Husson College Bulletin



1958-1959

Bulletin of Husson College

Bangor, Maine

CATALOG

1958 - 1959

1898—OVER HALF CENTURY OF SERVICE TO BUSINESS—1959

Member

American Association of Commercial Colleges

New England Business College Association

National Association and Council of Business Schools

New England Teacher Preparation Association

Northeast College Conference

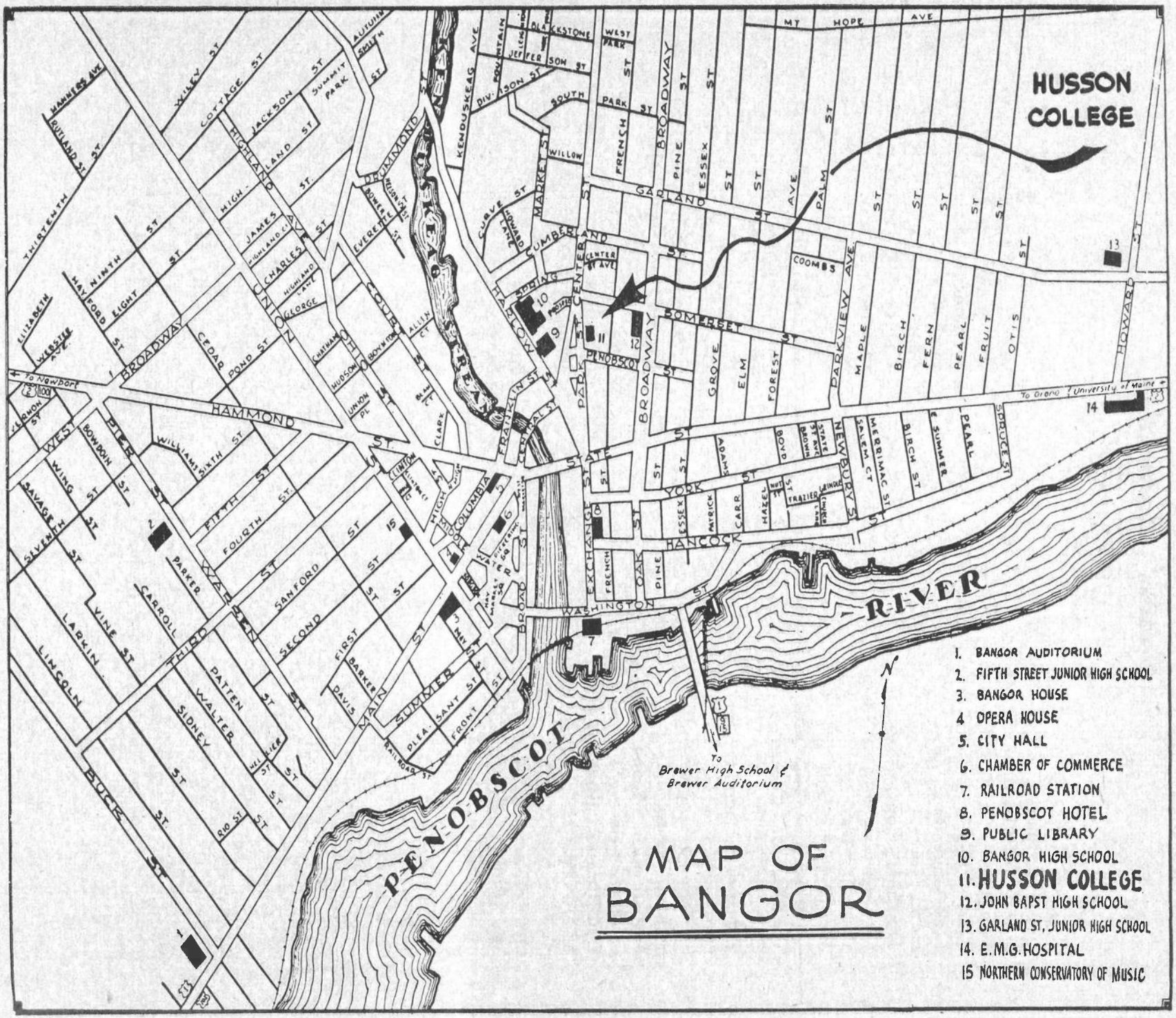
Subscriber to American Association of Colleges for Teacher Education

Bangor Chamber of Commerce

A NATIONALLY ADVERTISED INSTITUTION

Approved by the Immigration and Naturalization Service for the training of alien students

FROM THE PRESS OF FURBUSH-ROBERTS


HUSSON COLLEGE
MAP OF BANGOR
PENOBSCOT RIVER
1. BANGOR AUDITORIUM
2. FIFTH STREET JUNIOR HIGH SCHOOL
3. BANGOR HOUSE
4 OPERA HOUSE
5. CITY HALL
6. CHAMBER OF COMMERCE
7. RAILROAD STATION
8. PENOBSCOT HOTEL
9. PUBLIC LIBRARY
10. BANGOR HIGH SCHOOL
11. HUSSON COLLEGE
12. JOHN BAPST HIGH SCHOOL
13. GARLAND ST. JUNIOR HIGH SCHOOL
14. E.M.G. HOSPITAL
15 NORTHERN CONSERVATORY OF MUSIC
To Brewer High School & Brewer Auditorium
To Orono & University of Maine
To Newport
MT HOPE AVE
BROADWAY
HAMMOND ST
STATE ST
YORK ST
HANCOCK ST
WASHINGTON ST
SOMERSET ST
GARLAND ST
PARKVIEW AVE
PENOBSCOT
KENDUSKEAG STREAM
UNION ST
COURT ST
HIGHLAND AVE
CEDAR
POND ST
FIFTH ST
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MAIN ST
SUMMER ST
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PARK ST
WILLOW
FRENCH
BROADWAY
PINE
ESSEX ST
GROVE
ELM
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WING ST
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Social Calendar

1958 - 1959

Registration	
Freshmen	September 8, 9
Upperclassmen	September 10, 11
Socials	September 8, 10, 12
Classes Begin	September 12
President's Reception	September 17
Hobo Hop	September 24
Teachers' Convention	October 2, 3
Harvest Dance	October 15
Veteran's Day	November 11
Thanksgiving Ball	November 25
Thanksgiving Assembly	November 26
Thanksgiving Recess	November 27, 28
Christmas Ball	December 17
Christmas Assembly	December 19
Christmas Recess	December 19-January 5
Semester Examinations	January 21-27
Winter Recess	January 28-February 2
Registration, Second Semester	February 2, 3
Classes Begin	February 4
Washington's Birthday Ball	February 18
Spring Recess	April 3 to Monday, April 13, 7:30 A.M.
Open House	April 24, 25
May Ball	May 8
Memorial Day	May 30
Semester Examinations	June 3-10
Senior Tea	June 10
Senior Banquet	June 11
Graduation	June 12

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"An industrious life is the best security for food in old age."—Latin.



CHESLEY HAYWARD HUSSON, *President*

Husson College

Statement of Aims and Purposes

Husson College is an institution of higher learning dedicated:

1. To the provision of opportunities for the understanding and appreciation of the highest ideals and standards in commerce, industry, and education.

2. To the preparation of men and women, no matter their age, for careers that are socially significant, useful, and ethical.

3. To the creation of proper and acceptable behavior patterns and attitudes which best serve the employer, the home, and the community.

4. To the promotion of a deep regard and respect for the cultural values inherent in our civilization that have been taking form since time began.

5. To the development of certain skills that bespeak efficiency and productivity in certain areas of business enterprise.

6. To a training program that has for its ultimate objective the graduation of men and women whose first purpose is that of service, not gain; of a desire to give, not get; of a conviction that the question, "How much do I get out of it?" plays but a meager part in the scheme of life to the one that asks, "How much can I put into it?"

7. To an appreciable exploration and evaluation of things academic, social, physical, ethical, and spiritual.

8. To the proposition that there is no success apart from the good will and esteem of one's fellowmen.

9. To the development of an intense faith in democracy, the toleration for members of other groups, and an appreciation of the advantages of social co-operation as against social conflict.

"The evening of a well-spent life brings its lamps with it."—Joubert



CLARA L. SWAN, B.S., M.Ed.
Executive Director



MILLARD E. FOSS, B.S., M.Ed.
Dean of Men



THE REVEREND CHARLES E. DARTNELL, B.A., M.A., B.D.
Chaplain



MRS. LOUISE B. MILLER, B.A., M.A.
Dean of Women

He is to be educated not because he is to make shoes, nails and pins, but because he is a man.—Channing.

Officers Of Administration

Chesley H. Husson, B. S., M. S., President

Clara L. Swan, B. S., M. Ed., Executive Director, Director, Summer Session

Mildred M. Bradford, B. S., M. Ed., Director, Department of Secretarial Science

Louise B. Miller, A. B., A. M., Director, Department of Business Education, Dean of Women

William J. Curran, Jr., B. S., Director, Department of Business Administration; Director, Evening School Division

William H. Donahue, Jr., B. S. in B. A., M. Ed., C. P. A., Director, Department of Accounting.

Priscilla Clark, B. S., Registrar and Office Director

Ethel M. Robertson, Comptroller and Records

Dorothy Bell Husson, Office Assistant

Gail A. Jones, Secretary to the President

Douglas A. Vanwart, Superintendent of Building

Board Of Directors

Chesley H. Husson, President and Treasurer

George E. P. Husson, Jr., Vice-President

George T. Carlisle, Vice-President

Clara L. Swan, Vice-President

Endowment Fund Trustees

William P. Newman, President, Eastern Trust and Banking Company

Harry Trust, D. D., President Emeritus, Bangor Theological Seminary

Martyn A. Vickers, M. D., 268 State Street, Bangor, Maine

Gleason A. Rand, O. D., 93 Montgomery Street, Bangor, Maine

Clara L. Swan, Executive Director, Husson College, Chairman

"Hitch your wagon to a star."

Husson College Faculty

CHESLEY HAYWARD HUSSON
B. S., State Teachers College, Salem, Massachusetts, 1926; M. S. University of Maine, Orono, Maine, 1939; F. N. C. Fellow, National College, Ontario, Canada, 1939; Principal, Bangor Maine School of Commerce, 1926-1947; President, Husson College, 1947—

CLARA L. SWAN
Bangor Maine School of Commerce, 1933; B. S., American International College, 1939; M. Ed., University of Maine, 1951; Bangor Maine School of Commerce, 1939; Assistant Principal, Bangor Maine School of Commerce, 1946-1947; Head, Department of Secretarial Science, Husson College, 1947; Executive Director Husson College, 1947—; Summer School Director, 1941—

MILDRED M. BRADFORD
Eastern State Normal School, Castine, 1935; Bangor Maine School of Commerce, 1942; B. S., University of Maine, 1948; M. Ed., University of Maine, 1951; Department of Stenography, Bangor Maine School of Commerce, 1942-1946; Director, Department of Secretarial Science Husson College, 1947—

LOUISE B. MILLER
B. A., Bethany College, 1931; M. A., University of Maine, 1944; Head, Normal Department, Bangor Maine School of Commerce, 1944-1946; Head, English Department, Husson College, 1947-1951; Social Director, Husson College, 1947-1957; Director, Department of Business Education, 1951—; Dean of Women, 1954—

MILLARD E. FOSS
Bangor Maine School of Commerce, 1940; Bangor Maine School of Commerce, 1946-1947; B. S., University of Maine, 1951; M. Ed., University of Maine, 1956; Husson College, 1947—; Instructor, Evening Division, 1951—; Dean of Men, 1954—

WILLIAM J. CURRAN, JR.
B. S., University of Maine, 1935; Bangor Maine School of Commerce, 1937; Summer Session, Boston University, 1940, 1950; M. Ed., University of Maine, 1955; Husson College, 1947—, Director, Department of Business Administration, 1951—; Director, Evening Session Division, 1951—1958.

WILLIAM H. DONAHUE, JR.
B. S., Boston University, 1949; M. Ed., University of Maine, 1952; C. P. A., Husson College, 1949—; Director, Department of Accounting, 1952—; Instructor, Evening Division, 1951-1956.

WILLIAM J. CUPP
Mus. B., Eastman School of Music, University of Rochester; Director of Husson College Glee Club, 1949—

THELMA M. WATSON
Bangor Maine School of Commerce, 1943; Instructor, 1945-1947; B. S., University of Maine, 1951; Husson College, 1947—; Director, Typewriting, 1947—; Assistant Director, Summer Session, 1955—

PRISCILLA A. CLARK
Husson College, 1948; B. S., University of Maine, 1951; Husson College, 1948—; Bursar, 1951—

DELMONT N. MERRILL
Husson College, 1948; Summer Session, University of Maine, 1951-53; B. S. in Business Education, Husson College, 1954; Fellowship, 1953-1954; Graduate Study, University of Maine, Summer Session, 1956; Instructor, Coach of Athletics, 1954—

CHESLEY HAYWARD HUSSON, JR.
A. B., Colby College, 1952; Summer Session, Harvard University, 1956; Oxford Memorial High School, Oxford, Massachusetts, 1954-1956; Husson College, Instructor, 1956—

FRED NOLDE, JR.
A. B., Heidelberg College, Tiffin, Ohio, 1949; M. Ed., Ohio University, Athens, Ohio, 1950; additional study at Banks Business College, Philadelphia, Pa., and the University of Pennsylvania; Graduate Assistant in Education, Ohio University, 1950; Instructor and Coach, Husson College, 1956—

PATRICIA A. ROBBINS
B. S. in Business Education, Husson College, 1954; Summer Session, Boston University, 1956; Husson College, Intructor, 1956—

JOHN TYLER
B. S., University of Maine, 1956; Instructor at Brighton High School, Island Pond, Vermont; Assistant Principal, Bar Harbor High School, Bar Harbor, Maine; Instructor, Husson College, 1956—

JAMES L. WRIGHT
B. S. in Education, Boston University, 1950; Ed. M. State Teachers College, Bridgewater, Massachusetts, 1956; Instructor, Petersham High School, Petersham, Massachusetts, 1951-1952; West Bridgewater High School, West Bridgewater, Massachusetts, 1952-1954; Mansfield High School, Mansfield, Massachusetts, 1954-1956; Instructor, Husson College, 1956—

ALBERT SPAIN
A. B., University of North Carolina, 1951; Instructor, Husson College, 1956—

RAYMOND L. NICKERSON
B. S. Degree—Accounting, Husson College, 1954; Practicing Public Accountant; Husson College, Instructor, Evening Division, 1953—1958.

HOWARD M. FOLEY
B. S. University of Maine, 1952; L. L. B. University of Virginia, 1955; Practicing Attorney, 1955; Husson College, Instructor, Evening Division, 1955—1958.

REVEREND E. CHARLES DARTNELL
First Methodist Church, Brewer, Maine. Kents Hill Seminary, 1925; Bangor Theological Seminary, 1935; A. B. University of Maine, 1945; B. D. Bangor Theological Seminary, 1945; M. A. University of Maine, 1947; Chaplain, Husson College, 1957—

"Youth should select its field of service early and think, plan and study in that direction."—La Cross.

JANET L. KINNEY
B. S. in Business Education, Husson College, 1954; John Bapst High School, Bangor, 1954-1957; Graduate Study, Summer Sessions, Boston University, 1956-1957; University of Maine, 1957; Instructor Husson College Evening Division, 1955-1956; Instructor, Husson College, 1957—

EDMOND J. LEBRUN
B. S., University of Rhode Island, 1941; M. S., University of Tennessee, 1942; Graduate School Study, Michigan State College, 1949; Assistant Professor, University of Maine, 1947-1954; Field Representative, Maine Employment Security Commission, 1954-1957; Instructor, Husson College, 1957—

RICHARD H. NORTON
B. S., University of Dayton, 1943; A. B., Bowdoin College, 1950; M. A., George Peabody College for Teachers, 1951; Merrimac High School, Merrimac, Massachusetts, 1951-1952; Principal, Brownville Junction High School, Brownville Jct., Maine, 1955-1957; Instructor, Husson College, 1957—

NELLIE E. YOUNG
Bates College, Summer Sessions, 1933, 1934, 1935; Boston University Extension Courses, 1935-1938; University of California, Summer Sessions, 1939; B. S. Columbia University, 1941; North Yarmouth Academy, 1928-1943; Westbrook Junior College, 1943-1945; York High School, 1945-1946; New Hampshire School of Accounting, 1946-1957; Instructor Husson College, 1957—

Critic Teachers

WOODROW BAILEY	Brewer High School
WILLIAM BOOKER	Brewer High School
MRS. JANICE BURTON	Bangor High School
DONALD W. DROSSEL	Bangor High School
MRS. DOROTHY E. LORD	Bangor High School
IVIE W. MANN	Bangor High School

The human mind is not a deepfreeze for storage but a forge for production; it must be supplied with fuel, fired and properly shaped.
—William A. Donaghy, D.D.

Faculty



Clara L. Swan



William J. Cupp



Mildred M. Bradford



Thelma M. Watson



Louise B. Miller



Priscilla A. Clark



Millard E. Foss



Delmont N. Merrill



William J. Curran, Jr.



Chesley H. Husson, Jr.



William H. Donahue, Jr.



Fred Nolde, Jr.



Patricia A. Robbins



Dr. Martyn A. Vickers



John Tyler



Janet L. Kinney



James L. Wright



Edmond J. Lebrun



Albert Spain



Richard H. Norton



Raymond L. Nickerson

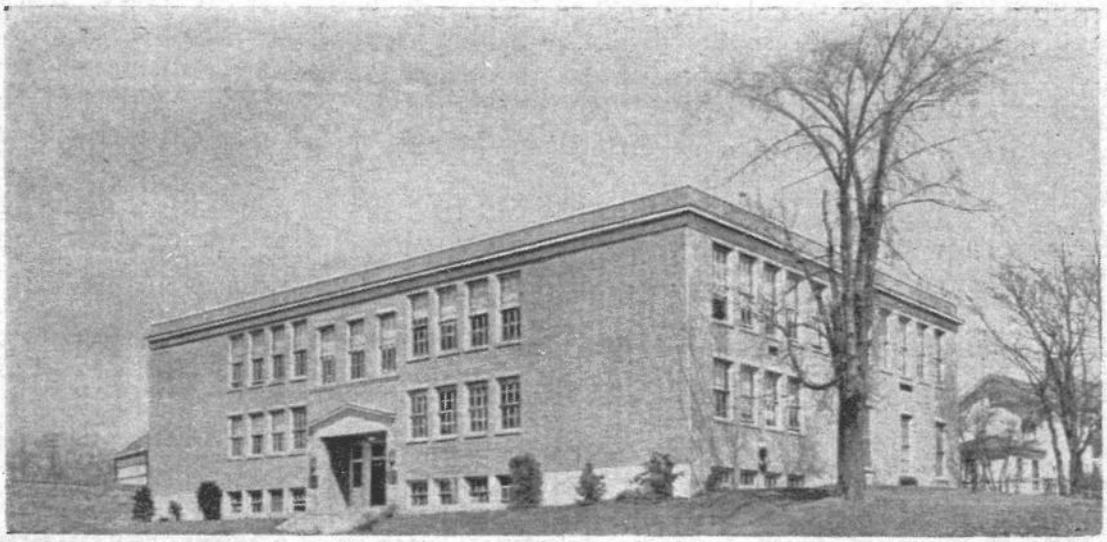


Nellie Young



Howard M. Foley

Husson College



THE COLLEGE ON THE HILL

Husson College feels a certain amount of pride in being one of the very few private schools that have buildings of their own. It has proved itself an ideal environment in which to work, study, and play, with well-lighted classrooms, proper ventilation, sound sanitation, automatic heat control, and other features of present-day construction. It is near the post office, bus line, railroad station, library, many churches, and rooming places. It is one of the finest-equipped schools in the East. Prospective students are invited to visit the school and to acquaint themselves with the advantages that are to be found at Husson College.

The pressure of increasing enrollment made it necessary for Husson College to increase its classroom space in time for the fall opening in September, 1956. More extensive plans were shelved to meet the immediate emergency, and Dickerman Hall was constructed. It houses the library and eight classrooms, with lounges for both the men and the women. In the spring of 1958 the Thomas Rod Company Building was purchased to provide six additional well-lighted classrooms. The college is now prepared to serve a student body numbering between 500 and 600 students. (Pictures of Dickerman Hall and Hart Hall are on page 145.)

'Life is not a goblet to be drained, but a measure to be filled." Anon.

General Information

Heritage

Husson College in Bangor, Maine, is a modern institution of higher learning endowed with a rare legacy of New England tradition and culture. It was in New England that the first American college was born. The courses of study combine the wholesomeness of character building with the alert realism of present-day living.

The private business college occupies a unique place in the field of education. It is wholly supported by its tuition collections and is patronized by those who voluntarily choose to patronize it. Whether it succeeds or fails depends upon its actual efficiency in the training that it undertakes to provide.

It has many very important advantages over some other types of schools, not the least of which is that it can quickly adjust itself to the changing requirements of business, that it is always closely in touch with the needs of business, that it has its students under constant supervision, that its work is intensive, and that it enrolls a rather mature class of students who come to it for the definite purpose of acquiring a practical education and who need, therefore, the minimum of direction. Another important consideration is that the private business college is deeply interested in placing its graduates in positions, for its own perpetuity depends primarily upon the success of the students whom it graduates to enter and to succeed in the field of business.

Modern society seeks young men and women trained in vocational skills and informed culturally so that the modern business college is peculiarly American in its emphasis and philosophy. This type of education is young, full of vitality, and alert to the educational needs of the many young men and women who are eager for learning above the high school level, but who do not lean to the professions or research characteristic of the liberal arts program in the college and university. Yet each course is designed to contribute to the general education of the student.

The courses are practical and are the most thorough that constant planning can devise. In addition to being based on sound educational principles they are under the direct supervision of experienced instructors. It is the purpose of this college to graduate efficient office assistants who will advance to managerial positions and ownership and efficient teachers who will become leaders in the field of business education.

Nothing is really work unless you would rather be doing something else.—Sir James Barrie

It is the aim of the administration to model the various courses in a conservative manner yet fearlessly and unhampered in the direction outlined by the changing needs in business education. The college takes pride in keeping step with the times, and will incorporate the improvements and new requirements which make themselves felt both in Husson College and in the best schools throughout the country. The policy is to maintain a college which is progressive in spirit, modern in appointment, and solicitous for the best interests of its student body.

Prospective students are urged to complete their grammar and high school courses before entering. The full English Course offered by every high school is the ideal preparation for business training. This excellent foundation, followed by careful and systematic training, will be found an invaluable qualification for an active and successful business career.

The methods of combined individual and group instruction in all courses are such as to encourage the rapid and unrestricted progress of students. No one is held back because others require more time for the completion of some particular subject; and none is hurried beyond his power of assimilation or endurance for the sake of those who may have had previous training. In the Accounting and Typewriting Departments the instruction is mostly individual. In other courses, group instruction, when it can be arranged, is deemed advisable since competition is an element which stimulates and encourages students to greater activity.

The group system is an important factor in rapid advancement. These groups are composed of students capable of a certain grade of work and are changed as often as occasion demands. The directors and assistants assume personal responsibility for the progress of every student; and individual attention is given all who, because of lack of previous training or for other reasons, find any subject especially difficult.

Husson College history began in 1898 when the Shaw Business College opened its doors to the people of Eastern and Northern Maine. It was known by that name until 1926 when it became the Maine School of Commerce under which name it served until 1947 when the school accommodated itself to changing educational patterns and reorganized as a college. This step enabled the administration to increase the scope and area of its service to an unusual degree and provided for further enlargement of its offerings with forward-looking realism and an appreciation of the needs of a dynamic and ever-changing social order.

These efforts were rewarded by the 96th Legislative Assembly of the State of Maine when it passed an act authorizing

Husson College to confer degrees in the four areas of business education in which the college had organized sound and established curricula.

Location

Husson College is located on Park Street in Bangor, Maine. Augusta, the state capital, is seventy-five miles southwest; Orono, the home of the University of Maine, is eight miles northeast; and Waterville, home of Colby College, is fifty miles southwest.

All main travel routes by train, bus, or plane converge in Bangor. The main state-wide arteries of automobile traffic, Routes 1 and 2, meet in the Queen City. It is the home of the famous Salmon Pool whose first catch each year graces the President's table. Bangor numbers 37,000 inhabitants.

The location on upper Park Street, in the heart of Bangor, is most desirable. It is but a step to the Post Office, the Bangor Public Library, the Abbott Square parking area, which is the largest in the city, and is accessible to many fine churches. It is on the bus-line which makes it easily accessible for pupils who find it necessary to live some distance from the school. Yet it is away from the heaviest city traffic, situated very similarly in this respect to the Bangor and John Bapst High Schools.

Library

The School Library is supplied by the Bangor Public Library from which needed additional texts are requested from time to time and which are placed on reserve there or at the college. Mr. Felix L. Ranlett, librarian of the Bangor Public Library, has extended every possible service to Husson College students, and no need is too small to be of concern to him. The Library is at the foot of the college hill, a mere stone's throw from the school building. The Bangor Public Library is heavily endowed and one of the outstanding libraries in the country, having won national recognition in its many fields of endeavor. The college is gratefully indebted for the tremendous values that have accrued from this source.

Boarding Accommodations

Particular care is exercised in selecting boarding homes for out-of-town students, and only such places are chosen as can provide good food, home comforts, and proper influences and restrictions. Husson College is not only ready at all times to make suitable boarding arrangements for out-of-town students, but is always glad to meet trains when requested to do so.

The Y. W. C. A. and Y. M. C. A. extend a cordial welcome to Husson College students, and this is of special advantage to

boarding students. Both associations are centrally located. Both are housed in modern buildings and possess gymnasiums, reading rooms, and other features of interest and benefit to young people. Those desirous of making use of these privileges should inquire at the college office about special rates to students.

Assistance is provided to students in securing employment to pay a portion of their living expenses. The student should not attempt to go to school without having made some preparation to pay his living expenses, but opportunities to work are provided to those who find it necessary to earn their board and room.

Non-resident students may have their mail directed in care of the school, if desired. Letters directed to resident students will become accessible through the school post-office.

Term Schedule

The regular school year begins the first Monday (one week) after Labor Day, and the applicant is urged to register in person on that day.

New and transfer students are also accepted at the beginning of the second semester of each school year. (See school calendar.)

The summer session begins two weeks after the regular school year of forty weeks and is conducted for a period of six weeks. This program varies with a series of workshops.

Information for Veterans

The veteran in training receives an education and training allowance from the Government to cover part of his training and living expenses. The rates for veterans in full-time training in schools and colleges are as follows:

$110 per month if they have no dependents,

$135 per month if they have one dependent,

$160 per month if they have more than one dependent.

All costs and fees, including tuition, books, and supplies, are to be paid from these allowances. The Government does not pay for them under the new GI Bill which provides benefits for veterans with Korean, or later, service.

The allowance is mailed to the veteran at the end of each month of training completed. The Veterans Administration must first receive certification from both the veteran and his college or training institution that he was actually in pursuit of his course during that period.

"Failure is only for those who think failure."

Eligibility is determined by these requirements:

1. He must have been discharged under conditions other than dishonorable,

2. He must have had active military duty some time between June 27, 1950, and the end of the Korean emergency, January 31, 1955. Veterans discharged prior to August 20, 1952, must be enrolled in their courses of training by August 20, 1955, in order to receive their benefits. Veterans discharged after August 20, 1955, may have three years in which to begin their training, and

3. He must have had at least 90 days' total service unless discharged sooner for an actual service-incurred disability.

He may have served any place in the world, in the United States or abroad—and not necessarily in Korea.

Entitlement is limited to one and one-half days of education and training for each day in service on and after June 27, 1950, and prior to January 31, 1955. The maximum training allowance is 36 months.

Veterans may enroll in the day, evening, or summer sessions at Husson College where these programs have all been approved for veterans' training.

Young Men Entering Armed Services

The Armed Services are "big business" and men trained in the business subjects are needed for record-keeping, accounting, store-keeping, shorthand, typewriting, filing, clerking and associated tasks.

Military officials give due consideration to previous training when classifying men and determining their assignments.

Business college graduates were employed during World War II and the Korean War in positions such as these: Yeoman, Finance Clerk, Paymaster, Company Clerk, Storekeeper, Quartermaster Assistant, Mail Clerk, Accountant, Typist, Filing Clerk, Finance Officer. A number of Husson College graduates were assigned to training in Finance at some of the leading universities in the country as part of their in-service training.

Special duties bring rapid promotions. Advances to Sergeant ratings are rapid, and thence to Petty Officers, Warrant Officers, and grades to Colonel. The following table indicates the earnings that attend promotions because of greater abilities won by previous training:

"One of the most durable satisfactions in life is to lose one self in one's work."—H. E. Fosdick.

WAGE SCALE

Army	Navy	Air Force	Base Pay*
Recruit	Seaman Recruit	Private	$ 78.00
Private	Seaman Apprentice	Private 1st. cl.	85.80
Private, 1st cl.	Seaman	Corporal	99.37
Corporal	Petty Officer, 3d cl.	Sergeant	122.30
Sergeant	Petty Officer, 2d cl.	Staff Sgt.	145.24
Sgt., 1st cl.	Petty Officer, 1st cl.	Tech. Sgt.	175.81
Master Sgt.	Chief Petty Officer	Master Sgt.	206.39

In addition to the base pay, food, clothing, lodging, and medical service are provided.

*November 1, 1953.

A study of the courses available to the young men before entering the Armed Services brings into view many of the so-called business subjects which are fully described in this catalog. The added experience in these subjects which occurs in the service should prove to be of tremendous help in later civilian life.

Most high school graduates can complete a course of post-high school training before being called into the Service. Additional deferments are usually available to students who maintain satisfactory grades.

The President of the United States has urged all youth to "stay in school as long as possible." His contribution to the Army, Navy, or Air Force will then be greater to the mutual satisfaction of both parties.

Expense

Husson College has always endeavored to provide training at a high level. It has tried also to maintain a lower tuition rate than that charged by out-of-state schools which offer similar courses. The tuition fee is $500, payable in quarterly installments of $125.00 each. Any student who registers for more than one subject shall pay full tuition. Each installment is payable within ten days from the beginning date of the quarter term for which the installment is being paid.

The tuition rates are as low as is consistent with the maintenance of a first-class school. The administration intends at all times to give students the benefit of expert instruction under specialists, in surroundings favorable for study, with modern school equipment; and the cost of these advantages must be covered by the tuition rates.

The cost of textbooks and supplies, including stationery, pens, pencils, etc., vary with the courses. All supplies are furnished by the school at a reasonable rate, and the cost varies from $40.00 to $75.00 annually depending on the course chosen.

"I believe the true road to pre-eminent success in any line is to make yourself master of that line."—Andrew Carnegie.

