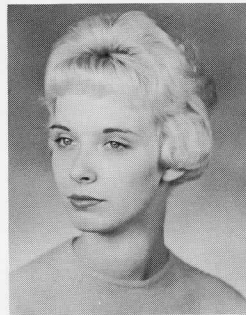
Wanda Sue Payton—Secretary  
International Harvester Company  
Fort Wayne, Indiana



Linda Lou Streb—Secretary  
Central Soya Co. Inc.  
Fort Wayne, Indiana



Anita (Huge) Green—Accountant  
Indiana & Michigan Electric Company  
Fort Wayne, Indiana



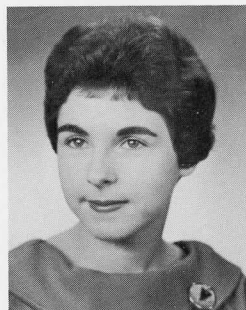
Joyce Anne Raney—Secretary  
Our Sunday Visitor  
Huntington, Indiana



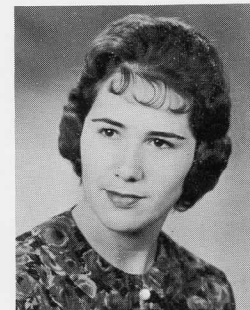
Joyce Ann Coffelt—Secretary  
Flint & Walling Mfg. Co.  
Kendallville, Indiana



Carol Arlene Ricks—Secretary in Athletics Dept.  
Purdue University  
West Lafayette, Indiana



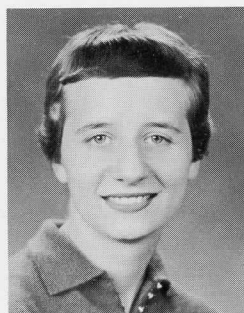
Janice Anne Farrell—Secretary  
Household Finance Corporation  
Chicago, Illinois



Carol (Kenner) Traster, Secretary  
Indiana & Michigan Electric Company  
Fort Wayne, Indiana



Beverly Sue Grossnickle—Secretary to Publisher  
The Chronicle-Tribune  
Marion, Indiana



Nancy (Smith) Schultz—Secretary  
Armour and Company  
Omaha, Nebraska



Bonnie Mae Adams—Legal Secretary  
Hasley & Eggers  
Fort Wayne, Indiana

# ***International College Offers a Balanced Schedule of Studies and Planned Activities!***

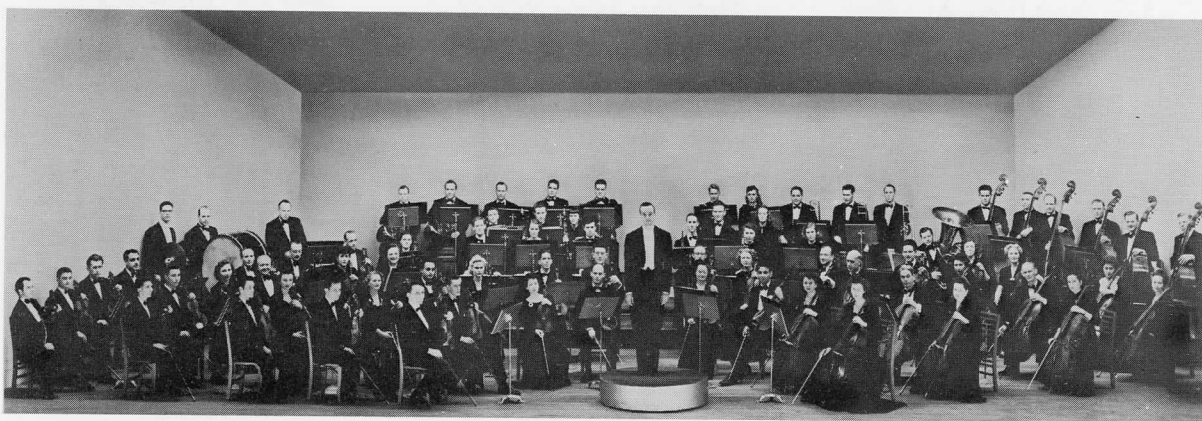
Technical training at International College is balanced by a varied student activities program which is conducted partly by the college itself and partly in student organization projects.

An activities card is given each student when he enters the college which permits him or her to participate in all regularly scheduled activities such as dances, picnics, concerts and lectures.

But outside of the student activities handled by the college, the students themselves can take part in many other social activities. Fort Wayne offers a Civic Theatre with outstanding plays presented

throughout the year. The Fort Wayne Philharmonic offers many hours of musical enjoyment. Movie theatres are conveniently located downtown and in outlying sections of Fort Wayne.

Miscellaneous activities at the college include presentation of special lectures by nationally-known figures. In the past the college has brought to Fort Wayne such people as Dorothy Thompson, William L. Shirer and Dr. Norman Vincent Peale. Those students interested in music and sports find outlet in chorus work and participation in bowling, basketball, and golf teams.



