Husson College Bulletin



1965-1966

Bulletin of Husson College

Bangor, Maine

CATALOG

1965-1966

OVER HALF CENTURY OF SERVICE TO BUSINESS
AND TO EDUCATION
1898 —

Accredited
as a Specialized College of Business
by
THE ACCREDITING COMMISSION FOR BUSINESS SCHOOLS

"The Accrediting Commission for Business Schools has been designated as a Nationally recognized accrediting agency by the United States Office of Education under the provisions of Public Law 550."

Volume XXXII **Number 1**

January 1965
Published quarterly by Husson College
Second-class postage paid in Bangor, Maine

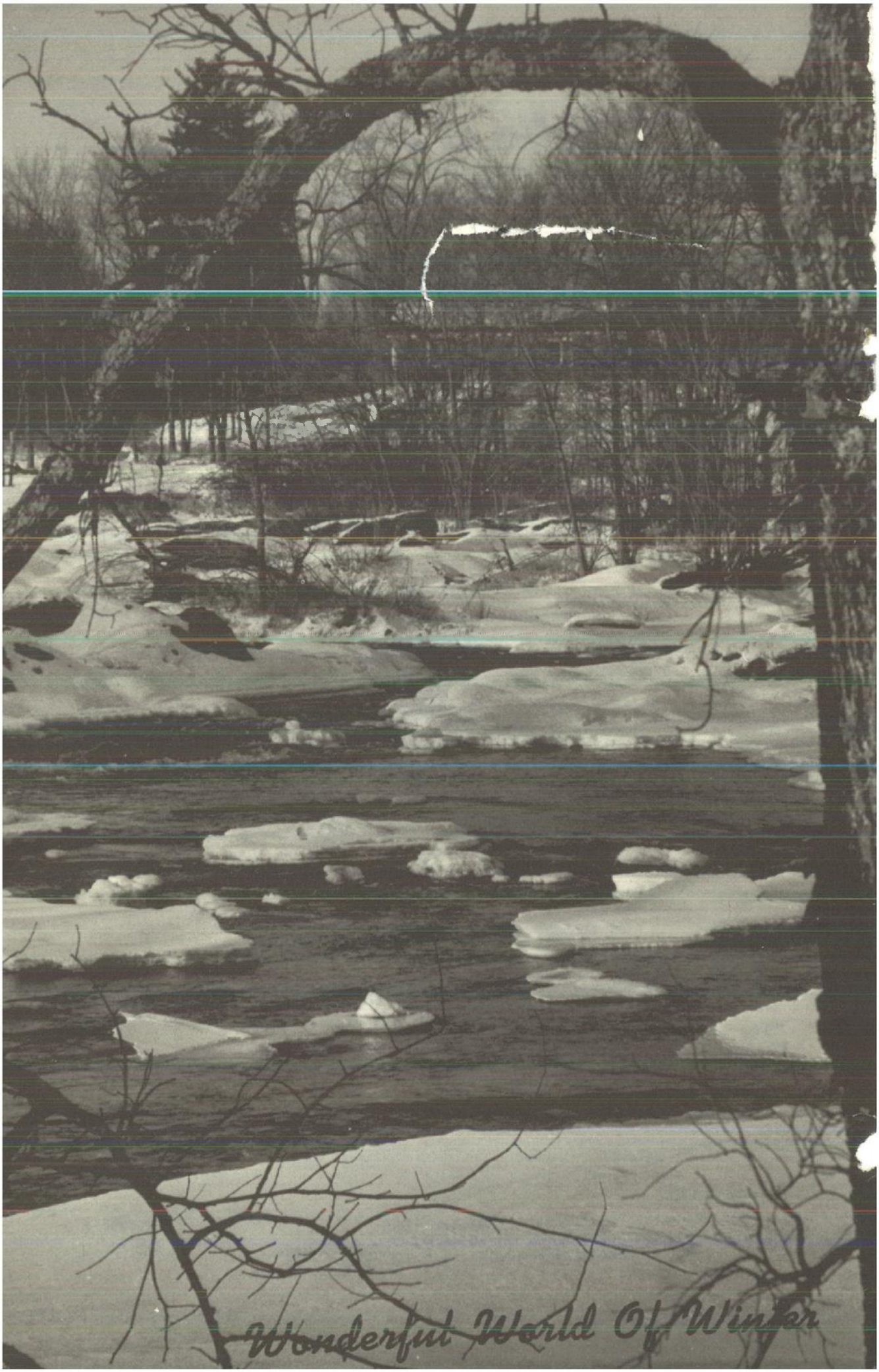

Wonderful World Of Winter

Table of Contents

AN OPEN LETTER 5
ACADEMIC CALENDAR 6
A GLIMPSE AT HUSSON 8
STATEMENT OF AIMS AND PURPOSES 9
GENERAL INFORMATION 11
- HERITAGE 11
- DORMITORIES AND HOUSING 18
- YOUNG MEN ENTERING ARMED SERVICES 19
- REQUIREMENTS FOR ADMISSIONS 25
- COSTS 27, 29
- ORIENTATION WEEK 27
- REFUNDS 31
- POLICY GOVERNING STUDENT LOAD 32
- STUDENT AID 33
- STUDENT ACCIDENT INSURANCE 39
- ATTENDANCE 41
- POLICY GOVERNING SEMESTER HOURS AND COURSE LOAD 42
- ACADEMIC STANDARDS 43
- PROBATION 44
- SOCIAL RESTRICTION 45
- THE DEAN'S LIST 45
- SCHOLASTIC HONESTY 46
- COLLEGE JURISDICTION 46
- GRADUATION REQUIREMENTS 48
- PRIZES AND AWARDS 49
- COUNSELING SERVICE 50
- PLACEMENT SERVICE 50
- PLEDGE 51
- SUMMER SESSION 53
- NORTHERN CONSERVATORY OF MUSIC 53
- THOMAS SCHOOL OF DANCE 54
- GRADUATE STUDY 55
- STUDENT ORGANIZATIONS 59

NATIONAL ASSOCIATION AND COUNCIL OF BUSINESS SCHOOLS 64
HUSSON COLLEGE CURRICULA 67
DESCRIPTION OF COURSES 130
AFFILIATIONS 154
OFFICERS OF ADMINISTRATION 154
FACULTY 155
CRITIC TEACHERS 161
STUDENT STATISTICS 167
INDEX 188



CHESLEY H. HUSSON, SR.
President

An Open Letter

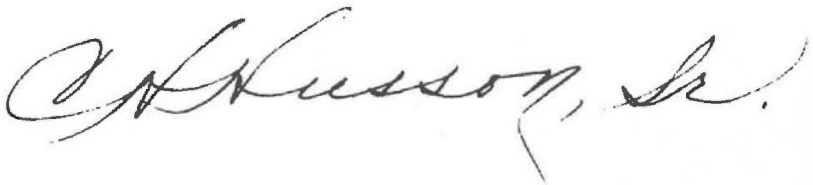
The choice of a college which involves an investment of four years of your time, of money for tuition, books, and living expenses, and of effort and application in a given direction adds up to a major undertaking. This catalog provides a glimpse of the life as we know it here, but it needs help to tell the greater story.

Unlike your previous educational experiences, the college expects you to depend largely upon yourself, to develop considerable initiative, and to accept responsibilities in increasing amounts and range. The instructors and advisers who guide you will look for your best efforts. The under-achiever, the one who fails to reach the peak of his efforts, does himself and the college a disservice. The student should build a strong foundation for the career that he begins to shape in these classrooms.

A serious student knows that skills and crafts, essential as they are in the employment picture, are not enough for a full and gracious life. At Husson we feel that a liberal education is the basis for responsible citizenship in this great nation. It develops those qualities which a man must possess if he would be a leader, or seek membership in the professions. Someone said of education that it has the dual role of helping to make a living and to make a life.

Life at college should be a pleasant and active experience. It should arouse fond memories when reviewed in the future. But at Husson, we are concerned with the devotion and dedication to purposeful study where a person accepts responsibilities, recognizes the values of his relationships, becomes increasingly conscious of his heritage, bows to his spiritual nature, and makes himself worthy of membership in a free society.

Now, I feel that you are ready to scan the pages of this catalog. In it you may find a way or route to the career that you have planned and dreamed for yourself.



Academic Calendar

1965-1966

Freshman Registration	September 13-19
Upperclass Registration	September 16-18
Classes Begin	September 20
Teachers' Convention	October 7, 8
Veterans' Day	November 11
Thanksgiving Recess	November 25, 26
Christmas Recess	December 17 - January 2
Semester Examinations	January 26 - Februray 1
Winter Recess	February 2, 3, 4
Mid-winter Graduation	February 4
Registration, Second Semester	February 7, 8, 9
Classes Begin	February 10
Spring Recess	April 1-10
Semester Examinations	June 8 - 15
Graduation	June 18

1965-1966

	M	T	W	T	F
September	(13-18 Registration)				
	20	21	22	23	24
	27	28	29	30	
October					1
	4	5	6	*	*
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
November	1	2	3	4	5
	8	9	10	*	12
	15	16	17	18	19
	22	23	24	*	*
	29	30			
December			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	(17-January 3, Christmas Recess)				
January	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25			
	(26-February 1 Semester Examinations.)				

	M	T	W	T	F
February	(2, 3, 4 Winter Recess)				
	(7, 8, 9 Registration Second Semester)				
				10	11
	14	15	16	17	18
	21	*	23	24	25
	28				
March		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
April					1
	(1-10, Spring Recess)				
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
May	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	*	31.			
June			1	2	3
	6	7			
	(8-15 Semester Examinations)				
	(June 18 Graduation)				

*Holidays (in the following sequence): State Teachers' Convention, Veterans' Day, Thanksgiving Recess, End-of-Semester Recess, Washington's Birthday, Memorial Day

A Glimpse At Husson

Husson College is accredited by the Accrediting Commission for Business Schools as a Specialized College of Business. It was founded in 1898. It has been under the present management for thirty-eight years.

Graduates are provided a lifetime placement service, world-wide, at no cost to themselves or their employers. Over sixty recruiters appeared on campus last year seeking trained help for business and government.

The educational programs lead to the baccalaureate degree in Accounting, Business Administration, Secretarial Science, and Business Education. One-and two-year diploma courses are available to students who do not wish to stay the four years required for the degree program.

The dormitory rooms are pleasant and the meals are attractive and appetizing. Overflows take residence in approved private homes. No student lives alone except by desire.

There are many student organizations including sports, dramatics, glee club, fraternities, band, sororities, and Student Senate.

Husson affiliates include the Northern Conservatory of Music and the Thomas School of the Dance.

Husson is one of fifteen leading educational institutions in the Nation with a membership in Business Education Research Associates. This non-profit organization devotes itself to research in business education.

A three-point development program guides Husson students through their programs of study. Every effort is made to promote academic efficiency, social efficiency, and spiritual growth.

Husson is known as the "friendly school upon the hill." A pleasant atmosphere in which to work and play is supervised by able and understanding faculty and administrative personnel. Each student has a personal adviser.

Husson College

Statement of Aims and Purposes

Husson College is a collegiate School of Business 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.


HUSSON
COLLEGE

General Information

Heritage

Bangor is a historic city. Long ago it was named the Queen City of the East and the tales of its lumbering days make exciting reading. Great fortunes were made in the Maine lumber industry; and, when the woodsmen and loggers descended upon Bangor after the season's cutting, it became a boisterous boom-town. It was here that the history of Husson College had its modest inception in 1898.

The institution was founded as the Shaw Business College and retained that name until 1926. For 28 years it offered courses in an effort to prepare young men and women for office employment. The Shaw Chapter of the Husson College Alumni Association will attest to the fact that the training was sound and that the college made a worthy contribution to the growth of business and industry in the area.

In 1926 Mr. Howard W. Mann of Auburn acquired ownership of the institution, and it became the Bangor Maine School of Commerce, one of a chain of five similarly named schools located in Portland, Auburn, Augusta, and Presque Isle. The new faculty was headed by Chesley H. Husson, Sr. who entered a long career with the institution as principal and coach.

He immediately devoted his attention to liberalizing and lengthening the courses of study and to the establishment of an extra-curricular program. Short courses were abolished. Basketball, baseball, social programs including monthly dances and other activities, breathed new life into the growing college which numbered but 40 students at that time.

A two-year teacher-training program was begun with the approval of the State Department of Education. It has grown in content and strength to the present time and is now a four-year program which qualifies the graduate for the baccalaureate degree in Business Education.

In 1933 Mr. Husson succeeded Mr. Mann as proprietor of the college and became the sole director of the policies that were to direct the destinies of the institution. The student body numbered 150 at that time; the faculty, four. The quarters on Columbia Street were becoming crowded, and the new owner concerned himself with the problem of providing adequate classroom space for the rapidly growing student population. In 1940 the college moved into its new building on Park Street hill.



MAIN BUILDING



DICKERMAN HALL



M. E. X. Fraternity House

The student body numbered 300 the first year in its new home. At long last the college had a gymnasium-auditorium which provided facilities for athletics, assemblies, graduation exercises, dramatic club presentations, dances, and many other activities. It was inching forward to the time when it might wish to qualify as a collegiate institution of business.

It was felt that the college had an identity of its own that was submerged as a former member of the five Maine Schools of Commerce; and in 1947 Mr. Husson, now president, asked the student body to give the college a new and permanent name. By unanimous vote there emerged the name of Husson College. With the change in its name, the institution established its own and separate entity.

The curriculum was undergoing many changes and was the constant concern of both administration and faculty. A number of three-year courses were developed including the one for the training of teachers. President Husson appeared before the 96th Legislature, State of Maine in 1953 in a successful effort to obtain a charter to confer degrees upon the four-year graduates of four different programs of study. They were the degrees of B. S. in Accounting, B. S. in Business Administration, B. S. in Business Education, and B. S. in Secretarial Science. In all these courses the liberal arts content, or subjects in general education, now constitute at least 50% of the total offerings.

In 1963, Husson College was reincorporated under the laws of the State of Maine as a non-profit institution. The control and operation of the college are vested in a board of trustees.