The College Parade



GRAND MARCH AT HARVEST BALL

The extra-curricular program is for only those students interested. Participation is not compulsory. The administration is firm in the conviction that the graduates must not only be academically efficient but socially efficient as well, and to that end encourages the young people to enjoy themselves from time to time in those activities which have the strongest appeal. These social contacts are considered an indispensable part of each student's training.

"He hath made a good progress in business that hath thought well of it beforehand."

Tuition Table

	Tuition
Quarter Year (10 weeks)	$125.00
Semester (20 weeks)	$250.00
Full Year (40 weeks)	$500.00
Summer Session (Per credit hour)	$15.00
Night School (16 weeks) (Maximum: 6 credit hours)	$57.50

Time out because of vacations is not deductible. No student whose account is in arrears will be permitted to take examinations and qualify for course credit.

Policy Governing Student Load

No student may take in excess of 32 hours average of work during any school year. An exception may be made for a student who must repeat a subject and is granted permission to do so by his major instructor. The hours in excess of 32 are charged at the rate of $15.00 per credit hour, except where course outline requires more than that amount.

No student may attend both day and evening sessions at the same time.

Four years of residence are required of all candidates for degrees except those who provide acceptable transfer credits. No provision is made for the acceleration of any program. The student is required to pursue the program of his choice for the full time assigned to it in the Bulletin.

See pages 39-40 for a further description of this policy.

Refunds

Since it is the fixed policy of the college to maintain the lowest tuition rate consistent with a high quality of instruction, supervision, working accommodations, equipment, and service, and since the instructors, office, and building personnel must be engaged and arrangements made for the care of the student a year in advance, there can be no deductions or refunds for less than a quarter in the event of a voluntary withdrawal or official dismissal from the college.

"Business employs more people and a greater variety of talents than any other field."

Refunds to Veterans

Refunds to a veteran that are due him because of termination or discontinuance of courses of study are made in accordance with V. A. regulations. He is responsible for the pro rata payment of tuition, supplies, and fees as the period of attendance bears to the full term.

Activity Fee

An Activity Fee of $7.50 for each semester is charged to the account of each student. The fund realized by this tax is used to defray in a measure the expenses of an athletic and social program that is for the benefit of all members of the student body.

Application Fee

An application fee of $25 must accompany the application from each student, veterans included. It is forfeited by the candidate who does not appear, and reimburses the college for the expense of processing his enrollment. These payments are credited to the account of the student who enrolls.

Registration Fee

A registration fee of $5 is charged to the account of each student on the opening day of each year for which he enrolls. The Veterans Administration will pay this fee for the Veterans who enroll under Public Laws 16, 346, and 894. This fee is not refundable.

Late Entrance Fee

Students who enroll after the opening date will be accepted upon payment of a late entrance fee of $12.50 for one week and $25.00 for two weeks. No prospective student will be admitted after two weeks have elapsed.

Instructors will work with late enrollees until they catch up with their classmates—much of this work being done in after-school hours. These students will take examinations on schedule and be given full course credit for the term. No fee is charged to the student who enrolls for the second semester unless he fails to register in person on the opening day of said term. (See calendar on page 3.) There is no make-up work required of students who enroll on the opening date of any semester.

"Under today's intense competitive conditions, business cannot experiment with untrained help."—C. E. Fuller.

The College Parade



EPSILON TAU EPSILON CHAPTER OF PI RHO ZETA

The sorority welcomes girls whose personal qualifications are satisfactory and whose scholastic rank is 85% or above. Membership is by invitation only.

Cadet-Teaching Fee

Students enrolled in the Business Education Department will be assessed a Cadet-Teaching fee of $75 during the senior year only. This amount is paid to the high school supervising teacher in charge of the Cadet-Teaching program. Cadet Teaching is required in the Business Education courses as outlined on pages 66 and 115 which are approved by the State Department of Education.

"Any excuse will serve when one has not a mind to do a thing."—Ital.

Laboratory Technics Fee

A fee of $35 is charged to the students enrolled in the Medical Secretarial Course. It appears on the term bill for the second semester of the second year. This fee covers the costs for use of laboratory equipment, supplies, and services of trained personnel at the Eastern Maine General Hospital.

Graduation Expense

This expense shall not exceed $15.00 per student and includes the rental of cap and gown and graduation ball. The diploma, in leather bound, pocket size folder, is $3.25 and is included in the Graduation Fee.

(Candidates for degrees see page 103 for graduation expenses.)

Student Accident Insurance

Husson College annually approves for its students a Medical Reimbursement Plan which has operated successfully in a number of the leading schools and colleges in New England. By means of this plan, parents may be relieved of possible financial strain in meeting unanticipated medical expense, which often results in making it necessary for a student to discontinue his education.

The policy provides medical reimbursement for the expenses arising from an accident. Expenses include X-rays, hospital or infirmary bills, nurses', physicians', and surgeons' fees; laboratory costs; medicines; and, in fact, any medical expenses incurred as the result of an accident. Reimbursement will be made up to $500 for each accident.

The plan is broad in its scope and covers all accidents (including sports) whether sustained at school, at home, *or while traveling between school and home, or wherever the student may be*—during the term of the policy. There is no limit to the number of accidents for which a student may collect during the policy term, which is September 9, 1957 to June 13, 1958, inclusive.

It should be noted that the insurance does not cover the hazards of aviation (except while riding as a fare-paying passenger in a scheduled passenger aircraft). Non-medical expenses such as cost of transportation, telephone, the cost of eyeglasses or prescriptions therefor, and the cost of dental treatment, unless necessitated by injury to sound and unfilled natural teeth, are not covered.

The total charge for this protection (Men—$10; Women—$5) will be placed on the Fall term bill.

"The less one requires looking after, the more valuable is his effort."

The coverage is compulsory for all students engaged in athletics.

Length of Courses

The time allotted for the completion of the courses outlined in this bulletin is to be considered the minimum time in which the work can be done. In allowing for student differences, an additional six weeks for each course are provided for the slower pupil who may need the additional time to complete his course of study.

Student Aid

Many students whose proven ability at the high school level seems to warrant further training often find themselves denied such privilege because of the expense involved. The Student Fund at Husson College is available to persons who may qualify by the excellence of their high school record. Character references are also required, and the parent or guardian is made secondarily responsible for the repayment of the loan.

An amount not exceeding $250 may be borrowed at six per cent interest, the obligation to mature one calendar year from the date of the loan. At such time the amount due is divided into twelve installments so that the student may repay the money borrowed during the first year of his employment, or he may elect to pay it sooner if desired. Thus the amount of the loan is not repaid until a full two years have elapsed.

Please note that this method of repayment eliminates the hardship that might be experienced if the loan were required to be met in one payment. Please note also that payments are not expected, nor will they be demanded, from a student who is not employed.

The finance program is administered through the Eastern Trust and Banking Company of Bangor. After investigation of the need of the applicant and the determination of his liability as a good risk, no difficulty or delay will be experienced by the applicant.

Other aids are furnished by providing opportunities to girls who wish to work their board, and part-time employment to boys. As stated elsewhere in this catalog, *only those students who must have assistance should attempt to work during out-of-school hours.* Devotion to home study of classroom assignments should be subjected to a minimum of interference in order to permit the rapid advancement of the student in his school work. It has been truly said "that a man cannot serve two masters." Parents should make every effort to render full assistance to

their children to prevent the handicaps that may arise from a division of their labors.

Scholarships

Five scholarships are awarded annually by the administration. One each is granted to a graduate of Bangor High School, Brewer High School, and John Bapst High School. The first two are awarded in the names of Fred V. Hart and Leslie G. Dickerman, formerly of Lynn, Massachusetts, and both of whom befriended President Husson in his youth, making it possible for him to complete his undergraduate work. The other is issued in the name of Dorothy B. Husson, wife of the president. Two additional scholarships are awarded to an upperclassman and an upperclasswoman in the names of Saul G. Harris and Clara L. Swan. These are awarded on the basis of the students' contribution to the freshman program of athletics.

The Principal and Head of the Business Education Department of each of the schools named constitute the committee to make the award. The student who shows considerable promise of making a success of a year's training at Husson College on the basis of past grades is selected, then measured in terms of personal character, deportment, participation in school affairs, general popularity, and all round good school citizenship. It may be issued to a girl or a boy, with one restriction only, that the candidate must be in need of financial assistance to further her or his education. The candidate does not necessarily have to be a graduate of the high school business course.

Thus it is, that annually five promising, deserving youths are provided with a year's training with tuition free at Husson College, and society is enriched by the contributions that these better-trained young people are able to return to it when they join the ranks of the employed.

The Epsilon Tau Epsilon Alumnae Sorority is also offering two scholarships to Junior and Senior members of the Business Education Department of Husson College.

The scholarships will be in the vicinity of one hundred dollars to be applied toward furthering their education at Husson.

The scholarships are awarded on the basis of scholastic achievement, Sorority participation, and financial need. Those desiring to become candidates must apply in writing.

Attendance

One of the important features in training young men and young women for employment is the habit of punctuality in all business relations; therefore, regularity and punctuality are insisted upon.

"Success is a journey, not a destination."

Effective January 30, 1957:

1. Number of absences allowed per semester:
   Five-day class per week eight absences
   Four-day class per week eight absences
   Three-day class per week six absences
   Two-day class per week four absences
   One-day class per week two absences

   Explanation: If a class meets five days per week, the student may be absent eight times a semester. The ninth absence causes forfeiture of course credit, and the student is dropped from the class.

2. The use of absence and excuse slips is hereby abolished. All absences are counted regardless of nature or cause.

3. Each student is expected to keep a record of his absences. The office cannot spare the time to provide this information. No warning slips will be issued.

4. A "drop slip" will appear in the student's mailbox next to office when absences exceed the quota permitted. No recourse to instructors or to administrative personnel exists once the drop slip is issued. It is final.

5. Veteran must report to Executive Director when dropped from class to maintain proper clock-hour and semester hours according to V. A. regulations.

6. No student may drop a subject without consent of major instructor and Executive Director.

7. Tardiness is frowned upon and, when excessive, will result in expulsion from class by instructor involved. The employer is negatively impressed with attendance records which show the student's lack of punctuality.

These regulations are for the student's protection. He is making a large contribution of time, money, and effort to make a place for himself in the world of business.

All legal holidays are observed (see school calendar). A vacation of two weeks is allowed at Christmas. A two-day vacation is observed for Thanksgiving, and a week at Easter.

"College and human life are short. We should study the things that will minister to our happiness and efficiency now."

No allowance or extension of credit will be granted for recesses during the college year. Students withdrawing from the college must notify the Office Secretary at once.

Time Schedule

The college is in session Monday through Friday, except legal holidays and closed time, from 7:30 a. m. to 4:00 p. m.

The college office is open every business day from 8:00 a. m. to 5:00 p. m. Prospective students desiring interviews at these or other hours should arrange for them in advance. The office is open from 9:00 a. m. to 12:00 p. m. on Saturdays.

The College bookstore, which is conducted through the office, is open from 12:00 noon to 3:00 p. m. on school days. All student business must be conducted during these hours.

College Jurisdiction

Husson College students are under the jurisdiction of the college from the moment actual residence is taken in Bangor or vicinity until the expiration of the period of enrollment, excepting, of course, regular recess periods, week ends at home or elsewhere when their parents' chaperonage becomes operative.

The conduct of Husson College students is always of immediate concern and must never in the classroom, college building, or in public places react unfavorably to the established traditions of good behavior and decorum. Students whose conduct outside the college area brings adverse criticism to the college will be dismissed. Drinking at college parties and athletic contests is not tolerated, and the student guilty of such breach of good conduct is dismissed from the college without benefit of recourse to the Student Council.

No hard and fast rules for student conduct are prescribed but the right to do so is reserved in individual cases in which the accepted standards of propriety are violated.

Short Courses

Absurdly short courses are not offered. The administration does not believe that thinking young people want short courses. It knows that business men do not want employees who have been poorly trained, and it is impossible to provide adequate training if courses are too greatly abbreviated. So-called "short courses" are productive of nothing but dissatisfaction, discouragement, and failure.

The courses are organized to contain only the studies essential to the proper preparation of the student for the service that he intends to render. As time is an important element in education, all the courses are planned to give the student an education that will be valuable to him as long as he lives. A student may enroll for a brief period should he desire, but great care should be exercised to select a very limited number of subjects.

School Spirit

The relation between the faculty and student body is on a friendship basis. Teachers and students participate equally in school activities, meet each on a common social plane, thus maintaining contacts that are cordial and mutually helpful.

The students are expected to be ladies and gentlemen who will voluntarily meet the standards of courtesy and right conduct that men and women ordinarily observe in social intercourse.

Acknowledgment

Hundreds of Husson graduates are occupying splendid positions in many business enterprises in this state and elsewhere. Husson College does not claim that the school is directly responsible for their success, but it is of the opinion that by maintaining an honorable institution, ethically sound, and governed by the best business principles, it has succeeded in enrolling the type of student who has the qualifications for successful progress.

The administration realizes that the success of Husson College has been due, in great measure, to the confidence, wholehearted support, and interested co-operation accorded it by its former students. It fully appreciates the benefit that has been derived from this source and takes this opportunity to express its gratitude for the same.

Husson College assures the alumni that in the future as in the past it will put forth every effort to maintain a school which is worthy of their endorsement and continued friendship.



"Pick your job—and land it."



KING'S DAUGHTERS' HOME (for girls) 89 OHIO STREET

Boarding Places

Husson College is able to furnish its students excellent homes in which to stay during the school year. It can recommend many houses that furnish room and board at very reasonable rates, houses that are well furnished, clean, and supervised by their owners who have had experience over many years catering to the best interests of Husson students.

Inquiries are welcomed concerning any of them, and reservations may be made through the school office by writing the Registrar. The majority of boarding and rooming accommodations are within five minutes' walk from school. Study hours, late leave, and other matters related to leisure time, are determined by the parents and matrons before the school year begins.

"Fortune comes to him who seeks her."—Italian.



STEWART HOUSE



SMITH HOUSE

Student Organizations

Student Council

The Student Council is composed of delegates elected by the students from all class groups, clubs, and associations. It is a true cross section of the student population. To it is given a grant of powers by the administration which gives the council the right under certain conditions to enact and enforce regulations, to transact business, and to represent the interests of the student body.

The faculty member is appointed by the president. This organization has for its objective the creation and maintenance of a spirit of mutual understanding and co-operation between the student body and the college administration.

Pi Rho Zeta Sorority

Pi Rho Zeta is an international society with chapters in only member schools of the American Association of Commercial Colleges. It aims to promote good feeling, learning, and high ideals among students in their personal college relationships. Membership is available only to those who maintain a satisfactory academic record and whose personal and school interests are active and acceptable.

Mu Sigma Chi Fraternity

Mu Sigma Chi is a local honorary fraternity for men who prove themselves leaders in school life. Membership is by invitation.

Women's Athletic Association

The Women's Athletic Association is a group of young women which sponsors and participates in basketball, bowling, hiking, and softball.

Men's Athletic Association

The men of the school engage in basketball, bowling, softball, and baseball.

Regular playing schedules are arranged with Maine schools and academies, usually on a home and home basis.

"An enterprise when fairly once begun should not be left till all that ought is won."—Shakespeare.

Hiking Club

Hiking is a group activity for girls. A college letter is awarded to each member who completes the number of miles required for recognition as a hiker. Group trips, guided by team captains, are made to points of interest in and around Bangor.

Dramatic Club

The Dramatic Club promotes interest and participation in dramatics and often appears at city functions as well as at college assemblies. It assists in the production of one- and three-act plays during the year. Membership is awarded to those who actively participate in the many phases of play production. This organization is known as the Husson Players.

Orchestra

The school orchestra plays at assemblies and for the graduation exercises. It is usually directed by a member of the faculty and rehearses weekly.

Student Publications

The *Husson Ledger* is the college periodical appearing every eight weeks. Students interested in journalism and the work of a paper may volunteer their effort and are guided through a year's activity by a member of the faculty appointed by the president.

The *Chieftain* is the college yearbook and is published annually by an editorial staff. Membership on the staff is open to all students interested in any phase of journalism. A member of the faculty serves as adviser. The *Chieftain* staff prides itself in portraying the whole life of Husson College—scholastic, social, athletic, and recreational—and makes every effort to include the name and photograph of every senior within its cover.

Athletic Council

The Athletic Council is a joint membership of elected delegates from the Women's and Men's Athletic Associations. It meets with the advisers of those groups and the athletic coaches to promote and administer general participation in sports. It is responsible for schedules, over-all programs, addition of new athletic activities, funds received and paid, policies and procedures, and the full administration of the athletic activities at Husson.

Glee Club

The Glee Club is made up of selected voices under the guidance of a professional director, and membership is open to all who enjoy group and solo singing. This group participates in assemblies, offering special concerts at Christmas and Easter.

"Toil is the law of life and its best friend."—Morris.

Those who attend faithfully and participate in the public performances are given awards.

S. E. A.

On February 24, 1949, the Forkner-Nichols Chapter of the Future Teachers of America was chartered by the Student Education Association of the United States. The chapter at Husson College is the sixth college chapter in Maine, but Husson is the first business college in the country to establish such an organization. All members of the teacher-training course are eligible for membership in the S. E. A. The basic purpose of the Forkner-Nichols chapter is to better business educational conditions locally, state-wide, and nationally.

Kappa Delta Phi

Husson College is the home of Lambda Chapter, Kappa Delta Phi. It is an educational fraternity whose membership is open to men who are preparing to become teachers. Kappa Delta Phi is a national fraternity, and the Lambda Chapter is the only one to be found in a private college of business in the country.

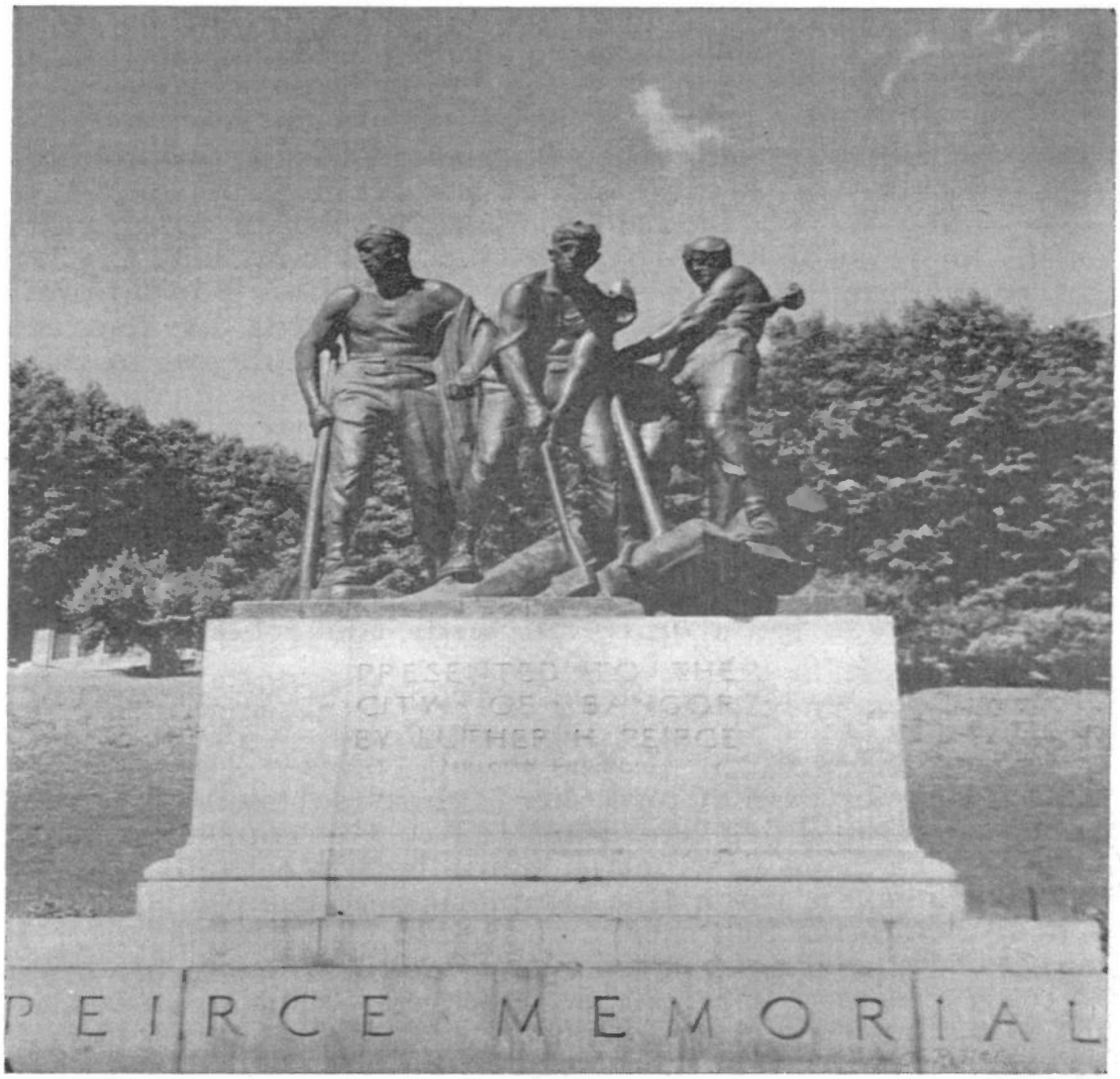
College Store

As a part of the "learn-by-doing" philosophy the students of Husson College are given an opportunity to operate a college store. This store is sponsored by the Husson College Student Council and the entire management of the store is in the hands of the council. Items such as sandwiches, hot dogs, milk, ice cream, apples, and candy, are sold by the students. Other school organizations are able to purchase many things through the store at wholesale prices. Profits earned by the students through store sales are used to purchase the various awards given to student groups throughout the year, and also to purchase equipment that may be used for the students at Husson College. Among the recent purchases was a Bell-Howell moving picture projector which is used for both education and entertainment at school assemblies and parties. The College Store made the initial payment on this valuable piece of equipment. It also installed a new Stromberg-Carlson public address system to service the Main Building and the Annex.

"The smallest good deed is better than the grandest good intentions."—Papyrus.

Awards

Awards are made to the faithful participants in all groups and organizations in the form of sweaters, letters, gold medals, or certificates. Each pupil is encouraged to identify himself with at least one outside activity to broaden his total school experience.



"The most valuable result of all education is the ability to make ourselves do the thing we have to do when it ought to be done whether we like it or not."—Anon.

Academic Information

Admission (one- and two-year terminal courses)

(Admission requirements for candidates for degrees appear on page 100.)

The College is careful to select only those students whose previous training, health, character, and personality are best qualified to pursue with profit a college course. No student will be admitted whose attitude and personal habits do not meet the standards of social efficiency expected of college men and women.

Although no entrance examination is required the school reserves the right to refuse admission to any applicant who, in the judgment of the president, is deemed incapable of doing satisfactory work. If a student has difficulty in doing satisfactory work, he is subjected to a testing and counseling program to determine how best the school can help him. The administration wishes at all times to maintain standards of character and efficiency which are required in the better colleges in the country and which are consistent with the demands of modern society and business.

It is assumed that all students enter for business-training and teacher-training; therefore, conduct such as would be required in any well-mannered business office or well-conducted school is expected. Good character is one of the requirements, and any student who does not properly conduct himself will be asked to sever his connection with the school. Students are received on no other condition.

Candidates for the diploma from the Department of Education must possess a high school education or its equivalent.

Candidates for diplomas in all courses (except the degree curricula) who cannot meet the high school requirements but who are deemed qualified are admitted to the courses of their selection. There is no distinction made between them and other students. However, upon the completion of their courses, non-high school graduates are awarded special certificates only. It is the policy of the college to give every one his chance, his opportunity to try to discover if he can do the work. If he succeeds, it is good for him, the college, and society. If he fails, he still may console himself with the fact that at least he was permitted to try. This is, the school believes, the democratic way. It has been the experience of the college over half a century to graduate a number of honor students who began their training without benefit of a

"Modern business is so complex one cannot hope to learn it all in the school of experience."—F. J. Asher.

full high school program. This is said, not to induce anyone to stop school or to discontinue his education at that level, but to give courage to those who want a business education and have had no opportunity to attend or to complete a high school course.

An application blank will be found inside the back cover of this bulletin. It must be accompanied by the application fee of $25.

Two glossy print photographs will be made of each student by a local studio. These are for use of the Placement Bureau, for news releases of student elections and activities and for the publication of the school yearbook, the *Chieftain*. A nominal fee is to be paid by the student to the photographer when the picture is made. These sittings are usually during registration week.

Testing Program

All students are given a series of tests during Freshman week. These tests are designed to aid the major instructor in placing the student in the field of business for which he is best suited. The results of these tests are kept with the student's permanent record and kept confidential at all times.

Transfer Students

Candidates for admission to advanced standing or those who wish to receive credit for any college work previously taken may apply for personal application blanks. Such candidates will be required to present certified transcripts of the work pursued at the colleges they attended, including a statement of causes of dismissal. An interview with the President or Executive Director will enhance the possibility of a successful transfer. No diplomas will be issued a transfer student who attends less than forty resident weeks or its equivalent in summer session time. No subject with a grade below seventy per cent or the equivalent will be accepted for credit.

Evaluation of Service Training Programs

Credits earned in any of the military establishments (Army, Coast Guard, Marine Corps, Navy, U. S. Maritime Service, Air Force) will be accepted as recommended by the Commission on Accreditation of Service Experiences as published in the 1954 Revision and Supplements of A Guide to the Evaluation of Educational Experiences in the Armed Services submitted by the American Council on Education. The equivalency certificate issued on the basis of the G.E.D. or other tests, processed by the State Department of Education, will be accepted in lieu of the high school diploma for admission to the degree curricula.

"Education is cheap. It is ignorance and incompetence that cost dearly."
—Wilhoit.

Dismissal for Low Scholarship

If at the end of a ranking period a student's grades are failing up to within six credits of that required in the course, the student's name will be dropped from the roster. Each student is allowed to appear before the Committee on Scholastic Standing to present such defense or reason as he may have for the condition of his grades. The Committee may recommend that the otherwise automatic action be modified or deferred.

Any student dropped from college for low scholarship may be allowed to register after the lapse of one semester, except that only one re-registration may be allowed.

Any student whose work is of inferior quality consistently, and whose attitude rather than lack of ability is the apparent cause, will be placed on probation until such deficiences be made up. The counselor will subject such a student to a series of tests which will be studied and considered before action is taken.

To qualify for a diploma, three-fourths of the grades must be "C" or better.

Transcripts

No charge is made for the first transcript of the student's record. Subsequent transcripts are $2 each. No transcript will be issued until the student's account is clear on the college books.



CLASS IN TYPEWRITING

Special Students

Students may be admitted for one or as many subjects as they desire if a full or standard course is not wanted.

The administration would be pleased if all students entering Husson College were high school graduates, but as there are many young men and women who, for various reasons, have not completed a definite elementary period of training, it becomes the duty and privilege of the school to provide courses for them.

Enrollment

A catalog containing an application blank will be furnished by the Registrar on request. Each application must be accompanied by an enrollment fee of $25. This fee covers in part the expense incident to processing the enrollment of the applicant, investigating records, evaluating transcripts, counseling candidates, and making reservations. The date on which the application with enrollment fee is received determines the order of locker and class reservations, but its acceptance does not guarantee admission.

Academic Standards

The system of grading at Husson College is by letter, with point evaluations as follows:

A	Exceptional quality	Four points per credit
B	High quality	Three points per credit
C	Average quality	Two points per credit
D	Inferior quality	One point per credit
F	Failure	No point
Inc.	Incomplete	See below*

"D" is the lowest grade counted toward a degree. Not more than 20 semester hours of "D" grade are to be counted toward a diploma or a degree, and then only to the extent that each hour of "D" grade is counterbalanced by an hour of "B" or "A" grade. No hour credit is allowed for any course completed with "D" grade after credit has been given for courses of that grade in the amount of 20 semester hours.

*Incomplete: All students are expected to complete their courses within normal time limits which are fixed in the college calendar. In exceptional circumstances students may be given "Inc." instead of "F" if arrangements are made well in advance of the end of the period and have been approved by their major instructors. Consideration is given those whose emergencies may occur late in the period. Criteria for granting "Inc." are as follows:

Every successful man started out by willingly doing things the failures hated to do and didn't.

1. Circumstances beyond the student's control.
   a. Illness or accident resulting in infirmary confinement at a time when making up lost work is impracticable.
   b. Death or critical illness in the family.
   c. Critical (not chronic) emotional disturbances requiring special guidance.
   d. Technical difficulties (research projects requiring outside source material, etc.)
2. Convenience of the college
   a. Early departure to meet a job commitment approved by a Personnel Director. All grades of "Inc." must be made up within two semesters of the date of issue.

A Report of Ranks is issued all freshmen at the mid-semester. It is recommended that parents request that these reports be sent home by the students as a means of keeping in touch with the student's progress. Notices of deficiencies and failures are mailed to parents. A Report of Ranks is issued to all students at the end of each semester. Likewise, a copy of Report of Ranks is furnished the Veterans Administration Office. No report of grades is issued to any student whose financial obligations to the college have not been met.

Any student whose grade point average is below

1.4 at the close of the first semester
1.6 at the close of the second semester
1.8 at the close of the third semester
2.0 at the close of the fourth or fifth semester
2.2 at the close of the sixth or seventh semester

shall be placed on probation for one semester. If at the end of the probationary period his grades are not equal to the required grade point average or better his enrollment will be terminated.

Such student may within 30 days after notice apply to the Committee on Academic Standing, and request a continuation of the probationary period. The Committee will grant such extension of probation only under unusual circumstances.

Candidates for a diploma must maintain a grade point average of 2.0, the equivalent to a "C" average in all the work taken for credit.

Semester Hour and Course Load

A semester hour, the unit in which courses are measured, is defined as one hour per week of lecture recitation or not less

than two hours per week of laboratory work throughout a semester. A College student is required to carry not less than fourteen nor more than sixteen semester hours of work (exclusive of courses in physical education) except under the following conditions: a student on probation may carry from eleven to fifteen semester hours; special permission to carry a reduced number of hours may be granted by the Executive Director for adequate reason, such as outside remunerative work or ill health; a student may carry an additional course if he is in his graduating year and needs for his degree only one course in excess of the number for which he is otherwise eligible.

Change of Studies

When a student wishes to change his program of studies, whether to add or to drop courses, he must obtain the written consent of his Faculty Adviser and of the Executive Director.

The Dean's List

A student is placed on the Dean's List of Distinguished Students if he has passed a prescribed number of hours of work in the preceding semester, without failure in any course, and with an average grade in all courses of *B* or better.

Graduation Requirements

Upon completion of the curriculum with the necessary number of credit hours, the student will be recommended for the college diploma or degree indicating satisfactory completion of the work in a chosen course of study.