Fort Wayne Philharmonic



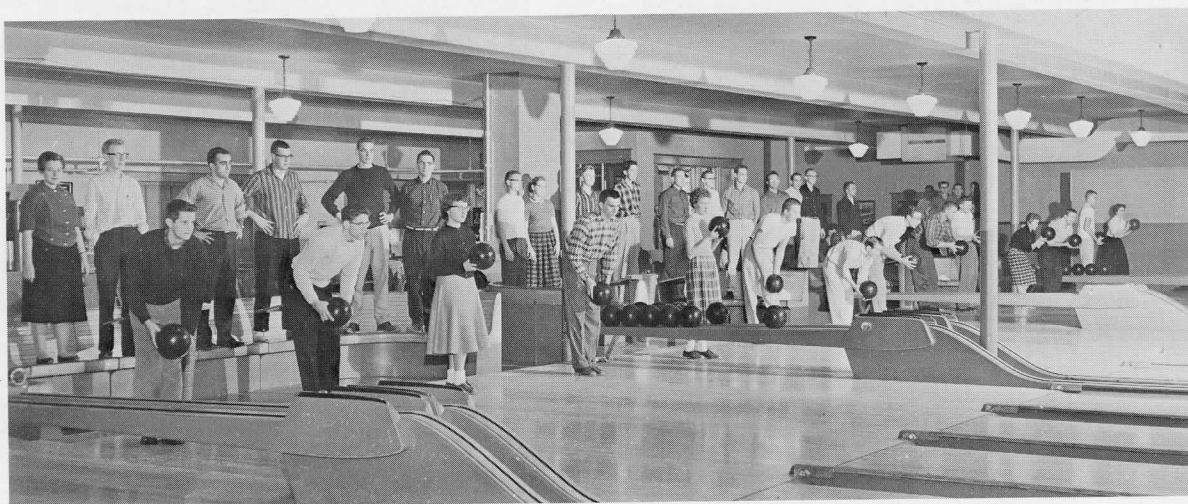
Sponsor and Officers of Theta Alpha Chi



Mid-Winter Prom Committee



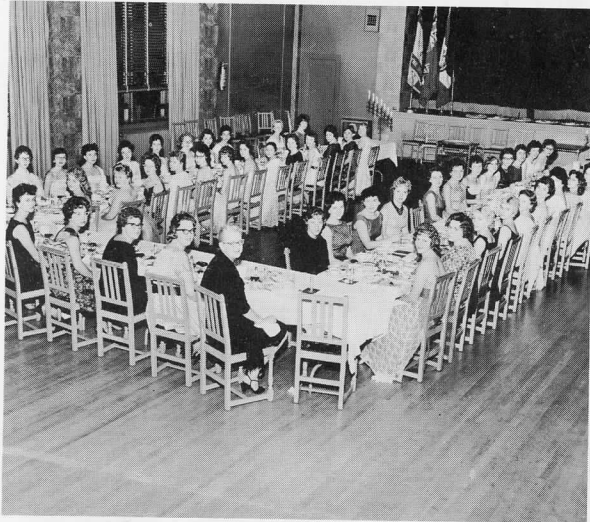
The highlight of the social program of the college is the Mid-Winter Prom, sponsored by International College's sorority. This dance features the crowning of a Prom Queen who is selected by a student vote.



Of all the extra-curricular activities offered through International College, students seem to like bowling best.



**To benefit from planned study courses, the student needs relaxation. Planned and casual entertainment, throughout the year, are part of the fun of being an International student.**



Many International College girls become members of the sorority and enjoy the fun of special activities. The self governing group plans its own yearly projects. The annual formal dinner is a highlight of the school year.



Young men and women from many states and backgrounds become acquainted at student mixers. Many friendships that last a lifetime begin in the impromptu atmosphere of the "get acquainted" mixers.



The International College student has the opportunity to see "living theatre" during the season. Shows just months off Broadway are presented with distinguished local casts and are included in the activities fee.



Fort Wayne's many lovely parks lend themselves to fall and summer outings. Casual get togethers, such as this one, are occasional affairs during the picnicking season.



***Sports at International College are extra curricular activities that interest many students and are fun to participate in as well as watch***



International College basketball team.



International College softball team.

# ***Housing is available for you— good part-time employment too, if you wish or need to work***

Two popular residences for our students are the YWCA for girls and the YMCA for men, both within four blocks of the college. The dormitory rooms at the WCTU Home are also quite popular with young ladies. There, one may secure a room or room with board at nominal cost. In addition, the housing department maintains at all times a

screened listing of desirable, reasonably-priced rooms in private homes.

Students desiring work or needing work are given assistance in locating good jobs where it is possible to earn board. Many carefully-selected homes are available where girls can earn both board and room.



Comfortable, low cost housing is available to students in private homes.



Fort Wayne's YMCA and YWCA are among the finest in the country!

# **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 — C	5
B Off. Prac.	601	Filing — C	5	B English	203	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 — C
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
A -	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

# Professional Accounting

Six Quarters—18 Months Scheduled for Completion

104 Term Hours Credit

Accounting is on a par with other leading professions, such as medicine, law and dentistry.

Walter P. Chrysler advised, "If you want to succeed, get yourself into a field that gives you a chance to discover all kinds of chances—that of Accounting."

Legislation, greater diversification of taxes, increases in existing taxes, broadening of social security coverage and increased control of regulation of business enterprise generally in the past several years have created an additional demand for accounting "know how" in every type of business.

A wide range of opportunities presents themselves to young men and women with specialized accounting training—(1) stepping stone to executive positions, (2) professional or public practice, (3) accounting departments of business and industry, and (4) governmental accounting. We are proud of our many graduates who are licensed C.P.A.'s in various states.

In standardizing our advanced accounting program on the Finney-Miller Accounting Series, International has chosen a group of texts that have been adopted for advanced training by over two hundred colleges and universities. Graduates of this course are awarded an associate BSC Degree.

TERM I			Hrs. Credit
Acctg.	10	Proprietorship and Partnership	5
Penmanship	101	Business Writing	5
English	201	Word Study and Vocabulary Building	5
Law	301	Fundamentals of Business Law	2
Math	501	Fundamentals of Business Mathematics	5
TERM II			
Acctg.	20	Corporation Accounting	5
English	202	Vocabulary Study and Grammar Review	5
Law	302	Negotiable Instruments, Corporations, and Sales	2
Math	502	Taxes, Insurance, Ratios, and Securities	5
TERM III			
Acctg.	30	Accounting Problems I	5
Law	303	Taxes	5
English	203	Business Letter Writing	5
Typing	1001	Typing I	5
TERM IV			
Acctg.	40	Accounting Problems II	5
Acctg.	60	Cost Accounting I	5
Typing	1002	Typing II	5
TERM V			
Acctg.	70	Cost Accounting II	5
Acctg.	50	Financial Analysis I	5
Off. Prac.	606	Principles of Automated Data Processing—IBM I	5
TERM VI			
Acctg.	80	Financial Analysis II	5
Acctg.	90	Auditing	5
Off. Prac.	607	Principles of Automated Data Processing—IBM II	5

# Business Administration

Six Quarters—18 Months Scheduled for Completion

114 or 129 Term Hours Credit

The most direct route toward eventual administrative leadership in business begins with a thorough background in business principles. The ability to apply these principles is the pass key for entrance into the administrative departments of business. The records of thousands of International graduates in the past half-century repeatedly indicate this truth.