In 1956 Dickerman Hall was built to help house the growing student body. Located on French Street, adjoining the present building, it provides four classrooms, student lounge, teachers room, and library. In 1958 Hart Hall, 164-170 Park Street, was purchased and completely renovated. This building provides space for the Book Store; three class rooms; and office space for the Dean of Faculty, Executive Director, Treasurer, I. B. M. Room, Dean of Women, Chaplain and Counselor, Director of Public Affairs, and Director of Special Services.

Carlisle Hall, one of Bangor's finest old mansions, was purchased in 1963 and converted to a classroom building capable of accommodating 300 students. Thus the entire college facilities now provide space for 1000 students.

History repeats itself. In five short years the enrollment of over 800 students taxed the facilities to the limit. The Penobscot Hotel provides a dormitory for 240 men, and the

former Stinson Hospital, which is Dorothy Bell Hall, provides space for 60 women.

The year 1963 found the administration again concerned with the problems of expansion. It purchased 50 acres of land for its new campus. It is now searching for funds to build another new home that will house 1200 students, a number that will be reached in 1966 according to the trends now measurable. The plans for the new buildings have been completed, and the new modern campus is attractive and functional in the blueprint stage. The administration and staff to the last man are dedicated to the project of making this dream come true during President Husson's tenure of office.

Scope of Training

The training in all Husson College courses falls into five major classifications: (1) general education and cultural and intellectual background to improve the candidate's opportunity for promotion and advancement; (2) 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; (3) information relating to the economic, political, and social phases of the activities in business, industry, and education; (4) extensive knowledge of business procedures; (5) business and teaching skills and techniques.

All courses at Husson College are grouped into four curricula; namely, Accounting, Business Administration, Business Education, and Secretarial Science. The departments of Accounting, Business Administration, and Secretarial Science also offer one-and two-year courses. To ensure the quality of content of general education required in all degree curricula, Husson College organized a Department of General Education. This department contains no major area of concentration; however, the Executive Chairman of the department is responsible for integrating the courses of study in the liberal arts area to promote a well-balanced program in general education for all degree curricula.

Location

Husson College, Park Street, Bangor, Maine, is centrally located in relation to the business district of the city, being close to the Post Office, the Bangor Public Library, and the many fine churches. Bangor, a city of nearly 40,000 population, may be reached by bus or airplane. The main state-wide arteries of automobile traffic, Routes 1, 2, Interstate 95, and secondary routes converge in the city.

Library

The expanding Husson College Library is housed in Dickerman Hall. It is open Monday through Thursday, 8 a.m. to 4 p.m., 6 p.m. to 9 p.m.; Friday, 8 a.m. to 4 p.m.; Saturday, 9 a.m. to 4 p.m. A full-time librarian is on duty to assist the students. The school library is supplemented by the facilities of the Bangor Public Library. Robert C. Woodward, librarian of the Bangor Public Library, has extended every possible service to Husson College students. No need is too small to be of concern to him. The Bangor Library is at the foot of the college hill, a mere stone's throw from the school building. It is heavily endowed and one of the outstanding libraries in the country, having won national recognition in its many fields of endeavor. The facilities of the Husson College Library and of the Bangor Public Library offer unusual opportunities for a student to experience a wide scope of supplementary reading, reference work, and research.

Housing

Husson College is able to furnish its students excellent dormitories and 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 the accommodations.

Reservations for the men's dormitory, Husson Hall, are made through the office of the Dean of Men. Rooms at the women's dormitory, Dorothy Bell Hall, are reserved through the office of the Dean of Women. 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 governed by the Husson College *Handbook for Women* in cooperation with the housemothers and the heads of the private homes in which the young women live. The office of the Dean of Men issues regulations for men students.

Women

There are available for women, dormitory facilities *(where all freshman and transfer students are required to live)*. They may also reside at the Y. W. C. A., as well as in private homes, or they may work in a private home to earn their room and board.

No freshman women may live in apartments. Upper class women are not only discouraged from living in apartments, but they must also have the approval of the Dean of Women.

Men

All single male boarding students, including Freshmen, transfer students, and upper-classmen, are required to live in the men's dormitory. The only exception to this policy is for male students who live in college-sponsored fraternity houses.

No parking facilities are available for first year residents. There are public spaces, at a nominal cost, nearby.

Married Students

Apartments are available for married students.

Dormitory Rates for Men and Women

Annual Dormitory Charges	$841
Payment of Dormitory Charges:	
With dormitory application (non refundable after August 15)	$ 50
Due upon notice of acceptance of August 15	191
The balance of $600 payable in two payments:	
Due September 13 (at registration)	300
Due February 1	300
	$841

The fees vary somewhat for students living in private homes.

Morning and evening meals Monday through Friday, three meals on Saturday and Sunday are included in room and board in the dormitories. No meals are served during scheduled vacation periods. Only breakfast will be served on the day classes end for vacation periods. Dinner (evening meal) only will be served on the day before classes begin after vacation periods. Scheduled vacation periods include:

Teachers' Convention
Thanksgiving Recess
Christmas Recess
Winter Recess
Spring Recess

Cafeteria

Husson College Cafeteria is located in the main building. It is operated by the Specialized Food Service, caterers for both Bell Hall and Husson Hall. Hot-meal specials at attractive prices are available daily, Monday through Friday.

Linen Service

Linen Service provides 2 sheets, 1 pillow case and 2 towels per week. (This does not include personal laundry). Students will furnish pillow, blankets, and additional towels.

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. (For further information see p. 53.)

Young Men Entering Armed Services

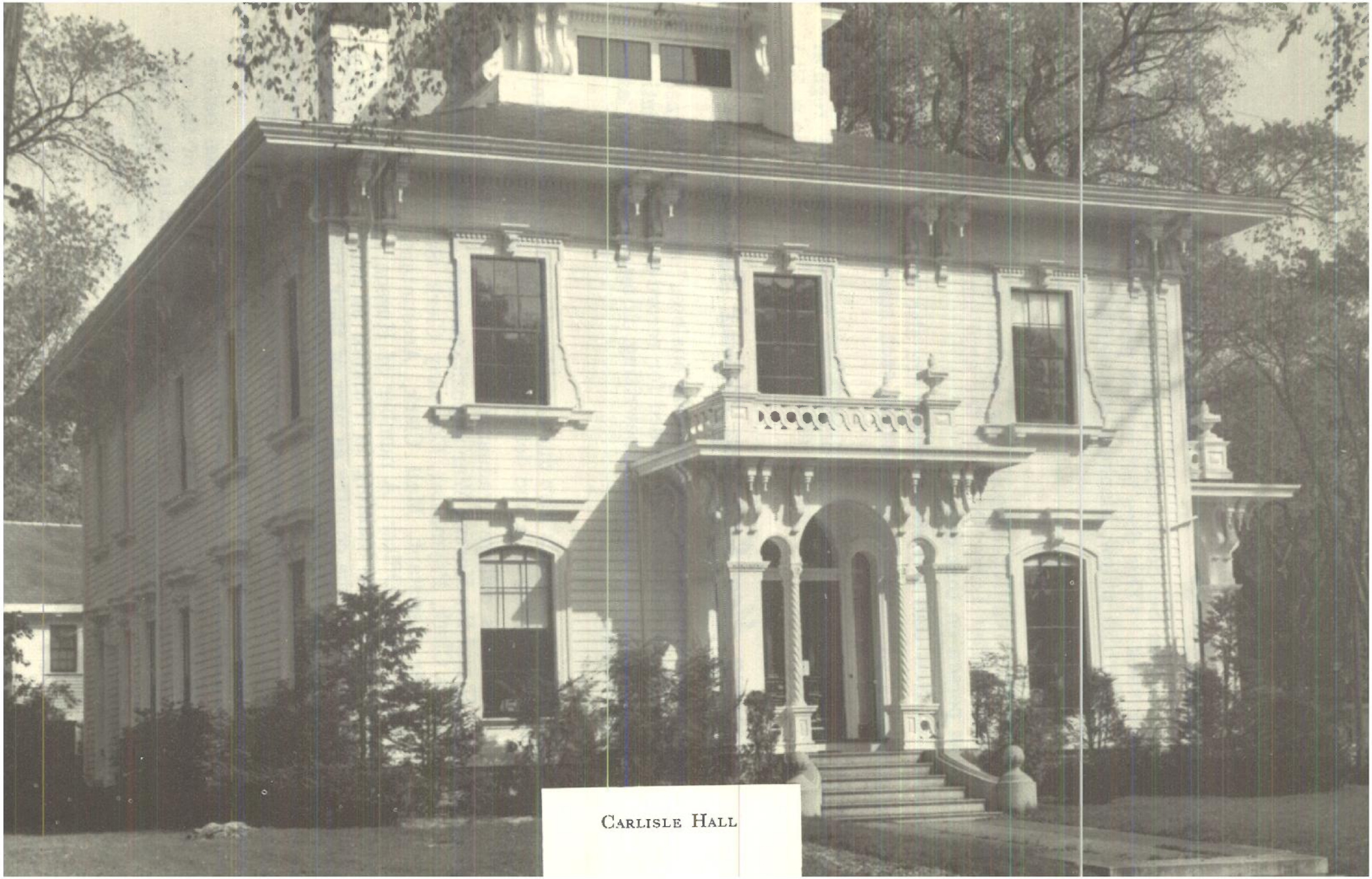
The Armed Services are "big business" and men trained in the business subjects are needed for record-keeping, accounting, store-keeping, shorthand, typewriting, filing, clerking and associated tasks.

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.

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.



CARLISLE HALL


HUSSON
HALL



DOROTHY BELL HALL


HUSSON COLLEGE
HART HALL

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.

The following table prepared by the Bureau of Labor Statistics, U. S. Department of Labor, December 1963, shows the earning capacity of a person in relation to the training he completes:

Education and its Relation to Lifetime Earnings

Years of School Completed	Lifetime Earnings Age 18 - 64
Less than 8 years	$143,000
8 years	184,000
1 - 3 years high school	212,000
4 years high school	247,000
1 - 3 years college	273,000
4 or more years college	417,000

SOURCE: Occupational Outlook Quarterly, Bureau of Labor Statistics, U. S. Department of Labor, December, 1963.



Requirements for Admission

The administration of Husson College wishes at all times to maintain the standards of character and efficiency which are required in the accredited colleges of the Country and which are consistent with the demands of modern society and business. For this reason, the College seeks students who are best qualified by previous training, health, character, and personality to pursue a college course. Among the requirements for admission, therefore, are a recommendation and ~~a~~ satisfactory transcript from the secondary school, a health certificate from the family physician, and evidence of personality and character suitable for the educational objective being sought. Although the College reserves the right to refuse admission to any applicant deemed incapable of doing satisfactory work, the policy in general is to give every ambitious youth his chance—his opportunity to discover if he can do the work. If he succeeds, it is good for him, for the College, for society. If he fails, he still may console himself with the fact that he was permitted to try. This, the College believes, is the American way.

The applicant's secondary school program need not have conformed to a rigid pattern but may be assumed to include study in ~~the following areas~~ areas such as each of the following:

~~*Subjects for Admission to Courses Leading to the B. S. Degree~~

Algebra	1 unit	Bookkeeping	1 unit
Natural Science	1 unit	Business Arithmetic	½ unit
Science, Mathematics, Social Studies, and/or foreign language	6 units	American History	1 unit
		English	4 units
English (four years)	6 units	Shorthand	2 units
Electives	4 units	Typewriting	1 unit
		Electives	6½ units
Total	16 units	Total	16 units

*Note: The students having graduated from programs other than the ones outlined here may present their transcripts for evaluation by the Dean of Admissions. A personal interview is recommended.

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

Studies in other areas may be considered by the Dean of Admissions if they represent achievement of a substantial nature; however, all candidates for a degree from Husson College must be high school graduates or must have a High School Equivalency Certificate. See ##

The College ~~recommends~~ requests that the applicant take the Scholastic Aptitude Test of the College Board Entrance Examinations, ~~as an aid to his counseling program at Husson College~~.

This examination should be taken at the earliest possible date during the student's senior year of high school. Arrangements may be made to take the test by consulting the high school principal or guidance counselor, or by writing directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey. The prospective student should be aware that the results of this examination are for counseling purposes only.

Diploma Students

Candidates for diplomas in any non-degree course are required to meet similar standards as those for a baccalaureate degree. Like the degree candidate, their secondary school program need not conform to any set course of study; however, possession of a high school diploma or State Equivalency Certificate is mandatory. It has been the experience of Husson College for over half a century to graduate a number of students who began their training without benefit of a specific program of study in high school. Such an opportunity is given to encourage those who want a business education and who have perhaps come to this realization late in the period of their high school training.

Special Students

If a full or standard course is not wanted, an applicant may be admitted as a special student for one or as many subjects as he desires. Although such a student is not a candidate for a diploma or degree, a transcript of his courses and grades will be issued by the College to whomever the student so directs. Students without high school diplomas may be accepted as special students. Upon completion of their courses, non-high school graduates are awarded special certificates only. Such an opportunity is given to encourage those who want a business education.

Transfer Students

Students who have attended other accredited institutions and who wish to transfer to Husson College will be admitted to advanced standing on the quality of their credentials. Such candidates are required to present certified transcripts of the work completed at the institutions attended, including a statement of cause of withdrawal. Transfer credit is validated at the time of graduation from Husson College, provided that the student otherwise qualifies for his diploma or degree by maintaining the academic grade-point average required of all Husson College students. Failure to maintain the required grade-

point average will result first in probation and then in official dismissal from the College and forfeiture for purposes of transfer to Husson College of all credits earned at other institutions. No certification of graduation will be awarded to a transfer student who attends less than forty resident weeks or its equivalent in summer sessions.

Candidates with advanced standing who wish to enroll in the degree program must complete their senior year of residence at the College. They must, likewise, satisfy all the requirements in the degree program of their choice. No more than 96 credit hours, including up to 16 credit hours of extension work, may be granted to any student transferring to Husson College. All students with advanced standing who anticipate transferring to Husson College are invited to arrange an interview with the Dean of Admissions to complete their program.

Testing Program

All freshmen and all students transferring to 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 business training necessitates an accurate estimate of knowledge and proficiency in the several business subjects in order to avoid waste of time in classes.