No student will be graduated who is not present at the commencement exercises in June, unless special permission for absence is granted by the president.

No student will be graduated until all accounts, including tuition, books, and graduation expenses, have been paid in full.

The administration urges every candidate to enter the college with the determination to complete his course. The demand for the services of those who persist until they receive recognition as graduates is far in excess of the demand for non-graduates. The student in any school who does not finish his course is looked upon as a failure and will find increased difficulty in securing employment for the reason that in no field of effort are failures welcome.

"Today a young man can train for business as definitely as the lawyer or doctor trains for his profession."—Himmel.

The Husson College degree or diploma is a recommendation of unquestionable value to the business community as evidence of efficiency and good character.

A certificate of attendance will be awarded to those students pursuing Special Courses who earn a minimum of 32 semester hours of credit or who fail to meet the speed requirements in shorthand and typewriting.

The following semester hour credits are required:

Degree	128 hours
Three-year diploma	96 hours
Two-year diploma	64 hours
One-year diploma	32 hours

At least one year of resident study is required of all candidates for diploma or degree.

Honors

The following point average is required for honors:

Summa Cum Laude	4.0
Magna Cum Laude	3.6
Cum Laude	3.4
Dean's List	3.0

Prizes and Awards

The Husson gold medal is awarded at the graduation exercises to the advanced and the beginning students whose rapid advancement and whose excellence of work cause them to lead in the fields of shorthand, typewriting, and accounting.

The Husson gold medal is also awarded to the outstanding man and woman of each class based upon the measure of scholastic standing, excellence of character, participation in the life of the college, and general popularity.

A Pledge

Good training is almost a guarantee of employment. A person's usefulness, earning capacity, and enjoyment in his position, not to mention his chances for promotion, are all conditioned largely by the breadth and quality of his preparation.

It is the pledge of Husson College that it shall earnestly and conscientiously attempt to provide its students with training adequate to meet the challenging needs of business, industry, government, and education.

It shall insist that each student spend a portion of his effort in the liberal arts field to augment his specialized training and

thus enhance his chances of making the fullest contribution to his work and to society.

Placement Service

The PLACEMENT BUREAU assists graduates to secure positions when they are ready. The alumni, too, are furnished every assistance. It corresponds with and interviews school superintendents, personnel managers of industrial concerns, managers of professional offices, and others who employ college graduates, calling to their attention the names and qualifications of seniors and alumni who seek employment. No charge is made to the graduate or employer. The PLACEMENT BUREAU and the COUNSELING SERVICE are closely allied.

The employment bureaus of all members of the National Association and Council of Business Schools provide a nation-wide employment service for Husson graduates. Each school has pledged the services of its employment bureau to the graduate of any Association school, and credentials to expedite this service are available to those who wish to begin their business careers away from home.

Service To The Graduates

Every effort is made to keep in touch with the alumni. The college holds itself in readiness to assist them in securing advanced positions. When a student finds himself in a position where opportunity for promotion does not exist, or he finds himself "fenced in," the BUREAU stands ready to serve him again, and yet again,—as often as his circumstances warrant more consideration. Service is provided him when problems arise in which this help may be of some value. The services of the PLACEMENT BUREAU are for graduates at all times. There is exemplified in practice the sincere thought that "once a student, always a student."

Courtesy To Graduates

A graduate is one who has satisfactorily met the requirements of one of the courses outlined in this catalog. If, upon completing the work, immediate employment is unobtainable, the student may remain in school, without expense, and by practice and class attendance keep alive his developed skills and maintain the point of efficiency reached for graduation. A period of loafing destroys speed in both shorthand and typewriting, and Husson College desires that the applicant be at his best for an interview with an employer. The graduate is thus a non-paying guest of the college until employment is found.

"Lay up something for a rainy day."

Counseling Service

One of the major functions of a modern college is to provide careful and intelligent assistance to students who are confronted by problems of a social, personal, or academic nature, and to guide them wisely as to choices of occupations. Husson College attempts to provide such assistance and its counseling service is emp'oyed advantageously for each student's adjustment and growth.

Proper guidance is the core of the counseling program. Guidance is needed whenever the student finds his environment too complex, too much for the immature mind to sense or understand. The selection of his life's work, a career, is a task of considerable proportions, and here the counseling service can be of inestimable value. The service is not limited to the election of a vocation (or occupational choice) but will follow through with the selection of an academic program that will have the closest correlation with the vocational selection.



TALKING IT OVER WITH THE PRESIDENT

"What he is, not what he has, constitutes a man's wealth."

The counseling service makes a careful study of personality adjustments. Faulty adjustments of the individual to his social order bring chaos to both, whereas the student who is properly adjusted becomes capable of doing his best work with a mind made easy of unnecessary worry and fret.

The service acts as a clearing house for all problems,—social, personal, academic—that confront the student during his college life. It is impossible to estimate the morale which is brought to the student who may find himself hungry for friendly understanding and perplexed by a whole set of new problems as he finds himself uprooted from home soil.

The Nature of the Private School

In an article appearing in The Business School Executive, Volume III, March 1947, Number 1, entitled "The Private Business School as Seen by the United States Office of Education," by John B. Pope, there appears the following:

> *The private business school is a typical American institution born of a free people—it is private industry. There is certainly nothing un-American in the private business school. Likewise, there is nothing evil in its securing a legitimate profit for the service it renders. The Office of Education has no policy that indicates that such a belief exists. Its place in our national life is insured because of the very nature of a free society. Private schools are taken for granted in this land of ours—they are not a recent departure. Private education had its inception in this country soon after our forefathers reached the Atlantic seaboard. It has always been with us—personally, I hope it will always remain. It has been founded through private initiative, it is self-reliant, and it finances itself. It even contributes to the public purse.*
>
> *—John B. Pope.*

There is a time in every man's education when he arrives at the conviction that envy is ignorance; that imitation is suicide; that he must take himself for better, for worse, as his portion; that though the wide universe is full of good, no kernel of nourishing corn can come to him but through his toil bestowed on that plot of ground which is given to him to till.—Ralph Waldo Emerson.

Department of Accounting

WILLIAM H. DONAHUE, *Director*

1. One-year Accounting Course
2. Two-year Accounting Course
3. Three-year Accounting Course
4. Accounting major, B.S. in Accounting
5. Accounting major, Education minor, B.S. in Accounting

Department of Business Administration

WILLIAM J. CURRAN, JR., *Director*

1. One-year Business Administration Course
2. Salesmanship Course
3. Two-year Business Administration Course
4. Three-year Business Administration Course
5. Business Administration major, B. S. in Business Administration
6. Business Administration major, Education minor, B.S. in Business Administration

Department of Business Education

LOUISE B. MILLER, *Director*

1. Business Education Course (College, University, or Teachers' College Graduates)
2. Business Education major, B.S. in Business Education

Department of Secretarial Science

MILDRED M. BRADFORD, *Director*

1. Shorthand-Clerical Course
2. Typing-Clerical Course
3. Junior Secretarial Science Course
4. Legal Secretarial Course
5. Medical Secretarial Course
6. Executive Secretarial Course
7. Secretarial Science major, B.S. in Secretarial Science

School of Music

STANLEY A. CAYTING, *Director*

"Luck is where preparation meets opportunity."—Selected.



"CHIEF-FOR-A-DAY" AND HIS SECRETARY

Department of Accounting

Better to light a candle than curse the darkness.—Chinese.

"He slept beneath the moon
And he dreamed beneath the sun.
He lived in the land of going-to-do
And he died with nothing done."

Department of Accounting

Accountancy is recognized as one of the best paid and fastest growing professions today. The Journal of Accountancy, published by the American Institute of Accountants, states that there is no prospect that the supply of trained accountants will overtake the demand within the lifetime of anyone now living.

Private Business

The trained accountant may begin as an assistant bookkeeper, cost clerk, ledger clerk, or in any minor capacity. His contacts with executives who demand data for management problems accelerate the possibilities of promotion.

Public or Professional Accounting

The Certified Public Accountant stands at the top of the accounting profession and enjoys a respected position equal to that to be found in law, medicine, architecture, and others. The accounting courses at Husson College are designed to prepare the graduate for the C. P. A. examination.

Governmental Accounting

The government is employing accountants in rapidly increasing numbers. Salaries range from $3670 for beginners to $14,800 for key positions. The accounting and auditing function of the General Accounting Office under the United States Comptroller General have been defined as:

1. Prescribing the principles, standards, and related requirements for systems of accounting.
2. Cooperating in the development of such systems.
3. Reviewing the systems to determine that they comply with requirements and are up to the standards for modern management control purposes.
4. Reviewing management controls, including applications, systems of internal control, internal auditing, and reporting, established to insure effective financial administration.
5. Making expenditure analysis to determine that public funds are being efficiently administered and expended.
6. Conducting in the light of the foregoing, appropriate examinations of the financial transactions.

"A man without thoughts for the future must soon have present sorrow."—Confucius.

In addition to the usual governmental activities there are, to name but a few, railroads, steamship lines, air lines, public utilities, atomic energy installations, insurance, housing, foreign and domestic banking, retail store, real estate, and vast procurement programs for the Armed Services.

Appointments are based upon competitive examinations in which the veteran is given 5 points preference if he passes; 10 points preference if he is disabled. About 90% of Federal Civil Service positions are outside Washington, with steady employment, opportunities for advancement, and suitable vacation allowances.

Students interested in working for the government may send for special brochure, *Professional Accounting Courses* under the Comptroller General United States General Accounting Office. A copy may be had by writing to the college.

Instruction of Accounting

There are unlimited oppportunities for accountants to teach part- or full-time in the nation's public and private schools and colleges which provide accounting courses. Many men are teaching accounting because of the pleasure of their surroundings on school campuses and their contacts with youth. Teaching is a challenging career, and men who are qualified to become instructors of accounting find many benefits in addition to the adequate compensation received in this area of service.

Women in Accounting

Women are in great demand in the accounting field, both in the elementary and advanced phases. The shortage is so acute that Husson College is able to fill only a small proportion of the calls received for them to act as assistant bookkeepers, ledger clerks, pay roll clerks, junior accountants, auditors, office managers and similar positions. The wages exceed those paid for secretarial positions and should induce those who have an aptitude for numbers to consider seriously a career in this field.

Positions available for those with accounting training include Junior or Senior Accountants, Chief Accountant, Head Bookkeeper, Comptroller, Office Manager, Credit Manager, Auditor, Cost Accountant, Statistician, Purchasing Agent, Treasurer, Budget Officer, Tax Specialist, Certified Public Accountant, Instructor of Accounting.

The course leading to the B. S. Degree in Accounting appears on pages 104-108.

The sweetness of low price never equals the bitterness of low quality.
—Selected.

ACCOUNTING COURSE

(One year)

(Forty to forty-six weeks)

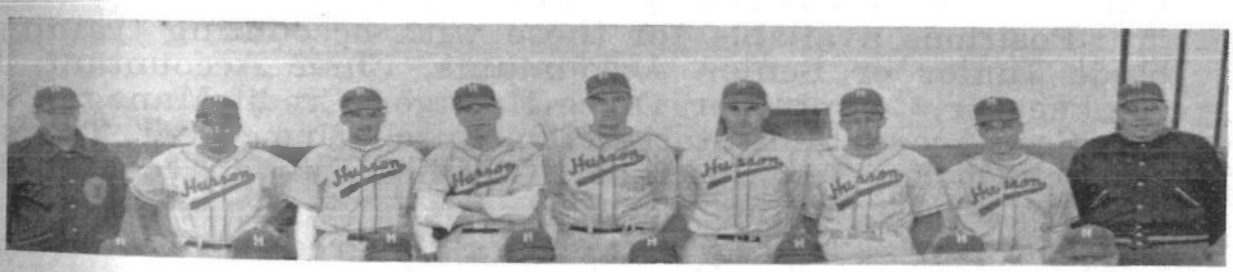
First Semester	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

Second Semester	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ss 53 Business Machines	3	2
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
*Pe 11 Physical Education	1	1
Ss 27 Typewriting	2	1
Elective	2	2
		16

The one-year Accounting Course is an intensive course for young men and women who desire employment at their earliest convenience yet wish to have some knowledge, appreciation, and certain skills to enter such employment with confidence and courage. A working knowledge of accounting is indispensable to the successful executive. This course attempts to acquaint the student with at least an elementary knowledge of that subject and other related subjects that may broaden his perspective and help him materially in his first contacts with the business world in which he proposes to work. The credits earned in this course may be applied to a two- or four-year program if desired.

*Veterans will be granted two credit hours for Physical Education.

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.



"The practical business world requires practical men and women."—A. J. Gibbons.

ACCOUNTING COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 25 Introduction to Retail Merchandising	3	3
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Pe 11 Physical Education	1	1
Ss 27 Typewriting	2	1
Elective	1	1
		16

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 32 Federal Taxation	2	2
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
*Pe 20 Physical Education	1	1
Elective		3
		17

SECOND SEMESTER

	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 33 Federal Taxation	2	2
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Pe 21 Physical Education	1	1
		15

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

*Veterans will be granted four credit hours for Physical Education. Electives will be selected with the approval of the major instructor.

This course is recommended to young men who wish to become Certified Public Accountants and to young men who desire the higher-type bookkeeping and accounting positions in business. Only those students who show an aptitude for the work and proficiency in details are urged to complete the program as outlined. The credits earned in this course may be applied to the degree course in accounting.

"He who would climb the ladder must begin at the bottom."

ACCOUNTING COURSE

(Three years)

First Year

First Semester	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

Second Semester	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 25 Introduction to Retail Merchandising	3	3
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
*Pe 11 Physical Education	1	1
Ss 27 Typewriting	2	1
Elective 1 or 2		1
		16

Second Year

First Semester	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 32 Federal Taxation	2	2
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
Pe 20 Physical Education	1	1
Elective		3
		17

Second Semester	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 33 Federal Taxation	2	2
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Pe 21 Physical Education	1	1
		15

"Your tomorrow will be quite like today unless you do something today to make tomorrow different."—Anon.

ACCOUNTING COURSE (CONTINUED)

Third Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 22 Cost Accounting	3	3
Ac 30 Advanced Accounting	3	3
Ba 30 Law or Business Organizations	2	2
Psy 20 General Psychology	3	3
Electives		5
		16

SECOND SEMESTER

	Hrs.	Cr.
Ac 23 Cost Accounting	3	3
Ac 31 Advanced Accounting	3	3
Ba 31 Law of Negotiable Instruments	2	2
Psy 21 Psychology of Business	3	3
Electives		5
		16

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

*Veterans will be granted four credit hours for Physical Education. Electives will be selected with the approval of the major instructor.

This course is recommended for those students who aspire to the higher positions in the field of accounting. The third year is for those who wish to complete their training at Husson College and find immediate employment rather than to continue into a fourth year. The credits earned in this course may be applied to the degree course in accounting.



CLASS IN MACHINES

"The end of labor is to gain leisure."—Aristotle.

Department of Business Administration

"Heights by great men reached and kept,
Were not attained by sudden flight.
But they, while their companions slept,
Were toiling upward in the night."

"Young people cannot escape the fact that their chances at achievement in business will parallel their preparation. Without preparation there is little if any hope for success, because business is so thoroughly and so scientifically organized that it cannot absorb or use the untrained."—Ira H. Carothers.

Department of Business Administration

A knowledge of the fundamentals of business is essential to the enterprising young men and women who seek careers in commerce and industry. The courses offered in the Department of Business Administration are the most comprehensive in scope that years of experience can provide and present a full challenge to the student of business in its vocational and non-vocational aspects. The many social values, as compared to those classified as utilitarian, are emphasized as an integral part of the training process. The manager of a business enterprise must be a whole man, one grounded in business procedures and, in addition, one trained to a high degree of social efficiency. The courses are designed to promote both academic and social efficiency beyond that which is considered satisfactory or "good enough" at the lower levels of employment.

The professional curricula in Business Administration serve several purposes; namely, preparation for employment in such career fields as may be found in Manufacturing, Accounting, Retailing, Wholesaling, Banking, Transportation, Construction, Purchasing, Insurance, Real Estate, Public Utilities, Civil Service, Statistics, Taxation, Advertising, Publishing, Education, Industrial Management, Corporation Finance, Marketing, Personnel and Business Management, Credits and Collections, and Foreign Trade. Preparation is also provided for activity in a wide range of technical and non-techniical clerical tasks which prevail in modern business offices.

These courses seek objectively to cultivate a breadth and maturity that is expected of those who apply themselves diligently to courses of study beyond the high school. Wherever elective subjects are required, they must be taken in the field of general education. The liberal arts program has a significant contribution to make to students who specialize in business education and techniques.

The course leading to the B. S. Degree in Business Administration appears on pages 109-114.

"Life is too short to learn it all in the school of experience."

BUSINESS ADMINISTRATION COURSE

(One year)

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	1
Eh 20 Vocabulary Building	2	2
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
*Pe 10 Physical Education	1	1
		16

Second Semester	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 53 Business Machines	3	2
Ss 27 Typewriting	2	1
Pe 11 Physical Education	1	1
Elective		2
		16

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

*Veterans will be granted two credit hours for Physical Education.

The one-year Business Administration Course attempts to provide an elementary working knowledge of business practices and procedures. It is an exploratory course which may awaken the pupil's interest in some phase of business in which he may wish to specialize. This program is provided for those students who cannot afford more than one year of study. However, the credits earned in this course may be applied to a two- or four-year Business Administration program if desired.



"When the shore is won at last, who will count the billows passed?" John Locke.

BUSINESS ADMINISTRATION COURSE

(Two years)

(Eighty to ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 25 Introduction to Retail Merchandising	3	3
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Pe 11 Physical Education	1	1
Ss 27 Typewriting	2	1
Elective	1	1
		16

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ba 34 Principles of Salesmanship	2	2
Eh 13 Speech	2	2
Ms 20 Mathematics of Finance	3	3
Pe 20 Physical Education	1	1
Psy 20 General Psychology	3	3
		16

SECOND SEMESTER

	Hrs.	Cr.
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 21 Written Communication	2	2
Pe 21 Physical Education	1	1
Psy 21 Psychology of Business	3	3
Ss 50 Filing and Indexing	2	2
Elective	3	3
		16

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

*Veterans will be granted four credit hours for Physical Education.

Electives will be selected with the approval of the major instructor.

The program outlined above attempts to provide the basic training upon which promotion can be built. The junior executive of today is the manager of tomorrow. The president, department heads, and board of directors are men whose training and experience have elevated them to top positions. This course prepares young men and women not only for initial positions in business, but undertakes to provide appreciations and attitudes conducive to growth. The credits earned in this course may be applied to the Business Administration degree program if desired.

"Without labor nothing prospers."—Sophocles.

SALESMANSHIP COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ss 53 Business Machines	3	2
Eh 13 Speech	2	2
Ba 10 Business Orientation	2	1
*Ss 26 Typewriting or Ss 36 Typewriting	5	2
		17

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Eh 20 Vocabulary Building	2	2
Ba 34 Principles of Salesmanship	2	2
Ss 27 Typewriting	2	1
		15

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ba 22 Principles of Economics	3	3
Ba 20 General Business Law	2	2
Eh 21 Written Communication	2	2
Psy 20 General Psychology	3	3
Ba 35 Principles of Advertising	2	2
Ba 36 Principles of Insurance	2	2
Ss 50 Filing and Indexing	2	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ba 23 Principles of Economics	3	3
Ba 21 General Business Law	2	2
Eh 41 Business Report Writing	2	2
Psy 21 Psychology of Business	3	3
Ba 25 Retail Merchandising	3	3
Ba 33 Marketing	3	3
		16

*Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

The selling principles and strategy taught in the Salesmanship Course have served as a basis for specialized sales training courses that have been conducted in many and various kinds of sales organizations—manufacturers', wholesalers', and retailers'—during the past twenty years.

These selling principles and tactics have been developed in a general sales training course and have been made to apply to a wide variety of selling effort by the use of experiences selected from an extensive range of selling activities. The human element is given great emphasis.

"Nothing so much worth as a mind well instructed."—Bible.

BUSINESS ADMINISTRATION COURSE

(Three years)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 25 Introduction to Retail Merchandising	3	3
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Pe 11 Physical Education	1	1
Ss 27 Typewriting	2	1
Elective	1	1
		16

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ba 34 Principles of Salesmanship	2	2
Eh 13 Speech	2	2
Ms 20 Mathematics of Finance	3	3
Pe 20 Physical Education	1	1
Psy 20 General Psychology	3	3
		16

SECOND SEMESTER

	Hrs.	Cr.
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 21 Written Communication	2	2
Pe 21 Physical Education	1	1
Psy 21 Psychology of Business	3	3
Ss 50 Filing and Indexing	2	2
Elective	3	3
		16

The improvement of the understanding is for two ends: first, our own increase of knowledge; secondly, to enable us to deliver that knowledge to others.—Locke.

BUSINESS ADMINISTRATION COURSE (CONTINUED)

Third Year

First Semester	Hrs.	Cr.	Second Semester	Hrs.	Cr.
Ba 30 Law of Business Organization	2	2	Ba 31 Law of Negotiable Instruments	2	2
Ba 36 Principles of Insurance	2	2	Ba 37 Principles of Insurance	2	2
Electives	12	12	Electives	12	12
		16			16

*Veterans will be granted four credit hours for Physical Education. Electives will be selected with the approval of the major instructor.

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.



SORORITY FORMAL INITIATION

"Learning by study must be won; 'Twas ne'er entailed from sire to son."—Gay.

Department of Business Education

To be a schoolmaster is next to being a king. In the opinion of fools it is a humble task, but in fact it is the noblest of occupations.—Erasmus.

"If the mariner's wise he looks in the skies
To see what he is about;
And he never expects any ships to come in
If he hasn't sent any ships out."

Department of Business Education

The Department of Education provides professional training for teachers in the field of Business Education. The *Maine State Teacher's Professional Business Education Certificate* to teach in secondary schools is awarded by the State Department of Education to the graduate of the Department of Business Education at Husson College.

Although the three-year course is still approved by the State Department of Education, it is recommended that the student complete the additional year for the degree. The NEA (National Education Association) has clearly defined its position by declaring that less than four years of preparation must be considered sub-standard for those entering the teaching profession. We prefer not to enroll the student for less than four years of training. Salary schedules are much more attractive for those with degrees. This fact is another reason which prompts us to recommend the four-year course only.

Husson College was the first school in Maine whose teacher-training course was approved as a basis for credit towards the degree at the University. The strict adherence to the course of study outlined by the State Department of Education and approved by the University has made possible an unbroken period of over twenty-five years' service in providing a sound and comprehensive program of training for business teachers. To those who are keenly interested in teaching business subjects, and in qualifying for a degree, the Business Education course has unusual merit.

Considerable emphasis is placed on subjects that enable the student to appreciate the scope of training in his field, and to understand and appreciate the problems in the entire field of secondary education. Such courses of study as School Law, Administration of Student Activity Programs, Vocational and Educational Guidance, Tests and Measurements, Principles of Secondary Education, and Secondary School Administration command a respect for the broader aspects of the educational processes at work in our nation's schools. The Department of Business Education at Husson College has built into its curriculum the considered and mature judgment of a faculty that has had a wide and extended experience in the training of business teachers. Its graduates are aware of the tremendous responsibility that becomes theirs in their effort to direct and guide the youth of America.

The course leading to the B. S. Degree in Business Education appears on pages 113-115.

"As a man thinketh, so is he."—Bible.

BUSINESS EDUCATION COURSE

(For University and College Graduates)

(Sixty to Sixty-six weeks)

First Semester

	Hrs.	Cr.
Ss 21 Shorthand Theory	5	3
Ss 26 Typewriting	5	2
Ac 10 Principles of Accounting	5	4
Ms 10 Business Mathematics	3	3
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ba 10 Business Orientation	2	1
		18

Second Semester

	Hrs.	Cr.
Ss 30 Shorthand	5	3
Ss 38 Transcription	5	2
Ss 36 Typewriting	5	2
Ac 11 Principles of Accounting	5	4
Ms 11 Business Mathematics	3	3
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
		19

Third Semester

	Hrs.	Cr.
Ss 33 Gregg Theory	2	2
Ed 43 Methods of Teaching Bookkeeping	4	4
Ed 33 Methods of Teaching Typewriting	4	3
Ed 41 Methods of Teaching Shorthand	3	3
Ss 52 Secretarial Practice and Procedures	5	3
Ss 50 Filing and Indexing Procedures	2	2
		17

Graduates of universities and colleges have found this course of inestimable value, following their training for a degree. Here is provided the means to add a short period of intensive, interesting work (three semesters only) for which is granted the proper certificate to teach business subjects in the secondary school.

The training does not confine the graduate to the teaching field, but opens opportunities for employment in Civil Service work and in the modern business office. With such a diversity of openings, no graduate need ever be idle. It is a privilege to announce that every student, without single exception, has been successfully placed upon completing the work outlined in this department. A prerequisite of at least 12 hours of education is needed for admission. Elective courses are available if such training is lacking.

"Luck lies in bed and wishes the postman would bring him news of a legacy."—Cobden.

Department of Business Education

The Department of Education at Husson College has been training business teachers for over a quarter of a century. Its graduates have taught, or are now teaching, in the following schools and academies in Maine and in other states:

Aroostook Central Institute, Mars Hill
Ashland High School
Auburn Maine School of Commerce
Bangor High School
Baron, Vermont, High School
Bay Path Institute, Springfield, Massachusetts
Belgrade High School
Berwick Academy
Bcssc High School, Albion
Beverly High School, Beverly, Massachusetts
Bingham High School
Boothbay Harbor High School
Bradford High School
Brewer High School
Bridgewater Academy
Bridgton High School
Bristol High School
Brooklin High School
Brooksville High School
Brownville Junction High School
Brownville High School
Brunswick High School
Bryant & Stratton, Boston, Mass.
Bucksport High School
Calais Academy
Camden High School
Carmel High School
Caribou High School
Cherryfield Academy
Clinton High School
Concord Business College, Concord, N. H.
Cony High School, Augusta
Corinna Union Academy
Crosby High School, Belfast
Danforth High School
Deer Isle High School
Dennysville High School
East New Portland High School
Easton High School
Eliot High School
Ellsworth High School
Erskine Academy, South China
Farmington High School
Fay, N. H., High School, Dexter
Fifth St. Jr. High School, Bangor
Fort Fairfield High School
Fort Kent High School
Foxcroft Academy, Dover-Foxcroft
Freeport High School
Freedom Academy
Garland High School
Garland St. Jr. High School, Bangor
Gates Business College, Augusta
George Stevens Academy, Bluehill
Gilman High School, N. E. Harbor
Greeley Institute, Cumberland
Greenville High School
Gould Academy, Bethel
Guilford High School
Hallowell High School
Hampden Academy
Harmony High School
Harrisburg Academy, Harrisburg, Pa.
Hartford High School, Hartford, Conn.
Hartland Academy
Higgins Classical Institute, Charleston
Hodgdon High School
Houlton High School
Howland High School
Husson College, Bangor
Island Falls High School
Brighton High School, Island Pond, Vermont
Islesboro High School
Jackman High School
Jay High School
John Bapst High School, Bangor
Jonesport High School
Lagrange High School
Lawrence High School, Fairfield
Leavitt High School, Gray
Lee Academy
Limestone High School
Lincoln Academy, Newcastle
Livermore Falls High School
Lubec High School

"Fortune comes to him who seeks her."—Italian

Department of Business Education---continued

Machias High School
Madawaska High School
Madison High School
Mapleton High School
Mattanawcook Academy, Lincoln
Mattawamkeag High School
Maine Central Institute, Pittsfield
Medway High School
Merrill High School, Smyrna Mills
Mexico High School, Ridlonville
McIndoe Academy, McIndoe, Vermont
McIntosh Business College, Haverhill, Mass.
McIntosh Business College, Manchester, N. H.
Milo High School
Monroe High School
Monson Academy
Morse High School, Bath
Morse High School, Brooks
Mount Desert High School, Northeast Harbor
Nashua Business College, Nashua, New Hampshire
Oakfield High School
Old Orchard Beach High School
Old Town High School
Orono High School
Oxford High School
Patten Academy
Pemetic High School, Southwest Harbor
Penobscot High School
Pennell Institute, Gray
Portage High School
Presque Isle High School
Princeton High School
Rangeley High School
Richmond High School
Ricker Classical Institute, Houlton
Rockland High School
Rumford High School
Saco High School
Saint Croix High School, Woodland
Sand Lake High School, Sand Lake, Michigan
Sangerville High School
Schenck High School, East Millinocket
Shead Memorial H. S., Eastport
Sherman Mills High School
Skowhegan High School
Solon High School
Somesville High School
South Paris High School
St. George High School, Tenants Harbor
St. Mary's High School, Van Buren
Standish High School
State School for Girls, Hallowell
Stearns High School, Millinocket
Strong High School
Sullivan High School
Tarrytown High School, Tarrytown, New York
Tenants Harbor
Thomaston High School
Traip Academy at Kittery
Union High School
Waldoboro High School
Walker High School, Liberty
Washburn High School
Washington Academy, East Machias
Waterville High School
Westbrook High School
Westbrook Junior College
West Paris High School
William High School, Oakland
Wilton Academy, South Paris
Wilton Academy, Wilton
Windham High School
Winslow High School
Winter Harbor High School
Winterport High School
Winthrop High School
Wiscasset Academy

When you've work to do,
Do it with a will;
They who reach the top
First must climb the hill.

Department of Secretarial Science

"Count that day lost
Whose low descending sun
Views at thy hands
No worthy action done."

"So look for a job with a future ahead,
Seek a chance to grow greater and greater,
Seek a place where you know as you work you will grow,
And the money will come to you later."

—Edgar A. Guest.

Department of Secretarial Science

Until quite recently, young men and women desiring to enter business were trained in the costly school of experience. Today the apprenticeship system has passed from existence. The magnitude and complexity of business make it necessary for the student to complete a systematic course of technical training before entering the business office. This means not only skill in shorthand, typewriting, or accounting, but the ability to think soundly and to judge wisely in dealing with business problems. This requires a thorough technical training and a broad understanding of economic principles, such as only a large school is manned to give. One-third of the business failures, recorded by Dun and Bradstreet, are charged to "incompetence."

The demand for highly trained secretaries has been steadily growing. A terrific impetus to this demand was provided by the war only to discover that too few people were ready for employment in this now lucrative field. People with secretarial training were promoted rapidly in all the Armed Forces, and their contribution to the war effort was no mean one. Those who served as civilians enjoyed high wages and considerable adventure in thousands of government offices. Those who were trained to do the work competently were ready when the opportunity came. The picture does not change.