The Business Administration course is, therefore, fashioned to provide such a background and such skills. Primary emphasis is placed on finance, law and business organization with indoctrination in the problems of management, sales and personnel management.

At the end of TERM IV, as indicated below, the student elects to major in either of two programs. Both stress aspects of administration and policy but one places greater emphasis on secretarial training as a supplementary skill. It should be noted that either route leads to an associate BSC Degree.

TERM I				Hrs. Credit
Acctg.	10	Proprietorship and Partnership		5
Penmanship	101	Business Writing		5
English	201	Word Study and Vocabulary Building		5
Law	301	Fundamentals of Business Law		2
Math	501	Fundamentals of Business Mathematics		5
TERM II				
Acctg.	20	Corporation Accounting		5
English	202	Vocabulary Study and Grammar Review		5
Law	302	Negotiable Instruments, Corporations, and Sales		2
Math	502	Taxes, Insurance, Ratios, and Securities		5
TERM III				
Acctg.	30	Accounting Problems I		5
Law	303	Taxes		5
English	203	Business Letter Writing		5
Typing	1001	Typing I		5
TERM IV				
Acctg.	40	Accounting Problems II		5
Acctg.	60	Cost Accounting I		5
Typing	1002	Typing II		5
Mgmt.	402	Office Management I		5
TERM V				Hrs. Credit
Shtnd.	901	Shorthand I		5
Off. Prac.	606	Principles of Automated Data Processing-IBM I		5
Typing	1003	Typing III		5
TERM V				Hrs. Credit
Sales	801	Marketing		5
Psych.	703	Personal Finance		5
Off. Prac.	601	Filing		5
Typing	1003	Typing III		5
Off. Prac.	606	Principles of Automated Data Processing-IBM I		5
← OR →				
TERM VI				
Shtnd.	902	Shorthand II		5
Off. Prac.	601	Filing		5
Mgmt.	403	Office Management II		5
Off. Prac.	607	Principles of Automated Data Processing-IBM II		5
TERM VI				
Sales	802	Sales Training		5
Sales	803	Advertising		5
Mgmt.	403	Office Management II		5
Mgmt.	401	Org. & Fin. Business		5
Off. Prac.	607	Principles of Automated Data Processing-IBM II		5

# Business Administration and Finance

Eight Quarters—24 Months Scheduled for Completion

144 or 154 Term Hours Credit

It has been maintained by outstanding business leaders that the most complete and well-balanced preparation for a business career should include not only various phases of administrative problems and management techniques but also a complete background in finance. In any business all matters of policy are subjected to the acid test of their effects upon the financial status of the firm.

With this in mind, the Business Administration and Finance Course combines the offerings of the Professional Accounting and regular Business Administration courses which are outlined on pages 20 and 21.

At the end of TERM VI, as indicated below, the student elects to major in either of two programs. Both stress aspects of administration and policy but one places greater emphasis on secretarial training as a supplementary skill. It should be noted that either route leads to an associate BSC Degree.

TERM I			Hrs. Credit
Acctg.	10	Proprietorship and Partnership	5
Penmanship	101	Business Writing	5
English	201	Word Study and Vocabulary Building	5
Law	301	Fundamentals of Business Law	2
Math	501	Fundamentals of Business Mathematics	5
TERM II			
Acctg.	20	Corporation Accounting	5
English	202	Vocabulary Study and Grammar Review	5
Law	302	Negotiable Instruments, Corporations, and Sales	2
Math	502	Taxes, Insurance, Ratios, and Securities	5
TERM III			
Acctg.	30	Accounting Problems I	5
Law	303	Taxes	5
English	203	Business Letter Writing	5
Typing	1001	Typing I	5
TERM IV			
Acctg.	40	Accounting Problems II	5
Acctg.	60	Cost Accounting I	5
Typing	1002	Typing II	5
TERM V			
Acctg.	70	Cost Accounting II	5
Acctg.	50	Financial Analysis I	5
Typing	1003	Typing III	5
TERM VI			
Acctg.	80	Financial Analysis II	5
Acctg.	90	Auditing	5
Mgmt.	402	Office Management I	5
Off. Prac.	601	Filing	5
TERM VII			Hrs. Credit
Shtnd.	901	Shorthand I	5
Mgmt.	403	Office Management II	5
Off. Prac.	604	Business Machines	5
Off. Prac.	606	Principles of Automated Data Processing-IBM I	5
TERM VIII			Hrs. Credit
Shtnd.	902	Shorthand II	5
Off. Prac.	607	Principles of Automated Data Processing-IBM II	5
Psych.	703	Personal Finance	5
TERM VII			Hrs. Credit
Mgmt.	403	Office Management II	5
Sales	801	Marketing	5
Psych.	703	Personal Finance	5
Off. Prac.	606	Principles of Automated Data Processing-IBM I	5
Off. Prac.	604	Business Machines	5
TERM VIII			Hrs. Credit
Sales	802	Sales Training	5
Sales	803	Advertising	5
Mgmt.	401	Org. & Fin. Business	5
Off. Prac.	607	Principles of Automated Data Processing-IBM II	5



# **Description of Subjects**

Below is a detailed description of subjects included in the various courses given at International. Hours indicated refer to credit given for the subject on a quarterly basis—one hour credit is given for each 12 class hours of instruction.

## **ACCOUNTING**

### **10 PROPRIETORSHIP AND PARTNERSHIP ACCOUNTING (5 Credit Hours)**

This introductory unit of the accounting program considers the elementary rules of debit and credit in the double entry accounting system. Basic forms and records such as the journal, cash book, and ledgers are studied as well as the elements of profit and loss statements and balance sheets. With workbook exercises and a practice set the student becomes familiar with the bookkeeping procedures of single proprietorships and partnerships with special attention being paid to such items as notes, drafts, installment sales, depreciation, deferred and accrued items.

### **10a ACCOUNTING FOR SECRETARIES (5 Credit Hours)**

Given for those students whose course does not include Accounting 10 but who need elementary information and skills in bookkeeping in addition to their other training. This study emphasizes basic bookkeeping, cash book, journals and ledger posting procedures, trial balances, checks, notes, drafts, invoices, bills of lading, etc.