Orientation Week

The first week of school in September is concerned with the Husson College testing program and orientation to college life and procedures. All freshmen and transfer students are required to participate in the activities for the entire week. In addition to the several tests given to facilitate the placement of the student in the best learning situation, there are social get-togethers—"beanie" hop, President's reception, Dean of Women's tea, reception, dance, open house, assemblies—to assist the student in adjusting to college life.

Costs

Tuition, Fees, Dormitory Rates

Degree Programs

Annual charges for Degree Programs

	Freshmen New Students	*Returning Students**
Application Fee	$ 25.00	
Tuition	900.00	$ 800.00
Dormitory: Room & Board	841.00	841.00
Registration Fee	5.00	5.00
Activity Fee	20.00	20.00
Library Fee	5.00	5.00
Health Fee	1.50	1.50
	$1797.50	$1672.50

Calendar of Payments 1965-1966

	Freshmen & New Students	*Returning Students*
Upon Filing of Application		
Application Fee	25.00	
Upon Filing of Dormitory Application		
Room Deposit	50.00	50.00
No later than August 15		
Dormitory Deposit	191.00	191.00
FIRST SEMESTER		
(On or before September 1)		
Tuition	450.00	400.00
Registration Fee	5.00	5.00
Activity Fee	20.00	20.00
Library Fee	5.00	5.00
Health Fee	1.50	1.50
Dormitory Room & Board	300.00	300.00
SECOND SEMESTER		
(On or before February 1)		
Tuition	450.00	400.00
Dormitory Room & Board	300.00	300.00

*A *returning student* is any student who earned credits during the previous semester at Husson College.

Non-Degree Programs

Annual charges for One-and Two-year Programs

	Freshmen & New Students	*Returning Students**
Application Fee	$ 25.00	
Tuition	800.00	$800.00
Dormitory Room & Board	841.00	
Registration Fee	5.00	5.00
Activity Fee	20.00	20.00
Library Fee	5.00	5.00
Health Fee	1.50	1.50
	$1697.50	$831.50

Calendar Payments 1965-1966

	Freshmen & New Students	*Returning Students*
Upon Filing of Application		
Application Fee	25.00	
Upon Filing of Dormitory Application		
Room Deposit	50.00	
Not Later than August 15		
Dormitory Deposit	191.00	
FIRST SEMESTER		
(On or before September 1)		
Tuition	400.00	400.00
Registration Fee	5.00	5.00
Activity Fee	20.00	20.00
Library Fee	5.00	5.00
Health Fee	1.50	1.50
Dormitory Room & Board	300.00	
SECOND SEMESTER		
(On or before February 1)		
Tuition	400.00	400.00
Dormitory Room & Board	300.00	

If the student elects to enter a degree program subsequent to his enrollment in a non-degree program, a conversion fee is charged as indicated in the following table:

At the end of:	
1st semester	$100.00 payable Feb. 1
2nd semester	$100.00 payable Sept. 1 (ensuing year)
3rd semester	$200.00 payable Feb. 1
4th semester	$200.00 payable Sept. 1 (ensuing year)

*A *returning student* is any student who earned credits during the previous semester at Husson College.

Application Fee

An application fee of $25 must accompany the application for Admission from each student. This fee is not refundable unless the applicant is rejected.

Special Student Fees

Students who enroll for ten or more class hours will be charged full tuition, regardless of working toward a diploma or a degree.

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 $20.00 for one week and $30.00 for two weeks. No prospective student will be admitted after two weeks have elapsed.

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. There is no make-up work required of students who enroll on the opening date of any semester.

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.

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 95-102, which are approved by the State Department of Education.

Graduation Expenses

The expense incident to all candidates for degrees or diplomas does not exceed $40.

Books and Supplies

The college book store is conveniently located in Hart Hall. Students may purchase all books and supplies needed for their courses. The cost varies from $50 to $90 yearly depending upon the courses required in a student's program.

Refunds

Students who voluntarily withdraw must file an official Withdrawal Form. No refund of tuition is made to any student who has not filed the required form.

Refund of semester tuition to students who voluntarily withdraw prior to the completion of a semester is made according to the following schedule:

During first two weeks of classes	80% refunded
During third week of classes	60% refunded
During fourth week of classes	40% refunded
During fifth week of classes	20% refunded
After five weeks of classes	no refund

Refunds - Dormitory

No refund of the required dormitory deposits ($50 due with Application; $191 due August 15) is made after August 15.

Refunds of the balance of semester dormitory charges to students who voluntarily withdraw from College prior to completion of a semester are made according to the following schedule:

During first two calendar weeks after registration	80%
During third or fourth calendar weeks after registration	60%
During fifth or sixth calendar weeks after registration	40%
During seventh or eighth calendar weeks after registration	20%
After eighth week after registration	No refund

Husson College Bulletin

1965 - 1966

(Supplement for page 31)

The following fees were inadvertantly omitted in the 1965-1966 HUSSON COLLEGE BULLETIN:

Freshmen

1.	I. D. (Identification Card)	$1.00
2.	Class Photograph	2.00
3.	Class Dues	2.00
4.	Student Senate Fee	1.00

(These fees are *all* payable on day of registration)

Upperclassmen

1.	I. D. Card (Yearly)	$1.00
2.	Class Dues (Yearly)	2.00
3.	Student Senate Fee (Yearly)	1.00

(These fees are *all* payable on day of registration)

Juniors

(Additional fee for all degree-students)

1.	Graduation Photographs (Made in May of Junior Year)	$5.00

One copy for placement
One copy for yearbook
One copy for permanent file

Veteran's refunds 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.

Policy Governing Student Load

No student may take in excess of 32 hours average of work during any academic year except when his program of study requires up to 36 hours. The hours in excess of 36 are charged at the rate of $22.50 per class hour.

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; thus during his senior year in residence, he must complete all requirements for his degree.

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.

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.

Any student registered in the Department of Secretarial Science who changes from a two-year secretarial course of study to a one-year course of study during the first year must take a total of three semesters of study to complete the course.

Likewise, one-year students who fail one or more courses the first semester must plan to complete two additional semesters of study, making a total of three semesters to qualify for a one-year diploma.

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 women who wish to work for their room and board and to men who desire part-time employment. 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.



Northern Conservatory Of Music



The Thomas School Of Dance

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 young woman or a young man, 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 also offers two scholarships to Junior and Senior members of the Business Education Department of Husson College. The scholarships are in the vicinity of one hundred dollars and are to be applied toward furthering their education at Husson. They are awarded on the basis of scholastic achievement, sorority participation, and financial need. Those desiring to become candidates must apply in writing.

The Altrusa Club of Bangor, Maine, has established three scholarships for women students in any degree program at Husson College. The scholarship is awarded to an upper class student based upon character, need, promise, initiative, and scholastic ability and amounts to the total of $200.

Likewise the *Husson College Student Senate* has established four annual scholarships for upperclassmen. These are awarded to four deserving students, one from each of the four major departments.

Applicants are chosen on the basis of academic standing, financial need, promise, and character. Applicants must be upper class students enrolled in a course of study leading to a baccalaureate degree except those applicants in a two-year Secretarial Science Program.

All applicants must have a cumulative point average of at least 2.8 and be favorably recommended by the director of their departments.

After a student has been selected to receive a scholarship, the Student Senate will transfer the amount awarded to him to the Bursar's office to be credited to the student's account and it will be applied directly against tuition costs.

The most recent scholarship to be established is the Chesley H. Husson, Sr., Scholarship Award of $800 which is made annually. It is given to the high school outside the Bangor area (Bangor High School, Brewer High School, John Bapst High School) which enters the greatest number of students into the freshman class at Husson the preceding year. This includes enrollments at mid-year, and the count is made of freshmen in attendance April 30. Transfer students from other colleges are excluded from this tally.

The award may be made to any young man or woman, regardless of course pursued, on the basis of scholastic achievement, school citizenship, participation, character, promise, and need. If, in the judgment of the high school principal, more than one candidate qualifies, this award may be divided into two awards of $400 each.

The high school principal will be notified on April 30 of the award that is being made to his school. The award may be made in no more than three successive years to any one school, and after the absence of one year, it may again qualify for as many as three successive years as the case may be.

In the event of a tie, an award of $400 will be made to the schools involved. In the event of a tie involving three or more schools, a drawing will be conducted by the Faculty Senate of Husson College to determine two recipients to whom immediate notice will be given.

Other Sources for Aid

Funds For Education, Inc.
319 Lincoln Street
Manchester, New Hampshire
Investment-in-Education Plan

The Investment-in-Education Plan of Funds for Education, Inc., meets the requirements of Husson College.

Under this Plan, advances up to $1250 per semester will be made for educational expenses which may include such items as tuition, fees, room and board, books, travel, etc.

Families living anywhere may apply and advances will be made to Husson College or directly to the parent at the time school bills are due.

Contracts Covering 1, 2, 3 and 4 school years are available. The maximum amount advanced under any one contract is $10,000. The minimum advanced at any one time is $350.

Monthly repayment schedules can be arranged for periods ranging from 4 months to 6 years, depending on the school period covered.

A contract may be canceled at any time without penalty.

Life and health insurance is included in all contracts.

Husson College has no financial interest in, and derives no benefits from, the Investment-in-Education Plan. Mention of its availability is included in this catalogue because of increasing interest in budget-payment programs.

Parents who wish to use the Plan, or who would like additional information about it, should write directly to Funds For Education, Inc., 319 Lincoln Street, Manchester, New Hampshire.

The Tuition Plan
Husson College

The Tuition Plan is the convenient way to meet tuition and other academic fees out of your regular income. Instead of large cash payments, parents and guardians may use the monthly payment method.

The Tuition Plan, organized in 1938, has been accepted widely in the field of education and is made available to parents in hundreds of colleges, universities and schools throughout the country. This service is recommended to the many parents who prefer to put tuition payments on a "pay-as-you-go" basis.

Male parents or legal guardians of entering freshmen may select one of three plans to include the entire cost of four years in one agreement, automatically covered by Parent Life Insurance. This insurance benefit provides for payment of all remaining costs covered by the agreement, in the event of the parent's death.

The 20-payment and 30-payment plan, including Parent Life Insurance, are provided for the student who has two or three years remaining. Plans covering one year's expenses only—without life insurance—also are available.

The Tuition Plan may cover all approved expenses such as tuition, room and board.

For further information about the Tuition Plan write:

Tuition Plan
Husson College
157 Park Street
Bangor, Maine

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 effective from the opening date to the closing date of the academic year.

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 therefore, and the cost of dental treatment, unless necessitated by injury to sound and unfilled natural teeth, are not covered.

THE COVERAGE IS COMPULSORY FOR ALL STUDENTS ENGAGED IN ATHLETICS.



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. The student is cautioned to safeguard his pro-rated absences with care.

1. Number of absences allowed per semester:
   5 day class per week 8 absences
   4 day class per week 8 absences
   3 day class per week 6 absences
   2 day class per week 4 absences
   1 day class per week 2 absences

   Explanation: If a class meets 5 days per week, the student may be absent 8 times. The 9th absence causes forfeiture of course credit, and the student is dropped from class.

2. 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.

3. *Each student is expected to keep a record of his absences by date. No warning slips will be issued.*

4. Veterans must report to the Academic Dean when dropped from class to maintain proper clock-hour and semester hours per V. A. regulations.

5. No student may drop a subject without consent of major instructor and the Dean of the Faculty.

6. 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. It is the duty of the administration to prevent the creation of habits which interfere with a student's progress, and class absences do just that. Therefore, the student is asked to accept these regulations as a service organized for his personal growth and betterment.

Time Schedule

The college is in session Monday through Friday, except legal holidays and closed time, from 8:00 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. and from 9:00 a. m. to 12:00 p. m. on Saturdays. Office hours during the summer months are from 8:30 a. m. to 4:30 p. m. Prospective students desiring interviews at these or other hours should arrange for them in advance.

The College bookstore, is open from 8:30 a. m. to 3:30 p. m. on school days. All student business must be conducted during these hours.

Policy Governing Semester Hours 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 eighteen 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 Dean of Faculty 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.

A certificate of attendance is 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 recipient of a certificate of attendance does not participate in the graduation exercises.

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 Academic Dean. This change of program must be effected within a one-week period after registration.

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
WP	Withdrew, passing	
WF	Withdrew, failing	
RD	Recommended drop	
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 baccalaureate 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.

Not more than 10 semester hours of "D" grade are to be counted toward a two-year diploma; not more than 6 semester hours of "D" grade are to be counted toward a one-year diploma. The "D" grade must be counterbalanced by an hour of "B" or "A" grade.

*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. Illness or accident resulting in infirmary confinement at a time when making up lost work is impracticable.
2. Death or critical illness in the family.
3. Critical (not chronic) emotional disturbances requiring special guidance.
4. Technical difficulties (research projects requiring outside source material, etc.)

A grade of "Inc." must be completed satisfactorily within one semester or the rank automatically becomes "F".

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.

Probation

A student's academic standing is determined by the grade point average. Candidates for a degree or a diploma are required to maintain a grade point average of 2.0, the equivalent of a "C" average in all work taken for credit. Status is determined in accordance with the following:

Freshmen

(Students who have less than 32 earned credit hours are classified as freshmen.)

At the end of the first semester a freshman whose point average is between 1.0 and 1.5 is placed on conditional status for the ensuing semester. A freshman whose point average is below 1.0 may be required to withdraw from the program or he may be permitted to repeat the first semester, if approval is granted by the administration.

At the end of the second semester a freshman who has been on conditional status must have earned an accumulative point average of 1.75 or a point average of 2.5 during the second semester. Failure to meet these standards will result in academic dismissal at the end of the second semester.

Upperclassmen

(Students who have over 32 earned credit hours are classified as upperclassmen.)

Beginning with the third semester a student must maintain an accumulative point average of 2.0.

Sophomores

Any sophomore who during his freshman year was on conditional status must have earned an accumulative point average of 2.0 at the end of the third semester. Failure to maintain the required point average will result in academic dismissal at the end of the third semester

Upperclassmen

Other upperclassmen whose accumulative point average drops below 2.0 is placed on probation for the ensuing semester. Failure to maintain an accumulative point average of 2.0 at the end of the probationary semester will result in academic dismissal.