Husson College has been training secretaries for over half a century. It seeks scholarly men and women in its Department of Secretarial Science to train in the theory and practice of secretarial work not only for initial contact employment but for the ultimate goals of administration and management. Many Husson College graduates are now office managers in the concerns where once they worked as secretaries. The office of Husson College is no exception.

The training in all Husson College courses falls into five major classifications: (1) information relating to the economic, political, and social phases of the activities in commerce, industry, and education; (2) extensive knowledge of business procedures; (3) business and teaching skills and techniques; (4) thorough knowledge of those business practices, methods, and procedures that are inherent in specialized fields as that of secretary, typist, accountant, salesman, teacher, or clerk; (5) general education and cultural and intellectual background to improve the candidate's chances of promotion and advancement.

The course leading to the B. S. Degree in Secretarial Science appears on pages 118-120.

"Plow deep while sluggards sleep and you will have corn to sell and keep."

SHORTHAND - CLERICAL COURSE

One Year

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
Ss 21 Shorthand Theory	5	3
Ss 26 Elementary Typewriting	5	2
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Ba 10 Business Orientation	2	1
Ss 50 Filing and Indexing Procedures	2	2
Ac 16 Secretarial Accounting	3	2
		16

Second Semester	Hrs.	Cr.
Ss 30 Intermediate Shorthand	5	3
Ss 38 Principles of Transcription	5	2
Ss 27 Intermediate Typewriting	5	2
Ms 11 Business Mathematics	3	3
Eh 21 Written Communication	2	2
Ss 1a Secretarial Studies	3	1
Eh 20 Vocabulary Building	2	2
Ss 53 Business Machines	3	2
		17

*Students with no previous training in Shorthand elect Ss 21, and students who have had two years elect Ss 30. The students taking Ss 21 will not take Ss 38 until the second semester. Students with no typing training elect Ss 26. Students having previous training in typewriting elect Ss 36.

A student who has had no previous training in shorthand and typewriting may enter the Typing-Clerical Course in September only.

This course is designed to provide training for those people who do not care to attain high speeds in typewriting and shorthand as found in other courses. Many positions do not require speeds beyond those required in this course, and the work is, therefore, supplemented by extra practice on machines and related duties.



"There is no discrimination in business. Both men and women, in countless numbers, find employment and opportunity within its ranks."

TYPING-CLERICAL COURSE

One Year

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
Ss 26 Elementary Typewriting	5	2
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Ac 16 Secretarial Accounting	3	2
Ba 10 Business Orientation	2	1
Ss 50 Filing and Indexing Procedures	2	2
Ss 53 Business Machines	3	2
		15

Second Semester	Hrs.	Cr.
Ss 27 Intermediate Typewriting	5	2
Ms 11 Business Mathematics	3	3
Eh 21 Written Communication	2	2
Eh 20 Vocabulary Building	2	2
Ba 34 Principles of Salesmanship	2	2
Ss 1a Secretarial Studies	3	1
Ac 26 Legal and Medical Accounting	2	2
Ba 25 Introduction to Retail Merchandising	3	3
		17

The object of this course is to familiarize the pupil with general office duties. There is provided a sufficient knowledge of the fundamentals of accounting to take charge of the accounts receivable and accounts payable ledgers and other elementary books of accounting including cash records. A knowledge of office machines and skill in their operations are required. A full course in business mathematics is an integral part of this program.

"It is of no consequence of what parents a man is born, if he be a man of merit."—Horace.

JUNIOR SECRETARIAL SCIENCE COURSE

(One Year)

(Forty to Forty-Six Weeks)

FIRST SEMESTER

	Hrs.	Cr.
Ss 30 Intermediate Shorthand	5	3
Ss 38 Principles of Transcription	5	2
Ss 26 Elementary Typewriting	5	2
Ac 16 Secretarial Accounting	3	2
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Ba 10 Business Orientation	2	1
		16

SECOND SEMESTER

	Hrs.	Cr.
Ss 31 Advanced Shorthand	5	3
Ss 27 Intermediate Typewriting	5	2
Eh 21 Written Communications	2	2
Eh 20 Vocabulary Building	2	2
Ms 11 Business Mathematics	3	3
Ss 1a Secretarial Studies	3	1
Ss 50 Filing and Indexing Procedures	2	2
Ss 53 Business Machines	3	2
		17

Students with no previous training will enter either the Shorthand-Clerical Course or the Typing-Clerical Course if they elect a one-year program.

"Diligence is the mother of good luck."

EXECUTIVE SECRETARIAL COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ss 21 Shorthand Theory or Ss 30 Intermediate Shorthand	5	3
Ss 38 Principles of Transcription	5	2
Ss 26 Elementary Typewriting	5	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ac 16 Secretarial Accounting	3	2
Ba 10 Business Orientation	2	1
		16

SECOND SEMESTER

	Hrs.	Cr.
Ss 30 Intermediate Shorthand or Ss 31 Advanced Shorthand	5	3
Ss 27 Intermediate Typewriting	5	2
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ac 17 Secretarial Accounting	3	2
Ss 50 Filing and Indexing Procedures	2	2
Eh 13 Speech	2	2
		17

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ss 31 Advanced Shorthand or Ss 40 Advanced Shorthand Speeds	5	3
Ss 34 Mimeographing and Art Typewriting	5	2
Ss 28 Advanced Typewriting	5	2
Ba 20 General Business Law	2	2
Psy 20 General Psychology	3	3
Eh 20 Vocabulary Building	2	2
Ss 53 Business Machines	3	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ss 40 Advanced Shorthand Speeds or Ss 41 Court Reporting	5	3
Ac 26 Legal and Medical Accounting	2	2
Ss 52 Secretarial Practice and Procedures	5	3
Ba 21 General Business Law	2	2
Ba 34 Principles of Salesmanship	2	2
Psy 21 Psychology of Business	3	3
Eh 21 Written Communication	2	2
		17

(**Ss 34 meets daily for one quarter.)

*Students with no previous training in Shorthand elect Ss 21, and students who have had two years elect Ss 30. The students taking Ss 21 will not take Ss 38 until the second semester. Students with no typing training elect Ss 26. Students having previous training in typewriting elect Ss 36.

A student who has had no previous training in shorthand and typewriting may enter the Executive Secretarial Course in September only.

There must be a minimum of twelve hours in the field of general education. Experience has indicated that education for employment is enriched when combined successfully with a liberal and cultural education.

"The wavering mind is but a base possession."—Euripides.

LEGAL SECRETARIAL COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ss 21 Shorthand Theory or Ss 30 Intermediate Shorthand	5	3
Ss 38 Principles of Transcription	5	2
Ss 26 Elementary Typewriting	5	2
Eh 10 Freshman English	3	3
Ac 16 Secretarial Accounting	3	2
Ba 20 General Business Law	2	2
Ba 10 Business Orientation	2	1
		15

SECOND SEMESTER

	Hrs.	Cr.
Ss 30 Intermediate Shorthand or Ss 31 Advanced Shorthand	5	3
Ss 27 Intermediate Typewriting	5	2
Eh 20 Vocabulary Building	2	2
Ac 17 Secretarial Accounting	3	2
Ba 21 General Business Law	2	2
Eh 21 Written Communication	2	2
Ss 50 Filing and Indexing Procedures	2	2
Eh 13 Speech	2	2
		17

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ss 31 Advanced Shorthand or Ss 40 Advanced Shorthand Speeds	5	3
Ss 28 Advanced Typewriting	5	2
Ss 34 Mimeographing and Art Typewriting	5	2
Ac 26 Legal and Medical Accounting	2	2
Ms 10 Business Mathematics	3	3
Ba 22 Principles of Economics	3	3
Ba 30 Law of Business Organizations	2	2
		17

SECOND SEMESTER

	Hrs.	Cr.
Ss 40 Advanced Shorthand Speeds or Ss 41 Court Reporting	5	3
Ss 52 Secretarial Practice and Procedures	5	3
Ms 11 Business Mathematics	3	3
Eh 41 Business Report Writing	2	2
Ba 31 Law of Negotiable Instruments	2	2
Ba 23 Principles of Economics	3	3
		16

A student who has had no previous training in shorthand and typewriting may enter the Legal Secretarial Course in September only.

"The best education is that which equips people to make a living."—Jerome.

Medical Secretarial Course

(Affiliate: Eastern Maine General Hospital)

Husson College is pleased to announce that students enrolled in the Medical Secretarial Course now enjoy the complete facilities and selected personnel of the Eastern Maine General Hospital in the development and expansion of the listings as outlined in the course on page 83.

A course in Laboratory Technics is provided under the direct supervision of the hospital staff with the purpose in view of acquainting the secretary with the terminology and procedures which govern the activities of the doctor's office. Such techniques are invaluable for the medical secretary who aspires to an institutional position rather than the one provided by the practicing physician.

The course includes discussions of Health and Social Responsibility, Ethics of the Medical and Nursing Professions, Basic Nursing Procedures, Laboratory Testing, Special Diagnostic Tests, Health Teaching, building medical terminology, use of charts, tests, equipment, and familiarization with certain techniques, practices, and procedures designed for added responsibilities in the office of the practicing physician.

Graduates of this course are prepared for useful and challenging careers in physicians' offices, hospitals, clinics, public health agencies, Civil Service—for jobs in Army, Navy, Air Force hospitals, etc.—industrial and commercial medical laboratories, college infirmaries, pharmaceutical houses, insurance companies, authors and publishers of medical fact and fiction, business and industrial firms which have large medical departments, manufacturers and distributors of drugs, instruments, etc., medical colleges, and institutions for the aged, invalids, convalescents, etc.

Laboratory Fee

A fee of $35 will be charged the student during the second semester of the second year of training. This is for the additional expense incident to the usage of laboratory equipment and supplies and the employment of skilled hospital personnel to provide the course in Laboratory Technics.

"Absence of occupation is not rest; a mind quite vacant is a mind distressed."—Cowper.

MEDICAL SECRETARIAL COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

First Semester	Hrs.	Cr.
Ss 21 Shorthand Theory or Ss 30 Intermediate Shorthand	5	3
Ss 26 Elementary Typewriting	5	2
Ss 38 Principles of Transcription	5	2
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Zo 10 Biology	3	3
Pe 10 Physical Education	1	1
Ba 10 Business Orientation	2	1
		18

Second Semester	Hrs.	Cr.
Ss 30 Intermediate Shorthand or Ss 31 Advanced Shorthand	5	3
Ss 27 Intermediate Typewriting	5	2
Eh 11 Freshman English	3	3
Zo 11 Biology	3	3
Eh 20 Vocabulary Building	2	2
Zo 12 Physiology and Human Anatomy	1	1
		14

Second Year

First Semester	Hrs.	Cr.
Ss 31 Intermediate Shorthand or Ss 40 Advanced Shorthand Speeds	5	3
Ss 28 Advanced Typewriting	5	2
Ss 43 Medical Shorthand	3	3
Ac 16 Secretarial Accounting	3	2
Psy 20 General Psychology	3	3
Zo 13 Pathology	1	1
Ss 50 Filing and Indexing Procedures	2	2
		16

Second Semester	Hrs.	Cr.
Ss 40 Advanced Shorthand Speeds or Ss 41 Court Reporting	5	3
Ss 52 Secretarial Practice and Procedures	5	3
Eh 13 Speech	2	2
Ac 26 Legal and Medical Accounting	2	2
Ss 44 Laboratory Technics	2	2
Eh 21 Written Communication	2	2
Ss 34 Mimeographing and Art Typewriting	5	2
		16

*Students with no previous training in Shorthand elect Ss 21, and students who have had two years elect Ss 30. The students taking Ss 21 will not take Ss 38 until the second semester. Students with no typing training elect Ss 26. Students having previous training in typewriting elect Ss 36.

A student who has had no previous training in shorthand and typewriting may enter the Medical Secretarial Course in September only.

Chief duties of the medical secretary are making appointments, greeting patients, taking and transcribing dictation, writing up case histories,

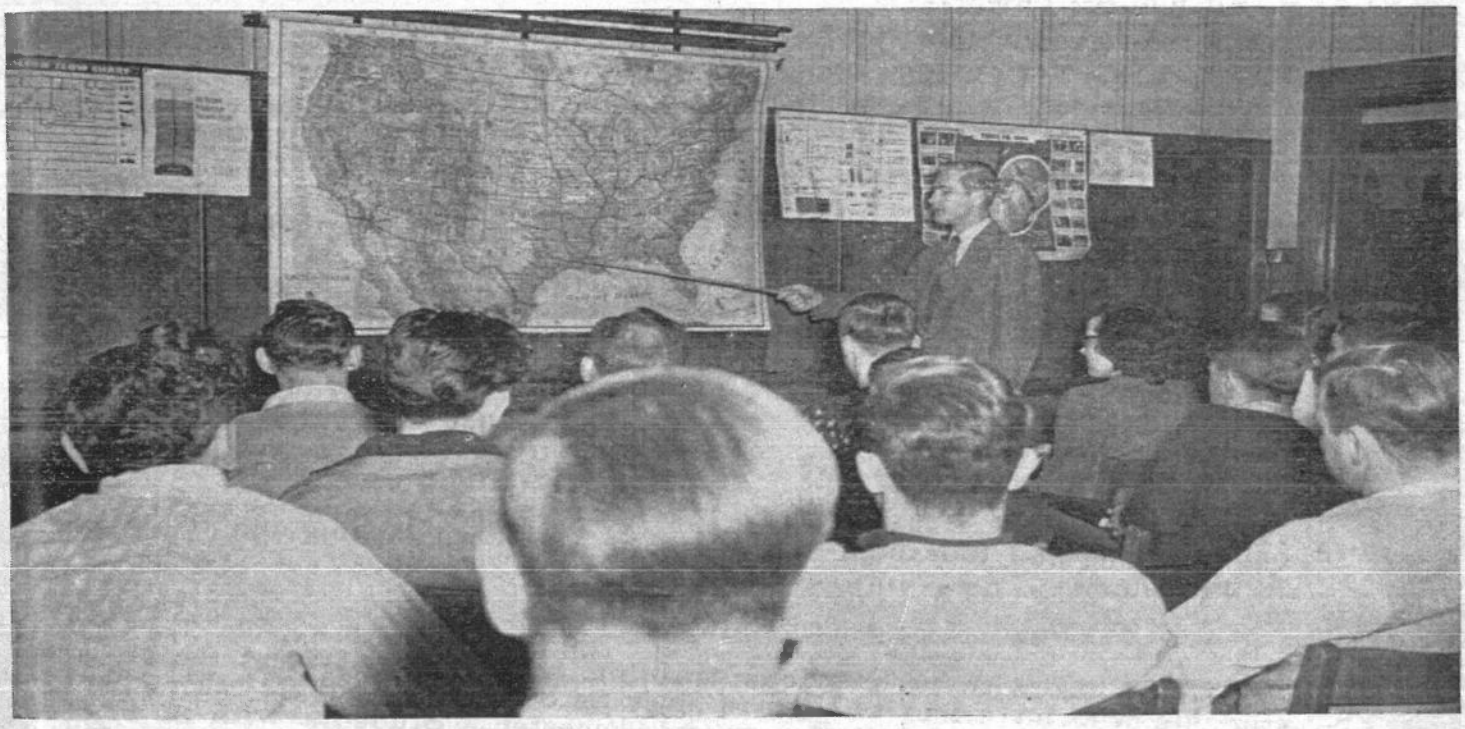
**Ss 34 meets daily for one quarter.

"An idle mind is the devil's workshop."—English proverb.

typing reports, preparing bills, answering the telephone, taking messages, ordering supplies and recording office expenditures. In some cases, the secretary is trained by her physician-employer to perform simple techniques. Those who handle these duties in addition to their straight secretarial work are frequently called physicians' aides or medical assistants. These added responsibilities may result in a higher salary, particularly if the secretary has had special training in laboratory skills.

The medical secretary should possess such *personality qualifications* as emotional stability, sympathy, tact, a sense of humor, and graciousness. Her job requires integrity, discretion, dependability, utmost accuracy; and calls for immaculate personal grooming.—*Glamour Job Department.*

Graduates of this course are awarded the degree of Associate in Commercial Science by the authority of the National Accrediting Association for Private Business Schools.



"The man who goes to the bottom of an education usually finds an opportunity to use it at the top."—Jerome.



EASTERN MAINE GENERAL HOSPITAL

Secretaries Who Became Famous Women

Edith Alden—Secretary and assistant treasurer, C. B. & O. R. R.
Elizabeth Arden—President, "Elizabeth Arden" Cosmetics
Romona Beall—Director of Educational Division, Dictaphone Company
Katherine Brush, Kathleen Norris, Winifred Dunn, Anne Austin, Margaret Scott, Mabel Urner—Authors
Tobe Davis—Famous designer
Mary Dillon—President, Brooklyn Gas Company
Elspeth Eric—Star of *Dead End* and *Margin for Error*
Bernice FitzGibbons—Advertising director of John Wanamaker, New York
Hazel Flynn—Director of publicity for Radio City Music Hall
Kay Francis, Claire Trevor, Anne Harding, Ethel Merman, Mary Healy, Lucille Manners—Screen and Radio stars (see Reader's Digest)
Katherine Grimm—Secretary to Chairman of the Board, General Foods
Estelle Hamburger—Vice President for Jay Thorpe in New York
Olga Heinrichs—President of a $2,000,000 varnish company
Constance Hope—Publicity Bureau for such musicians as Grace Moore, Lilly Pons, Joscha Heifetz and others
Corinne Johnson—Associate editor of Reader's Digest
Vivien Kellems—Voted "the leading woman in industry for 1940"
Lois Kevan—Secretary to U. S. Secretary of State
Mary King—Sunday editor of a great metropolitan daily
Joyce Mayclin—Secretary in the U. S. Embassy at Stockholm
Dorothy Miller—National President of the American Society of Women Accountants
Margaret March-Mount—United States Forestry Service
Sara Pennoyer, Vice-President, Bonwit Teller's, New York Store
Mrs. R. G. Phillips, Secretary to Governor of Illinois
Lili M. Pinkul, C. P. A., Senior Accountant, Ernst and Ernst
Vera W. Rhine—Vice-President, Morris Plan Bank, Washington
Jean Wade Rindlaub—Vice-President, Batten, Barton, Durstine, and Osborn, Advertising Agency.
Mary G. Roebling—Chairman of Board, Trenton Trust Company
Addie Schell—Secretary to the President of the Continental Illinois Bank, Chicago
Dorothy Shaver—Vice President, Lord and Taylor Store, New York
Sarah Sheridan—Vice-President, Edison Company, Detroit
Mrs. E. M. Statler—of hotel fame
Polly Street—Sales Manager, William Morrow & Company
Dorothy Thompson—"First Lady of Journalism"
Marjorie White—General manager, Indiana Film Transit Company
Rhea Whitehead and Florence Allen—Federal justices
Helen Worny—Manufacturer of toy balloons
Cecilia Wyckoff—Editor and publisher of "The Magazine of Wall Street"



"It is the law of life that you have to make good or make room."

Secretaries Who Became Famous Men

James H. Aydelotte—President, Association of American Railways
Newton D. Baker—Former Secretary of War
Julgencio Batista—President of Cuba
A. C. Bedford—Former president of Standard Oil
Daniel E. Bell—President American Security and Trust Company
J. R. Bolton—Expert Advertising Consultant
Lucius Boomer—Hotel magnate of New York and Florida
J. H. Butler—General Manager of Railway Express
Newcomb Carlton and Theodore Vail—President and former president of Western Union
Irvin S. Cobb, Meredith Nicholson, Norman Hapgood, Edward Bok—Famous in Journalism
George B. Cortelyou—Member of three Cabinets
Frank Coutant—President American Marketing Association
George A. Eastwood—President Armour and Company (he is the third secretary to head this great company)
Leif Eid—N. B. C.'s Television Publicity man
Edward Engel—President Santa Fe Railroad
Harvey W. Firestone—Founder, Firestone Tire and Rubber Company
Henry P. Fletcher—Former ambassador to Mexico
Ford Frick—President National Baseball League
Kenneth Goode—Ryan, Leach and Goode, Sales Engineers, New York
Alexander Hamilton—George Washington's secretary
James B. Hill—President Louisville & Nashville Railroad
Herbert Hoover—President of United States
Charles Evans Hughes—Chief Justice
Hiram Johnson, Byrne, Ashurst, Moses, Edge, Lenroot, Wheeler, Davis—Present and former U. S. Senators
Hans Kaltenborn—Radio commentator
George S. Kaufman—Most successful playwright on Broadway
K. T. Keller—President Chrysler Corporation
Maxwell Klein—Vice-President, Jacobs Bros., Inc.
Peter K. Kyne—Novelist
Kenesaw Mountain Landis—Former Federal Judge (see Reader's Digest)
Garnet Lilly—President, Johnson Oil Refining Company
Jesse H. Neal—Vice-President, Case-Shepperd-Mann, publishers
A. Mitchell Palmer—Former Attorney General
John J. Raskob—Chairman Finance Committee for General Motors
Robert Riskin—Author of *"Mr. Deeds Goes to Town"* and *"Mr. Smith Goes to Washington"*
Harry Simmons—Eastern sales manager for Heinn Company, Milwaukee
Hermon Shumlin—Producer of *Grand Hotel*
Irving Thalberg—Motion picture director (husband of Norma Shearer)
R. L. Thornton—President Mercantile National Bank, Dallas, Texas.
Frank A. Vanderlip—Former president National City Bank
Charles E. Wilson—President of General Electric
Woodrow Wilson—President of United States
F. W. Woolworth—Founder of F. W. Woolworth Company

"He who does not improve today, will grow worse tomorrow."—German

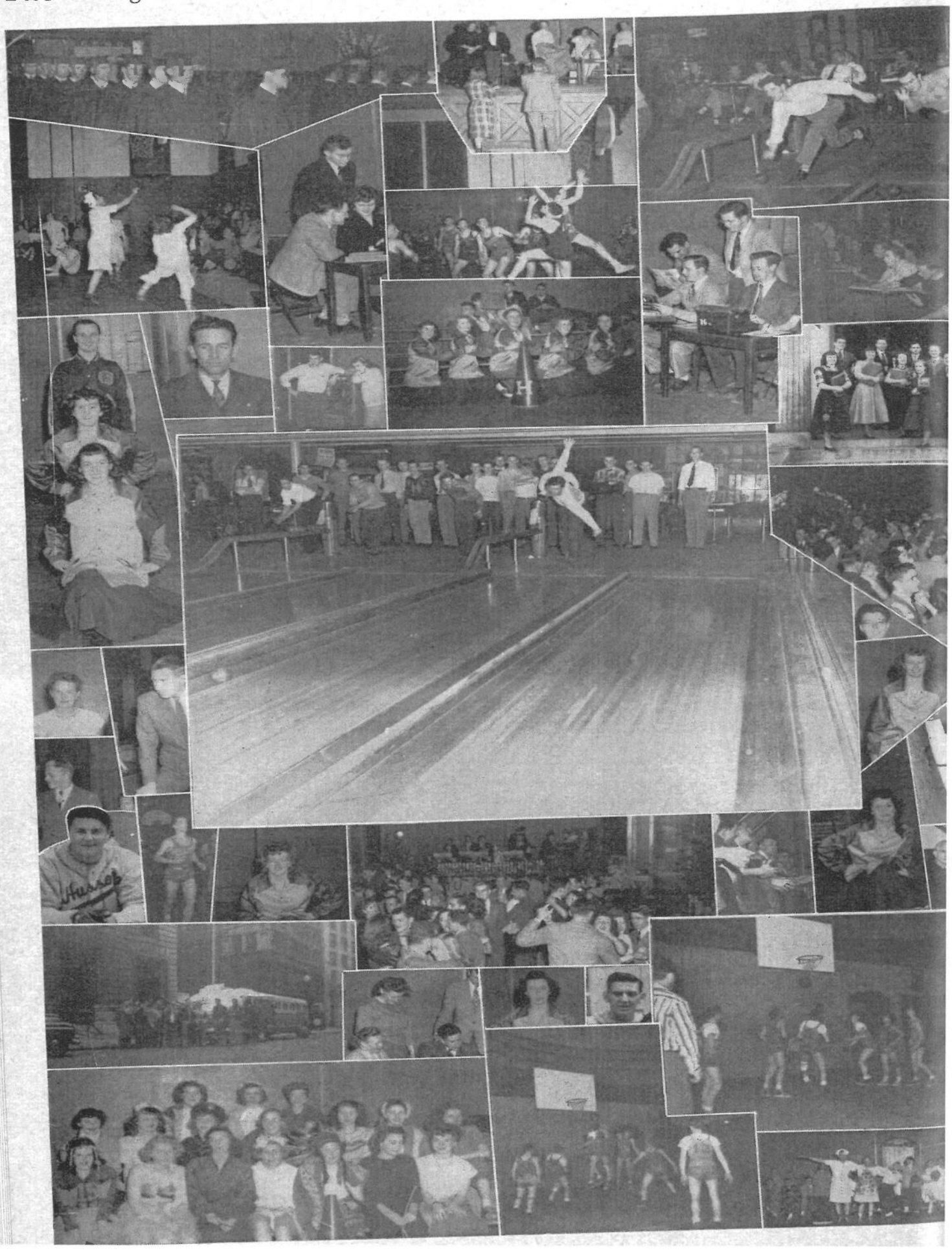
The College Parade



Mr. Meant-To has a comrade,
And his name is Didn't-Do;
Have you ever chanced to meet them?
Did they ever call on you?

These two fellows live together
In the house of Never-Win
And I'm told that it is haunted
By the ghost of Might-Have-Been.

The College Parade



School of Music

He plugged along, from day to day,
And soon he drew a raise in pay;
And then he plugged along some more,
And got his name upon the door.
But still he plugged, and now, we learn
He's manager of the whole concern!

Do not, then, stand idly waiting
For some greater work to do;
Fortune is a lazy goddess,
She will never come to you.
Go and toil in any vineyard,
Do not fear to do or dare,
If you want a field of labour,
You can find it anywhere.—Anon

Northern Conservatory of Music

Husson College is privileged to provide training in music that attempts to develop the cultural and aesthetic values which may enrich the entire life of the student. Another objective is the preparation for the teaching and directing of music in the secondary schools. Students who have studied voice or instruments are encouraged to develop increased skills and knowledge of the subject. Our affiliation with the Northern Conservatory of Music offers every Husson College student an opportunity to study with the qualified and experienced teachers and musicians on the staff at that institution. It is recommended that students in the Department of Business Education choose from two to four hours of work which would anticipate activity as a band leader, orchestra leader, or glee club director in the high school as an extra-curricular occupation, supplementary to the teaching of business subjects.



NORTHERN CONSERVATORY OF MUSIC

"Getting things done is largely a matter of getting things started."

School of Music

The Northern Conservatory of Music was founded in 1929. It aims to furnish a comprehensive program of study in the various branches of musical art. Its facilities are offered to serious students desiring to pursue music either for its professional or cultural values. The faculty is made up of teachers of training and experience, and the courses offer a liberal choice of study in the applied, theoretical, and creative fields of music.

Because of its many fine musical traditions, Bangor offers a notable environment to the music student. The Conservatory is one of several units that make up the civic foundation known as Symphony House. This foundation is dedicated to the public service, and the teachers forming the Conservatory group have been assembled for a two-fold benefit to the students: first, a correlated program of music instruction, and second, the inspirational atmosphere of this unique music center. At Symphony House are located the Music Branch of the Bangor Public Library—its extensive collection available to all—and various permanent organizations devoted to concert-giving and the general advancement of the art and profession of music. Frequent artist recitals and chamber concerts occur within Symphony House, and programs—including the frequent presentation of musical celebrities in other auditoriums of the city—prove further stimulus to aspiring students.

Symphony House is owned and administered by the Bangor Symphony Orchestra, which extends to the Conservatory the use of its large library of orchestral and choral works and an extensive instrumental equipment, including several pianos and a modern, electric-action pipe organ. The organ and two pianos are located in the Recital Hall, where series of faculty and student programs are presented each year.

The Northern Conservatory of Music is located at the corner of Union and Second Streets in Bangor. It is but a short walk from Husson College and is on a multiple bus line.

Instruction

Instrumental and voice instruction are given in private lessons. Class instruction provides for the study of academic music. Student recitals, instrumental and vocal ensembles, Glee Club, the College and Conservatory Orchestras, appearances at assemblies in the College and before public clubs and organizations afford both laboratory and concert experience.

Music Fees

Because instruction in voice or instrument is individual, it is not included in the regular charge for tuition. An additional charge is made for such instruction.

"To see what is right, and not to do it, is want of courage."—Confucius.

Music minor (voice), one-half hour weekly lesson for one year		$ 60.00
Music minor (voice or instrument) one-half hour weekly lesson for one year	or	60.00 75.00
Music major (voice or instrument) one hour weekly lesson for one year	or	110.00 135.00
Other studies (by class)		
One hour weekly for one semester		25.00
One hour weekly for one year		50.00

(Prices vary dependent on instructor selected)

Courses In Theory and Aesthetics

Mc 2 FUNDAMENTALS OF MUSIC—Notation and terminology, scales, intervals, chord structure, and the elements of musical design are studied. It is intended for the layman as well as the student of music. No prerequisite. *Eight credit hours.*

Mc 3 MUSIC APPRECIATION—This course is a study of the masterpieces of music from the standpoint of the listener. The vital forces and personalities in the development of the art are briefly noted with stress laid upon the music itself. The study includes the various types of music from the folk-song to the symphony, exemplified by the piano and recordings. This course is designed for both layman and music students. ***Two credit hours.***

Mc 5 INTRODUCTORY HARMONY—The course in harmony covers the fundamental structure of music composition, specifically the conditions under which tones sound together and move in combination. Prerequisite, a knowledge of notation. *Four credit hours.*

Mc 6 MUSIC HISTORY—The two-year course covers the History of Music from earliest times to the present. The first year embraces the traditional history of musical development in Asia, Egypt, Greece, and Rome; the growth of sacred and secular music into the Oratorio and Opera, through the Church and folk-tunes during the Middle Ages.

The second year begins at the 17th century and stresses the era of Bach. The study includes rise of instrumental music in the development of the sonata and the symphony. The lives of the composers of the classic period are followed by those of the romantic and modern. During both years attention is given to the contemporary political and social life of the peoples. *Four credit hours.*

Mc 7 ADVANCED HARMONY—This course is supplementary to INTRODUCTORY HARMONY and a continuation of the more advanced problems of tone combination. It includes harmonic analysis and a brief survey of modernistic tendencies. Prerequisite, INTRODUCTORY HARMONY. *Four credit hours.*

Mc 8 COUNTERPOINT—This course is the study of the art of combining melodies, a correlative with Harmony as the material of composition. It includes analysis of masterworks and composition projects. Prerequisite, INTRODUCTORY HARMONY. *Four credit hours.*

"Blessed is the man who has found his work."