### **20 CORPORATION ACCOUNTING (5 Credit Hours)**

In this unit the student works through the organization, capitalization and accounts of the corporate organization. A survey is made of various types of capital stock, of surplus and accounting problems peculiar to corporations. A practice set is used in this subject to illustrate the processes needed by a small incorporated manufacturing business and another set is used to familiarize the student with branch office accounting in a large corporation.

### **30 ACCOUNTING PROBLEMS I (5 Credit Hours)**

Beginning with this subject and continuing through Accounting 80 the case method of study is used which, more adequately than mere practice sets, develops initiative and capacity in the student of accounting. The study of each subject is based upon text assignment and lectures followed by questions and typical business situations which are the basis for class discussion. In this initial subject, attention is directed to problems in financial statements, partnerships, corporations, and annuities and current assets.

### **40 ACCOUNTING PROBLEMS II (5 Credit Hours)**

Continuing beyond Accounting 30 in the Finney-Miller Accounting Series, the student undertakes special problems and case histories involving a specialized study of situations arising in investments, fixed assets, funds and reserves, ratios and comparative statements, and the use of the statement of application of funds.

### **50 FINANCIAL ANALYSIS I (5 Credit Hours)**

This study and Accounting 80 are given primarily to develop correct financial thinking habits in the student. Using the final, comprehensive text in the Finney-Miller Series the student works through advanced financial problems involved in such matters as partnership liquidations, consignment and installment sales techniques, and the special financial considerations involved in various types of insurance and in receiverships.

### **60 COST ACCOUNTING I (5 Credit Hours)**

Basic cost accounting principles, practices and procedures with emphasis on cost ac-

counting terminology, the cost accounting cycle, materials control, materials inventory records and pricing, accounting for labor and manufacturing overhead, and departmentalization of the indirect manufacturing costs. Using one practice set—Specific Job Order.

**70 COST ACCOUNTING II**  
**(5 Credit Hours)**

Managerial control through the use of cost accounting data and procedures. Budgetary control, standard costs (using two practice sets—(1) Process Cost and (2) Standard Cost), estimated cost procedures, managerial reports, analysis and control. Special application of cost accounting procedures with a study of uniform cost accounting systems.

**80 FINANCIAL ANALYSIS**  
**(5 Credit Hours)**

Advanced study relating to estates and trusts, and home office and branch accounting is offered. Special emphasis and a detailed study of parent and subsidiary accounting as it applies to large corporate affiliates is included. In addition there is advanced work in consolidations, mergers and foreign exchange accounting.

**90 AUDITING**  
**(5 Credit Hours)**

This subject is designed not only to instruct the student in the mechanics of audit procedure but to also act as a final, thorough review of all phases of accounting. A study is made of the construction of the complete audit program, the working papers, and the various verification methods used to examine statements and to examine the correctness of accounting procedures. The student works through a complete audit practice case from the preparation of initial working papers to the final completion of the audit report.

**PENMANSHIP**

**101 BUSINESS WRITING**  
**(5 Credit Hours)**

Good writing is more than an accomplishment; it is a modern need, and often the passport to a better position.

—Zaner.

**ENGLISH**

**201 WORD STUDY AND VOCABULARY BUILDING (5 Credit Hours)**

Regardless of the kind of work you may do in the Business World, a knowledge of words is very important. This subject embodies the spelling, pronunciation, and meaning of words, terms and phrases that are used in the commercial field. Emphasis is also given to word derivation and syllabication. A portion of the subject is devoted to specialized vocabularies, technical terms, proper names, and abbreviations.

**202 VOCABULARY STUDY AND GRAMMAR REVIEW (5 Credit Hours)**

An adequate vocabulary and capacity for expression are vital to business success. The object of this subject is to build a business vocabulary, improve diction, and refresh students on rules of punctuation, paragraphing, and essential English grammar.

**203 BUSINESS LETTER WRITING**  
**(5 Credit Hours)**

A study of various types and styles of business letters covering normal varieties of general correspondence, as well as actual practice and instruction in such specialized types of business letters as sales, application, inquiry, and complaint replies. Telegrams, cables, and written business reports are also studied and prepared.

**LAW**

**301 FUNDAMENTALS OF BUSINESS LAW**  
**(2 Credit Hours)**

After an introduction concerning the nature and development of "Law" in society, this subject undertakes a consideration of the laws governing contracts upon which business maintains its existence. The following items are studied both in text and in illustrative cases; nature of contracts, capacity of parties, consideration, validity requirements, parole evidence, statute of frauds, breach, damages, etc. There is also

a presentation of the various legal aspects of the partnership form of business organization. (Note—all law at International is taught by practicing attorneys.)

**302 NEGOTIABLE INSTRUMENTS,  
CORPORATIONS AND SALES**

**(2 Credit Hours)**

This study opens with a study of the legal aspects of such common business instruments as checks, notes, drafts, trade acceptances, etc., and their limitations and negotiability. This is followed by a consideration of the law of corporate ownership, insurance, sale of capital stock, rights, and duties and liabilities of stockholders. Attention is also given to legal aspects of sales, passing of title, rental contracts, leases, mortgages, bailments, and state and federal tax laws.

**303 TAXES**

**(5 Credit Hours)**

In this training we use the famous Prentice-Hall Federal Tax Course which has been adopted by over 200 colleges and universities, in addition to being used by thousands of businesses. This is the most comprehensive tax study available and covers the current year's regulations for individuals, partnerships, corporations, estates, and trusts. Income, capital stocks, payroll, and excise taxes are studied. The student becomes familiar not only with the tax laws but also has actual practice in computing tax liability and completing returns in scores of business situations.

**MANAGEMENT AND  
ORGANIZATION**

**401 ORGANIZING AND FINANCING  
BUSINESS (5 Credit Hours)**

The purpose of this subject is to correlate into one study all of the basic phases of organizing a business and techniques which are used to meet various financial needs of business. The work begins with an approach to the very problem of establishing a new business, the questions of scope, initial promotion, and of choosing the best type of organization to con-

duct the business. This is followed by examining in turn the various types of financial needs of business and how they are met. The following are studied in turn: financing by means of stock, by means of borrowed capital, the corporate mortgage, financing working capital and expansion, investment problems, banking relations, financing real estate, and the uses of insurance to cover business risks.

