



*Adolph Beich
Acting Chairman, Business Division*

Business Division

Prospective secretaries, accountants, administrators, and managers inhabit Owen Hall, the headquarters for the business division. Under the tutelage of a skilled faculty, they occupy themselves with everything from designing ads and window displays to learning business, legal, and medical vocabularies. Since the resignation of Wayne Little, director, on January 1, the department has been headed by Adolph Beich.

The student may specialize in one of four business division programs: accounting, executive secretarial, marketing management, or small business management. An average of 120 men and women have been enrolled this year in business programs. The division has designed its work to give each student the necessary education and training to advance to positions of responsibility in the business world if he has the initiative and ambition. An Associate Degree is obtainable in any of the four areas of study when requirements are completed satisfactorily. Business offers outstanding job opportunities today for which efficient, intelligent graduates of the division can qualify.



Debbie Donkers and Connie Moe concentrate on the master's words as they try typing a dictation in Miss Brecto's Voice Transcription class.



"Get your accounts receivable in the right column or you'll go bankrupt," Mr. Smith advises his accounting class. Many of the students enrolled in accounting courses take the subject for its practical value in managing their own finances.