Mc 9 ORCHESTRATION—This course is a study of the constitution of the modern symphony orchestra. It includes practical scoring, analysis of representative works through score-reading, phonographic records, and attendance at performances. Assigned readings in history and theory are required. Permission of the instructor required. *Four credit hours.*

Mc 10 FORM AND ANALYSIS—The style, structure, and content of instrumental composition, as evidenced in typical words of the masters are analyzed. The program consists of a progressive survey, culminating in the sonata and symphony. Prerequisite, a knowledge of harmony, counterpoint, and the fundamentals of orchestration. *Four credit hours.*

Mc 11 FREE COMPOSITION SEMINAR—Analysis of nationalistic and individual trends in composition and creative problems in the smaller forms is covered. Prerequisite, a working knowledge of harmony and counterpoint and permission of the instructor. *Four credit hours.*

Courses In Ensemble Performance and Direction

Mc 12 ORCHESTRA—Orchestra ensemble, generally of symphonic order. Audition required. *Two hours a week. Two credit hours.*

Mc 13 INTERPRETATION AND CONDUCTING—This subject is presented in four phases, as follows:

GENERAL SURVEY, covering the problems of time-beating, tempo-setting, and interpretation. *One credit hour.*

CHORUS TECHNIQUE and its specialized problems. *One credit hour.*

ORCHESTRA TECHNIQUE and its specialized problems. *One credit hour.*

BAND TECHNIQUE and its specialized problems. *One credit hour.*

Applied Courses

Mc 14 INSTRUMENT OR VOICE

Piano, Organ, Violin, Tympani and Percussion, Viola, Cello, Bass Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, Trombone, French Horn, Tuba, Euphonium

One half-hour lesson weekly—*Two credit hours, or*
One hour lesson weekly—*Four credit hours.*

Mc 15 INSTRUMENTAL AND VOCAL ENSEMBLE—This course consists of group lessons. One hour lesson weekly. *One credit hour.* (More if desired.)

Mc 16 ORCHESTRAL INSTRUMENT FOUNDATION STUDIES—This study offers an introduction to the various types of orchestral instruments, with concentration upon position, tone-production, basic technique, and individual adaptability. It is for students expecting to conduct in school and community fields. *One-half credit hour for each instrument.*

"Idleness is only the refuge of weak minds, and the holiday of fools."
—Chesterfield.

Summer Session

Husson College offers a six-weeks' intensive course in business subjects during the summer months. The tuition rate is $15 per credit hour. Special summer session workshops under the supervision of experienced leaders in the field of business education for teachers of high school business education subjects, are included with the regular summer session program.

Text books and supplies are extra and may be purchased at the school office.

Special subjects may be arranged to meet individual needs.

Credit is granted for summer work toward a diploma or degree if the student desires to pursue a course during fall semester beginning in September.

This course has been approved by the State Department of Education and full credit may be obtained for renewal of business teacher's certificate. Particular emphasis is placed on new techniques and philosophies of teaching.

The summer session has grown exceedingly popular with students planning to attend college or the university. An intensive course in shorthand and typewriting when offered provides invaluable tools to the student who attends lectures and prepares term papers.



THE LAST MARCH

"No thoroughly occupied man was ever yet very miserable."—L. E. Landon.

National Association and Council of Business Schools

Husson College is a Charter Member of the National Association and Council of Business Schools. This Council has established the standards of organization and administration of five selected courses of study, all of which have been approved at Husson College. They are as follows:

Stenographic Course	**40 to 46 weeks**
Junior Secretarial Course	**40 to 46 weeks**
Accounting Course (one year)	**40 to 46 weeks**
Executive Secretarial Course	**80 to 92 weeks**
Accounting and Business Administration Courses (two years)	**80 to 92 weeks**

In addition to these courses, Husson College offers a three-year course in Accounting and a three-year course in Business Administration. The degree courses in Secretarial Science, Business Administration, and Accounting are of four years' duration.

In addition to the above courses approved under the Minimum Standard Act of the National Association and Council of Business Schools, there are a number of other courses currently offered which qualify candidates for the diplomas designated. By providing a wider variety of courses than is usually found in schools similar to Husson, opportunities to follow different interests exist in greater number for the young men and women who enroll at this institution.

"Employment agencies and personnel managers of business organizations favor an applicant who has graduated from one of the better business schools."—"Careers in Business for Women"—By Smedley and Robinson.

Degree Curricula

"General education makes an admirable foundation for any type of employment. But to enter business or any of the professions, one must have specialized training to provide an 'opening wedge'."—Harvey S. Firestone.



GOVERNOR CROSS SIGNS THE HUSSON COLLEGE BILL IN THE PRESENCE OF MR. HUSSON AND MR. ROBERT HASKELL, SENATOR FROM PENOBSCOT COUNTY.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED FIFTY-THREE

S. P. 87—L. D. 193

AN ACT Authorizing Husson College to Confer Degrees.

Be it enacted by the People of the State of Maine, as follows:

Husson College to confer degrees. Husson College, a corporation located in Bangor in the county of Penobscot, shall have power and authority to confer the degrees of bachelor of science in accounting, bachelor of science in business administration, bachelor of science in commercial education and bachelor of secretarial science upon all persons who shall have completed satisfactorily 4 years' course of study in the respective fields of business subjects.

IN HOUSE OF REPRESENTATIVES, March 11, 1953

Read three times and passed to be enacted.

J. Fowell P. Bates *Speaker*

IN SENATE, March 12, 1953

Read twice and passed to be enacted.

Burleigh M. Hartwell *President*

Approved March 17, 1953

Burton M. Cross *Governor*

General Information

Requirements for Admission

Freshmen

Candidates for admission to the degree courses will be admitted upon presentation of a satisfactory secondary school record, the recommendations of his school, his personality, his physical fitness, and general suitability for the educational objective that is sought. The candidate's secondary school program need not conform to a rigid pattern, but may be assumed to include study in the following areas: English (four years required of all candidates), Fine Arts, Foreign Languages, Mathematics, Natural Science, and Social Studies. Studies in other areas may be considered by the Director of Admissions if they represent achievement of a substantial nature.

Preferred Subjects for Admission to Courses Leading to the B. S. Degree

Algebra	1 unit
Natural Science	1 unit
Science, Mathematics, Social Studies, and/or foreign language	6 units
English (four years)	3 units
Electives	4 units
Total	15 units

A unit is a credit given to a secondary school course which meets four times weekly throughout the school year. The class periods must not be less than forty minutes' duration.

If the candidate's transcript of his high school program fails to include either algebra or a foreign language, he will be given an opportunity to satisfy this requirement during his first two years at college. The transcript should accompany the application for admission or may be mailed from the high school or academy directly to the Registrar, Husson College, 157 Park Street, Bangor, Maine.

Testing Program

Candidates for admission to the degree courses at Husson College are required to take a series of tests during Freshman Week. These tests are given primarily to aid the major instructor in placing the student in the particular field of business in which he shows the greatest promise of success. The fact that some students have previous commercial training necessitates an accurate estimate of knowledge and proficiency in the several

business subjects in order to avoid waste of time in classes at Husson College.

Candidates With Advanced Standing

Students who have attended accredited institutions and wish to transfer to Husson College will be admitted to advanced standing on the quality of their credentials. Up to sixteen hours of extension work will be accepted. These must be approved by the Director of Admissions in an interview subsequent to tentative evaluations made by correspondence or personal contact. The student who is admitted with advanced standing and later proves to have inadequate preparation in the required subjects will be entered into those classes deemed necessary by the members of the faculty and advised by his major instructor.

To qualify for the Bachelor of Science degree in any of the four programs outlined in this catalog all students are required to complete the senior year of study in residence at the college. Consequently, no more than 96 hours of advanced credit may be granted to any transfer student. Former students whose majority of acceptable credits was earned at the college may be granted additional credits and are not to be classified in the category of transfer students.

Registration Regulations

Students are expected to register in person on the first day of the term fixed in the college calendar. No student may be enrolled later than two weeks after the term has begun. A fee of $12.50 per week is charged for late registration.

The college reserves the right to refuse registration, or to dismiss after registration, any student whose presence in the college would, in the judgment of the administration, reflect discredit upon the college or be detrimental to its interests.

Students who elect programs of study other than those outlined in this catalog will be classified as special students and pay the rates of tuition consistent with those charged regular students.

Academic Standards

The system of grading at Husson College is by letter, with point evaluations as follows:

A	Exceptional quality	Four points per credit
B	High quality	Three points per credit
C	Average quality	Two points per credit
D	Inferior quality	One point per credit
F	Failure	No point
Inc.	Incomplete	See below*

"D" is the lowest grade counted toward a degree. Not more

than 20 semester hours of "D" grade are to be counted toward a diploma or a degree, and then only to the extent that each hour of "D" grade is counterbalanced by an hour of "B" or "A" grade. No hour credit is allowed for any course completed with "D" grade after credit has been given for courses of that grade in the amount of 20 semester hours.

*Incomplete: All students are expected to complete their courses within normal time limits which are fixed in the college calendar. In exceptional circumstances students may be given "Inc." instead of "F" if arrangements are made well in advance of the end of the period and have been approved by their major instructors. Consideration is given those whose emergencies may occur late in the period. Criteria for granting "Inc." are as follows:

1. Circumstances beyond the student's control.
   a. Illness or accident resulting in infirmary confinement at a time when making up lost work is impracticable.
   b. Death or critical illness in the family.
   c. Critical (not chronic) emotional disturbances requiring special guidance.
   d. Technical difficulties (research projects requiring outside source material, etc.)
2. Convenience of the college
   a. Early departure to meet a job commitment approved by a Personnel Director. All grades of "Inc." must be made up within two semesters of the date of issue.

At the end of each quarter the office issues warning notices to students who have grades of "D" and "F". Reports of grades are issued to the student at the end of each semester. No reports of grades are issued to those students whose financial obligations to the college are unfulfilled.

At the end of each semester a copy of grades is furnished the Veterans' Administration Office. Ranks are sent to parents of non-veteran freshmen at the mid-semester and semester ranking periods.

Any student whose grade point average is below

1.4 at the close of the first semester
1.6 at the close of the second semester
1.8 at the close of the third semester
2.0 at the close of the fourth or fifth semester
2.2 at the close of the sixth or seventh semester

shall be placed on probation for one semester. If at the end of

the probationary period his grades are not equal to the required grade point average or better his enrollment will be terminated.

Such student may within 30 days after notice apply to the Committee on Academic Standing, and request a continuation of the probationary period. The Committee will grant such extension of probation only under unusual circumstances.

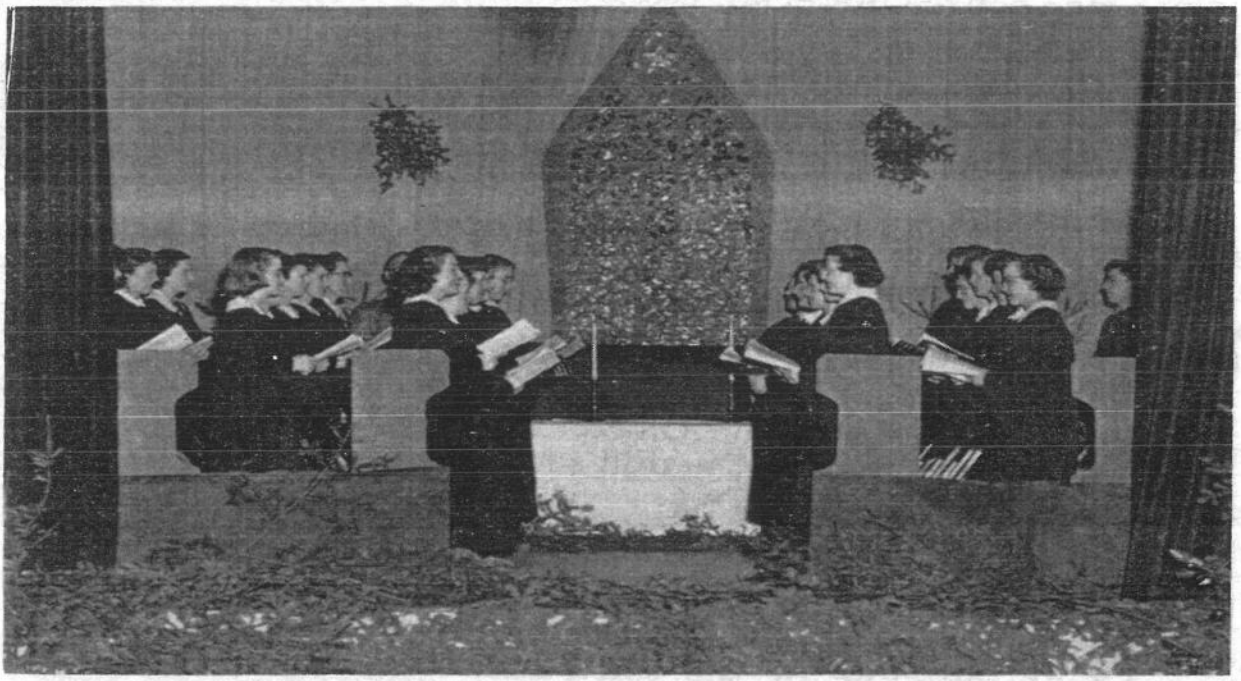
Candidates for a degree must maintain a grade point average of 2.0, the equivalent to a "C" average in all the work taken for credit.

Graduation Requirements

Upon completion of the curriculum with the necessary number of credit hours, the student will be recommended for the degree indicating satisfactory completion of the work in a chosen course of study. Further details appear on page 38.

Graduation Expense

The expense incident to graduation of the candidate for a degree is not to exceed $25.00. This fee includes the rental of cap, gown, and hood, one ticket to the senior banquet, and the degree properly signed and sealed.



GLEE CLUB

"Opportunities are not to be neglected; they rarely visit us twice."
—Voltaire.

Department of Accounting

A candidate for the degree of Bachelor of Science in Accounting is required to complete 128 hours of study in the areas of technical, professional, and general education.

The candidate must complete 37 hours in his accounting major study. No candidate may enroll in more than two accounting courses in a given semester without obtaining approval of the Head of the Accounting Department. The accounting major candidate is required to complete 8 hours in the field of Business Law, including Contracts and Bailments, Sales and Agency, Law of Business Organizations, and Negotiable Instruments.

Professional	39 hours
Technical	37 hours
General	52 hours

The course of study for the degree of Bachelor of Science in Accounting was approved by the State Department of Education for Veterans on September 18, 1953.



"The highest reward for man's toil is not what he gets by it but what he becomes by it."

BACHELOR OF SCIENCE IN ACCOUNTING

First Year

First Semester	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

Second Semester	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 25 Introduction to Retail Merchandising	3	3
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
*Pe 11 Physical Education	1	1
†Ss 27 Typewriting	2	1
Elective		1
		16

Second Year

First Semester	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 32 Federal Taxation	2	2
Ba 20 General Business Law	2	2
Ba 22 Principals of Economics	3	3
Ms 20 Mathematics of Finance	3	3
†Pe 20 Physical Education	1	1
Elective		3
		17

Second Semester	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 33 Federal Taxation	2	2
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
‡Pe 21 Physical Education	1	1
		15

Third Year

First Semester	Hrs.	Cr.
Ac 22 Cost Accounting	3	3
Ac 30 Advanced Accounting	3	3
Ba 30 Law of Business Organizations	2	2
Psy 20 General Psychology	3	3
Electives		5
		16

Second Semester	Hrs.	Cr.
Ac 23 Cost Accounting	3	3
Ac 31 Advanced Accounting	3	3
Ba 31 Law of Negotiable Instruments	2	2
Psy 21 Psychology of Business	3	3
Electives		5
		16

"Experience is a dear school."

ACCOUNTING MAJOR (CONTINUED)

Fourth Year

First Semester	Hrs.	Cr.
Ac 40 Auditing	2	2
Ac 42 Governmental Accounting	3	3
Eh 41 Report Writing	2	2
Hy 20 United States Political and Social History	3	3
Ss 53 Business Machines	3	2
Elective		4
		16

Second Semester	Hrs.	Cr.
Ac 41 Auditing	2	2
Ba 53 Elementary Statistics	3	3
Hy 21 United States Political and Social History	3	3
Electives		8
		16

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

*Veterans will be granted 4 credit hours for Physical Education; however, veterans with Education Minor will be required to take Pe 20 and Pe 21 for credit.



STUDENT COUNCIL

"Plan your work then work your plan."

BACHELOR OF SCIENCE IN ACCOUNTING

First Year

(With a minor in Education for those who wish to qualify as instructors in Accounting)

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
Ss 26 Typewriting	5	2
Ba 10 Business Orientation	2	2
Eh 20 Vocabulary Building	2	2
		17

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
*Pe 11 Physical Education	1	1
Ss 27 Typewriting	5	2
		13

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 32 Federal Taxation	2	2
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
*Pe 20 Physical Education	1	1
Ed 21 Introduction to Education	3	3
		17

SECOND SEMESTER

	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 33 Federal Taxation	2	2
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 21 Written Communication	2	2
*Pe 21 Physical Education	1	1
Eh 13 Speech	2	2
		15

Third Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 30 Advanced Accounting	3	3
Ac 22 Cost Accounting	3	3
Ba 30 Law of Business Organization	2	2
Psy 20 General Psychology	3	3
**Electives	6	6
		17

SECOND SEMESTER

	Hrs.	Cr.
Ac 31 Advanced Accounting	3	3
Ac 23 Cost Accounting	3	3
Ba 31 Law of Negotiable Instruments	2	2
***Psy 21 Business Psychology	3	3
**Electives		6
		17

"Oh, give us the man who sings at his work."—Carlyle.

BACHELOR OF SCIENCE IN ACCOUNTING (CONTINUED)

Fourth Year

First Semester	Hrs.	Cr.
Ac 40 Auditing	2	2
Ac 42 Governmental Accounting	3	3
Eh 41 Report Writing	2	2
Hy 20 United States Political and Social History	3	3
**Electives		6
		16

Second Semester	Hrs.	Cr.
Hy 21 United States Political and Social History	3	3
Ac 41 Auditing	2	2
Ba 53 Elementary Statistics	3	3
**Electives		8
		16

Note: Electives will be selected with approval of major instructor.

*Veterans will be granted 4 credit hours for Physical Education; however, veterans with Education Minor will be required to take Pe 20 and Pe 21 for credit.

**Candidates for the B. S. degree in Accounting with an Education Minor, are to select courses in the field of education for the elective hours in the third and fourth years. The courses in Education must follow in proper sequence. The suggested list is as follow:

	Credit Hours
Ed 21 Introduction to Education	3
Ed 50 Audio Visual Aids in Education	1
Ed 31 Principles and Practices of Teaching in Secondary Schools	3
Ed 54 Tests and Measurements in Business Education	2
Ed 33 Methods of Teaching Typewriting	3
Ed 43 Methods of Teaching Bookkeeping	4
Ed 55 Objectives and Curriculum Problems in Business Education	3

***Accounting students with an Education Minor take Psy 23 (Educational Psychology) instead of Psy 21 (Business Psychology).

On December 17, 1954, Husson College was authorized by the State Department of Education to introduce a teacher-training course for Accountants for the first time. It is not to be found elsewhere in the State of Maine.

There are many students who major in accounting and who have for their objective the C.P.A. certificate. Many, however, are interested in becoming instructors of accounting and related subjects, and this course is designed for them. The demand for instructors of accounting and business administration subjects is rapidly increasing and the pay schedules are growing more and more attractive.

Husson College urges the students who elect accounting as their major study to consider wisely and well the opportunities to be found in teaching careers in this area of study.

"Secret study, silent thought, is, after all, the mightiest agent in human affairs."—Channing.

Department of Business Administration

A candidate for a Bachelor of Science Degree in Business Administration is required to complete 128 hours of study in the areas of technical, professional, and general education.

The candidate must complete 40 hours in the professional field of Business Administration. The candidate must complete a minimum of 8 hours of work in the accounting field with the option of taking additional courses as electives in his Junior or Senior years. The candidate is required to take 6 hours in the field of Business Law. The candidate shall complete 52 hours in the field of general education.

Distribution of Hours

Professional	40 hours
Technical	36 hours
General	52 hours

The course of study for the degree of Bachelor of Science in Business Administration was approved by the State Department of Education for Veterans on September 18, 1953.



"Thinking well is wise; planning well, wiser; doing well wisest and best of all."—Persian Proverb.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	1
Eh 10 Freshman English	3	3
Eh 20 Vocabulary Building	2	2
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
†Ss 26 Typewriting or Ss 36 Typewriting	5	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 25 Introduction to Retail Merchandising	3	3
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Pe 11 Physical Education	1	1
Ss 27 Typewriting	2	1
Elective	1	1
		16

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ba 20 General Business Law	2	2
Ba 22 Principles of Economics	3	3
Ba 34 Principles of Salesmanship	2	2
Eh 13 Speech	2	2
Ms 20 Mathematics of Finance	3	3
Pe 20 Physical Education	1	1
Psy 20 General Psychology	3	3
		16

SECOND SEMESTER

	Hrs.	Cr.
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
Eh 21 Written Communication	2	2
Pe 21 Physical Education	1	1
Psy 21 Psychology of Business	3	3
Ss 50 Filing and Indexing	2	2
Elective	3	3
		16



"We do not choose our own parts in life, and have nothing to do with those parts. Our duty is confined to playing them well."—Epictetus.

BUSINESS ADMINISTRATION MAJOR (CONTINUED)

Third Year

First Semester	Hrs.	Cr.	Second Semester	Hrs.	Cr.
Ba 30 Law of Business Organizations	2	2	Ba 31 Law of Negotiable Instruments	2	2
Ba 36 Principles of Insurance	2	2	Ba 37 Principles of Insurance	2	2
Electives	12	12	Electives	12	12
		16			16

Fourth Year

First Semester	Hrs.	Cr.	Second Semester	IIrs.	Cr.
Eh 41 Business Report Writing	2	2	Ba 53 Elementary Statistics	3	3
Hy 20 United States Political and Social History	3	3	Hy 21 United States Political and Social History	3	3
Electives	11	11	Ss 53 Business Machines	3	2
			Electives	8	8
		16			16

†Students with no previous training in typewriting elect Ss 26; others elect Ss 36.

*Veterans will be granted two credit hours for Physical Education. Electives will be selected with the approval of the major instructor.

Note: The elective subjects will be selected with the approval of the major instructor.



"A great deal of talent is lost in this world for the want of a little courage."
—Sydney Smith.

After conference with faculty advisor, students will select courses under the following listed Major Fields of Concentration to meet required 16 hours per semester during Junior and Senior years. After conference a student may elect Accounting 20 and 21, 32 and 33, etc.

FIELDS OF SPECIALIZATION

Merchandising and Marketing

	Hrs.	Cr.
Ba 25 Introduction to Retail Merchandising	3	3
Ba 33 Principles of Marketing	3	3
Ba 35 Principles of Advertising	2	2
Ba 38 Management of Small Business	2	2
Ba 46 Personnel Management	2	2
Ba 47 Personnel Management	2	2
Ba 51 Credit Management	3	3

Education Minor

See other programs.

Office Management

	Hrs.	Cr.
Ba 38 Management of Small Business	2	2
Ba 44 Fundamentals of Management	3	3
Ba 46 Personnel Management	2	2
Ba 47 Personnel Management	2	2
Ba 48 Work Simplification	3	3
Ba 49 Office Management	3	3
Ba 51 Credit Management	3	3
Ba 55 Seminar in Management Problems	3	3

General Background Courses

Ba 40 Corporation Finance	3	3
Ba 41 Money and Banking	3	3
Ba 52 Labor Problems	3	3
Ba 56 Investments	2	2
Ba 57 Investments	2	2



Forkner-Nichols Chapter of Student Education Association

"Any excuse will serve when one has not a mind to do a thing."

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

(With a Minor in Education for those who wish to qualify as instructors of business subjects, excluding shorthand)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ss 26 Typewriting	5	2
Ms 10 Business Mathematics	3	3
Ss 53 Business Machines	3	2
*Pe 10 Physical Education	1	1
Ba 10 Business Orientation	2	1
Ba 34 Salesmanship	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Eh 11 Freshman English	3	3
Ss 27 Typewriting	5	2
Ms 11 Business Mathematics	3	3
Eh 20 Vocabulary Building	3	3
Pe 11 Physical Education	1	1
		16

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ba 22 Principles of Economics	3	3
Ba 20 General Business Law	2	2
Psy 20 Psychology	3	3
Eh 13 Speech	2	2
Pe 20 Physical Education	1	1
Ss 34 Mimeographing and Art Typewriting	5	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ba 23 Principles of Economics	3	3
Ba 21 General Business Law	2	2
Psy 23 Educational Psychology	3	3
Ss 50 Filing and Indexing Procedures	2	2
Ed 21 Introduction to Education	3	3
Pe 21 Physical Education	1	1
		17

Third Year

FIRST SEMESTER

	Hrs.	Cr.
Ba 11 Economic Geography	3	2
Ac 32 Federal Taxation	2	2
Ba 40 Corporation Finance	3	3
Ba 30 Law of Business Organizations	2	2
Ba 28 Consumer Economics	3	3
Eh 30 Survey of English Literature	3	3
		15

SECOND SEMESTER

	Hrs.	Cr.
Ac 33 Federal Taxation	2	2
Ba 41 Money and Banking	3	3
Eh 31 Survey of English Literature	3	3
Ba 33 Principles of Marketing	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	3	3
Ed 51 Principles of Guidance	3	3
		17

"Hope and strive is the way to thrive."

BUSINESS ADMINISTRATION MAJOR (CONTINUED)

Fourth Year

First Semester	Hrs.	Cr.
Hy 20 United States Political and Social History	3	3
Eh 41 Business Report Writing	2	2
Ba 36 Principles of Insurance	2	2
Ed 33 Methods of Teaching Typewriting	4	3
Ed 43 Methods of Teaching Bookkeeping	4	4
Elective	2	2
		16

Second Semester	Hrs.	Cr.
Hy 21 United States Political and Social History	3	3
Ba 56 Investments and Investment Analysis	2	2
Ed 55 Objectives and Curriculum Problems in Business Education	3	3
Ed 56 Methods of Teaching Allied Business Subjects	3	3
Elective	5	5
		16

EDUCATION COURSES*

(Optional and required)

	Credits
Psy 20 Psychology	3
Psy 23 Educational Psychology	3
Ed 21 Introduction to Education	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	3
Ed 33 Methods of Teaching Typewriting	3
Ed 43 Methods of Teaching Bookkeeping	4
Ed 55 Objectives and Curriculum Problems in Business Education	3
Ed 56 Methods of Teaching Allied Business Subjects	2
Ed 54 Test and Measurements	3
Ed 51 Guidance	3
	30

*All Education courses must follow the sequence set up in Description of Courses.

"He that waits upon Fortune is never sure of a dinner.—Benjamin Franklin.

Department of Business Education

A candidate for a Bachelor of Science degree in Business Education is required to complete 128 hours of study in the areas of technical, professional, and general education. He shall elect at least 48 hours in the technical field: shorthand, typewriting, accounting, filing, machines, law, secretarial studies; 20 hours in the professional field: Introduction to Education, Psychology, Principles and Practices in Education, Methods of Teaching Educational Subjects, Guidance, Audio-visual Aids, Practice Teaching; and 50 hours in general field, of which 20 hours may be elective and 30 hours as follows: science, 6 hours; English, 15 hours; social studies, 9 hours.

A candidate must also be able to do satisfactory work in English; otherwise, he is required to repeat Freshman English for which no credit is offered toward the degree. All candidates are required to take Penmanship.

A candidate who did not include Algebra in his high school program, will be required to include 6 hours in mathematics among his elective subjects. Business mathematics does not satisfy this requirement.

Distribution of Hours

Professional	30 hours
Technical	48 hours
General	50 hours

Science (6) Social Studies (9) English (15) Elective (20)



"As the soil, however rich it may be, cannot be productive without culture, so the mind, without cultivation, can never produce good fruit."—Seneca.

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

First Year

FIRST SEMESTER

	Hrs.	Cr.
Ba 10 Business Orientation	2	1
Ed 21 Introduction to Education	3	3
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
*Pe 10 Physical Education	1	1
Ss 26 Typewriting	5	2
Zo 10 Biology	3	3
		16

SECOND SEMESTER

	Hrs.	Cr.
Eh 11 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
*Pe 11 Physical Education	1	1
Ss 27 Typewriting	5	2
Ss 53 Business Machines	3	2
Zo 11 Biology	3	3
		16

Second Year

FIRST SEMESTER

(No previous Business Education)

	Hrs.	Cr.
Ba 22 Principles of Economics	3	3
Eh 20 Vocabulary Building	2	2
Eh 21 Written Communication	2	2
Pe 20 Physical Education	1	1
Psy 20 General Psychology	3	3
Ss 21 Shorthand Theory	5	3
Elective	2	2
		16

SECOND SEMESTER

(No previous Business Education)

	Hrs.	Cr.
Ba 23 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
Pe 21 Physical Education	1	1
Psy 23 Educational Psychology	3	3
Ss 30 Shorthand Dictation	5	3
Ss 38 Transcription	5	2
Ss 34 Mimeographing and Art Typewriting	5	2
		17

FIRST SEMESTER

(Previous Business Education)

	Hrs.	Cr.
Ba 22 Principles of Economics	3	3
Eh 20 Vocabulary Building	2	2
Eh 21 Written Communication	2	2
Pe 20 Physical Education	1	1
Psy 20 General Psychology	3	3
Ss 30 Shorthand Dictation	5	3
Ss 38 Transcription	5	2
		16

SECOND SEMESTER

(Previous Business Education)

	Hrs.	Cr.
Ba 23 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
Pe 21 Physical Education	1	1
Ss 31 Shorthand Dictation	3	3
Transcription Laboratory	5	0
Ss 34 Mimeographing and Art Typewriting	5	2
Psy 23 Educational Psychology	3	3
Elective	2	2
		17

"If you would create something, you must be something."—Goethe.

BUSINESS EDUCATION MAJOR (CONTINUED)

Third Year

First Semester	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ba 20 General Business Law	2	2
Ed 31 Principles of Education	3	3
Ed 54 Tests and Measurements	2	2
Hy 20 United States Political and Social History	3	3
Ss 28 Advanced Typewriting	5	2
Ss 33 Gregg Theory	4	2
		18

Second Semester	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ba 21 Business Law	2	2
Ba 28 Consumer Education	3	3
Eh 41 Business Report Writing	2	2
Hy 21 United States Political and Social History	3	3
Ss 52 Secretarial Practice and Procedures	5	2
		16

Fourth Year

First Semester	Hrs.	Cr.
Ac 32a Personal Income Tax	2	2
Ed 33 Typewriting Methods	4	3
Ed 41 Shorthand Methods	3	3
Ed 43 Bookkeeping Methods	4	4
Eh 30 Survey of English Literature or		
Eh 34 American Literature	3	3
Elective		
Ba 30 Law of Business Organizations, or		
Ba 31 Law of Negotiable Instruments, or		
Ba 34 Principles of Salesmanship	2	2
		17

Second Semester	Hrs.	Cr.
Ed 42 Cadet Teaching	210	6
Ba 11 Economic Geography	3	3
‡Eh 31 Survey of English Literature, or		
Eh 34 American Literature, or		
Eh 43 American Novel, or		
Eh 52 Contemporary American Poetry	3	3
‡Ba 36 Principles of Insurance	2	2
‡Elective		
Ba 31 Law of Negotiable Instruments, or		
Ba 34 Principles of Salesmanship	2	2
		16

‡These courses meet daily in the fourth quarter.