**402 OFFICE MANAGEMENT I  
(5 Credit Hours)**

The initial work in this credit is to indicate the place of the office manager in an organization and to establish the scope of this phase of business management. Following is a study of problems involved in the location of an office site, the physical factors of the office such as layout and equipment. In turn a study is made of the problems and techniques peculiar to various departments such as the filing, stenographic, sales, and advertising departments.

**403 OFFICE MANAGEMENT II  
(5 Credit Hours)**

Continuing the study begun in Mgmt. 402, the student takes up the problems and techniques in management of purchasing, credit and collection departments, a study of preparation and use of forms, reports to executives, and the analysis of office costs and budgets. The work ends with an examination of the work of the personnel department in selecting, training, and promotion of office employees. This also includes a study of pay plans, incentives, employee welfare programs, and supervision problems.

**MATHEMATICS**

**501 FUNDAMENTALS  
(5 Credit Hours)**

This work begins with a rapid, basic review of arithmetic stressing speed and accuracy in fractions, mixed numbers, and shortcuts in division and multiplication. Certain basic applications are studied such as invoice extension, payroll calculations, etc. Computations of trade and cash dis-

counts, margins, commissions, price calculations, and interest are embodied.

**502 BANK DISCOUNT, INVESTMENTS, INSURANCE, AND TAXES (5 Credit Hours)**

This course emphasizes negotiable notes and drafts; real estate, stocks and bonds; personal and property insurance; and income, sales, and property taxes.

**OFFICE PRACTICE**

**601 FILING  
(5 Credit Hours)**

Paper work has become the control of all business. Therefore, the course in filing is designed to meet the requirements of the competent file operator in business today. Not only are the fundamental principles of filing taught, but also the student is given actual practice in the various systems of filing. The systems taught include Variadex Alphabetic, Numeric, Triple Check Automatic, Geographic, Subject, Soundex, and Dewey Decimal.

**602 SECRETARIAL STUDIES I  
(5 Credit Hours)**

Secretarial Studies combines the development of personality and secretarial skills with the background of business knowledge necessary to intelligent secretarial service. In this work and in Office Practice 605 the goal of the training is to instruct the student in those matters which are "secretarial" in nature as contrasted with mere typing, shorthand, and other mere "stenographic" skills. The work is not presented in the traditional teacher-pupil method but is given more on the basis of various tasks or assignments as the matters would arise in an actual business situation. While there is a complete text used for the course and lectures are frequent, the student learns primarily through executing a series of separate assignments. In this term the scope covers: postal information, telephone and telegraph procedures, newspaper and publicity releases, receptionist duties, government information, etc.

**603 SECRETARIAL STUDIES II  
(5 Credit Hours)**

In this unit the student becomes familiar with many supplementary activities of a private secretary including such matters as: planning itineraries with railroad and airline schedules, determining credit ratings through facilities of Dun and Bradstreet and other retail credit rating agencies, the use of various business directory services, conducting research projects, special routines and procedures found in varying types of business and government offices.

**604 BUSINESS MACHINES  
(5 Credit Hours)**

In Business Machines training, the student also gains a basic understanding of the following calculating machines: Burroughs and National Full Keyboard Adding Listing; Burroughs and Friden Ten-Key Adding Listing; Monroe Educator and Friden Full-Automatic Rotary Dial-type Machines; Burroughs and Key-driven Calculators.

The automatic electric calculating machines are designed to develop high speed and increased accuracy.

The compact, combined dictation transcription machine—the Dictaphone Time-Master, is included among the latest machine equipment of this department.

From the use of the IBM and Underwood Billing Machines, the students learn the machines threading of fan-fold, 4 ply carbon copy typing of bills of lading.

Electric typewriters are available in order to become familiar with the growing trend of this equipment in modern offices.

**605 IBM KEY PUNCH AND SORTER  
(5 Credit Hours)**

The training offered on the IBM 024 and 026 Printing Card Punch Machine enables the student to record alphabetic, numerical, and special character data into IBM cards according to predetermined field classifications.

Following this, the student will be instructed in the use of the IBM 082 Sorter.



The function of this machine is to sort IBM Cards, either alphabetically or numerically, according to scheduled classifications.

**606 PRINCIPLES OF AUTOMATED DATA PROCESSING—IBM 1 (5 Credit Hours)**

This course of training embodies the principles, philosophy, and fundamental concepts of **Data Processing** as used in modern business. Some of the machines that are studied and discussed are: IBM Accounting Machines 402, 403, 407, IBM Key Punch, IBM Sorter, IBM 650 Electronic Data Processing Machine, and IBM 305 Ramac.

Attention is also focused upon **Punched Card Data Processing**, the application, and basic wiring of control panels for the IBM 402 Accounting Machine.\*

**607 PRINCIPLES OF AUTOMATED DATA PROCESSING—IBM II (5 Credit Hours)**

This portion of the training is a continuation of Data Processing IBM I. It includes (1) Data Processing Organization, (2) Organization charts, (3) Cost Accounting as applied to processing, (4) Sequential file processing, (5) Applications to inventory control, accounts receivable, and billing, and (6) The Mechanics and Philosophy of simulation, operations research and management science, with the computer as an integral tool in these techniques. Advanced wiring of control panels of the IBM 402 Accounting Machine is embodied. The student will do individual projects on IBM 402 in such matters as Payroll Analysis and Sales Analysis.

**PSYCHOLOGY AND PERSONAL ADJUSTMENT TO BUSINESS**

**701 BUSINESS PSYCHOLOGY (No Credit)**

This lecture course is presented from time to time during the year and is completely elective and no credit hours are given for it. It is concerned primarily with the various psychological aspects of working with others. In addition, attention is given to aptitude tests, surveys of psychological re-

quirements of various vocations and factors which enter into successful choice of vocation and success in a chosen field.

**702 PERSONALITY DEVELOPMENT (5 Credit Hours)**

Many times it is believed that to become a successful and efficient secretary, only a thorough knowledge of those mechanical skills, such as typing and shorthand is necessary. However, through actual experience, and from interviews with leading businessmen and women in the community, we find that a girl's personality and personal appearance are as important as her professional knowledge in reaching her goal as a competent and efficient secretary.