Social Restrictions

Social restrictions will be placed upon students who fail to maintain the grade point average indicated for the semester being pursued. These may curtail participation in any of the extra-curricular activities in which the student is engaged and will be lifted only upon recommendation of the instructor(s) who issued the failing grade(s). Thus, time for study is provided that should enable the student to regain his or her class standing. This is of prime concern to the college which feels that it must guard against student classroom failures by whatever means may be employed.

Freshman grades are issued at the mid-semester. Indications of failure at that time will result in such social restrictions as may be deemed corrective in nature. This protection against failure is administered by the Dean of Women and the Dean of Men. Parents will be notified of these actions promptly.

Social restrictions may be reviewed every thirty days upon request of the student who feels that he has regained passing grades and who can present evidence from his instructors that he is no longer a probationary problem.

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 of 3.0 (B) or better.

Scholastic Honesty

Students are held responsible for the following information:

(1) Definition of scholastic dishonesty.

(2) Penalties assessed by the Academic Dean's Scholastic Discipline Committee.

Definition: Scholastic dishonesty is the submission of material that is not one's own. It consists of: (1) cheating on examinations or quizzes, (2) plagiarism, (3) collusion.

Penalties: Students charged will be brought before the Academic Dean's Scholastic Discipline Committee. Each case will be given individual consideration. If the committee finds the student guilty, the following minimum penalties will be assessed:

1st offense—loss of credit in the course involved, the F becoming a part of the student's permanent record.

2nd offense—suspension from the College for not less than one semester.

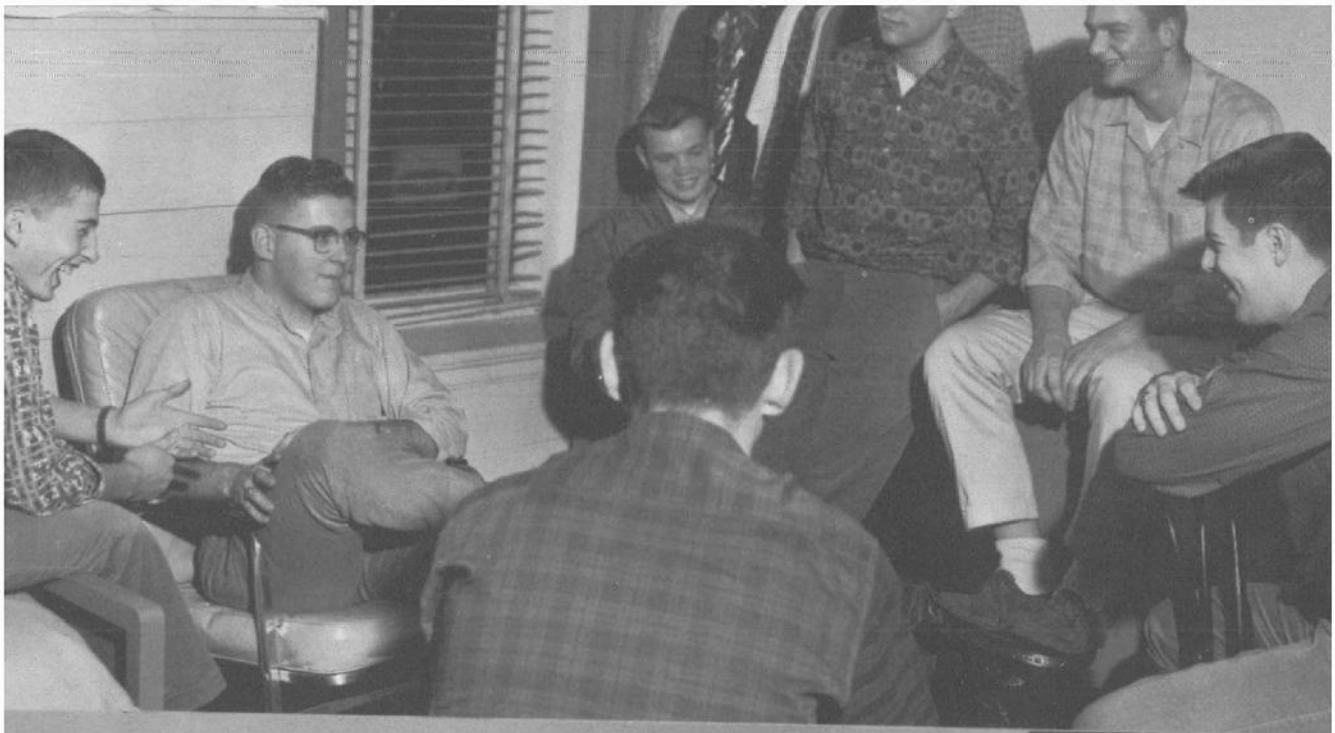
Note: A complete statement on Scholastic Honesty will be provided to all new students and any others who may desire it.

College Jurisdiction

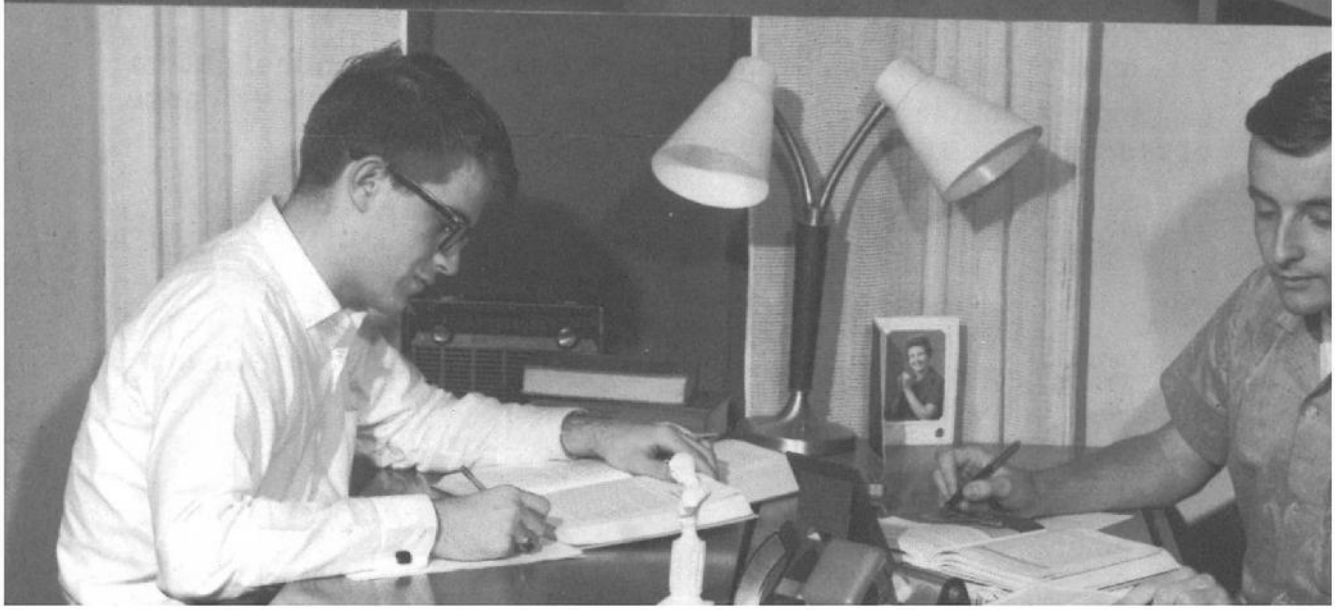
Husson College students are under the jurisdiction of the college from the moment actual residence is taken in Bangor or vicinity until the expiration of the period of enrollment, excepting, of course, regular recess periods, week ends at home or elsewhere when their parents' chaperonage becomes operative.

The conduct of Husson College students is always of immediate concern and must never in the classroom, college buildings, 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 subject to dismissal from the college.

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.







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.

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.

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

The following semester hour credits are required:

Degree	128 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

Annually, Husson College makes several awards in recognition of the accomplishments of members of the graduating class. These awards are based upon sustained effort, proficiency, accomplishments, excellency of character, scholastic standing, and contribution to college life. They are as follows:

PHT Certificates to wives and husbands of members of the graduating class

Husson Gold Medal for Excellence in Advanced Typewriting (Secretarial)

Husson Gold Medal for Excellence in Beginning Typewriting (Secretarial)

Husson Gold Medal for Excellence in Beginning Shorthand (Secretarial)

Husson Gold Medal for Excellence in Advanced Shorthand (Secretarial)

Wall Street Journal Award to the young man who has the best record in the Investments class at Husson

Ernest M. Hamlin Memorial Award to the young man in the class who best portrays the character and beliefs of E. M. Hamlin. This award is presented by MEX Chapter of Pi Rho Zeta

Pi Rho Zeta Award Watch to the outstanding young woman of the class, presented by the Epsilon Tau Epsilon Chapter

Kappa Delta Phi Award Watch for the outstanding young man of the class, presented by Lambda Chapter

Salutatory Trophy presented by Husson College to the second highest ranking student

Valedictory Trophy presented by Husson College to the highest ranking student

President's Book Award at the Mid-Winter graduation to the outstanding member of the class.

Counseling Service



Rev. E. Charles Dartnell

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 employed 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 to 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.

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.

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.

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.

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.

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.

Service to the Graduate

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 inactivity 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.



Summer Session

Husson College offers a series of summer work shops and classes which vary according to the needs of the professional teacher of business education subjects. National leaders in business education and in business, along with regular members of the Husson College faculty, are invited to participate in the summer program. Through these associations the classroom teacher is able to keep abreast of the newest methods and procedures in the teaching of business education subjects.

The program of courses offered during the summer session is so organized as to enable a teacher to maintain state certification. It also has the approval of the State Department of Education and the Veterans Administration.

Freshman and sophomore courses are also offered for those students enrolled in a four-year program. These courses are primarily for those who need to make up courses failed or for those who need to lighten a semester load.

A teacher or student may carry a maximum of eight credit hours during a regular summer session, Tuition rate is $22.50 a credit hour; registration fee is $2. Courses involving laboratory experiences have extra fees.

There are available for in-service teachers a series of workshops conducted during the interim weeks before and after the regular summer season. A limited number of these may be taken by in-service teachers who have the approval of the Head of the department of Business Education and who are completing the requirements for a B. S. degree in Business Education.

Reading Achievement Program

Husson College, in cooperation with Programs for Achievement in Reading, offers interested students a non-credit course designed to increase competence in reading and study skills and to increase the desire of the student to read more widely. The student's overall reading efficiency is increased by providing means (PAR study set, and controlled reader, tachistoscope, and rateometer machines) through which visual perception, coordination, rate of reading, and comprehension can be increased. Further information may be obtained from either the Department of Business Education or the Department of General Education.

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.

Thomas School of Dance

The courses are offered primarily for Business Education majors who will teach in public or private schools, and for students in other departments actively interested in Dance, or in theatre and musical productions.

For the future teacher, material is given which will help in organizing and directing assemblies, musical shows, and other school activities through the study of basic dance steps, rhythms, production ideas, and social decorum.

Students interested in theatre and dancing for themselves are offered the groundwork, as well as advanced training, where warranted, for participation in college, community, or, ultimately, professional groups.

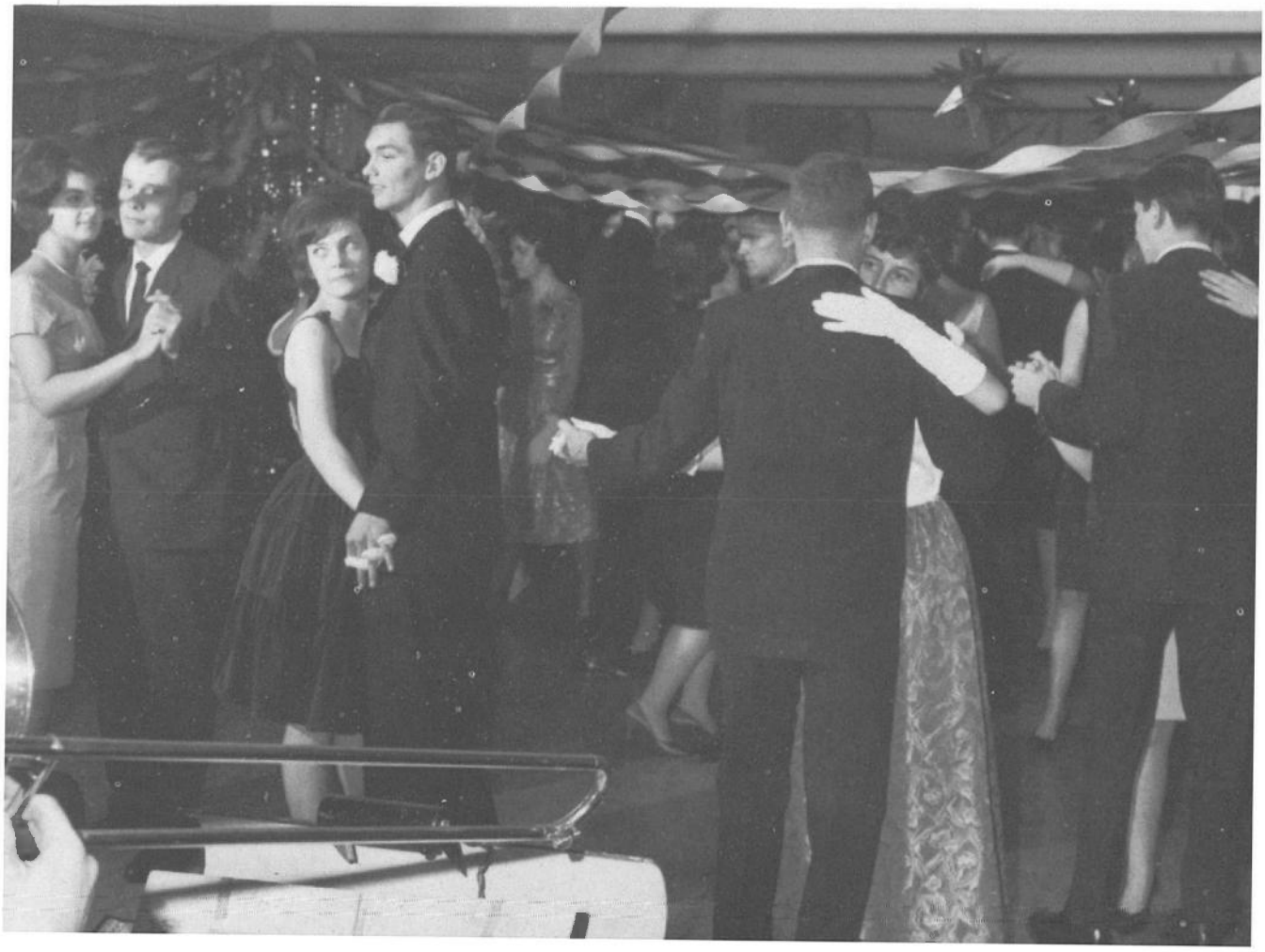


Graduate Study

All Husson College graduates in the degree program may apply for further professional training in their respective fields of study.