Note: Electives will be selected with approval of major instructor.

*Veterans will be granted two credit hours for Physical Education. They are required to take Pe 20 and Pe 21.

**Ss 34 meets daily the third quarter; Ed. 50 meets daily the fourth quarter.

*One half of second semester is devoted to Cadet Teaching; other courses meet for one quarter only.

"There is nothing so fatal to character as half-finished tasks."—David Lloyd George.

University of Maine

Master of Education Degree in Business Education

A. Required Courses

*1. Be 127—Current Economic Problems
2. Be 130—Consumer Economics
3. Be 151—Business Organization and Finance
4. Ed 125F—Planning the Secondary School Curriculum
5. Ed 220F—Seminar in Secondary School Curriculum
6. Ed 262D—Seminar in Business Education—Curriculum
7. Ed 263D—Seminar in Business Education—Administration and Supervision

B. Limited Electives

1. Two of these three courses:
   a. Be 155—Business Law (Contracts)
   b. Be 156—Business Law (Negotiable Instruments)
   c. Be 161—Personal Management
2. One of these two courses:
   a. Ed 169P—Methods of Teaching Business Education—Skill Subjects
   b. Ed 169Q—Methods of Teaching Business Education—Non-skill Subjects
3. One of these two courses:
   a. Ed 261P—Improvement of Instruction in the Vocational Business Subjects
   b. Ed 261Q—Improvement of Instruction in the Non-vocational Business Subjects

C. Electives—to complete a minimum of 33 semester hours.

*Must be taken at first registration.

Graduates of the course leading to the degree of Bachelor of Science in Business Education may now move to fulfill the requirements for a Master of Education degree at the University of Maine by following the program outline. This course was approved by the Executive Committee of the University of Maine School of Education in February 1957. Other institutions have similar programs for Husson graduates and have admitted them

University of Maine---continued

to graduate study. Among them are Boston University, the University of Connecticut, and the American International College at Springfield, Massachusetts.

The nearness of the University of Maine, which provides many courses for the business teacher during its summer sessions in addition to its regular program, makes it ideal for the Husson College graduate to train near "home." The summer session instructors are brought in from out of state and are outstanding in the field. The affiliation with the University of Maine School of Education has been fruitful for many years in qualifying young men and women for the baccalaureate degree and subsequent successful careers in teaching. This experience indicates that the program leading to the Master of Education degree will prove even more fruitful of satisfying results and attract many candidates who could ill afford the expense incident to attendance in out-of-state institutions.



BUSINESS ORIENTATION CLASS MEETS A PROMINENT BUSINESS MAN

"No road is long with good company."—Turk.

Department of Secretarial Science

A candidate for the degree of Bachelor of Secretarial Science is required to complete 128 hours of study in the areas of technical, professional and general education. He shall elect at least 45 hours in the technical field; shorthand, typewriting, accounting, office machines, filing practice and procedures, transcribing and duplicating machines; 26 hours in the professional field: speech, English, psychology, Business Orientation, business mathematics; and 57 hours in the general field; of which 20 hours may be elective and 37 hours as follows: science, 6 hours; social studies, 12 hours; economics, 15 hours; physical education, 4 hours.

This degree qualifies graduates to assume responsible positions in public and private secretarial work, civil service, and to become assistants to key officers in industrial and commercial organizations, positions requiring a high degree of skill and ability.

Students desiring to train for secretarial positions with doctors may elect Medical Shorthand after speeds have been attained in the regular required shorthand. Likewise, those interested in court reporting may choose a shorthand course in that field during the final stages of training.

Distribution of Hours

Professional	26 hours
Technical	45 hours
General	57 hours

The course of study for the degree of Bachelor of Science in Secretarial Science was approved by the State Department of Education for Veterans on September 18, 1953.



"Character is perfectly educated will."—Novalis.

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

First Year

FIRST SEMESTER	Hrs.	Cr.
Ms 10 Business Mathematics	3	3
Zo 10 Biology or Ms 12 Algebra	3	3
Eh 10 Freshman English	3	3
Ba 10 Business Orientation	2	1
Pe 10 Physical Education	1	1
Ac 16 Secretarial Accounting	3	2
Eh 20 Vocabulary Building	2	2
		15

SECOND SEMESTER	Hrs.	Cr.
Ms 11 Business Mathematics	3	3
Zo 11 Biology or Ms 13 Geometry	3	3
Eh 11 Freshman English	3	3
Pe 11 Physical Education	1	1
Ba 25 Introduction to Retail Merchandising	3	3
Ac 17 Secretarial Accounting	3	3
		16

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ba 22 Principles of Economics	3	3
Ac 26 Legal and Medical Accounting	2	2
Ss 26 Elementary Typewriting	5	2
Hy 20 United States Political and Social History	3	3
Ba 20 General Business Law	2	2
Psy 20 General Psychology	3	3
Pe 20 The Place of Physical Education in the High School Prgram of Today	1	1
		16

SECOND SEMESTER	Hrs.	Cr.
Ba 23 Principles of Economics	3	3
Ss 27 Intermediate Typewriting	5	2
Hy 21 United States Political and Social History	3	3
Ba 21 General Business Law	2	2
Eh 21 Written Communication	2	2
Pe 21 The Place of Physical Education in the High School Program of Today	1	1
Psy 21 Psychology of Business	3	3
		16

Third Year

FIRST SEMESTER	Hrs.	Cr.
Ss 21 Shorthand Theory	3	3
Ss 28 Advanced Typewriting	5	2
Ba 30 Law of Business Organizations	2	2
Ss 50 Filing and Indexing Procedures	2	2
Ss 34 Mimeographing and Art Typewriting	5	2
Electives		5
		16

SECOND SEMESTER	Hrs.	Cr.
Ss 30 Intermediate Shorthand	3	3
Ss 38 Principles of Transcription	5	2
Ss 52 Secretarial Practices and Procedures	5	3
Eh 13 Speech	2	2
Ss 53 Business Machines	3	2
Ba 31 Law of Negotiable Instruments	2	2
Electives		3
		17

"The one prudence of life is concentration."—Emerson.

SECRETARY OF SCIENCE MAJOR (CONTINUED)

Fourth Year

FIRST SEMESTER

	Hrs.	Cr.
Ms 20 Mathematics of Finance	3	3
Ss 40 Advanced Shorthand Speeds	5	3
Eh 41 Business Report Writing	2	2
English (Choice)	3	3
Electives		5
		16

SECOND SEMESTER

	Hrs.	Cr.
Ss 41 Court Reporting	5	3
Ss 43 Medical Shorthand	3	3
English (Choice)	3	3
Electives		7
		16

Note: The elective subjects will be selected with the approval of the major instructor.



WE WIN A STATE TITLE



HARVEST QUEEN

"Ambition is the germ from which all growth of nobleness proceeds."
—T. D. English.

Description of Courses

"If a man empties his purse into his head, no man can take it away from him."—B. Franklin.

Industry demands educated persons. "We can train them," it says, "But we cannot educate them."

Title of Courses

Identification		Weekly hours per Semester	Credit Hours
Ac 10	Principles of Accounting	5	4
Ac 11	Principles of Accounting	5	4
Ac 16	Secretarial Accounting	3	2
Ac 17	Secretarial Accounting	3	2
Ac 20	Intermediate Accounting	3	3
Ac 21	Intermediate Accounting	3	3
Ac 22	Cost Accounting	3	3
Ac 23	Cost Accounting	3	3
Ac 26	Medical and Legal Accounting	4	2
Ac 30	Advanced Accounting	3	3
Ac 31	Advanced Accounting	3	3
Ac 32	Federal Taxation	2	2
Ac 32a	Federal Taxation	2	2
Ac 33	Federal Taxation	2	2
Ac 40	Auditing	2	2
Ac 41	Auditing	2	2
Ac 42	Governmental Accounting	3	3
Ac 50	Certified Public Accountant Problems Review	3	3
Ba 10	Business Orientation	2	1
Ba 11	Economic Geography	3	3
Ba 20	General Business Law	2	2
Ba 21	General Business Law	2	2
Ba 22	Principles of Economics	3	3
Ba 23	Principles of Economics	3	3
Ba 25	Introduction to Retail Merchandising	3	3
Ba 28	Consumer Economics	3	3
Ba 30	Law of Business Organizations	2	2
Ba 31	Law of Negotiable Instruments	2	2
Ba 33	Principles of Marketing	3	3
Ba 34	Principles of Salesmanship	2	2
Ba 35	Principles of Advertising	2	2
Ba 36	Principles of Insurance	2	2
Ba 37	Principles of Insurance	2	2
Ba 38	Management of Small Business	2	2
Ba 40	Corporation Finance	3	3
Ba 41	Money and Banking	3	3
Ba 42	Financial Policies of Corporations	3	3
Ba 44	Fundamentals of Management	3	3
Ba 46	Personnel Management	2	2
Ba 47	Personnel Management	2	2
Ba 48	Work Simplification	3	3
Ba 49	Office Management	3	3
Ba 50	Certified Public Accountant Law Review	2	2
Ba 51	Credit Management	3	3
Ba 52	Labor Problems	3	3
Ba 53	Elementary Statistics	3	3
Ba 54	Human Relations and Communications	3	3
Ba 55	Seminar	3	3
Ba 56	Investments and Investment Analysis	2	2
Ba 57	Investments and Investment Analysis	2	2
Ed 21	Introduction to Education	3	3

Identification		Weekly hours per Semester	Credit Hours
Ed 31	Principles and Practices of Teaching in Secondary Schools	3	3
Ed 33	Methods of Teaching Typewriting	4	3
Ed 33s	Advanced Methods of Teaching Typewriting	*	2
Ed 41	Methods of Teaching Shorthand	3	3
Ed 41s	Advanced Methods of Teaching Shorthand	*	2
Ed 42	Cadet Teaching	210	6
Ed 43	Methods of Teaching Bookkeeping	4	4
Ed 43s	Advanced Methods of Teaching Bookkeeping	*	2
Ed 50	Audio-Visual Aids in Education	2½	1
Ed 51	Principles of Guidance	2	2
Ed 52	Secondary School Administration and Supervision	3	3
Ed 53	Organization and Administration of Student Activity Programs	2	2
Ed 54	Tests and Measurements in Business Education	3	3
Ed 55	Objectives and Curriculum Problems in Business Education	3	3
Ed 55s	Advanced Course in Objectives and Curriculum Problems in Business Education	*	2
Ed 56	Methods of Teaching Allied Business Subjects	2	2
Ed 57s	Improvement in the Instruction of Business Education Courses	*	*
Eh 10	Freshman English	3	3
Eh 11	Freshman English	3	3
Eh 13	Speech	2	2
Eh 20	Vocabulary Building	2	2
Eh 21	Written Communication	2	2
Eh 30	Survey of English Literature	3	3
Eh 31	Survey of English Literature	3	3
Eh 32	Interpretative Reading	1	1
Eh 34	American Literature	3	3
Eh 35	American Literature	3	3
Eh 41	Business Report Writing	2	2
Eh 43	American Novel	3	3
Eh 45	Advanced Speech	1	1
Eh 44	Contemporary Drama	3	3
Eh 51	Seminar in Literature	2	2
Eh 52	Contemporary American Poetry	3	3
Hy 20	United States Political and Social History	3	3
Hy 21	United States Political and Social History	3	3
Hy 24	American National Government	2	2
Hy 25	American, State and Local Government	2	2
Ms 10	Business Mathematics	3	3
Ms 11	Business Mathematics	3	3
Ms 12	Algebra	3	3
Ms 13	Geometry	3	3
Ms 20	Mathematics of Finance	3	3
Ms 21	Trigonometry and Logarithms	2	2
Pe 10	Physical Education	1	1
Pe 11	Physical Education	1	1
Pe 20	Physical Education	1	1
Pe 21	Psysical Education	1	1

Identification		Weekly hours per Semester	Credit Hours
Psy 20	Psychology	3	3
Psy 21	Psychology of Business	3	3
Psy 23	Educational Psychology	3	3
Ss 21	Shorthand Theory	5	3
Ss 26	Elementary Typewriting	5	2
Ss 27	Intermediate Typewriting	5	2
Ss 28	Advanced Typewriting	5	2
Ss 30	Shorthand Advanced	5	3
Ss 31	Shorthand Advanced	5	3
Ss 33	Gregg Theory	4	2
Ss 34	Mimeographing and Art Typewriting	5	2
Ss 36	Typewriting Advanced	5	2
Ss 38	Principles of Transcription	5	2
Ss 40	Shorthand Advanced Speeds	5	3
Ss 41	Court Reporting	5	3
Ss 43	Medical Shorthand	3	3
Ss 44	Laboratory Technics	2	2
Ss 50	Filing and Indexing Procedures	2	2
Ss 52	Secretarial Practice and Procedures	5	3
Ss 53	Business Machines	3	2
Sp 10	Spanish	4	4
Sp 11	Spanish	4	4
Sp 20	Spanish	3	3
Sp 21	Spanish	3	3
Sy 30	Sociology	3	3
Sy 31	Sociology	3	3
Zo 10	Biology	3	3
Zo 11	Biology	3	3
Zo 12	Pathology	1	1
Zo 13	Anatomy	1	1
Eh 3a	Penmanship	1	0
Ss 1a	Secretarial Studies	3	1

*Advanced Education courses—indicated by a small *s* after identification—follow a workshop procedure (See description).

**Class attendance and credit hours in proportion to areas studied.

"Fortune befriends the bold."—Dryden.

The College Parade



Description of Courses

The requirements for each year in the various courses are shown on the preceding pages in the outlines of the programs of study. These requirements are not rigid and some degree of flexibility is allowed which permits substitution of new or additional subjects which are consistent with the student's major objective. Such changes in the courses listed are subject to the approval of the director or head of the department in which the student is enrolled. Subjects may be taken in advance of the year outlined in the course; certain of them may be substituted for others; they may be offered in alternate years, none of which will be provided unless elected by fifteen or more students. A detailed description of the subjects is given below.

The following abbreviations are used in identifying courses:

Ac	Accounting	Pe	Physical Education
Ba	Business Administration	Psy	Psychology
Ed	Education	Sp	Spanish
Eh	English	Ss	Secretarial Science
Hy	History	Sy	Sociology
Ms	Mathematics	Zo	Science

The numerical identification is indicative of the year in which the course is usually offered: the 10's, the first year; the 20's, the second year; the 30's, the third year; the 40's, the fourth year; and the 50's are elective subjects. (a) The letter *e* is used to identify courses taken in the evening division; the letter *s* identifies courses taken during the summer session.

Flexibility of Courses

Generally speaking, the courses in this catalog are designed to be of help to most students in reaching their objectives, and should be followed as outlined.

However, these outlines are not rigid or inflexible. Substitutions of subjects may be arranged if they do not affect adversely the desired training objective. If, for example, the student prefers a course in Literature to that of History, such a change may be made with the consent of the major instructor.

Often times the course outlines vary depending upon current offerings. Some courses; namely, *Biology, United States Political and Social History, English Literature* are offered alternate years. The student takes the subject the year it is offered, rather than adhering strictly to the suggested yearly program of his course. However, the school schedule is annually organized to provide opportunities for a student to complete his course of study.

"Too low they build who build below the skies."—Young.

This information is for parents who may find in a grade report one or more subjects (some may be electives) which do not follow the rigid pattern of the course outline as it appears in the catalog. It is also volunteered for the guidance of the education officers of the Veterans Administration who are called upon to counsel veterans through their training program.

Accounting Courses

Ac 10—PRINCIPLES OF ACCOUNTING—This introductory course consists of the fundamental principles of accounting as they are related to sole proprietorships. It is designed to fit the needs of the general business student as well as the accounting major. Particular emphasis is given to developing the technical procedures of the accounting cycle—journalizing, posting, adjusting entries, closing the books, and preparing the financial statements. *Four credit hours.*

Ac 11—PRINCIPLES OF ACCOUNTING—(Prerequisite: Ac 10)—The course, the second half of a year course, is a study of the basic accounting principles for partnerships and corporations. Particular attention is given to the use of the multi-column journals, the voucher system, and the preparation of interim statements. A practical accounting set is used to collate the topical accounting study. *Four credit hours.*

Ac 16 SECRETARIAL ACCOUNTING—This course is a study of the elements of accounting, accounting for merchandise, or cash, banking, and petty cash transactions, simple notes and securities. *Two credit hours.*

Ac 17 SECRETARIAL ACCOUNTING—(Prerequisite: Ac 16)—This course covers retail merchant system of accounts, working sheets (asset approach), financial statements, adjusting and closing entries, and practical problems. *Two credit hours.*

Ac 20—INTERMEDIATE ACCOUNTING—(Prerequisite: Ac *11*)—The course consists of lectures and discussions of various topics of accounting theory and practical solutions of accounting problems. Attention is given to standard and alternative year-end procedures, the preparation of financial statements including analyses thereof, giving full emphasis to current accounting trends. *Three credit hours.*

Ac 21 INTERMEDIATE ACCOUNTING—(Prerequisite: Ac *11*)—Either semester of intermediate Accounting may be taken for credit. This course, the continuation of a year course, is a study of each major balance sheet classification, such as Cash, Receivables, Inventories, Fixed and Intangible Assets, Investments, Current and long-term Liabilities, and Funds and Reserves. Particular attention is given to the preparation of the Statement of Source and Application of Funds. Throughout the course particular references are made to the publications of the American Institute of Accountants. *Three credit hours.*

Ac 22 COST ACCOUNTING—(Prerequisite: Ac *11*)—The first semester of a year course in Cost Accounting is given to the study of Job Order Costing, with emphasis placed on the inherent problems of Inventories, Payrolls, and Manufacturing Overhead procedures and applications. *Three credit hours.*

Ac 23 COST ACCOUNTING—(Prerequisite: Ac 22)—During the second half of a year course in Cost Accounting, study is made of the Process Cost system and the application of Standard Costs to the Job Order or Process Cost systems. A practice case is used to collate the separate chapter topics into a practical cost accounting situation. *Three credit hours.*

Ac 26 LEGAL AND MEDICAL ACCOUNTING—This course is a study of legal and medical accounting practices. It includes the recording of transactions common to law firms, financial papers, and government returns. Transactions common to private practice to medicine, including purchase of library, equipment, personal insurance transactions, posting to patients' records, and periodic statements of financial condition are considered in the course. Actual practice is given. *Two credit hours.*

Ac 30 ADVANCED ACCOUNTING—(Prerequisite: Ac 21)—The course is an advanced study of accounting theory and problems, for which the candidate should be thoroughly grounded in basic accounting principles. The course content covers a wide range of special accounting problems and specialized accounting situations such as Partnership Formation, Operation, and Liquidation, Co-Insurance, Installment Sales, Consignments, and Accounting for "sick" businesses, in which emphasis is given to the preparation of the Statement of Affairs and the Statement of Realization and Liquidation. *Three credit hours.*

Ac 31 ADVANCED ACCOUNTING—(Prerequisite: Ac *21*)—Either semester of Advanced Accounting may be taken for credit. The course, a continuation of a year course, is largely devoted to an intensive study of Consolidation accounting problems, including the preparation of consolidated financial statements. It includes, too, a study of Estate and Trust Accounting, and Foreign Exchange. *Three credit hours.*

Ac 32 FEDERAL TAXATION—(Prerequisite: Ac *11*)—The course is a study of the Federal Income Tax Law and Regulations as they pertain to individuals. Tax knowledge is developed with the use of many practical problems including the preparation of income tax returns. *Two credit hours.*

Ac 32a FEDERAL TAXATION—This course is a study of the Federal Income Tax Law and Regulation as they pertain to individuals. This course is designed for students training to teach Income Tax Fundamentals on the high school level. It is also designed to give the students experience in preparation of tax returns. *Two credit hours.*

Ac 33 FEDERAL TAXATION—(Prerequisite: Ac 32)—The course is a continuation of a year course of study in Federal Income Taxation as it pertains to individuals, partnerships, estates and trusts, and corporations. A special study is made of social security and unemployment taxes, estates and gift taxes. Many practical problems necessitating the actual preparation of tax returns are used throughout the course. *Two credit hours.*

Ac 40 AUDITING—(Prerequisite: Ac *31*)—The course is designed for those candidates who aspire to positions in public accounting and internal auditing. The study of the duties, responsibilites, and procedures of an auditor includes a review of basic accounting principles and their application in auditing. Emphasis is given to related reading and publications in the field of auditing. A practical and realistic audit case is used to supplement the course. *Two credit hours.*

Ac 41 AUDITING—(Prerequisite: Ac 40)—The course is a continuation of the study of auditing initiated in the first semester. The study follows the auditing procedures as applied to balance sheet classifications and their related income and expense accountability. Particular emphasis is given to the auditing publications of the American Institute of Accountants. The Audit case started in the first semester is completed in this course. *Two credit hours.*

Ac 42 GOVERNMENTAL ACCOUNTING—(Prerequisite: Ac 31)—The course is offered to acquaint the accounting major with a highly specialized accounting system which would not be available in other accounting studies. The course comprises a study of the various funds and financial statements of governmental units. A portion of the course is devoted to a study of institutional accounting for hospitals, schools, and colleges. The course is a necessity for those students who aspire to the C. P. A. Examination. *Three credit hours.*

Ac 50 C. P. A. PROBLEMS REVIEW—(Prerequisite: Ac 21, Ac 23, Ac 31, Ac 33, Ac 40)—The C. P. A. Problems Review course is offered only to seniors pursuing a major in accounting to refresh various accounting topics in preparation for the C. P. A. examination. Practical problem solution, including a study of previous C. P. A. examinations, is the primary objective of the course. *Three credit hours.*

Ac 5 ACCOUNTING—AC 5 is a study of the principles of recording of business entries for a manufacturing firm. Departmental work, goods in process, beginning and ending inventories, finished goods, inventories, cost of piece work, and financial statements for manufacturing concerns are studied and prepared. This course includes the King Manufacturing Set. *Two credit hours.*

Business Administration Courses

Ba 10 BUSINESS ORIENTATION—Business Orientation is a required course for all freshmen. It is designed to assist the student to adjust to college life academically, socially, and personally. Social customs and practices, personality factors, with an individual survey of occupational interests are included in the course. Outside readings, self-analysis charts, and individual tests are utilized as aids in self-knowledge and self-direction. *One credit hour.*

Ba 11 ECONOMIC GEOGRAPHY—This course aims to present the student with a background of knowledge concerning the business activities and resources of various parts of the world, especially of the North American Continent. Understanding of the economic opportunities offered by man and nature, and the reasons for them, are stressed. *Three credit hours.*

Ba 20 GENERAL BUSINESS LAW—The purpose of this course is to impart the well-defined knowledge of the fundamentals of the legal rules of business as applied to contracts with special attention to the essential elements of a contract, sales of personal property, and bailments. *Two credit hours.*

Ba 21 GENERAL BUSINESS LAW—(Prerequisite: Ba 20)—A further study of business law is provided in this course. Emphasis is placed upon insurance, and other risk-bearing devices, guaranty and suretyship, real property and bankruptcy. Cases are read by students and serve as a basis for classroom discussion. *Two credit hours.*

Ba 22 PRINCIPLES OF ECONOMICS—This study presents an introduction to the economic organization of industry, together with the practical treatment of important commercial functions and modern problems arising out of the recent changes in economic systems and ideas. Some of the topics include human wants and scarcity, fundamental economic concepts,

basic characteristics of capitalism, the nature of products, the organization of business, the size of business units, the principles of money, investment and commercial banking, fluctuations in purchasing power, and fluctuation in business activity. *Three credit hours.*

Ba 23 PRINCIPLES OF ECONOMICS—(Prerequisite: Ba 22)—This course is a continuation of the study of economics with particular emphasis placed on basic economic theories. Other topics of major interest include costs of production, long-run competitive prices, long-run monopoly prices, prices in the period of current production, international trade, the distribution of income, rent, wages, interest, profits, and the principles of consumption. *Three credit hours.*

Ba 25 INTRODUCTION TO RETAIL MERCHANDISING—This is a survey of the field including a discussion of basic principles and the solution of a series of typical merchandising problems which provide useful and practical orientation in this area of activity. *Three credit hours.*

Ba 28 CONSUMER ECONOMICS—Discussions concern the individual's personal relationships as a consumer. Wise money management, budgeting, record keeping, banking services, financial markets, credit buying, insurance, taxes, buying and selling relationships, marketing, price determination, installment buying, and agencies which protect the consumer provide materials for the improvement of consumer intelligence. *Three credit hours.*

Ba 30 LAW OF BUSINESS ORGANIZATIONS—The partnership section emphasizes the formation, firm name, partnership property, the relations among partners, relations between partners and third persons, and dissolution and winding up the affairs of the partnership. The study of Corporate Law includes the general nature of corporations, formation of capital stocks and dividends, managerial and fiduciary duties of officers and directors; the rights, powers and remedies of stockholders; corporate powers, the rights and remedies of creditors and dissolution. Throughout the course, reference is made to the Uniform Partnership Act, and the Model for State Business Corporation Acts. *Two credit hours.*

Ba 31 LAW OF NEGOTIABLE INSTRUMENTS—The development of the Uniform Negotiable Instrument Law, bills of exchange, promissory notes, negotiation, and defenses of primary parties and endorsers are studied. This course is rich in case-problem work and should aid the student to handle negotiable paper properly and without fear of litigation. *Two credit hours.*

Ba 33 PRINCIPLES OF MARKETING—The fundamental importance of marketing in our economic system is briefly surveyed, as is the place and importance of the consumer. The various approaches to the subject, functional, institutional, and commodity, are studied at some length. Special topics include market research, activities of trade associations and cooperatives, fair trade practices, the Robinson-Patman Act, and the functions of the Federal Trade Commission. *Three credit hours.*

Ba 34 PRINCIPLES OF SALESMANSHIP—This course is planned to present the fundamental principles and methods of salesmanship such as have long been used by successful salesmen. The course is a descriptive survey course of the entire field of salesmanship. The following major topics are the subject of study: Planning the Sale, Gaining Attention, Arousing Interest, Meeting Objections, Closing the Sale, Analysis of Customer Types, and Buying Motives. *Two credit hours.*

Ba 35 PRINCIPLES OF ADVERTISING—This course is an introduction to the chief forms of advertising with practice in analysis of advertisements, layout, copy-writing, and constructive criticism. Attention is given to all the usual media of advertising as, the sales letter, radio, newspaper, and television. *Two credit hours.*

Ba 36 PRINCIPLES OF INSURANCE—This course is a comprehensive introduction to the field of insurance and covers the following topics: the economic and social services, the important principles and practices and the principal legal phases of all the common forms of insurance: Fire and Allied Lines, Marine, Casualty, Fidelity and Surety. *Two credit hours.*

Ba 37 PRINCIPLES OF INSURANCE—(Prerequisite: Ba 36)—A continuation of the study of insurance is offered. The course covers the following topics: Multiple Life Coverages, Social Security, Disability, Life, Group, Property and Liability. *Two credit hours.*

Ba 38 MANAGEMENT OF SMALL BUSINESS—Management of small business is a one-semester course dealing with the day-to-day problems of small business, including the original requirements for starting the business, organizing, and operating for the best efficiency. It is designed for project-type problem studies in realistic situations in small stores, service agencies, and manufacturing shops. *Two credit hours.*

Ba 40 CORPORATION FINANCE—This course is a survey of the various forms of business organizations and their financial structure. Special attention is given to the instruments of corporation finance, security distribution and its regulation. *Three credit hours.*

Ba 41 MONEY AND BANKING—(Prerequisite: Ba 40)—This course is designed to introduce the student to the functions of money and monetary standards. Special attention is given to the various monetary theories, American banking institutions, the Federal Reserve System, and to banking theory and practice. *Three credit hours.*

Ba 42 FINANCIAL POLICIES OF CORPORATIONS—Financial Policies of Corporations covers the following topics: history of corporate financial policies with case studies of typical corporations, the nature of financial policies, corporate management, capitalization policies, relation of accounting to financial policies, dividend and working capital policies, legal aspects of consolidations, capital readjustments, application of the Bankruptcy Act as revised, current subsidiary holding company problems. *Three credit hours.*

Ba 44 FUNDAMENTALS OF MANAGEMENT—A study of the principles and techniques underlying the successful organization, management, and operation of business activities is made. The application of these principles to specific business activities and to the management of individual departments is analyzed. *Three credit hours.*

Ba 46 PERSONNEL MANAGEMENT—This course is designed to assist the student in meeting the basic problems arising from human relations. The following areas are studied: functions of personnel management, manpower management, employment office techniques, and the recruiting, interviewing, selecting and training of personnel. *Two credit hours.*

Ba 47 PERSONNEL MANAGEMENT—Ba 47 is a continuation of Ba 46. Emphases are placed upon employee relations, personnel policies, wage problems, employee motivation, personnel research and evaluation. *Two credit hours.*

Ba 48 WORK SIMPLIFICATION—(Prerequisite: Ba 46, 47)—This course supplies prospective and current business leaders with training that will contribute to better profits and improved production. It covers motion economy, work simplification, methods improvement, and time study. It analyzes the techniques used in eliminating delays, simplifying and improving processes, setting standards and practices, and performance rating. *Three credit hours.*

Ba 49 OFFICE MANAGEMENT—(Prerequisite: Ba 46, 47)—This course covers the following: the planning and installing of office systems and routine procedures; the improving of layout, arrangement, and flow of work; the planning and scheduling of office work; the organizing of correspondence practices and filing and duplicating. *Three credit hours.*

Ba 50 C. P. A. LAW REVIEW—(Prerequisite: Ba 31)—Law Review is offered for those students who wish to review Commercial Law in preparation for the C. P. A. Examination. An intensified review is made of Contracts, Bailments, Sales, Agency, Partnership and Corporation Law, Negotiable Instruments, Real and Personal Property, Insurance, Bankruptcy, and Wills, Estates and Trusts. A review of previous C. P. A. questions is made in the course. *Two credit hours.*