This course is designed not only to include the basic training in personal appearance but also coaching and instruction in all those phases of personality and attitude which constitute that magic virtue, "poise."

One-third of the class time is devoted to the study of cosmetics, posture and exercise, good grooming, and health. One-third of the sessions will feature lectures by qualified outsiders on such matters as business manners, fashion trends (with style shows), and career guidance, including business interviews and job opportunities. The final third of the 36 class sessions will consist of reports by the students themselves of assigned reading on matters of etiquette, office procedure, and matters of special interest to secretaries. These assignments will be made in current books and periodicals.

**703 PERSONAL FINANCE (5 Credit Hours)**

Someone has said that money is more difficult to manage than it is to earn. With this thought in mind International and many other colleges and universities are including in their curricula a subject designed to acquaint the student with fundamental principles concerning their own personal financial matters. Personal Finance, by E. F. Donaldson Ph.D., Professor of Finance, College of Com-

merce and Administration at Ohio State University, has been chosen for this subject. The student studies in detail personal financial matters represented in budgets, borrowing, banking, savings, insurance and insurance programs, home ownership, investments, taxes, wills, and trusts.

## **SALES**

### **801 MARKETING (5 Credit Hours)**

The purpose of this subject is to present a background in the basic problems and functions of distribution in American business. From an initial study of the problem of getting goods from the manufacturer to the ultimate consumer, the class continues on to a detailed study of the marketing of raw materials, of manufactured goods to wholesale outlets, and, finally problems of retailing. The study also considers various aspects of transportation, storage, financing, inventories, and price determination.

### **802 SALES TRAINING (5 Credit Hours)**

This subject initially presents in general the basic problems involved in the science of salesmanship: personal and personality qualities of the salesman, techniques needed in various sales situations, buying motives, the factor of interest, and the varying fields within the general scope of "selling." In the latter part of the subject the student studies in detail problems of arousing interest, overcoming sales resistance and the closing of the sale.

### **803 ADVERTISING (5 Credit Hours)**

This study begins with a picture of the historical growth of advertising and a survey of the costs and purposes of modern advertising. The student then takes up the psychology of advertising and the mechanics of the art including principles of layout, illustration, type, color, and methods of printing reproduction. This unit concludes with a study of various media of advertising and the advantages and disadvantages of each, and how an advertising campaign is constructed. Ex-

tensive supplementary material is used. Field trips are taken by the class and lab experience in layout problems and copy writing is given.

## **SHORTHAND**

### **901 SHORTHAND I (5 Credit Hours)**

A thorough grounding in the principles of the Gregg Simplified System, is used both as individual and class method. The reading approach is emphasized in the beginning lessons with a very gradual introduction to writing. All texts used are **GREGG COLLEGE EDITION**, with comparably higher level of reading material.

This quarter may be eliminated by those with high school and/or college shorthand experience upon the successful completion of an elimination test.

### **902 SHORTHAND II (5 Credit Hours)**

Having completed all the basic fundamentals of the Gregg system, the student now progresses from longhand transcription to machines transcription. Continual emphasis is directed to a mastery of skill in writing shorthand, skill in operation of the typewriter, and skill in punctuating and spelling properly. They are correlated through the transcription of letters dictated at speeds designed to build the student's confidence and ability. Review of fundamentals run concurrently through the quarter.

### **903 SHORTHAND III—Intermediate Dictation (5 Credit Hours)**

More time is devoted in this term to increasing the student's speed both in shorthand and transcription. Letter mailability is continually stressed, with special emphasis on the quantity and quality that is acceptable to the businessman. Endurance tests also become an integral requirement for this quarter.

### **904 SPECIALIZED DICTATION (5 Credit Hours)**

The aim in the last quarter of study is to bring the student to the peak of his skill

in shorthand and transcription. This course places much emphasis on office-style dictation, since frequent deletions and reworking of context are a common practice in business offices. Practical training is received in the vocabularies of specialized areas of business and the professions such as finance, law, industry, transportation, real estate, radio, television, education, and religion.

## **TYPING**

### **1001 TYPING I (5 Credit Hours)**

The beginning credit of typing is for the student who has not, at any time before, been instructed in the touch system of typing.

The objective of this course is to present the basic operation of the machine and mastery of the keyboard.

Proper position at the machine, vertical and horizontal placement, line lengths, margin settings, paper insertion and removal, tabular settings and finger controls are a few of the techniques encompassed in this course.

Emphasis is placed on building a firm foundation of good typing "habits" to carry on to the advanced courses in typing.

### **1002 TYPING II (5 Credit Hours)**

The second term of typing is now the building of basic skills. Intensive drills in rhythm, accuracy and speed are carefully supervised.

Number drills are emphasized to be included in the student's ability to type statistical reports. Letter forms and place-

ment are given priority, as well as tabulation, syllabication and punctuation.

This course is the solid foundation needed for the ultimate desired knowledge of high quality typing.

### **1003 TYPING III (5 Credit Hours)**

The student is now ready to put to practice the refinements of typing. As a skill subject, typing becomes a perfection through careful, accurate and neat work. The attainment of higher speeds of typing becomes automatic through constant drills in accuracy. The student is now made familiar with the advantage of complete control of the machine.

Business forms, advanced tabulation projects, radio scripts, typing ditto masters for duplication, stencil cutting, etc., are some of the practical projects in this course.

### **1004 TYPING IV (5 Credit Hours)**

The advanced typing course is geared to bring out the highest possible accomplishment in each student as an individual. The student is inspired to move on to still greater skills through intensive and repeated drills. These drills are carefully and systematically guided by trained instructors on a competitive basis.

The skills of typing are now applied to actual production. Letters, reports, forms, etc. are assigned to be completed in a limited time. All production projects must be typed in absolute mailable form.

Upon completion of this advanced course, the student has attained confidence in his ability to meet the rigid requirements of the business world.