Among the institutions where Husson College graduates have been accepted to do graduate work and have successfully completed a prescribed program of study for an advanced degree are these:

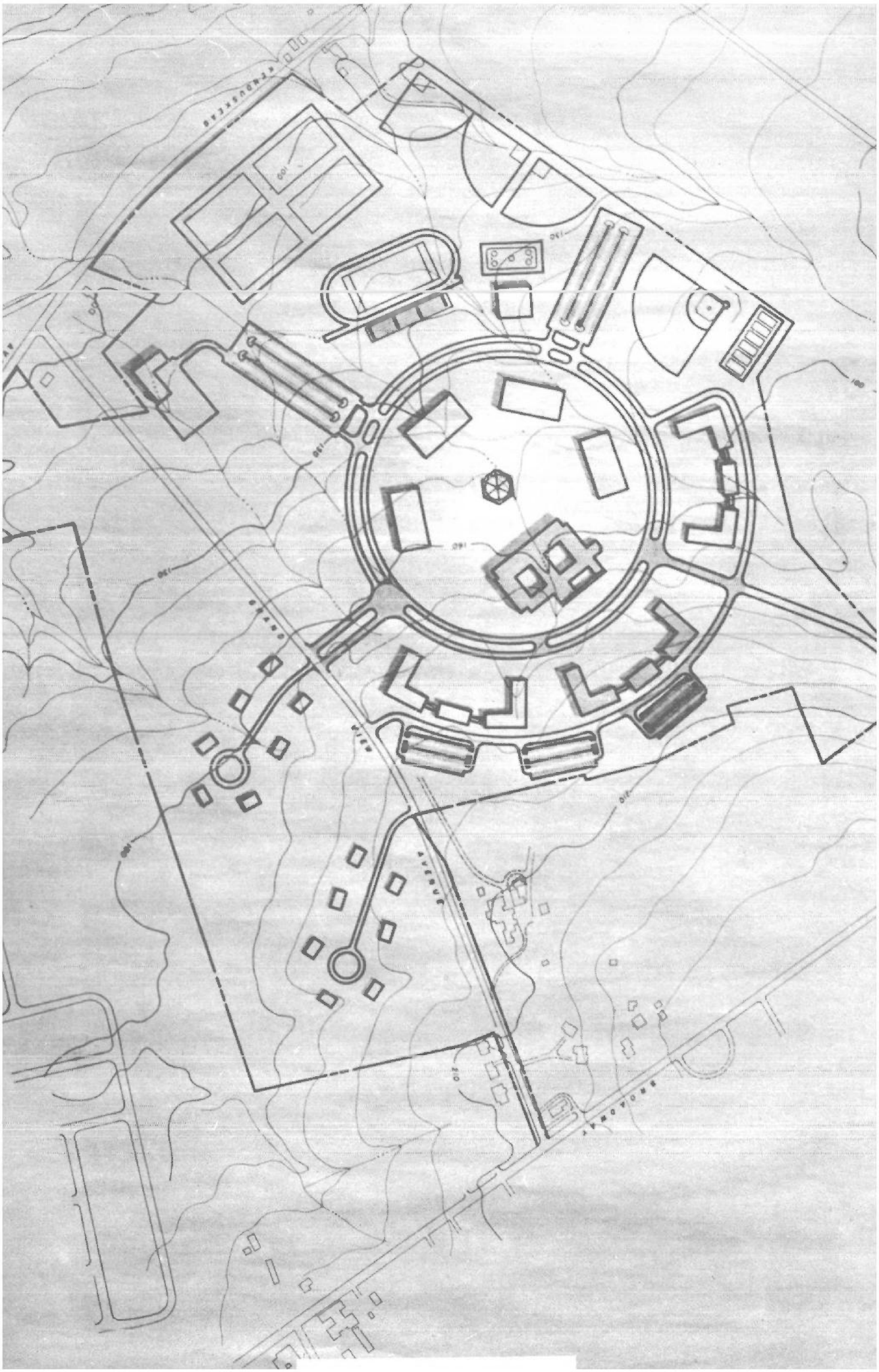
University of Maine (M.Ed., M.B.A.)
University of Connecticut (M.Ed., Ph.D.)
American International College (M.Ed.)
Boston University (M.Ed.)
Michigan State University (M.B.A.)
Suffolk University (M.Ed., M.B.A.)
Kansas State Teachers College (M.Ed., M.A.)
Rutgers University (Ph.D.)
George Washington University (L.L.B.)
University of Massachusetts (M.B.A.)
Springfield College (B.A., M.A.)
University of Syracuse (M.A.)
University of Omaha (M.B.A.)
Columbia University (M.A.)
Plymouth State College (M.Ed.)




Webster's
New
Collegiate
Dictionary



PROPOSED CAMPUS BUILDINGS



Student Organizations

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.

Student Senate

The Student Senate is composed of delegates representing all class groups, clubs, and associations. It is a true cross section of the Student population organized to promote student education and welfare and to create mutual understanding between the student body and the college administration.

To the Senate is given a grant of powers by the administration which gives it the right, under certain conditions, to enact and to enforce regulations, to transact business, and to represent the student body.

The Student Senate acts as sponsor and trustee of its own fund, known as the Husson College Student Loan Fund. This fund provides all Husson College upperclassmen with a trust fund from which they may borrow money for tuition and educational expenses. An applicant must meet only a minimum of qualifications to obtain a loan. Interest charges and repayment requirements begin after graduation.

The Husson College Student Senate is affiliated with the National Student Government Organizations.

Pi Rho Zeta International

Pi Rho Zeta International is a business society with sorority and fraternity chapters in member schools of the United Business School Association. It aims to promote good feeling, learning, and high ideals in business. Membership is based on academic standing, satisfactory character traits, and school activity interest and participation.

Husson sponsors three outstanding chapters: Delta Sigma Delta Sorority for women students, Epsilon Tau Epsilon Sorority for degree women students, and Mu Sigma Chi fraternity for men interested in business.

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 in a degree program. Kappa Delta Phi is a national fraternity.

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.

Student Education Association

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. In 1957 the Future Teachers of America was changed to Student Education Association for prospective teachers on the collegiate level. At that time the Husson chapter became the Louise B. Miller Chapter. All members of the teacher-training course are eligible for membership in the S. E. A. The basic purpose of the Louise B. Miller chapter is to better business educational conditions locally, state-wide, and nationally.

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

Band

The band is made up of selected musicians under the guidance of the band director. This group participates in assemblies and other special school functions.

Circle K

An affiliate of the Bangor Kiwanis, the Circle K is a service organization comprised of male students who perform community and school projects.

Newman Club

The Newman Club is primarily a source of guidance for the Catholic student. The Newman Club holds that its program is threefold: religious, intellectual, social. The needs of the student are likewise threefold—religious, intellectual, social. For Catholic students on the secular campus, the Newman Club can be the instrument for enlarging his knowledge and increasing his faith.

Husson Christian Youth Organization

The objectives of the organization are to help create a wholesome relationship among students and to help bring about a better understanding of oneself and one's relationship to others. Membership is open to those of all faiths. Meetings are held once a month, the second Wednesday of each month.

Young Republican Club

This organization acquaints the students, who are interested, with elements of Republican philosophy by having speakers in public office address the members.

Young Democratic Club

An opportunity is given to Husson College students to acquaint themselves with the growth and development of the Democratic concept of government. Periodic meetings are arranged at which time not only public officials are invited to address the group, but members of the group may carry on group discussions. The club also sponsors socials throughout the year.

Business Administration Club

The Business Administration Club is an organization that provides an opportunity for the students of the Business Administration Department at Husson College to meet outstanding speakers, to have discussion periods, and to carry out a variety of projects in which they are interested.

Veteran's Club

Membership in the Veteran's Club is open to all veterans enrolled at Husson College. Periodic meetings offer its members an opportunity to develop and to carry out a program of common interest to all veterans at Husson College.

Varsity Sports

Husson College is a voting member of the National Association of Intercollegiate Athletics. This association, formed in 1940 for the benefit of the smaller colleges outside the N.C.A.A., follows by-laws identical with the National Collegiate Athletic Association.

Within the N.A.I.A. framework, the men of the College participate in varsity basketball, baseball, soccer, cross-country, and golf.

There is also a junior varsity basketball team.

Intramural Sports

The intramural program is active throughout the year. It is open to all male students. Those who wish may participate in judo, bowling, volleyball, and intramural basketball.

Intramural Sports for Women

The intramural program for women is open to all Husson College women who would like to participate in a variety of athletic activities. It is continuous from September through May. During the first semester, students may participate in programs of swimming, bowling, volleyball; in the second semester, swimming, bowling, and basketball make up the program.

The swimming program is held at the YMCA weekly. It provides instruction in all phases of swimming: beginning, intermediate, advanced, and in Junior and Senior Life Saving. Instructorship Certificates are available for those students who complete the requirements of the course.

The candle-pin bowling program is set up for a ten-week period during which time the students bowl a total of 33 strings. Each student bowls weekly at the Bowl-a-Mor Alleys. Bowl-a-Mor provides instructors for the beginning bowlers.

The volleyball program, also for a ten-week period, is organized in co-operation with the Bangor Recreation Department. Each week the students play a series of three games.

During the second semester, new programs are set up for swimming and bowling. The basketball teams are organized following a practice period of several weeks. Each team plays every other team. Play-offs are arranged at the end of the season to determine the championship.

Each participant who meets the requirements in each one of the programs receives a Husson award in her respective sport.

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.



United Business School Association

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:

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

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 United Business School Association, 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.

Husson College is one of the twelve independent colleges selected to participate with the Business Education Research Associates, a non-profit corporation embarked on a program to improve the services and contributions to education of the independent colleges in the United States. Membership in BERA is a distinct honor for the college.

Husson

College

Curricula



Husson College Curricula

DEPARTMENT OF ACCOUNTING
WILLIAM H. DONAHUE, JR., HEAD

1. Bachelor of Science in Accounting
2. Diploma Courses
   - Accounting Course (two years)
   - Accounting Course (one year)

DEPARTMENT OF BUSINESS ADMINISTRATION
WILLIAM J. CURRAN, JR., HEAD

1. Bachelor of Science in Business Administration
2. Diploma Courses
   - Business Administration Course (two years)
   - Business Administration Course (one year)

DEPARTMENT OF BUSINESS EDUCATION
THELMA M. WATSON, HEAD

1. Bachelor of Science in Business Education
   - Bachelor of Science in Business Education (Accounting Major)
   - Bachelor of Science in Business Education (Business Administration Major)
   - Bachelor of Science in Business Education (Secretarial Science Major)

DEPARTMENT OF SECRETARIAL SCIENCE
MILDRED M. BRADFORD, HEAD

1. Bachelor of Science in Secretarial Science
2. Diploma Courses
   - Executive Secretarial Course (two years)
   - Medical Secretarial Course (two years)
   - Legal Secretarial Course (two years)
   - Liberal Arts Secretarial Course (two years)
   - Junior Secretarial Science Course (one year)
   - Shorthand-Clerical Course (one year)
   - Typing-Clerical Course (one year)

DEPARTMENT OF GENERAL EDUCATION
RICHARD COHEN, EXECUTIVE CHAIRMAN

(Organized to provide supervision and correlation of all areas of General Education required in the degree programs; offers no major or minor program of study.)



Department

of

Accounting



Department of Accounting

Accountancy is recognized as one of the fastest growing professions today. The role of the accountant in the American economy is firmly established. Demands on his services and knowledge, rather than declining, continue to accelerate. He is needed in public accounting, in private accounting (from small businesses to the largest corporations), and in many areas of government accounting. The accounting graduate may wish to specialize, such as aspiring to the Certified Public Accountant in public accounting; or he may become a cost accountant or a tax specialist. The accounting courses at Husson College are designed to prepare the graduate for a career in this dynamic field.

Governmental Accounting

Students interested in working for the government may send for special brochure, OPPORTUNITIES FOR ACCOUNTANTS IN THE FEDERAL GOVERNMENT, published by the Federal Government Accountants Association at 1523 L Street, N.W., Washington 5, D. C.

Instruction of Accounting

There are unlimited opportunities for accountants to teach part or full time in the nation's public and private schools and colleges which provide accounting courses. Men and women 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 and women who are qualified to become instructors of accounting find many benefits in addition to the adequate compensation received in this area of service.

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

The candidate must complete 36 hours in his accounting major study. But no candidate may enroll in more than two accounting courses in a given semester without obtaining approval of the Head of the Accounting Department.

For students who do not feel that they can devote more than one or two years beyond high school in preparation for employment, one- or two-year accounting courses are offered. These terminal courses are so organized that should a student wish to continue his collegiate training and complete the requirements for a degree, he may do so without suffering a loss of credits.