Ba 51 CREDIT MANAGEMENT—This course is a presentation of the principles and practices of commercial credit as it affects the wholesaler, the manufacturer, and the bank. Emphasis is placed upon the fundamentals of credit, credit investigation and analysis, and the protection and redemption of credit. *Three credit hours.*

Ba 52 LABOR PROBLEMS—This course surveys the development of labor organizations and the causes of industrial conflict. It considers the composition of the labor force, labor market trends, wages, hours, working conditions, unemployment and other insecurities of labor. *Three credit hours.*

Ba 53 ELEMENTARY STATISTICS—A general introduction to statistical methods is studied. It includes the collection and presentation of statistical data, basic tabular and graphic methods, the frequency distribution, averages and measures of variation and skewness, and the construction and use of index numbers. *Three credit hours.*

Ba 54 HUMAN RELATIONS AND COMMUNICATIONS—(Prerequisites Ba 44, 46, 47)—This course gives the student an understanding of the psychological and sociological aspects of the human problems in industry. Studies are made of the scientific and practical methods of dealing with employer-employee relations, vocational selections, efficiency, fatigue and rest, working environments, industrial morale, leadership and supervision. The case-methods procedure of instruction is used in this course. *Three credit hours.*

Ba 55 SEMINAR IN MANAGEMENT PROBLEMS—(Prerequisite: Ba 46, 47; Ba 44)—Seminar in management problems is a semester course based upon actual business problems to illustrate the development of techniques by management. The case-method procedure of instruction is used. This course trains the student not only in problem-solving techniques, but also develops his conference-member ability and the dynamics of group effort. *Three credit hours.*

Ba 56 INVESTMENTS AND INVESTMENT ANALYSIS—This course is designed to study the nature of investments with emphasis placed on the investment use of securities issued by both public authorities and private corporations. *Two credit hours.*

Ba 57 INVESTMENT ANALYSIS—(Prerequisite Ba 56)—This is a continuation of Ba 56. This course deals with the study and analysis of the securities offered by federal, state, and local governments, industrial corporations, and investment houses. *Two credit hours.*

Business Education Courses

Ed 21 INTRODUCTION TO EDUCATION—This is an introductory course to American public education and includes a survey of all forms of education conducted for the public and supported by the public. The entire field of education is surveyed, and such items as the curriculum, the teacher's role, instructional materials, the background of American education are emphasized. *Three credit hours.*

Ed 31 PRINCIPLES AND PRACTICES OF TEACHING IN SECONDARY SCHOOLS—(Prerequisite Psy 23)—An attempt is made to give students a perspective of the scope of the problems with which they must deal as teachers, to introduce the terminology used in dealing with problems of teaching, and to develop some fundamental concepts of learning and education basic to a sound philosophy of education and educational practices. Emphasis is given to units on (1) fundamental problems of teaching; (2) learning activities and the attainment of desired outcomes; (3) organization of courses and units of instruction; (4) methods of planning and organizing classroom activities; (5) stimulating and directing classroom activities and measuring outcomes. *Three credit hours.*

Ed 33 METHODS OF TEACHING TYPEWRITING—(Prerequisite: Ed 31)—This course is a study of the fundamental principles which underlie the learning of typewriting. The course includes many practical suggestions for the solution of problems arising in actual teaching. Other topics include teaching techniques, instructional materials used at the various levels of skill development and skill research. *Three credit hours.*

Ed 33s is an advanced course in Methods of Teaching Typewriting, offered to experienced teachers during the summer session. It is usually conducted along a workshop procedure under the supervision of a visiting instructor. *Two credit hours.*

Ed 41 METHODS OF TEACHING SHORTHAND—(Prerequisite: Ed 31)—Principles of teaching shorthand are presented. Among the topics considered are instructional procedures and techniques for beginning and advanced classes taught by the various accepted methods, namely manual, functional, direct, et cetera. *Three credit hours.*

Ed 41s is an advanced course in Methods of Teaching Shorthand, offered to experienced teachers during the summer session. It is usually conducted along a workshop procedure under the supervision of a visiting instructor. *Two credit hours.*

Ed 42 CADET TEACHING—The opportunity to meet and to handle actual class room situations is given the teacher-training student during his senior year. Through arrangements made with several selected secondary schools within the state, the student is placed in the business department to observe and to obtain practical experiences in the field of teaching. *Six credit hours.*

Ed 43 METHODS OF TEACHING BOOKKEEPING—(Prerequisite Ed 31)—The course deals with teaching problems and techniques relating to bookkeeping. The selection of tests and the construction of courses of study are given careful consideration. Actual problems arising in the teaching of bookkeeping are discussed and definite procedures to be used in each situation are analyzed. *Four credit hours.*

Ed 43s is an advanced course in Methods of Teaching Bookeeping, offered to experienced teachers during the summer session. It is usually conducted along a workshop procedure under the supervision of a visiting instructor. *Two credit hours.*

Ed 50 AUDIO-VISUAL AIDS IN EDUCATION—A survey course in audio-visual education in teaching designed to acquaint the student with sources of materials available, types of equipment in use, and present teaching practices is presented. Members of the class learn how to improve their teaching by the use of the various kinds of equipment. Proper evaluation and selection of materials are important phases of this course of study. *One credit hour.*

Ed 51 PRINCIPLES OF GUIDANCE—The functions and methods of vocational and educational guidance are presented. Topics covered include psychological factors affecting vocational adjustments, guidance through such items as extra-curricular activities, group activities, courses, counseling from the teacher's viewpoint. This course serves as an orientation to the entire field of vocational guidance. *Two credit hours.*

Ed 52 SECONDARY SCHOOL ADMINISTRATION AND SUPERVISION—This course is designed for prospective high school principals and supervisors. Problems of organization, teacher selection and rating, improvement of teachers in service, salary schedules, extra-curricular activities, testing programs, and techniques of supervision are considered. *Three credit hours.*

Ed 53 ORGANIZATION AND ADMINISTRATION OF STUDENT ACTIVITY PROGRAMS—This is a study of the purposes and principles of extra-curricular activities, in which the teacher-training students are given problems in the organization, supervision, and participation in non-academic activities. The following activities are studied and practised: home room, student council, assemblies, clubs, athletics, socials, publications, societies, graduations, community problems, personnel and other general problems. *Three credit hours.*

Ed 54 TESTS AND MEASUREMENTS IN BUSINESS EDUCATION—The introductory course in tests and measurements emphasizes the use of standardized and informal tests for various school purposes. Actual practice is provided in the administration, scoring, and construction of intelligence tests, achievement tests, standardized tests; and informal tests. Topics include test selection, pupil diagnosis, school testing programs. *Three credit hours.*

Ed 55 OBJECTIVES AND CURRICULUM PROBLEMS IN BUSINESS EDUCATION—A study is made of the problems and issues with reference to organization and administration, relationships, curriculum practices, and teaching procedures. Adequate long-time planning for business education includes at least four necessary steps: (1) taking an inventory of present practice; (2) listing and classifying the problems encountered; (3) presenting the evidence and formulating a set of guiding principles; and (4) planning for the implementation of these basic principles. Discussions

will center on objective and constructive examination of issues rather than subjective and controversial considerations of conflicts. This course has for its purpose more critical thinking and greater unity among the administrators and teachers responsible for the program of business education. *Three credit hours.*

Ed 55s is an advanced course in Objectives and Curriculum Problems in Business Education, offered to experienced teachers during the summer session. It is usually conducted along a workshop procedure under the supervision of a visiting instructor. *Two credit hours.*

Ed 56 TEACHING THE ALLIED BUSINESS SUBJECTS—This course attempts to provide the prospective business teacher with modern methods and techniques of teaching a variety of the business subjects commonly found on the secondary level; namely, Law, Economics, Office Practice, Geography, Consumer Education, Junior Business Training, Business Arithmetic, Salesmanship. Here is discussed the task of the business teacher in world crises. *Two credit hours.*

Ed 57s IMPROVEMENT IN THE INSTRUCTION OF BUSINESS EDUCATION COURSES—The course is offered to experienced classroom teachers of high school. Businss subjects—shorthand, typewriting, bookkeeping, office practice, business English—to help them improve their presentation of particularly bothersome areas. The course is a seminar and the problems and solutions are presented to the entire class for consideration and improvement. A minimum of twenty-five class hours is required in any given area studied. *Credit proportional to areas studied.*

English Courses

Eh 10 FRESHMAN ENGLISH—Freshman English emphasizes the fundamentals of writing, style, sentence structure, paragraph development, and correct technique. A thorough review of grammatical principles, together with periodic themes, constitutes the basic requirements for the first semester. *Three credit hours.*

Eh 11 FRESHMAN ENGLISH—Freshman English 11 is a continuation of Freshman English 10. Greater emphasis is placed on content and style. Selected readings, including a novel and a biography, are assigned. A research paper is required of all students. *Three credit hours.*

Eh 13 SPEECH—Foundation of Speech is a survey course of the speech arts with emphasis on voice, diction, phonetics, speech organization, and delivery. Through experience in making speeches, the student gains confidence in his ability to express his ideas clearly, concisely, and effectively. *Two credit hours.*

Eh 20 VOCABULARY BUILDING—Vocabulary Building is a more extensive study of Eh 4a. The course includes a more thorough study of the use of the dictionary, basic Latin and Greek roots, prefixes and suffixes, and the content of several professional vocabularies, such as legal, medical, insurance, and banking. *Two credit hours.*

Eh 21 WRITTEN COMMUNICATION—(Prerequisites: Eh 10, 20)—This course is designed to acquaint the student with the business theory and practice that underlie effective correspondence as well as the fundamental principles of English composition and of salesmanship that condition them. The student receives practice in composing many types of business letters and emphasis upon letters of inquiry, reply, acknowledgment, adjustment, and application. *Two credit hours.*

Eh 30 SURVEY OF ENGLISH LITERATURE—Backgrounds of English Literature. This study covers the growth and development of English Literature from early times to the Sixteenth Century. Collateral reading in English History and supplementary selections of authors studied comprise part of the course. *Three credit hours.*

Eh 31 SURVEY OF ENGLISH LITERATURE—English Literature from 1600. The second semester course in English Literature completes the survey of English writers. The emphasis is placed on the reading and appreciation of literature, not just the studying of the selections. Special attention is given to Milton, Addison, Gray, Wordsworth, Byron, Shelley, Keats, Ruskin, and Carlyle. *Three credit hours.*

Eh 32 INTERPRETATIVE READING—Interpretative Reading, an advanced course in speech, is designed for students interested in improving their pronunciation, enunciation, and interpretation of prose and poetry both of a serious and humorous nature. *One credit hour.*

Eh 34 Survey of American Literature—The beginnings of American Literature, including the Colonial Period, the literature of the New Republic and of the American Renaissance, are presented. Special study is given to the writings of Franklin, Irving, Poe, Longfellow, Emerson, Hawthorne. *Three credit hours.*

Eh 35 SURVEY OF AMERICAN LITERATURE—The second semester of American Literature covers the period from 1860 to the present. The rise and development of modern poetry from Whitman to contemporary poets, the development of the modern short story together with a sampling of the twentieth century American novel are presented. *Three credit hours.*

Eh 41 BUSINESS REPORT WRITING—(Prerequisites: Eh 10, 20, 21)—This course is designed to give training in collecting, organizing, interpreting, and presenting data effectively. Various types of business reports, such as the periodic report, the progress report, and the examination are studied. One long report and three short reports are required. Conferences for the discussion of individual problems are also required. *Two credit hours.*

Eh 43 AMERICAN NOVEL—The rise and the development of fictional writing in America from the time of Cooper to the present comprise the principal part of this course. Selected readings and samplings of novels including Cooper, Hawthorn, Stowe, Twain, Howells, Hemingway, Anderson, Faulkner, and others are required. *Three credit hours.*

Eh 44 CONTEMPORARY DRAMA—A survey of the drama from the latter part of the Nineteenth Century to the present is presented. Plays by American, British, and other European dramatists are read and serve as the basis for the discussion of the growth and changes brought about in the Contemporary Drama. *Three credit hours.*

Eh 45 ADVANCED SPEECH—Advanced Speech is a course built around the problems encountered in prize speaking, play directing, debating, and impromptu discussion. Students have the opportunity to participate in a variety of speaking situations. *One credit hour.*

Eh 51 SEMINAR IN LITERATURE—This study is very flexible in nature, offering a semester's work in any one of the following studies: The Novel, The Essay and Short Story, Milton, Shakespeare, The Romanticists, the Victorian Period. *Two credit hours.*

Eh 52 CONTEMPORARY AMERICAN POETRY—This review is designed to introduce the student to the new poetic forms used by contemporary authors. Special study of Whitman, Robinson, Frost, Sandburg, Lowell, Millay, Reese, and Eliot is given. *Three credit hours.*

Eh 3a PENMANSHIP—It is said that the value of an applicant is measured by the quality of his penmanship. There is probably no single qualification which will aid a student in securing and holding a business position and which has done so much for the success and rapid promotion of young men and women in business, as this valuable accomplishment. Good handwriting is in greater demand today than ever before. The extensive use of the typewriter does not take its place, nor make unnecessary the ability to write well.

The traditional idea that only a gifted few can become good penmen is false; anyone willing to work can acquire a legible style of handwriting. A moderately slanting style of rapid muscular movement writing which is easily learned is taught. Special attention is given to the position of the body, arm, and hand, and to the development of the form and style of small and capital letters. This is followed by practice in sentence and page writing. This subject is required in all courses; credit, however, is not applicable toward a degree. *One credit hour.*

History Courses

Hy 20 UNITED STATES POLITICAL AND SOCIAL HISTORY—The political, social, and economic growth of the United States from 1620 to the Civil War is stressed. After a review of colonial settlements particular attention is devoted to the outbreak of the Revolutionary War, the framing of the Constitution, the struggle between Hamilton and Jefferson, the War of 1812, Jacksonian Democracy, the beginnings of Industrialization, and the causes of the Civil War. *Three credit hours.*

Hy 21 UNITED STATES POLITICAL AND SOCIAL HISTORY—Hy 21 is a continuation of Hy 20. Late nineteenth and early twentieth century political history is examined against a background of the increased nationalism and the rapid industrialization accompanying and following the Civil War and Reconstruction periods. The agrarian revolt, the emergence of the country as a first-rate power, the Progressive Movement, the New Freedom, the New Deal, and America's part in the two world wars are emphasized. *Three credit hours.*

Hy 24 AMERICAN NATIONAL GOVERNMENT—This is a general survey course of the political and constitutional development, the organization and functioning of the national government. The course will acquaint the future businessman and teacher with the duties and responsibilities of an American citizen. *Two credit hours.*

Hy 25 AMERICAN STATE AND LOCAL GOVERNMENT—This course is a continuation of Hy 24, but may be taken first. Study of the development, organization, and functioning of state, county, and municipal governments will be made. Emphasis will be placed on the form of government of the State of Maine. *Two credit hours.*

Mathematics Courses

Ms 10 BUSINESS MATHEMATICS—An intensive study is made of the arithmetic of business. It includes applications of percentage, trade and cash discounts, interest, bank discount, arithmetic of retailing, payroll procedures, insurance and taxation. The use of short methods is stressed. Concentration of thought and the ability to figure are developed throughout the course. *Three credit hours.*

Ms 11 BUSINESS MATHEMATICS—(Prerequisite: Ms 10)—An application of mathematics to specific accounting problems, finance and investments is made. It includes present worth and true discounts, making partial payments (U. S. Rule and Merchant's Rule), equation of accounts, profit and dividend distributions, trading on the stock market, debt repayment plans, logarithms and simple annuities. *Three credit hours.*

Ms 12 ALGEBRA—Ms 12 is a course for those who have had less than one year of high school algebra or who show by placement tests the need of a beginning course. It includes the number system, operations with algebraic expressions, factoring, linear equations, exponents and radicals, quadratic equations, functions and graphs. *Three credit hours.*

Ms 13 GEOMETRY—Geometry is offered to enrich the mathematical background of students interested in mathematics. The properties of plane rectilinear figures and circles, and the measurement of lines, angles, and plane surfaces comprise the subject matter of the course. The student is given many problems to solve, including loci problems. *Three credit hours.*

Ms 20 MATHEMATICS OF FINANCE—This course introduces the mathematical theory of compound interest, annuities, amortization and sinking funds, depreciation, and life insurance. The use of logarithms in all mathematical calculations is emphasized. *Three credit hours.*

Ms 21 TRIGONOMETRY AND LOGARITHMS—This is a study of the theory and use of logarithms and the slide rule. Presented also are angular measurement, the trigonometric functions, reduction methods, identities, solution of right and oblique triangles, applications. *Two credit hours.*

Physical Education Courses

Pe 10 PHYSICAL EDUCATION—Primary consideration is given to mutual responsibilities of the home, school, and community for improved public health. Major topics include: Physical education programs, individual and group games, health programs, techniques for physical education instructors, healthful school living, gymnasium facilities and equipment, and measurement in health and physical education. *One credit hour.*

Pe 11 PHYSICAL EDUCATION—Physical education in the second semester is a continuation and completion of the program outlined under Pe 10. *One credit hour.*

Pe 20 THE PLACE OF PHYSICAL EDUCATION IN THE HIGH SCHOOL PROGRAM OF TODAY—The study of the physical education programs setup for the high schools of today is presented. The course con-

sists primarily of lectures, covering the place of Varsity athletics, team sports, Girls' Athletic Association. Term paper is required. *One credit hour.*

Pe 21 THE PLACE OF PHYSICAL EDUCATION IN THE HIGH SCHOOL PROGRAM OF TODAY—Pe 21 is a continuation of Pe 20. *One credit hour.*

Psychology Courses

Psy 20 GENERAL PSYCHOLOGY—This course serves as a general introduction to the entire field of psychology. A study of basic psychological principles along with a survey of the development and psychological bases of behavior, intelligence, personality, motivation, and emotion is presented. Some attention is given to such topics as learning, retention, imagination, thinking, perception, and the special senses. *Three credit hours.*

Psy 21 PSYCHOLOGY OF BUSINESS—(Prerequisite: Psy 20)—This course is designed to acquaint the student with a practical and applied understanding of the chology of business relations. *Three credit hours.*

Psy 23 EDUCATIONAL PSYCHOLOGY—(Prerequisite: Psy 23)—The application of psychological facts, principles, and points of view to education is made. Social, emotional, and intellectual growth during the adolescent years is studied. Among the topics discussed are: learning in schools, its nature and control, its permanence; the effects of schools on attitudes, interests, and prejudices; the problems of transfer and general training with emphasis upon the application of the laws of learning. *Three credit hours.*

Secretarial Science Courses

Ss 21 SHORTHAND THEORY—This is the basic course of Gregg Shorthand and introduces all fundamentals and principles of the system. Emphasis is placed on good proportion and legibility of outlines. At the end of the course, the student must have the ability to take dictation on unfamiliar material at the rate of 60 words a minute. *Three credit hours.*

Ss 26 ELEMENTARY TYPEWRITING—This course gives the student a thorough mastery of keyboard techniques and correct habits in typewriting. Emphasis is placed on exercises which lead to the immediate use of the typewriter in preparation of themes, papers, and reports. *Two credit hours.*

Ss 27 INTERMEDIATE TYPEWRITING—(Prerequisite: Ss 26)—Intermediate Typewriting covers the techniques conducive to good speed writing and accuracy writing. Emphasis is placed on the development and arrangement of the standard styles of simple letter forms, addressing of envelopes, easy tabulations, and business forms. Other practice materials are selected in the light of their relationship to secretarial work. Students in the Accounting and Business Administration Departments take Ss 27 in a modified form for one credit hour. *Two credit hours.*

Ss 28 ADVANCED TYPEWRITING (Prerequisite Ss 27)—The course is the second year of typewriting. It is planned for the development of the highest degree of speed and accuracy on the production and continuity level. Advanced letter writing with all the variations in the several styles, interoffice communications, rough drafts and advanced tabulations are thoroughly covered. All work must meet the standards as to quantity and quality for the business office. *Two credit hours.*

Ss 30 INTERMEDIATE SHORTHAND—(Prerequisite: Ss 21)—The student's shorthand ability is increased in this course through vocabulary building and speed development. Accurate transcriptions are required at 80 words a minute. *Three credit hours.*

Ss 31 ADVANCED SHORTHAND—The dictation material covers business letters from various fields: i. e. manufacturing, transportation, insurance, banking, real estate, collection and credit, law, education, and merchandising. Transcription practice is continued to increase and measure speed. Transcription of unfamiliar material at 100 words a minute is required. Transcription Laboratory. *Three credit hours.*

Ss 33 GREGG THEORY—This course is required of all students in the Department of Education. A thorough review of the Gregg Manual is given with emphasis placed on the science of Shorthand. The rules for character structure and word combinations are covered thoroughly. Emphasis is placed upon lesson planning, lesson presentation, teaching techniques, timing and personal dictation in full preparation for teaching shorthand in the secondary school. Prerequisite: Shorthand III.

Ss 34 MIMEOGRAPHING AND ART TYPEWRITING—This is a continuation of advanced typewriting with emphasis on mimeographing (black and white, color) and art typewriting. *Two credit hours.*

Ss 36 ADVANCED TYPEWRITING—(Prerequisite: Ss 27)—This course is planned for the development of the highest degree of speed and accuracy on the production and continuity level. Advanced letter writing with all the variations in the several styles, interoffice communications, rough drafts and advanced tabulations are thoroughly covered. All work must meet the standards as to quantity and quality for the business office. *Two credit hours.*

Ss 38 PRINCIPLES OF TRANSCRIPTION—The student is taught to integrate the tools of transcription: shorthand, typewriting, and English. Emphasis is placed upon the set up and appearance of the transcript and upon the use of good judgment in punctuation and paragraphing in accordance with present standards. Practice is given from printed shorthand plates and dictated materials. The aim is to produce mailable transcripts and to develop dictation and transcription speeds to meet business standards. *Two credit hours.*

Ss 40 ADVANCED SHORTHAND SPEEDS (120 and up)—This advanced speed shorthand is congressional dictation with the introduction of special speed terms. Students in this course will be offered the opportunity to try for Gregg speed medals, including the 200 words a minute diamond pin. *Three credit hours.*

Ss 41 COURT REPORTING—In this class techniques of court reporting are discussed. A wide variety of experience in recording legal proceedings is offered. To enroll for this course a student should be able to take dictation at a minimum of 140 words per minute. *Three credit hours.*

Ss 43 MEDICAL SHORTHAND—The emphasis is placed on most-used medical terms for theory practice. The spelling, pronunciation, and definitions are given with the briefest shorthand outlines for the terms. Medical terminology is stressed. A student must have the ability to take his medical dictation at the rate of 80 words a minute. Case history dictation and transcription is given in general medicine, surgery, and pediatrics. *Three credit hours.*

Ss 44 LABORATORY TECHNICS—The course includes discussions of Health and Social Responsibility, Ethics of the Medical and Nursing Professions, Basic Nursing Procedures, Laboratory Testing, Special Diagnostic Tests, Health Teaching, building medical terminology, use of charts, tests, equipment, and familiarization with certain techniques, practices, and procedures designed for added responsibilities in the office of the practicing physician. The course is under the supervision of trained personnel of the Eastern Maine General Hospital. *Two credit hours.*

Ss 50 FILING AND INDEXING PROCEDURES—Filing is a study of the fundamental principles of filing together with complete laboratory practice. The course covers flat, vertical, and Shannon files; indexing; coding; sorting; filing procedure according to the alphabetic, numeric, geographic, automatic, and subject systems; ticklers and visible files; transferring-periodic, perpetual, and public service company methods; cross references; follow-up systems; mechanical reminders. *Two credit hours.*

Ss 52 SECRETARIAL PRACTICE AND PROCEDURES—The theory and practice of fundamental secretarial procedures and techniques are presented. The course gives the student an opportunity to review and to apply the principles learned in secretarial courses to actual business situations. Production, efficiency, and application of knowledge and skill to the solution of practical office problems, the understanding of routine, the operation of transcribing machines, telephone techniques, meeting callers, and ethics are stressed. *Three credit hours.*

Ss 53 BUSINESS MACHINES—This course is designed to give a working knowledge of various office machines including the crank-driven and electric calculators, full-bank and ten-key adding-listing machines, fully automatic rotary calculator and the bookkeeping machines. *Two credit hours.*

Ss 1a SECRETARIAL STUDIES—This course provides training in secretarial procedures and practices in three positions of increasing importance and responsibility, from the general office to the management level and thence to the President's office. Technical skills and personality traits are studied carefully. Prerequisite Ss 26. *One credit hour.*

Spanish Courses

Sp 10-11 BEGINNING SPANISH—The elementary course in Spanish is constructed to enable the student to learn the basic principles of grammar and pronunciation of the language with emphasis placed on functional

vocabulary and oral practice. Lectures and reports on the aspects of Spanish and Spanish American history and literature are introduced. *Six credit hours.*

Sp 20-21 INTERMEDIATE SPANISH (SPANISH III AND IV)—A second year of Spanish is designed to develop a reasonable achievement in the speaking and reading skills through grammar review, oral practice, and the reading of excerpts from modern writers. Sp. 10-11 prerequisite. *Six credit hours.*

Sociology Courses

Sy 30 PRINCIPLES OF SOCIOLOGY—This is a study of the underlying laws of human society, especially those governing the origin, growth, and decline of institutions; group relationships to biological and geographic environments; social processes such as conflicts, competition, imitation, accommodation, co-operation, assimilation, and differentiation; societal isolation; culture, its organization, content location, and formation; social institutions, including the familial, religious, economic, educational, recreational and political; social change with its attendant maladjustments and control. *Three credit hours.*

Sy 31 PRINCIPLES OF SOCIOLOGY—This course is a development of an integrated system of theory adequate for understanding social behavior. Special attention is given to social welfare, social control, and the family. Prerequisite: *General Phychology, Principles of Sociology. Three credit hours.*

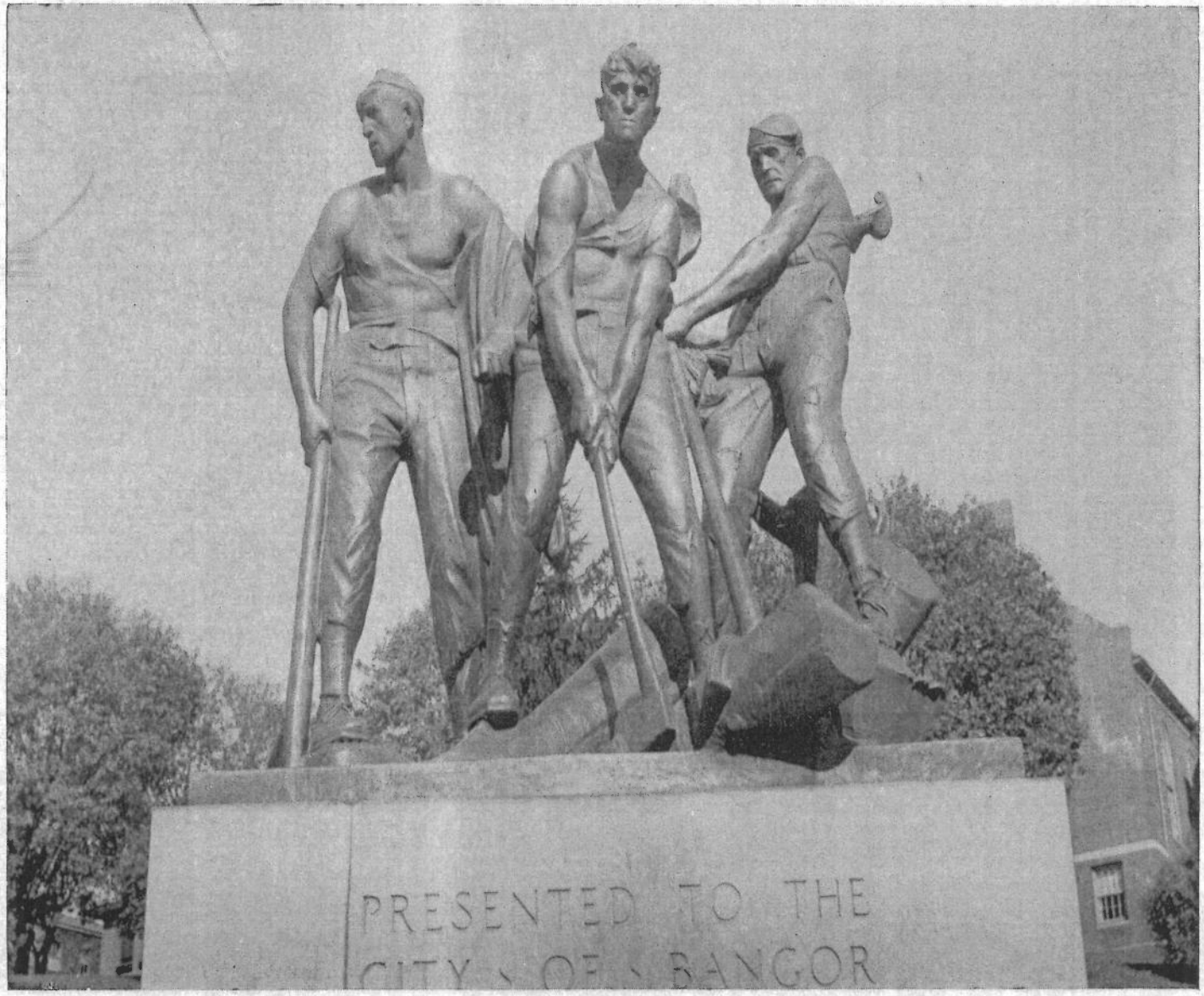
Biology Courses

Zo 10 BIOLOGY—Biology is a study of the structure and function of the typical plant and animal phyla, the governing principles of these forms, and their association to life in general. It includes a survey of the several fields of biological science to gain a fundamental knowledge of life processes. *Three credit hours.*

Zo 11 BIOLOGY—Biology, Zo II, is a continuation of Biology I. Detailed study of phylum mammalia, including the several systems of man, and an introduction to New England flora comprise the basis of the study. Field trips are planned for afternoons and Saturdays. *Three credit hours.*

Zo 12 PHYSIOLOGY AND HUMAN ANATOMY — (Prerequisites: Zo 10, 11)—Physiology and Human Anatomy introduces the student to the several systems of man, including the digestive, circulatory, respiratory, muscular, skeletal, reproductive, integumentary, excretory, endocrine, nervous, and sensory. The structure and function of each system are presented. This course is primarily designed to acquaint students in the Medical Secretarial Course with an over-all survey of Human Anatomy and nomenclature. *One credit hour.*

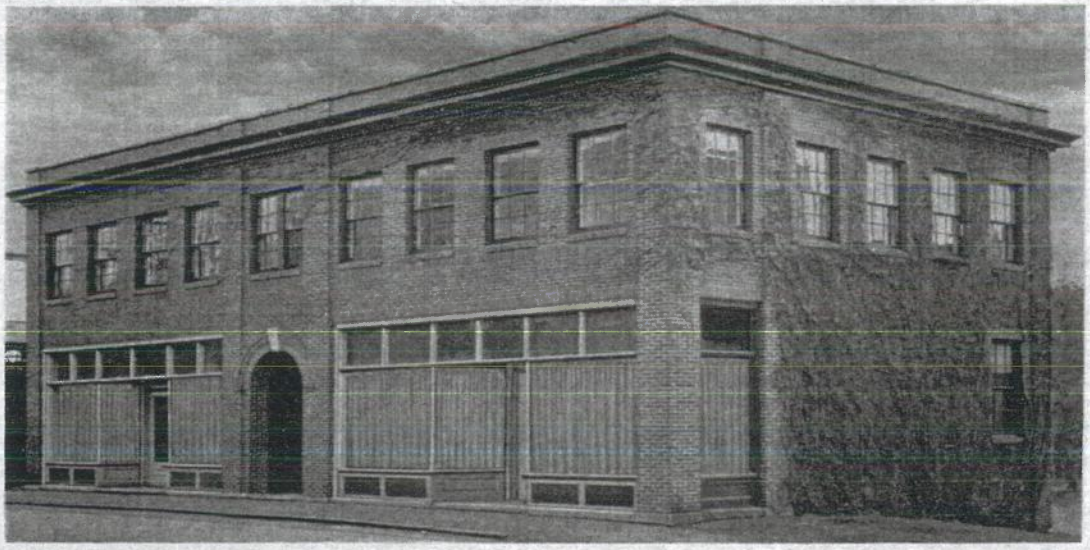
Zo 13 PATHOLOGY—(Prerequisite: Zo 10, 11)—The course in Pathology is designed to acquaint the student with the science of treating of diseases, their causes and development, and the structural and functional changes produced by them. The course also acquaints the student in the Medical Secretarial Course with Pathological Terminology. *One credit hour.*



PEIRCE MEMORIAL



DICKERMAN HALL



HART HALL

Graduating Class--1957

BACHELOR OF SCIENCE IN ACCOUNTING

Paul Ernest Bilodeau
Francis Edward Dawes, Jr.
Frederick Miles Davis††
Neil Harrison Dolan*
David Virgil Dukes††
John Francis Goodness
Millard Hadley Jordan
Elwin Stanley Mank, Jr.††
Harold Elmer McKenney, Jr.
Darrell Ralph Page*
John Randall Perry*
Antoine Paul Picard*
Millage Frederick Small
William Edwin Tate
Joseph Donald Theriault
George Wright Wallace*
Seward T. Maundy

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

George Frederick Blood, Jr.
Basil Clarence Bowden
Hugh Merritt Hamlin
Gilbert Hugh Jameson
John Fakirehand Macwan
Robert Eugene McCarver
Loren Hanford Ritchie
Milford Herbert Shaw†
Laurence Floyd Shields
Robert Francis Viola
John Joseph Whitney, Jr.