## **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

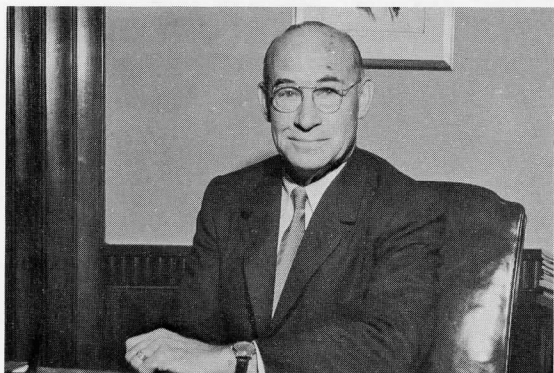
### 1962

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

# Many prominent leaders of business and industry got their start at International College



CHARLES H. BUESCHING  
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LINCOLN NATIONAL BANK  
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DETROIT, MICHIGAN



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CHICAGO, ILLINOIS



BENJAMIN W. HARTMAN, CPA  
*Vice President*  
MIDWESTERN UNITED LIFE  
INSURANCE COMPANY  
FORT WAYNE, INDIANA

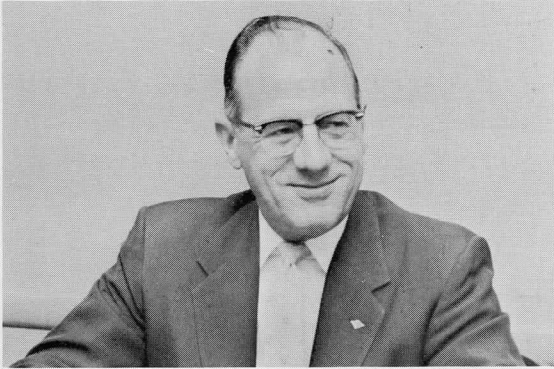


HAROLD L. BOBECK  
*Vice President*  
THE LINCOLN NATIONAL LIFE INSURANCE COMPANY  
FORT WAYNE, INDIANA



W. GENE BAGWELL  
*General Supervisor Payroll*  
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MARION, INDIANA

**With International College training  
you can set your goal high  
and attain it!**



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**A. D. CROW, C.L.U.**  
*General Agent*  
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LIFE INSURANCE COMPANY  
CHICAGO, ILLINOIS