Distribution of Course Hours

General	48 hours
Allied Business	43 hours
Technical	36 hours

General Education

	First Year	*Hours*
Eh 10—11	Freshman English	6
Ms 11	Business Mathematics	3
Pe 10	Physical Education	0
Ms 12	Algebra	3

	Second Year	*Hours*
Ec 20—21	Principles of Economics	6
Eh 13	Speech	2
Eh 21	Written Communication	2
	Electives	6

	Third Year	*Hours*
Ms 20	Mathematics of Finance	3
Psy 20	General Psychology	3
Psy 21	Psychology of Business	3

	Fourth Year	*Hours*
Eh 22	Business Report Writing	2
Hy 20—21	United States Political and Social History	6
Ec 40	Elementary Statistics	3

Allied Business Education

	First Year	*Hours*
Ss 26	Elementary Typewriting	2
Ss 27	Intermediate Typewriting	2
Ba 16	Law of Contracts	2
Ba 17	General Business Law	2

	Second Year	*Hours*
Ba 20	Law of Agency and Business Organizations	2
Ba 21	Law or Negotiable Instruments	2
	*Electives	4

	Third Year	*Hours*
	*Electives	11

	Fourth Year	*Hours*
Ms 14	Office Machine Calculation	2
	*Electives	15

*It is recommended that the Accounting major select courses to satisfy the elective hours in allied business education from among the following:

		Hours
Ba 22	Business Organizations and Management	3
Ba 29	Introduction to Finance	3
Ba 40	Corporation Finance	2
Ba 44	Principles of Insurance	3
Ba 56	Investment Analysis and Management	3
Ec 41	Money and Banking	3

Technical Education

	First Year	*Hours*
Ac 10—11	Principles of Accounting	8
	Second Year	*Hours*
Ac 20—21	Intermediate Accounting	6
	Third Year	*Hours*
Ac 22—23	Cost Accounting	6
Ac 30	Advanced Accounting	3
Ac 31	Governmental Accounting	3
	Fourth Year	*Hours*
Ac 32—33	Federal Taxation	6
Ac 40—41	Auditing	4



Bachelor of Science Degree
Accounting

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 11 Principles of Acccounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Year

First Semester		
Ac 20 Intermediate Accounting	3	3
Ec 20 Principles of Economics	3	3
Ba 20 Law of Agency and Organizations	2	2
Eh 22 Business Report Writing	2	2
Electives	6	6
		16

Second Semester		
Ac 21 Intermediate Accounting	3	3
Ec 21 Principles of Economics	3	3
Ba 21 Law of Negotiable Instruments	2	2
Electives	8	8
		16

Third Year

First Semester		
Ac 22 Cost Accounting	3	3
Ac 31 Governmental Accounting	3	3
Psy 20 General Phychology	3	3
Ms 20 Mathematics of Finance	3	3
Electives	4	4
		16

Second Semester		
Ac 23 Cost Accounting	3	3
Ac 30 Advanced Accounting	3	3
Psy 21 Psychology of Business	3	3
Electives	7	7
		16

Fourth Year

First Semester		
Ac 32 Federal Taxation	3	3
Ac 40 Auditing	2	2
Hy 20 United States Political and Social History	3	3
Ms 14 Office Machine Calculation	3	2
Electives	6	6
		16

Second Semester		
Ac 33 Federal Taxation	3	3
Ac 41 Auditing	2	2
Hy 21 United States Political and Social History	3	3
Ec 40 Elementary Statistics	3	3
Electives	5	5
		16

Diploma Courses

Accounting

Two-Year Course

First Year

First Semester	Weekly Class Hours	Credit Hours
Ac 10 Principles of Accounting	5	4
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
		16

Second Semester	Weekly Hours Class	Credit Hours
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Year

First Semester		
Ac 20 Intermediate Accounting	3	3
Ec 20 Principles of Economics	3	3
Ba 20 Law of Agency and Business Organizations	2	2
Electives	8	8
		16

Second Semester		
Ac 21 Intermediate Accounting	3	3
Ec 21 Principles of Economics	3	3
Ba 21 Law of Negotiable Instruments	2	2
Electives	8	8
		16

Accounting

One-Year Course

First Semester	Weekly Class Hours	Credit Hours
Ac 10 Principles of Accounting	5	4
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
		16

Second Semester	Weekly Hours Class	Credit Hours
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16


Sterling
DUNBATH BROTHERS HARDWARE, INC.
JANUARY 1962

Department of Business Administration



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 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, statistics, taxation, advertising, publishing, education, industrial management, corporation finance, marketing, personnel and business management, credits and collections, foreign trade, and governmental agencies. Preparation is also provided for activity in a wide range of technical and non-technical clerical tasks which prevail in modern business offices.

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

The candidate must complete 64 hours in general education and 64 hours in the technical and allied business fields. His program must include a minimum of 14 hours in accounting with the option of taking additional courses in accounting as electives in his junior and senior years.

For students who feel that they cannot devote more than one or two years beyond high school in preparation for employment, one- or two-year business administration courses are offered. These diploma courses are so organized that should a student wish to continue his collegiate training and complete the requirements for a degree, he may do so without suffering a loss of credits.

Distribution of Course Hours

General Education	64 hours
Technical and Allied Business	64 hours

General Education

First Year

		Hours
Eh 10-11	Freshman English	6
Eh 21	Written Communication	2
Ms 11	Business Mathematics	3
Ms 12	Algebra	3
		14

Second Year

Ec 20-21	Principles of Economics	6
Ec 24	Economic Geography	3
Eh 13	Speech	2
Ms 20	Mathematics of Finance	3
Psy 20	General Psychology	3
Psy 21	Psychology of Business	3
		20

Third Year

		Hours
Sy 30	Principles of Sociology	3
Sy 31	Social Problems	3
Ec 32	Labor Economics	3
Electives		5
		14

Fourth Year

Ec 40	Elementary Statistics	3
Eh 43	American Novel	3
Hy 20-21	United States Political and Social History	6
Electives		4
		16

Allied and Technical Education

First Year

Ac 10-11	Principles of Accounting	8
Ba 16	Law of Contracts	2
Ba 17	General Business Law	2
Ss 26	Elementary Typewriting	2
Ss 27	Intermediate Typewriting	2

Second Year

Ba 20	Law of Agency and Business Organizations	2
Ba 21	Law of Negotiable Instruments	2
Ba 22	Business Organization and Management	3
Ba 29	Introduction to Finance	3
Eh 22	Business Report Writing	2

Third Year .....

Ac	26-27	Managerial Accounting	6
Ba	36	Personnel Management	3
Ba	44	Principles of Insurance	3
		Electives	7

Fourth Year

Electives	16

ELECTIVES

GROUP I

As set forth in the various areas of concentration in Finance, Management, Merchandising, and Insurance.

GROUP II

A minimum of 12 hours to be selected from the offerings in literature, language, history, government, or science.



Bachelor of Science Degree in Business Administration

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
		16

Second Year

First Semester		
Ba 20 Law of Agency and Business Organizations	2	2
Ec 20 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
Eh 22 Business Report Writing	2	2
Psy 20 General Psychology	3	3
Hy 20 United States Political and Social History	3	3
		16

Second Semester		
Ba 21 Law of Negotiable Instruments	2	2
Ec 21 Principles of Economics	3	3
Ba 22 Business Organization and Management	3	3
Ba 29 Introduction to Finance	3	3
Psy 21 Psychology of Business	3	3
Hy 21 United States Political and Social History	3	3
		17

Third Year

First Semester		
Ac 26 Managerial Accounting	3	3
Ec 24 Economic Geography	3	3
Ec 32 Labor Economics	3	3
Ba 44 Principles of Insurance	3	3
Electives (Technical Areas)		4
		16

Second Semester		
Ac 27 Managerial Accounting	3	3
Ba 36 Personnel Management	3	3
Ba 33 Principles of Marketing	3	3
*Electives		
(Technical area: 2 hours)		
(General area: 5 hours)		7
		16

Fourth Year

First Semester		Second Semester	
Ec 10 Elementary Statistics 3	3	Eh 43 American Novel ...3	3
Sy 30 Principles of Sociology 3	3	Sy 31 Social Problems 3	3
*Electives 10	10	*Electives 10	10
	16		16

*Note: Of the 20 hours elective the fourth year, 4 hours are to be in the area of general education; the remaining 16 hours are to be selected from the major field of concentration. It is recommended that the student select an area of study—government, history, literature, language, or science—in his junior year that enables him to earn between six hours and nine hours in a related area during his junior and senior years.



Major Fields of Concentration in Business Administration

Finance

Ac 32-33	Federal Taxation	6
Ba 40	Corporation Finance	2
Ba 42	Financial Policies of Corporations	2
Ba 51	Credit Management	3
Ba 56	Principles of Investment Analysis and Management	3
Ec 62	Government Finance	3
Ec 41	Money and Banking	3
		22

Insurance

Ac 32	Federal Taxation	3
Ba 52	Industrial Management	3
Ba 56	Investment Analysis and Management	3
Ba 58	Life and Health Insurance	3
Ba 59	Casualty and Property Insurance	3
Ba 61	Real Estate	3
Ba 64	Estates and Trusts	3
		21

Management

Ba 40	Corporation Finance	2
Ba 42	Financial Policies of Corporations	2
Ba 49	Principles of Office Management	3
Ba 51	Principles of Credit Management	3
Ba 52	Industrial Management	3
Ba 54	Human Relations and Communications	3
Ba 56	Investment Analysis and Management	3
Ec 41	Money and Banking	3
		22

Marketing

Ba 26	Principles of Salesmanship	2
Ba 32	Retail Merchandising	3
Ba 34	Principles of Advertising	3
Ba 35	Sales Management	3
Ba 43	Principles of Retail Management	3
Ba 47	Purchasing Procedures	3
Ba 51	Principles of Credit Management	3
		20

Honor Courses (By Permission)

Ba 55	Business Problems	2
Ba 60	Data Processing	3
Ba 65	Marketing Research	3
Ba 67	Transportation and Traffic Management	3

Business Administration Courses and Prerequisites

	Hours Credit	Prerequisites
Ba 16 Law of Contracts	2	
Ba 17 General Business Law	2	Ba 16 Required
Ba 20 Law of Agency and Business Organizations	2	Ba 17
Ba 21 Law of Negotiable Instruments	2	Ba 17
Ba 22 Business Organization and Management	3	Ec 20
Ba 26 Principles of Salesmanship	2	Marketing Majors only
Ba 29 Introduction to Finance	3	Ec 20
Ba 32 Retail Merchandising	3	Ba 22
Ba 33 Principles of Marketing	3	Ec 21
Ba 34 Principles of Advertising	3	Merchandising and Management Majors only
Ba 35 Sales Management	3	Ba 34, Merchandising Majors only
Ba 36 Personnel Management	3	Ba 22
Ba 40 Corporation Finance	2	Ba 29
Ba 42 Financial Policies of Corporations	2	Ba 40, Ec 41
Ba 43 Principles of Retail Management	3	Ba 22, 32, 36
Ba 44 Principles of Insurance	3	Ba 29, Ec 21
Ba 47 Purchasing Procedures	3	Ac 11, Ba 30, 33
Ba 49 Principles of Office Management	3	Ba 36
Ba 50 C. P. A. Law Review	2	Ba 20, 21
Ba 51 Principles of Credit Management	3	Ba 29, Ec 21
Ba 52 Industrial Management	3	Management and Insurance Majors only
Ba 54 Human Relations and Communications	3	Ec 32, Ba 36
Ba 55 Business Problems	2	By permission of Major Adviser
Ba 56 Investment Analysis and Management	3	Ba 29, Ec 21
Ba 58 Life and Health Insurance	3	Ba 44
Ba 59 Casualty and Property Insurance	3	Ba 44
Ba 60 Data Processing	3	By permission
Ba 61 Real Estate	3	Insurance Majors only
Ba 64 Estates and Trusts	3	Insurance Majors only
Ba 65 Marketing Research	3	By permission
Ba 67 Transportation and Traffic Management	3	Management Majors only

Economic Courses

	Hours Credit	Prerequisites
Ec 20 Principles of Economics	3	Not open to Freshmen
Ec 21 Principles of Economics	3	Ec 20
Ec 24 Economic Geography	3	Ec 21
Ec 28 Consumer Economics	3	Not open to Finance Majors
Ec 32 Labor Economics	3	Ec 21, Ba 22
Ec 39 Current Economic Problems	3	Ec 21
Ec 40 Elementary Statistics	3	Ms 12
Ec 41 Money and Banking	3	Ba 20, Ba 29
Ec 48 Modern Economic Thought	3	Ec 39
Ec 62 Government Finance	3	Ba 29, Ec 21

Diploma Courses

Business Administration

Two-Year Course

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
		16

Second Year

First Semester		
Ba 20 Law of Agency and Business Organizations	2	2
Ec 20 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
Eh 22 Business Report Writing	2	2
Psy 20 General Psychology	3	3
Hy 20 United States Political and Social History	3	3
		16

Second Semester		
Ba 21 Law of Negotiable Instruments	2	2
Ec 21 Principles of Economics	3	3
Ba 22 Business Organization and Management	3	3
Ba 29 Introduction to Finance	3	3
Psy 21 Psychology of Business	3	3
Hy 21 United States Political and Social History	3	3
		17