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

Althea Hanscom Hamlin††
Daniel Wesley Hastings, Jr.
Blaine Henry Jack
Audrey Rae Johnson
Madalyn Avis Jordan††
Raynald Arthur Martin
Barbara DeBeck Moore†
Harold Butler Moore
Thelma Sennett Vining

SPECIAL—BUSINESS EDUCATION DIPLOMA

Marilyn Florence Staples, B. S.

DEPARTMENT OF ACCOUNTING

Two Years

Judith May Philbrick

One Year

Marilyn Dawn Blakely
Peggy Jean Curry
Glennis Cronkite Fuller
Kathleen Ruth Gilley
Sandra E. McGraw
Carolyn M. Shaw
Beverly Gail Wescott
Jacqueline Patricia Wright

DEPARTMENT OF BUSINESS ADMINISTRATION

Three Years

Gerald McInnis*

Two Years

Robert Francis Boynton
John Carleton Dort
Armand Pinette

One Year

Roger Daigle*
Clayton Miller*
Wayne Thibeau*

DEPARTMENT OF SECRETARIAL SCIENCE

Executive Secretarial

Dorothy Ann Abbott
Marion P. Adams
Carolyn Nancy Bray
Jean E. Langevin
Janice Gray MacDunnah*
Judith Rae McEwen
Kaliope Predaris
Ruth E. Thompson

Medical Secretarial

Jacqueline Patricia Courtney
Wanda Yvonne Haseltine
Mary Lou Moran
Phyllis L. Perkins
Lucy Alison Stark

Junior Secretarial

Mary Lou Blaisdell
Constance Bubier
Betty Jean Collins
Sara Jo Crowley
Sandra Lynne Cust
Dorea Ann DeCourcy
Prudence Dooey
Carolyn Mott Doyle
Cressida May Eaton
Doris Elaine Edgerly
Anne Marie Everett
Gail Everett
Glenda Jean Hatch
Jean Ethel Joy
Carolyn Ann Newman
Lizzie Jean Nichols
Joan Ruth Parker
Janice G. Plummer
Ethel Louise Preble
Winifred Ranger
Rosalie Ann Scott
Jeannette Sementilli
Roberta Shedd
Carol Jean Sloane
Lorraine Lillian Smith
Margaret Smith
Ellen Leighton Strout
Diana Adele Trask

Stenographic

Patricia Joan Atkins
Patricia M. Russell
Patricia Bonadio
Audrey K. Shaw

Shorthand Clerical

Sandra Babineau
Margaret Annette Brown
Chrystal Agnes Craig
Dorothy Elaine Huston
Gloria Mae Lyons
Winona Chesley Ugone
Carolyn Brown Wing
Jacqueline Borello
Barbara Ann Carr
Gail S. Delano
Elaine Alice Grindle
Constance Irene LaCasse
Orene Janita Melcher
Wayne Cyril Page

Typing Clerical

Myrna Lou Alexander
Kenneth A. Cray
Rose Marie Dubay
Prudence Ann Peterson
V. Ann Tracy

"The winds and waves are always on the side of the ablest navigators." *Gibbon.*

Summer Session

Special

Ardene Marie Ayers
Raoul Caron
Joan Gosline
Hilda T. Hances

BACHELOR OF SCIENCE IN EDUCATION

Elizabeth Crouse
Albion Livingston
Barbara McGowan
George Merry
Sister Mary Estelle
Patricia Treworgy

THREE-YEAR TEACHER TRAINING

Sister Mary Brendan, Bangor

*In absentia
†Cum laude
††Magna Cum laude

"Fortune never helps the man whose courage fails."—Sophocles.

Student Body--1957-1958

BACHELOR OF SCIENCE IN ACCOUNTING

Louis Albert, Presque Isle
Charles E. Allen, Eastport
Robert E. Allen, Hartland
Robert K. Aultman, Belfast
Maxwell D. Ballanger, Houlton
Raymond E. Barclay, Newport
Claire E. Berry, Machias
Leslie Bouchard, Madawaska
Robert J. Brooks, Bangor
C. Robert Burleigh, Millinocket
Ronald M. Byers, Bangor
Howard W. Carlson, Stockholm
Kenneth A. Carlson, Mound City, South Dakota
David B. Clark, Newport
John W. Conner, Dover-Foxcroft
Reginald Cote, St. David
Edward H. Cramer, Union
David E. Cronin, Bangor
Edmund D. Curley, East Millinocket
Jean P. Daigle, Glastonbury, Connecticut
Joseph R. Daigle, Glastonbury, Connecticut
Martin A. Davis, Milford
Milton C. Deprey, Caribou
Mitchell E. Descoteaux, Biddeford
Kenneth N. Drake, Springfield
Charles Duffy, Bangor
Tolford A. Durham, Goffstown, New Hampshire
Ruel W. Dutton, South Gardiner
George M. Dyer, Caribou
Richard Dyke, Wilton
John G. Field, Bar Harbor
Michael F. Ford, Bangor
Paul Foster, Howland
Norman Frost, Jr., Newport
Rober F. Furbish, Princeton
Ernest J. Gaudet, Gardiner
William Gilbert, Skowhegan
James R. Goggin, Bangor
Howard R. Gray, McKinley
Lawrence N. Griffin, Blaine
George M. Halpin, Fort Kent
H. Thomas Ham, East Millinocket
George C. Hamilton, Orono
Melvin A. Hamilton, Bangor
Hoyt A. Haney, East Holden
Edmund E. Hardy Belfast
Thomas E. Hersey, Turner
Donald L. Higgins, Bangor
Carl A. Hodges, Belfast
William T. Hughes, Jr., Bangor
James A. Ingraham, Winthrop
William R. Jarvis, Newport
Everett W. Johnston, Houlton
Gene R. Judkins, Dryden
Clifton L. Kuchinski, Bangor
James J. LaGasse, Old Town
George E. Lausier, Lille
Robert T. Lawrence, Jr., Hampden
James E. Leeman, Orland
Richard R. Lemelin, Fairfield
Lawrence F. Lynch, Fort Fairfield
Winston L. Mahan, Bangor
Conrad Roland Martin, St. Leonard, New Brunswick
Elwood G. Martin, Bangor
Reginald H. McKenney, Madison
Donald McLaughlin, Orono
William P. Meade, Bangor
Richard A. Michaud, Caribou
Vaughn E. Mitchell, Brewer
Frank C. Morgan, West Pembroke
Arthur J. Morin, Old Town
Cary T. Murphy, Millinocket
Linwood N. Norton, Caribou
Jean Paul Ouellette, Frenchville
Keith C. Patten, Lincolnville
Richard J. Pelletier, Caribou
Robert D. Perkins, South Brewer
James Perry, Bangor
Louis E. Peters, Carmel
Richard Pinette, Plaisted
George W. Rideout, Milo
Robert K. Ronan, Bangor
John R. Rossignol, Brewer
Thomas F. Ryan Greenville
James Sawyer, Bangor
Ernest R. Sementilli, Bangor
John F. Simpson, Bangor
Christian Smart, Bangor
Robert E. Soper, Livermore Falls
Bernard P. Stevenson, Bangor
Barry M. Stoddard, Washburn
George Stoutamyer, Madison
Edward J. Street, South Brewer
Alden E. Stuart, Cambridge
Richard P. Sullivan, Whitneyville
Edmund F. Thebarge, Anson
Kenneth L. Torrey, Surry

"Ability is a poor man's wealth."—M. Wren.

Donald A. Vachon, South Brewer
John E. Vanier, Madawaska
John Wedin, South Brewer
James T. Welch, Bangor
Nancy Jean Wells, Wilton
Stewart E. Wight, South Penobscot

TERMINAL ACCOUNTING COURSE

Traverse Clark, Bangor
Patricia Mae Crory, Presque Isle
David L. Crosby, Presque Isle
Kenneth Drake, Springfield
Donald L. Gardner, Fort
Ruth E. Golding, Bangor
Shirley M. Grant, Calais
Ralph Griffin, Mapleton
Harrison F. Hahn, Belfast
Harry E. Hanscom, Jr., South Brewer
Darol A. Lapham, Hallowell
Filena M. Lloyd, Smyrna Mills
Marjorie E. Lyndie, Abbot
David C. MacNichol, Eastport
Arthur E. MacPike, Hulls Cove
James M. McClure, Calais
Harold A. Miller, Alton
Charles F. O'Connell, Bangor
Barbara E. Patch, East Holden
Wayne R. Richards, Pittsfield
Robert L. St. Peter, Ashland
Linda L. Wheelock, Fairfield
James H. Whidden, East Holden
Ruth J. Whittier, Winterport
Arthur F. Wood, Eddington
Jacqueline P. Wright, Orono
Mildred M. Young, Thomaston

Department of Business Administration

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Michael J. Abbott, Bangor
Frank C. Ackley, Whitneyville
Bertrand Albert, Madawaska
Joseph Albert, Millinocket
Roger Archer, Brewer
Ronald E. Archer, Brewer
Robert H. Ayer, Jr., Brewer
Norman L. Babb, Calais
Roland T. Babbin, Greenville
Eugene L. Babineau, Lincoln
Richard L. Begin, Bingham
Stephen E. Bennett, Bangor
Elmer G. Berg, Jr., Onawa
Ronald E. Bishop, Stockton Springs
Dudley J. Bouchard, Madawaska
Richard T. Bouchard, Millinocket
Norman J. Boucher, Great Works
Bruce R. Bower, South Brewer
David G. Branscombe Newport
Peter F. Briggs, Bangor
Richard W. Brooker, Millinocket
Ralph P. Buzzell, Ellsworth
Richard K. Byers, Hermon
Basil W. Camic, Jr., Eastport
Howard W. Carlson, Caribou
Harry W. Carter, North Penobscot
James H. Clark, Jr., Bangor
Clyde H. Crommett, Passadumkeag
Parker E. Cook, Augusta
Robert F. Cowan, Bangor
Dale L. Cox, Bangor
Richard G. Cox, Bangor
Terrence C. Coyne, Brewer
Robert W. Crane, Brewer
George L. Currier, Jr., Bangor
Joseph P. Curtis, Guilford
Alphy W. Cyr, Van Buren
Arnold F. Danles, Hampden
John F. Dill, Bangor
Roger Dole, Bangor
Richard E. Dore, Bangor
Donald Dorr, Bangor
David H. Doughty, Winterport
Richard Douglas, Milford
Dana Dow, Mapleton
Frederick C. Drew, Belfast
Carl M. Dunn, Olamon
David M. Edes, Sangerville
Miles S. Elsemore, St. Stephen, New Brunswick, Canada
Robert E. Elwell, Sherman Station
Arthur E. Everett, Bangor
Ralph B. Farrar, Jr., Bangor
Norman Fenlason, Princeton
Philip R. Fitzpatrick, Jr., Bangor
William G. Foster, Easton

Franklin F. Fournier, Jackman Station
Donald C. Gaudet, Bangor
John F. Geagan, Jr., Bangor
Richard J. Geroux, Old Town
Robert H. Good, Hampden
Paul F. Goss, Charleston
William J. Goodwin, Fort Fairfield
James T. Graves, Bangor
Roland F. Gray, East Holden
Alton Grenier, Waterville
Robert L. Gross, Milo
Elbridge M. Hamm, Jr., Brewer
Harold E. Hansen, Nunica, Michigan
Robert G. Hart, Old Town
Earle L. Harvey, Wilton
Wayne Haskell, Bangor
Louis P. Hill, Calais
Richard A. Hobson, Orono
Wayne R. Holmquist, Stockholm
Lloyd E. Ingraham, Orono
Freddie F. Inman, Howland
Harry S. Jones, III, Ellsworth
Charles Jordan, Rockland
Wayne S. Joy, Winter Harbor
David A. Kelley, Bangor
Malcolm W. Kitchen, Eddington
Arthur L. LaChance, Richmond
Robert Lane, Oakland
Charles H. Larlee, Aroostook Junction, New Brunswick, Canada
Henry S. Lawler, Belfast
Earl C. Libby, Westbrook
Kenneth E. Libby, Bradford
Roger A. Luce Skowhegan
Raymond E. Lyons, Lincoln
Wendell I. MacLeod, Belfast
Ralph S. Mahar, Woodland
Robert W. Mann, Brewer
Robert E. Mansir, Gardiner
Louis Maroon, Waterville
Paul Maroon, Waterville
Gerald W. Martin, Bangor
Ronald F. Martin, Fort Kent
Donald McDonnell, Millinocket
Robert J. McKay, Bangor
James L. McNamara, Bangor
William P. Meade, Bangor
Frank A. Merriman, Bangor
Albin Michaud, Bingham
Richard H. Moody, Lincoln
Richard M. Moore, Milo
Norman J. Morse, Belmont
Edmund D. Muzzy, Jr. Greenville
Randolph F. Nadeau, West Enfield
Gene Nardi, Winterport
Arlen D. Neal, Howland
Dale M. Neal, Lincoln
Charles L. Oliver, Bangor
Kenneth A. Paradis, Old Town
Richard H. Parlee, Newport
Donald I. Paul, Milo
Andrew Pease, Jr., Bangor
James E. Penny, Brewer
Ronald R. Philbrook, Belfast
James J. Picard, Norton, Vermont
Richard E. Pickering, Lincoln
Daniel T. Plourde, Van Buren
William J. Plummer, Bangor
Norbert R. Poulin, Waterville
Nelson N. Ranco, Orono
Richard F. Ray, Old Town
Alonzo B. Richards, Bangor
John L. Rioux, Limestone
Francis X. Rist, Bangor
Robert D. Robichaud Derby
Terrance R. Robinson, Dixfield
Richard F. Scribner, Easton
Gary J. Seavey, Rockland
Richard C. Shaw, Fort Fairfield
Alan L. Smith, New Vineyard
Wayne A. Smith, Milo
John J. Somers, Ellsworth
Richard M. Southard, Bradford
Daniel G. Spellman, Bangor
John H. Stansfield, Wilton
Richard J. Sullivan, Old Town
Richard L. Sullivan, Bangor
Albert J. Tagg, Topsfield, Massachusetts
Richard C. Taylor, Woodland
Walter M. Thebarge, Anson
Robert E. Theriault, Presque Isle
Dana D. Thurlow, Bangor
Robert L. Tilden, Ellsworth
Arthur C. Treadwell, Orono
James Ugone, Fort Fairfield
William J. Vachon, South Brewer
Wayne R. Wadman, Brownville Junction
David Wallace, Northeast Harbor
Donald E. Wallace, Millinocket
Leonard J. Wedge, Millinocket
Andre M. White, Woodland
Gordon B. White, Brewer
Maynard F. White, Brewer
Wayne A. Willette, Bucksport
Matthew P. Williams, Hampden Highlands
Theodore B. Worden, North Vassalboro
Milton R. Wright, E. Orrington
John P. Wyman, Guilford
David L. Young, Bar Harbor

"He is to be educated not because he is to make shoes, nails, and pins, but because he is a man."—Channing.

TERMINAL COURSES

George J. Albert, Jr., Lincoln
Paul R. Baillargeon, Old Town
Fancis T. Baker, Belfast
Carroll M. Bassett, Bangor
Richard Charles Boutin, Winslow
Raoul Caron, Fort Kent
Herman B. Clukey, Jr., Sangerville
Raymond J. Curran, Bangor
Charles E. Davis, Liberty
Galen D. Dubay, Caribou
Charles F. Feck, Madawaska
Phillip D. Flint, Monson
Ralph J. Fortier, Brewer
Richard B. Fowles, Bangor
Alton D. French, Bangor
Carlton H. Gerow, Smyrna Mills
Robert G. Goodwin, Belfast
Ralph G. Harvey, Guilford
Louis C. L'Heureux, Lewiston
Robert D. McNally, Bangor
James W. Moloney, Orono
Joan C. Nickerson, Hampden Highlands
Charles Pelletier, Limestone
Ronald Robinson, Bar Harbor
George Smith, Machias
Norman G. Soucy, Madawaska
Rodney Stewart, New Vineyard
Robert Strout, Charleston
Lawrence R. Tait, Old Town
Frank P. Tenney, Veazie
Donald Wade, South Brewer
Thomas W. Welch, Jr., Ridlonville
Robert A. Wiles, Brewer
Lloyd C. Williams, Waite
Edward M. Youngblood, Milo

Business Administration Special

Seward Austin, Lathan, New York
Richard Stacey, Bangor

Department of Business Education

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

George Albert, Millinocket
Diane C. Allen, Sedgwick
Diana M. Barrey, Blaine
Charles Bears, Millinocket
Robert C. Cimbollek, Bangor
Marjorie J. Cummings, Lagrange
James J. Cyr, Jr., Caribou
Bernadette P. Daigle, Fort Kent
Janice A. Day, New Sharon
James F. Doughty, Bangor
Ronald Geagan, Bangor
Beverly A. Govone, Forestdale, Mass.
Nancy E. Grant, Addison
Robert D. Graves, Etna
Nancy I. Gray, Dark Harbor
Rosalie M. Green, Dover-Foxcroft
Charles Howard, Searsport
Darthea Hubbard, Hartland
Jeffrey W. Jowdry, Ellsworth
Beverly E. Kane, Surry
Margaret J. LePage, Bangor
Ansel J. Mace, Aurora
Richard Martin, Brewer
Glenwood H. McDougal, Burnham
Ronald C. McReavy, Bangor
Beverley A. Meservey, Appleton
Janice M. Moody, Union
Glenda Morrison, Bradford
Judith A. Murphy, Rumford
John Pearson, Milford
Joanne E. Philbrick, Fairfield
Gerard Picard, Fort Kent
Lanny Reynolds Winslow
Carol Rioux, Limestone
Elaine L. Roundy, Waterville
George E. Searway, Bangor
Phillip Seekins, St. Albans
Robert R. Sherman, Unity
Janis M. Sprague, Swan's Island
Adrienne James Strout, Brewer
James W. Sylvester, Camden
Clarence S. Thompson, Carroll
Marilyn D. Torrey, Blue Hill
Robert P. Tremblay, Dexter
Charlotte L. Turner, Brewer
Barry P. Twitchell, Pittsfield
Sally C. Walker, Dover-Foxcroft
Michael J. Welch, Bangor
Farolyn C. Wilson, Dover-Foxcroft
Ida L. Wilson, Port Clyde

Terminal Course

Virginia W. Churchill, Charleston

Department of Secretarial Science

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

Linette L. Dionne, Ashby, Mass.

EXECUTIVE SECRETARIAL COURSE

Frances C. Akerley, Farmington
Charlene Albert, Madawaska
Judith Anderson, Houlton
Donna A. Bigelow, East New Portland
Marilyn Bennett, Guilford
Donna E. Crawford, Ellsworth
Jacqueline Curran, Bangor
Josephine Curran, Bangor
Priscilla Dole, Hermon
Myra Gould, Searsport
Muriel A. Graffam, Brewer
Edna F. Harriman, Howland
Joan Larson, New Sweden
Doreen M. McCafferty, Mattawamkeag
Sandra L. McNeal, Bar Harbor
Arlene M. Pease, North New Portland
Pollyanna Pinkham, Lincoln
Nancy Robbins, Stonington
Judith A. Ross, Pittsfield
Jessie Russell, Bangor
Jeannette M. Smith, Bangor
Judith A. Wilbur, Camden

JUNIOR SECRETARIAL COURSE

Elaine C. Alley, Fairfield
Mary E. Ames, Camden
Bonnie G. Bean, Bangor
Margaret C. Castonguay, Piqua, Ohio
Virginia Cota, Orono
Joan D. Crabtree, Fairfield
Penelope A. Day, Bangor
Doris J. Doughty, Vinalhaven
Jane L. Duffy, Blue Hill
Diane E. Dunning, Bangor
Emily M. Fitts, Thomaston
Janice A. Frazier, Presque Isle
Eleanor A. Griffin, Bangor
Nancy Hamilton, South Brewer
Lois P. Hussey, Milo
Betsy J. Kline, Silver Spring, Maryland
Ruth A. Koy, Searsport
Annie C. Langley, Orono
Margaret E. Leach, Penobscot
Juanita E. Macomber, Dover-Foxcroft
Constance J. McClay, Bangor
Beverly P. McFarline, Orono
Rosabelle Newman, Campobello Island, New Brunswick, Canada
Mrs. Deborah G. Ray, Wilton
Donna L. Webster, Vinalhaven

MEDICAL SECRETARIAL COURSE

Nancy F. Buck, Camden
Annette Clement, Freedom
Sylvia Cook, Dennysville
Sandra Daigle, Bangor
Louise A. Desjardins, Fort Fairfield
Gloria A. Hjulstrom, Stockholm
Sandra A. Martin, Madawaska
Judith McQuarrie, Madawaska
Rachel E. Mitchell, Union
Jean T. Murphy, Millinocket
Annabel Pelletier, Fort Kent
Rita M. Tasker, Bangor
Robertine C. Thibodeau, Caribou
Janith J. Veinot, Searsport

"We trifle when we set limits to our desires, since nature has set none." Bovee.

STENOGRAPHIC COURSE

Judith V. Connon, Thomaston
Jacqueline Hodsdon, Dixfield
Juanita A. Inman, Bangor
Patricia Jackson, Searsport
Jeanine L. Morrill, Bangor
Diane O'Donnell, Searsport
Karen K. Torrey, Dixfield

TYPING CLERICAL

Robert D. Barton, Bar Harbor
Charlene N. Crane, East Corinth
Jane M. Feeney, Bangor
Bonita E. Lynch, Bangor

SHORTHAND CLERICAL COURSE

Sandra F. Hammond, Bangor
Judith A. Orser, Fort Fairfield

SPECIAL COURSE

Barbara M. Clark, Bangor
Madeline E. Nicholson, Bangor
Alice Robinson, Bangor
Anne C. Rohrbach, Bangor
Marilyn Stinchfield, Bangor
Mrs. Carol H. Varney, Lincoln

The need for technically trained people was probably never greater than it is now. At the same time, we were never more aware that technical training is not enough by itself.—Frank W. Abrams, Chairman of the Board, Standard Oil Company of New Jersey.

Evening Division

1957 - 1958

Selig Alterman, Bangor
Carroll H. Austin, Brewer
Theodore M. Barber, Bangor
Richard L. Begin, Bingham
Francis Bourque, Bangor
Clyde M. Brown, Bangor
Edith M. Collins (Mrs.), Bangor
Viola B. Curtis, Old Town
Linwood A. Decker, East Holden
Richard E. Dore, Bangor
Ralph A. Dunkle, Bangor
Robert Emerson, Bangor
John Foley, Bangor
David R. Garland, Bangor
Archie J. Gaul, Belfast
Virginia S. Glidden, South Brewer
James R. Goggin, Bangor
Elizabeth B. Grant, Bangor
Colby T. Gray, South Brewer
Alton Grenier, Bangor
David B. Hatcher, Bangor
Clinton O Higgins, South Brewer
Ruth Hopkins, South Brewer
Gilbert H. Jameson, Bangor
Ernest A. Killian, Pittsfield
Harry L. Laird, Bangor
Paul N. Lake, Bangor
Floyd D. Landry, Brewer
Louis Maroon, Waterville
Gayle E. McCrea, Old Town
Wilbur McIntyre, Blue Hill
Averill McQuarrie, Lincoln
Scott Merritheu, Morrill
M. Jane Murphy, Orono
Harriette L. Nickerson (Mrs.) Bangor
Ronald E. Porter, Bangor
Louis J. Riley, Jr., Bangor
Dustan S. Rogers, Bangor
James K. Royal, South Brewer
Richard F. Scribner, Easton
Richard L. Scribner, North Brewer
Elwyn S. Sheldon, Belfast
Sidney H. Smith, Newport
Donald A. Strout, Charleston
Virgi L. Tolbert, Bangor
Robert Wickett, Orono
Carolyn B. Wing, Old Town
Daniel E. Witham, Bangor
Frances V. Wright, Orono

"The world needs what you can give. It is well-nigh desperate in its want of men and women who can do better what is already being done, and who can do nobly what is yet to come."—Harlow Curtice, President, General Motors.

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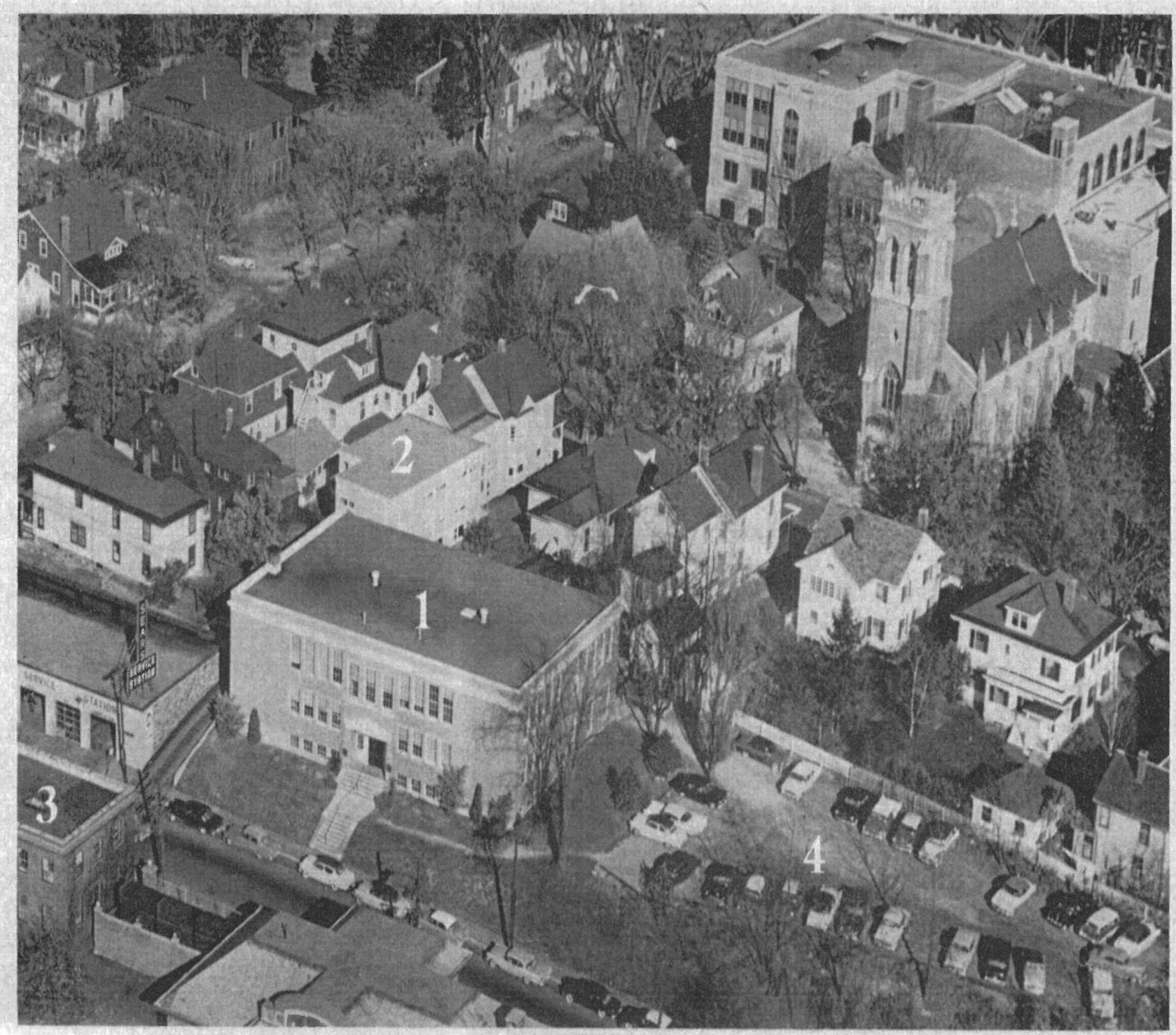
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The College Parade





1. Husson College, 2. Dickerman Hall, 3. Hart Hall, 4. Husson College Parking Area.