**HAROLD PALMER**  
*Assistant Employee Relations Manager*  
STANDARD OIL COMPANY (INDIANA)  
CHICAGO, ILLINOIS

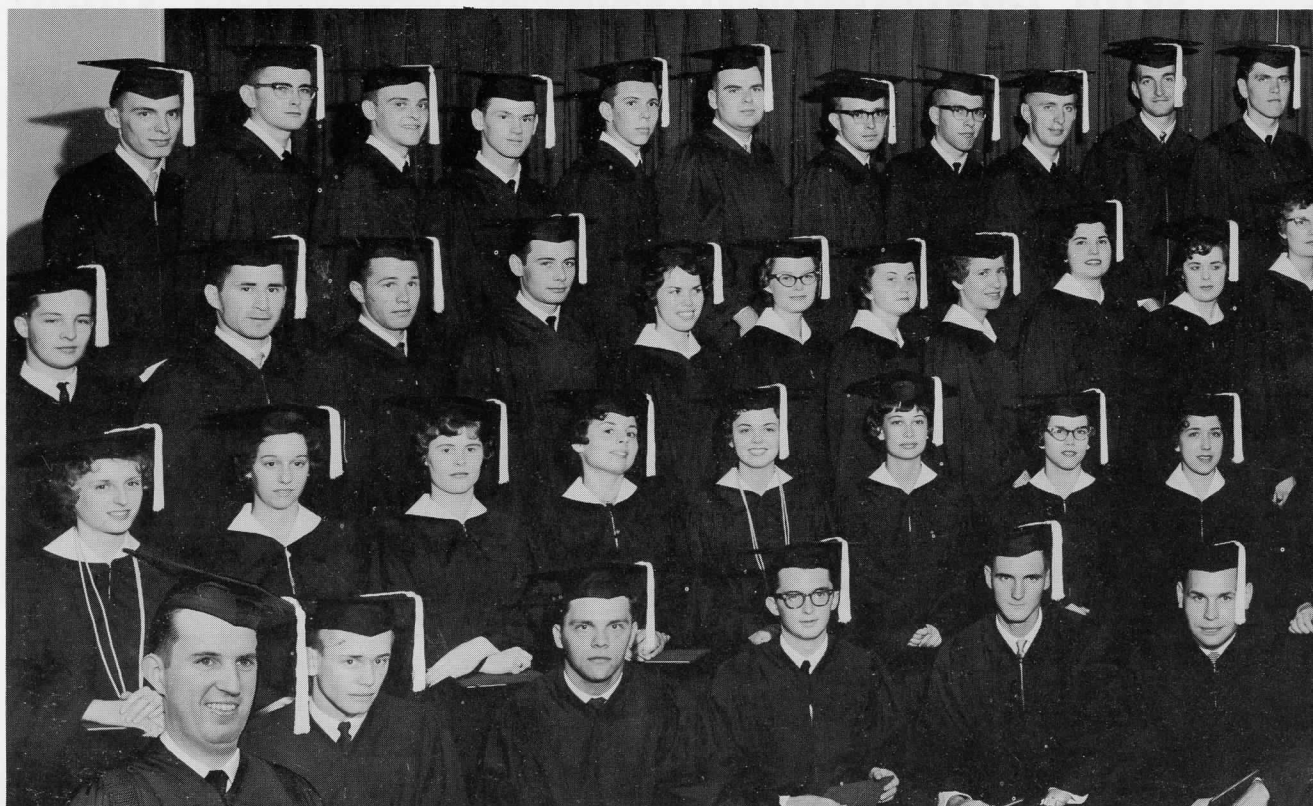


**M. EUGENE DAVIS**  
*Supervising Senior Auditor*  
BURROUGHS CORPORATION  
DETROIT, MICHIGAN



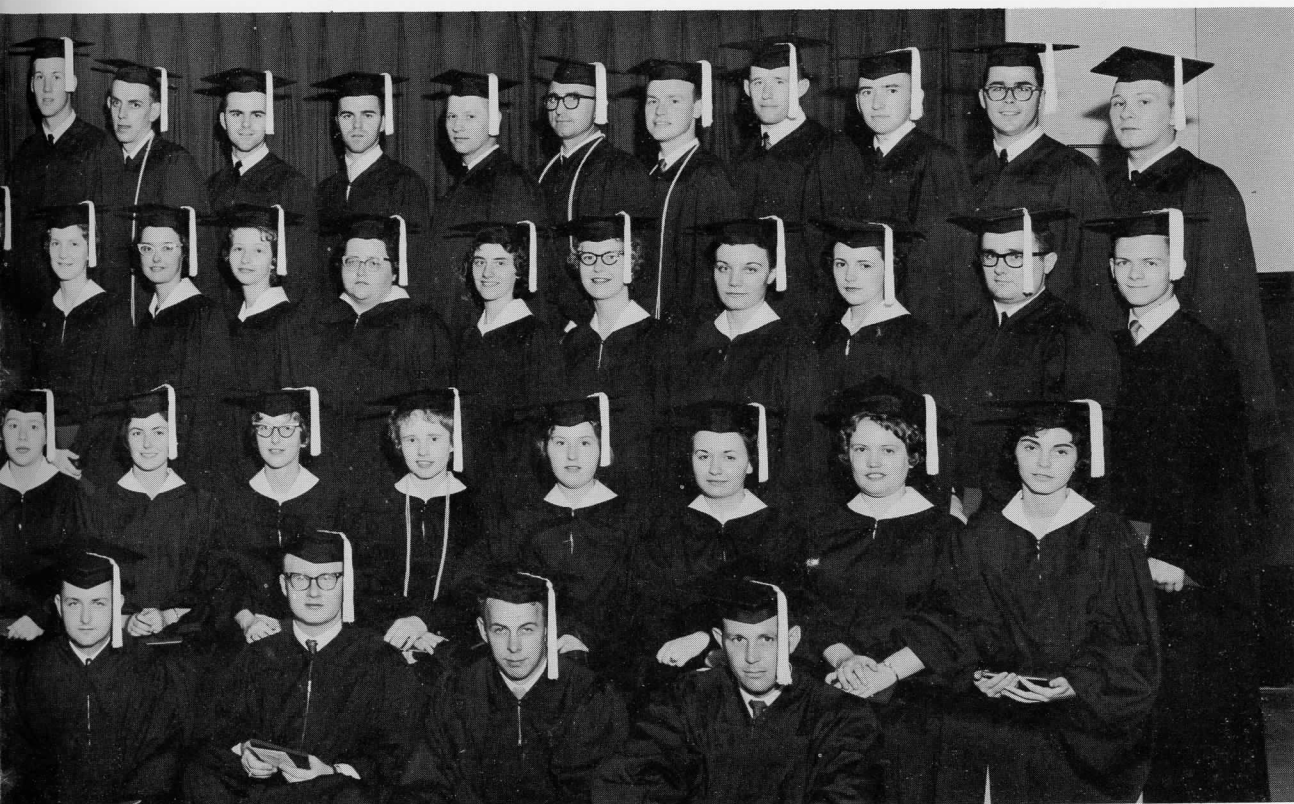
**C. Z. HARDWICK**  
*Executive Vice President*  
THE OHIO OIL COMPANY  
FINDLAY, OHIO





***A proud day!  
A day you will treasure  
and remember because  
of fond memories  
and well-earned  
achievement***

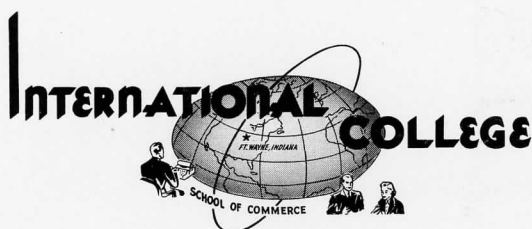




Ready to start on their own! These fine young people have come from many states and are going out into the business world well prepared to play an important role in business life.

They will use their training to develop careers as secretaries, private or public accountants, salesmen or sales managers, civil service employees, bankers, business consultants, court reporters, employment managers, purchasing agents and many other fine positions.

Many International alumni have reached top executive positions in business and others have established businesses of their own.



## **MEMBERSHIPS AND AFFILIATIONS**

**National Association and Council of Business Schools**

**National Association of Accountants**

**National Office Management Association**

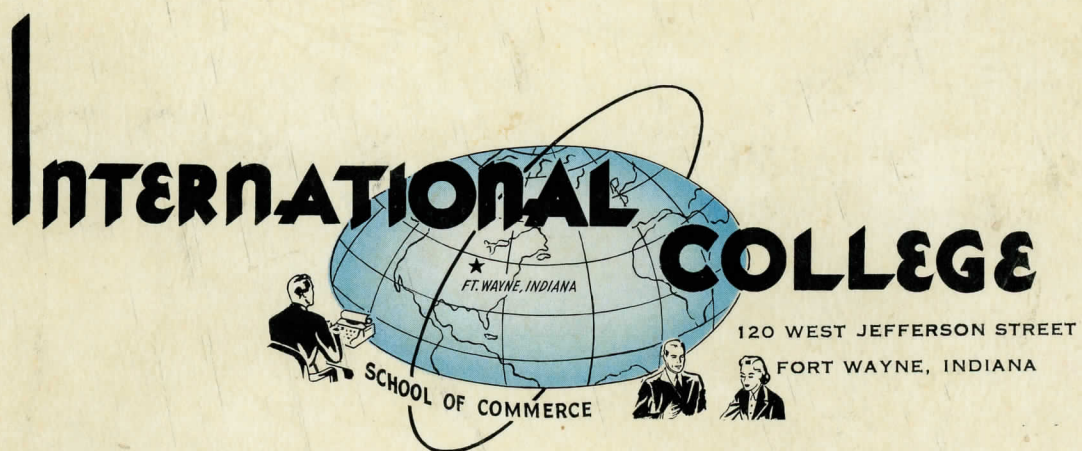
**National Business Teachers Association**

**Fort Wayne Chamber of Commerce**

**Indiana State Chamber of Commerce**



**Accredited by  
The Accrediting Commission for Business Schools**



**1962-63 our seventy-fourth year**