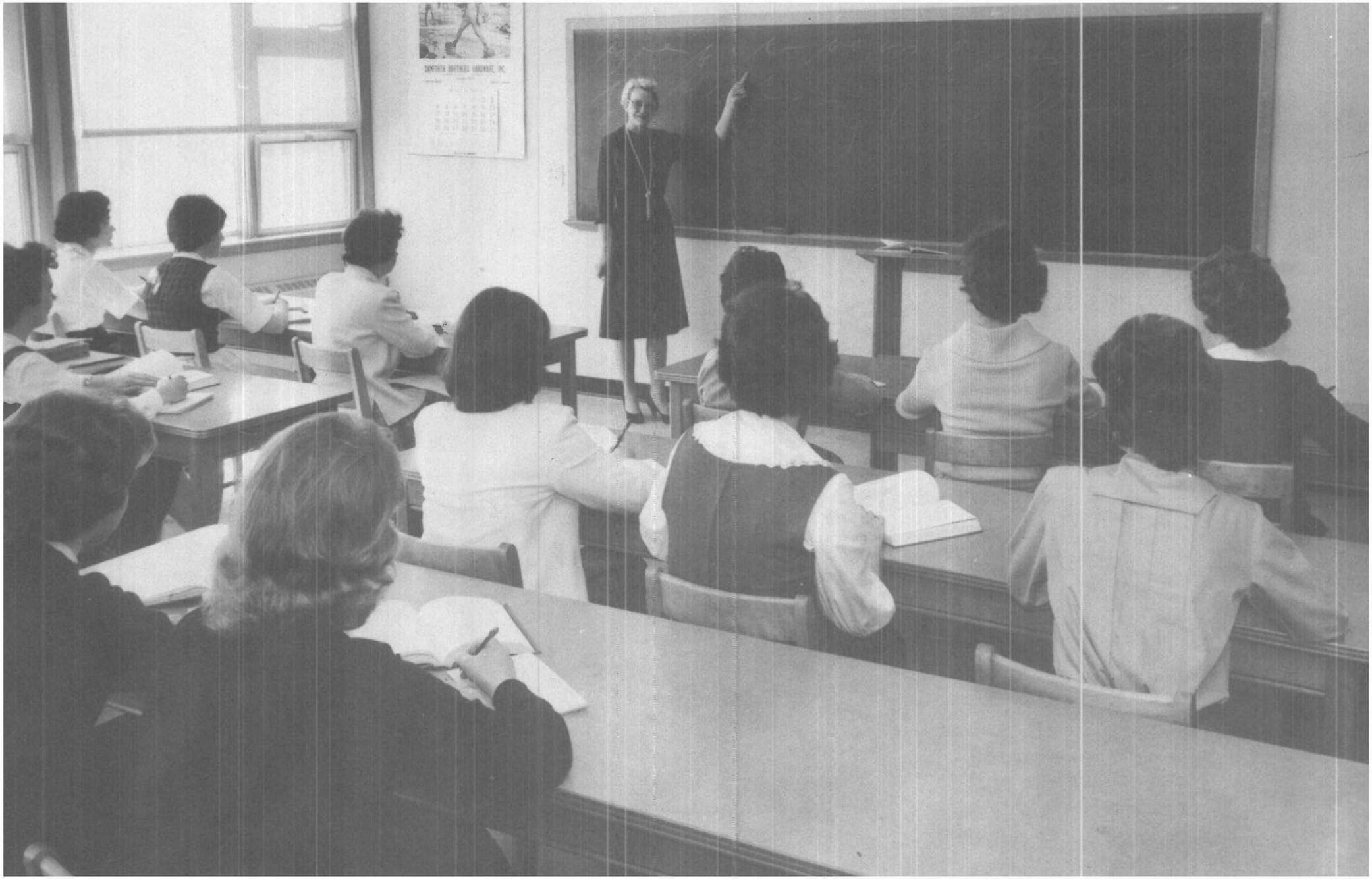
Business Administration

One-Year Course

First Semester	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
		16

Department of Business Education



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 general, professional, and technical education.

Distribution of Course Hours

General	64 hours
Professional	22-24 hours
Technical	43-45 hours

Bachelor of Science degree in Business Education
(Accounting Major)

General Education

First Year		*Hours*
Eh 10—11	Freshman English	6
Ms 11	Business Mathematics	3
Ms 12	Algebra	3
Pe 10	Physical Education	0
Zo 10—11	Biology	6
Second Year		
Ec 20—21	Principles of Economics	6
Ms 20	Mathematics of Finance	3
Fr 10—11	French	6
Sp 10—11	Spanish	6
Third Year		
Eh 43	American Novel	3
Hy 20—21	United States Political and Social History	6
Fr 20—21	French	6
Sp 20—21	Spanish	6
Fourth Year		
Ec 24	Economic Geography	3
Ec 40	Elementary Statistics	3
Eh 30—31	Survey of English Literature	6
Eh 13	Speech	2
	Elective	2 or 3

Professional Education

First Year

None

Second Year

Ed 21	Introduction to Education	2
Psy 20	General Psychology	3
Psy 23	Educational Psychology	3

Third Year

Ed 31	Principles and Practices of Teaching in Secondary Schools	2
Ed 54	Tests and Measurements in Business Education	2

Fourth Year

Ed 33	Methods of Teaching Typewriting	2
Ed 42	Methods of Teaching Bookkeeping	2
Ed 43	Cadet Teaching	6

Technical Education

First Year

Ac 10—11	Principles of Accounting	8
Ba 12	Introduction to Business	2
*Ss 26	Elementary Typewriting	2
Ss 27	Intermediate Typewriting	2

*Note: Students with one year or more of previous high school vocational training in typewriting may, upon satisfactory performance on the validation examination, substitute Ss 50, Communication Control Systems, for Ss 26.

Second Year

Ac 20—21	Intermediate Accounting	6
Ss 28	Advanced Typewriting	2
Eh 22	Business Report Writing	2

Third Year

Ac 22—23	Cost Accounting	6
Ac 32—33	Federal Taxation	6
Ba 16	Law of Contracts	2
Ba 17	General Business Law	2

Fourth Year

Ba 20	Law of Agency and Business Organizations	2
Ms 14	Office Machine Calculation	2
Ss 34	Duplicating Processes	2

Bachelor of Science degree in Business Education
(Business Administration Major)

General Education

First Year		*Hours*
Eh 10—11	Freshman English	6
Ms 11	Business Mathematics	3
Ms 12	Algebra	3
Pe 10	Physical Education	0
Zo 10—11	Biology	6

Second Year

Ec 20—21	Principles of Economics	6
Ms 20	Mathematics of Finance	3
Fr 10—11	French	6
Sp 10—11	Spanish	6

Third Year

Eh 43	American Novel	3
Hy 20—21	United States Political and Social History	6
Fr 20—21	French	6
Sp 20—21	Spanish	6

Fourth Year

Ec 24	Economic Geography	3
Ec 28	Consumer Economics	3
Ec 40	Elementary Statistics	3
Eh 30—31	Survey of English Literature	6
Eh 13	Speech	2

Professional Education

First Year

None

Second Year

Ed 21	Introduction to Education	2
Psy 20	General Psychology	3
Psy 23	Educational Psychology	3

Third Year

Ed 31	Principles and Practices of Teaching in Secondary Schools	2
Ed 54	Tests and Measurement in Business Education	2

Fourth Year

Ed 33	Methods of Teaching Typewriting	2
Ed 42	Methods of Teaching Bookkeeping	2
Ed 43	Cadet Teaching	6

Technical Education

First Year

Ac 10—11	Principles of Accounting	8
Ba 12	Introduction to Business	2
* Ss 26	Elementary Typewriting	2
Ss 27	Intermediate Typewriting	2

Second Year

Ba 16	Law of Contracts	2
Ba 17	General Business Law	2
Ba 29	Introduction to Finance	3
Ms 14	Office Machine Calculation	2
Ss 28	Advanced Typewriting	2

Third Year

Ac 32—33	Federal Taxation	6
Ba 20	Law of Agency and Business Organizations	2
Ba 22	Business Organization and Management	3
Ba 36	Personnel Management	3
Eh 22	Business Report Writing	2

Fourth Year

Ba 21	Law of Negotiable Instruments	2
Ss 50	Communication Control Systems	2
Ss 34	Duplicating Processes	2

*Note: Students with one year or more of previous high school vocational training in typewriting may, upon satisfactory performance on the validation examination, substitute two hours of technical education.

Bachelor of Science degree in Business Education
(Secretarial Science Major)

General Education

First Year *Hours*

Eh 10—11	Freshman English	6
Ms 11	Business Mathematics	3
Ms 12	Algebra	3
Pe 10	Physical Education	0
Zo 10—11	Biology	6

Second Year

Eh 13	Speech	2
Ms 20	Mathematics of Finance	3
Fr 10—11	French	6
Sp 10—11	Spanish	6

Third Year

Ec 20—21	Principles of Economics	6
Hy 20—21	United States Political and Social History	6
Fr 20—21	French	6
Sp 20—21	Spanish	6
Sy 30	Principles of Sociology	3
Sy 31	Social Problems	3

Fourth Year

Ec 24	Economic Geography	3
Ec 28	Consumer Economics	3
Eh 30—31	Survey of English Literature	6

Professional Education

First Year

Ed 21	Introduction to Education	2

Second Year

Psy 20	General Psychology	3
Psy 23	Educational Psychology	3

Third Year

Ed 31	Principles and Practices of Teaching in Secondary Schools	2
Ed 42	Methods of Teaching Bookkeeping	2
Ed 54	Tests and Measurements in Business Education	2

Fourth Year

Ed 33	Methods of Teaching Typewriting	2
Ed 41	Methods of Teaching Shorthand	2
Ed 43	Cadet Teaching	6

Technical Education

First Year

Ac 10—11	Principles of Accounting	8
Ba 12	Introduction to Business	2
*Ss 26	Elementary Typewriting	2
Ss 27	Intermediate Typewriting	2

Second Year

Ba 16	Law of Contracts	2
Ba 17	General Business Law	2
Ac 32	Federal Taxation	3
Ss 21	Shorthand Theory	3
Ss 30	Elementary Shorthand Speed	3
Ss 28	Advanced Typewriting	2
Ss 38	Principles of Transcription	2
Eh 22	Business Report Writing	2

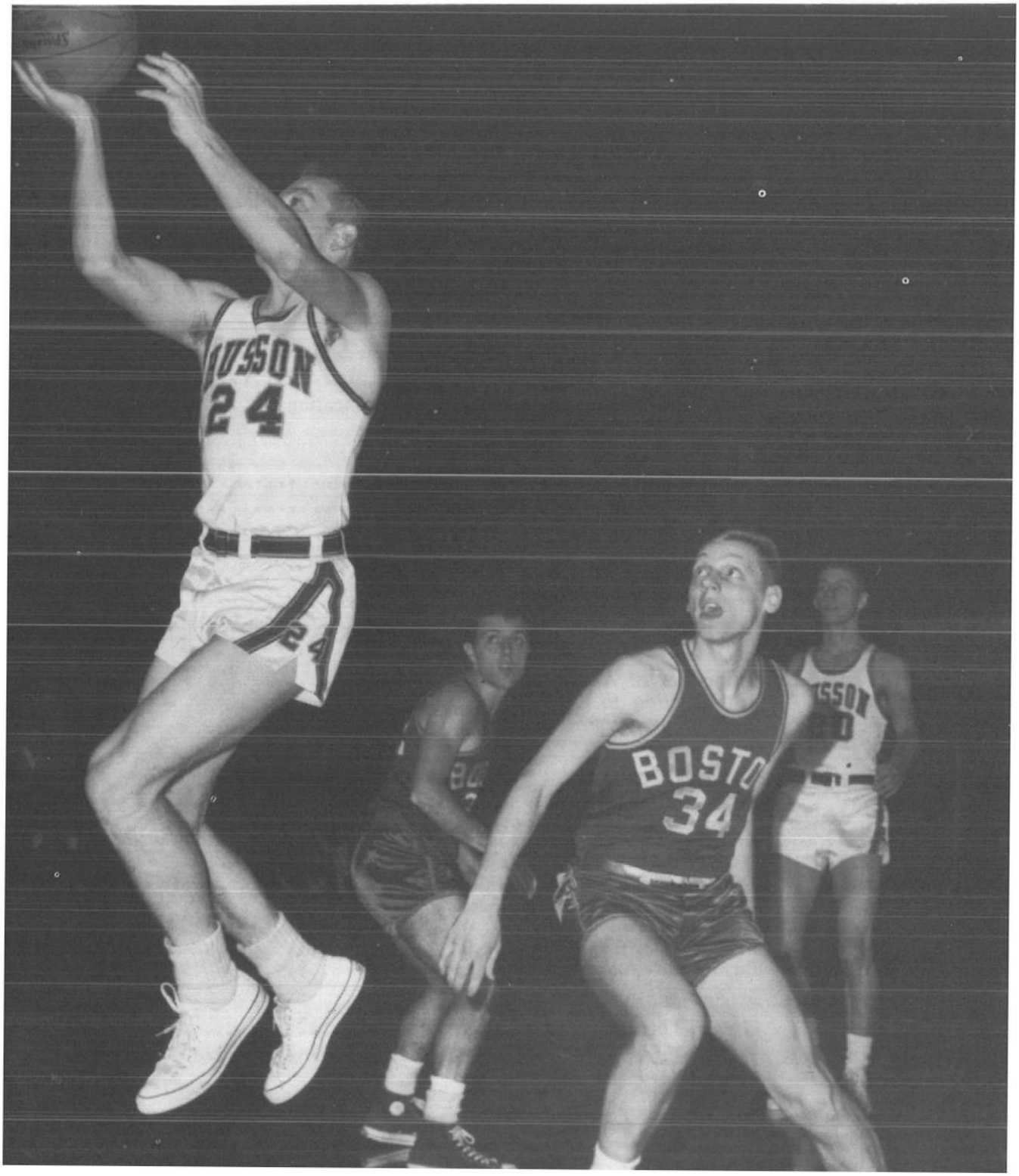
Third Year

Ss 33	Gregg Theory	2
Ss 52	Secretarial Practice and Procedures	2

Fourth Year

Ms 14	Office Machine Calculations	2
Ss 34	Duplicating Processes	2
	Elective	3

*Note: Students with one year or more of previous high school vocational training in typewriting may, upon satisfactory performance on the validation examination, substitute two hours of technical education.



Bachelor of Science Degree in Business Education

(Accounting Major)

First Year

First Semester	Weekly Class Hours	Hours Credit
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Zo 10 Biology	3	3
Ac 10 Principles of Accounting	5	4
Ba 12 Introduction to Business	2	2
Ss 26 Elementary Typewriting	5	2
		17

Second Semester	Weekly Class Hours	Hours Credit
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Zo 11 Biology	3	3
Ac 11 Principles of Accounting	5	4
Pe 10 Physical Education (Required)	2	0
Ss 27 Intermediate Typewriting	5	2
		15

Second Year

First Semester		
*Sp 10 Spanish, or Fr 10 French	4	3
Psy 20 General Psychology	3	3
Ec 20 Principles of Economics	3	3
Ac 20 Intermediate Accounting	3	3
Ed 21 Introduction to Education	2	2
Ss 28 Advanced Type-Writing	5	2
		16

Second Semester		
Sp 11 Spanish, or Fr 11 French	4	3
Psy 23 Educational Psychology	3	3
Ec 21 Principles of Economics	3	3
Ac 21 Intermediate Accounting	3	3
Ms 20 Mathematics of Finance	3	3
Eh 22 Business Report Writing	2	2
		17

Third Year

First Semester		
*Sp 20 Spanish, or Fr 20 French	3	3
Hy 20 United States Social and Political History	3	3
Ba 16 Law of Contracts	3	2
Ac 22 Cost Accounting	3	3
Ac 32 Federal Taxation	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	2	2
Ed 54 Tests and Measurements in Business Education	2	2
		18

Second Semester		
Sp 21 Spanish, or Fr 21 French	3	3
Hy 21 United States Social and Political History	3	3
Ba 17 General Business Law	2	2
Ac 23 Cost Accounting	3	3
Ac 32 Federal Taxation	3	3
Eh 43 American Novel	3	3
		17

Fourth Year

First Semester	Weekly Class Hours	Hours Credit
Eh 30 Survey of English Literature	3	3
Ec 40 Elementary Statistics	3	3
Ms 14 Office Machine Calculation	3	2
Ba 20 Law of Agency and Business Organization	2	2
Eh 13 Speech	2	2
Ed 33 Methods of Teaching Typewriting	3	2
Ed 42 Methods of Teaching Bookkeeping	3	2
		16

Second Semester	Weekly Class Hours	Hours Credit
*Eh 31 Survey of English Literature	3	3
*Ec 24 Economic Geography	5	3
*Ss 34 Duplicating Processes	5	2
Ed 43 Cadet Teaching	200	6
Electives (General Education area)	2 or 3	
		16 or 17

*Note: These courses meet daily in the fourth quarter. Cadet Teaching in the only course taken the third quarter.

*Note: A student with no previous training in a Romance Language may choose either French or Spanish. If a student has had three years of either on the secondary level, he may begin his area of study in French II, or Spanish II, or he may select the alternate language to satisfy the language requirement listed in his course of study.



Bachelor of Science Degree in Business Education

(Business Administration Major)

First Year

First Semester	Weekly Class Hours	Hours Credit
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Zo 10 Biology	3	3
Ac 10 Principles of Accounting	5	4
Ss 26 Elementary Typewriting	5	2
Ba 12 Introduction to Business	2	2
		17

Second Semester	Weekly Class Hours	Hours Credit
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Zo 11 Biology	3	3
Ac 11 Principles of Accounting	5	4
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		15

Second Year

First Semester		
*Sp 10 Spanish, or Fr 10 French	4	3
Psy 20 General Psychology	3	3
Ba 16 Law of Contracts	2	2
Ec 20 Principles of Economics	3	3
Ed 21 Introduction to Education	2	2
Ms 14 Office Machine Calculations	3	2
Ss 28 Advanced Type-Writing	5	2
		17

Second Semester		
Sp 11 Spanish, or Fr 11 French	4	3
Psy 23 Educational Psychology	3	3
Ba 17 General Business Law	2	2
Ec 21 Principles of Economics	3	3
Ms 20 Mathematics of Finance	3	3
Ba 29 Introduction to Finance	3	3
		17

Third Year

First Semester		
*Sp 20 Spanish, or Fr 20 French	3	3
Hy 20 United States Social and Political History	3	3
Ba 20 Law of Agency and Business Organizations	2	2
Ba 22 Business Organization and Management	3	3
Ac 32 Federal Taxation	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	2	2
Ed 54 Tests and Measurements in Business Education	2	2
		18

Second Semester		
Sp 21 Spanish, or Fr 21 French	3	3
Hy 20 United States Social and Political History	3	3
Eh 22 Business Report Writing	2	2
Eh 43 American Novel	3	3
Ba 36 Personnel Management	3	3
Ac 33 Federal Taxation	3	3
		17

Fourth Year

	Weekly Class Hours	Hours Credit
First Semester		
Eh 30 Survey of English Literature	3	3
Eh 13 Speech	2	2
Ec 40 Elementary Statistics	3	3
Ed 33 Methods of Teaching Typewriting	3	2
Ed 42 Methods of Teaching Bookkeeping	3	2
Ba 21 Law of Negotiable Instruments	2	2
Ss 50 Communication Control Systems	2	2
		16

	Weekly Class Hours	Hours Credit
Second Semester		
*Eh 31 Survey of English Literature	3	3
*Ec 24 Economic Geography	5	3
*Ss 34 Duplicating Processes	3	2
Ed 43 Cadet Teaching	200	6
*Electives (General Education area)	2	or 3
	16	17

*Note: These courses meet daily in the fourth quarter. Cadet Teaching is the only course taken the third quarter.

*Note: A student with no previous training in a Romance Language may choose either French or Spanish. If a student has had three years of either on the secondary level, he may begin his area of study in French 11, or Spanish 11, or he may select the alternate language to satisfy the language requirement listed in his course of study.



Bachelor of Science Degree in Business Education

(Secretarial Science Major)

(WITH PREVIOUS BUSINESS TRAINING)

First Year

First Semester	Weekly Class Hours	Hours Credit
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Zo 10 Biology	3	3
Ac 10 Principles of Accounting	5	4
Ba 12 Introduction to Business	2	2
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		17

Second Semester	Weekly Class Hours	Hours Credit
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Zo 11 Biology	3	3
Ac 11 Principles of Accounting	5	4
Ed 21 Introduction to Education	2	2
Ss 28 Advanced Typewriting	5	2
		17

Second Year

*Sp 10 Spanish, or Fr 10 French	4	3
Psy 20 General Psychology	3	3
Ba 16 Law of Contracts	2	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ac 32 Federal Taxation	3	3
Elective (Technical area)		2
		18

Sp 11 Spanish, or Fr 11 French	4	3
Psy 23 Educational Psychology	3	3
Ba 17 General Business Law	2	2
Ss 31 Intermediate Shorthand Speed	5	3
Eh 22 Business Report Writing	2	2
Ms 20 Mathematics of Finance	3	3
		16

Third Year

*Sp 20 Spanish, or Fr 20 French	3	3
Hy 20 United States Social and Political History	3	3
Sy 30 Principles of Sociology	3	3
Ec 20 Principles of Economics	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	2	2
Ss 33 Gregg Theory	2	2
		16

Sp 21 Spanish, or Fr 21 French	3	3
Hy 20 United States Social and Political History	3	3
Sy 31 Social Problems	3	3
Ec 21 Principles of Economics	3	3
Ed 54 Tests and Measurements in Business Education	2	2
Ed 42 Methods of Teaching Bookkeeping	3	2
Ss 52 Secretarial Practices and Procedures	3	2
		18

Fourth Year

First Semester		Second Semester	
Eh 30 Survey of English Literature 3	3	*Eh 31 Survey of English Literature 5	3
Eh 13 Speech 2	2	*Ec 24 Economic Geography 5	3
Ed 33 Methods of Teaching Typewriting 3	2	*Ec 28 Consumer Economics 5	3
Ed 41 Methods of Teaching Shorthand 3	2	Ed 43 Cadet Teaching ...200	6
Ms 14 Office Machine Calculation 3	2		15
Ss 34 Duplicating Processes .3	2		
Ss 50 Communication Control Systems 2	2		
	15		

*Note: These courses meet daily in the fourth quarter. Cadet Teaching is the only course taken the third quarter.

*Note: A student with no previous training in a Romance Language may choose either French or Spanish. If a student has had three years of either on the secondary level, he may begin his area of study in French II, or Spanish II, or he may select the alternate language to satisfy the language requirement listed in his course of study.



Bachelor of Science Degree in Business Education

(Secretarial Science Major)

(NO PREVIOUS BUSINESS TRAINING)

First Year

First Semester	Weekly Class Hours	Hours Credit
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Zo 10 Biology	3	3
Ba 12 Introduction to Business	2	2
Ac 10 Principles of Accounting	5	4
Ss 26 Elementary Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		17

Second Semester	Weekly Class Hours	Hours Credit
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Zo 11 Biology	3	3
Ed 21 Introduction to Education	2	2
Ac 11 Principles of Accounting	5	4
Ss 27 Intermediate Typewriting	5	2
		17

Second Year

First Semester		
*Sp 10 Spanish, or Fr 10 French	4	3
Psy 20 General Psychology	3	3
Ba 16 Law of Contracts	2	2
Ss 21 Shorthand Theory	5	3
Ss 28 Advanced Typewriting	5	2
Eh 22 Business Report Writing	2	2
Ac 32 Federal Taxation	3	3
		18

Second Semester		
Sp 11 Spanish, or Fr 11 French	4	3
Psy 23 Educational Psychology	3	3
Ba 17 General Business Law	2	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ms 20 Mathematics of Finance	3	3
		16

Third Year

First Semester		
*Sp 20 Spanish, or Fr 20 French	3	3
Hy 20 United States Political and Social History	3	3
Sy 30 Principles of Sociology	3	3
Ec 20 Principles of Economics	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	2	2
Ss 33 Gregg Theory	2	2
		16

Second Semester		
Sp 21 Spanish, or Fr 21 French	3	3
Hy 21 United States Political and Social History	3	3
Sy 31 Social Problems	3	3
Ec 21 Principles of Economics	3	3
Ed 42 Methods of Teaching Bookkeeping	3	2
Ed 54 Tests and Measurements in Business Education	2	2
Ss 52 Secretarial Practice and Procedures	3	2
		18

Fourth Year

First Semester			Second Semester		
Eh 30 Survey of English Literature	3	3	*Eh 31 Survey of English Literature	5	3
Eh 13 Speech	2	2	*Ec 24 Economic Geography	5	3
Ed 33 Methods of Teaching Typewriting	3	2	*Ec 28 Consumer Economics	5	3
Ed 41 Methods of Teaching Shorthand	3	2	Ed 43 Cadet Teaching	200	6
Ms 14 Office Machine Calculation	3	2			15
Ss 34 Duplicating Processes	3	2			
Elective (Technical Area)	3	3			
		16			

*Note: These courses meet daily in the fourth quarter. Cadet Teaching is the only course taken the third quarter.

*Note: A student with no previous training in a Romance Language may choose either French or Spanish. If a student has had three years of either on the secondary level, he may begin his area of study in French II, or Spanish II, or he may select the alternate language to satisfy the language requirement listed in his course of study.



Department of Business Education

The Department of Business 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.

The strict adherence to the course of study approved by the State Department of Education has made possible an unbroken period of over a quarter of a century of 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 Bachelor of Science degree in Business Education, this course of study has unusual merit.

The Department of Business Education at Husson College has been training business teachers over a quarter of a century. Listed below are some of the schools, academies, and colleges in which Husson College trained instructors have taught or are now teaching.

State of Maine

High Schools

Addison High School
Andover High School
Ashland Community High School
Auburn, Edward Little High School
Augusta, Coney High School
Bangor High School
Bar Harbor High School
Bath, Morse High School
Belfast, Crosby High School
Belgrade High School
Berwick High School
Biddeford High School
Bingham High School
Blue Hill, George Stevens Academy
Boothbay Harbor High School
Brewer High School
Bridgewater High School
Bridgton High School
Bristol High School
Brooks, Morse High School
Brooksville High School
Brownville Junction High School
Brunswick High School
Bucksport High School
Buxton, Bonny Eagle High School
Calais High School
Camden High School
Cape Elizabeth High School
Caribou High School
Carmel High School
Casco High School
Clinton High School
Danforth High School
Dexter High School
East Millinocket, Schenck High School
East High School
Easton High School
Eastport High School
Eliot High School
Ellsworth High School
Falmouth High School
Fairfield High School
Farmington High School
Fort Kent High School
Fort Fairfield High School
Fryeburgh High School
Gardiner High School
Guilford, Piscataquis Community High School
Gorham High School
Harmony High School
Hermon High School
Howland High School
Hallowell High School
Hodgdon High School

Houlton High School
Island Falls High School
Jonesport High School
John Bapst High School
Kennebunk High School
Kent's Hill High School
Lewiston High School
Liberty, Walker High School
Limestone High School
Lisbon Falls High School
Machias High School
Madawaska High School
Madison High School
Mars Hill, Aroostook Central Institute
Mattawamkeag High School
Medway High School
Mexico High School
Milbridge High School
Millinocket High School
Milo High School
Monson High School
Mt. Desert High School
Newport High School
Oakfield High School
Oakland High School
Old Town High School
Old Orchard High School
Orono High School
Pembroke High School
Phillips High School
Presque Isle High School
Princeton High School
Rangeley High School
Rockport High School
Sabbatus High School
Scarborough High School
St. George High School
Searsport High School
Skowhegan High School
Solon High School
South Portland High School
Southwest Harbor, Pemetic High School
Stockton Springs High School
Stonington High School
Strong High School
Sullivan, Sumner High School
Turner Center, Leavitt Institute
Thomaston High School
Union High School
Unity, Unifree High School
Van Buren Boys' High School
Van Buren High School
Vinalhaven High School
Washburn High School
Waterville High School
Wells High School
Windham High School
Winslow High School
Winterport High School
Yarmouth High School
Woodland High School
York High School

Academies

Anson Academy
Bluehill (George Stevens Academy)
Bridgewater Academy
Cathedral High School (Portland)
Cherryfield Academy
Corinna (Union Academy)
South China, Erskine Academy
East Corinth Academy
Foxcroft Academy
Freedom Academy
Gould Academy (Bethel)
Hampden Academy
Hartland Academy
Higgins Classical Institute (Charleston)
Keys Academy of St. Joseph
Lee Academy
Mattanawcook Academy
Patten Academy
Ricker Classical Institute, Houlton
Sacred Heart Academy, Jackman Station
Wilton Academy

Colleges

Auburn Maine School of Commerce
Bliss College, Lewiston
Gates College, Augusta
Husson College, Bangor
Nasson College, Springvale
Ricker College, Houlton
Westbrook Junior College, Portland

Out of State

High Schools

Charlestown High School
Charlestown, New Hampshire
Chatham High School
Chatham, Massachusetts
Chichester High School
Chichester, Pennsylvania
Claremont High School
Claremont, New Hampshire
Concord High School
Concord, Massachusetts

Concord High School
Concord, New Hampshire
Deep River, Connecticut
Exeter High School
Exeter, New Hampshire
Fairfield High School
Fairfield, Connecticut
Forestdale High School
Forestdale, Massachusetts
Guilford High School
Guilford, Connecticut
Hampton Boys High School
Long Island, New York
Hampton High School
Hampton Bays, New York
Hardwick High School
Hardwick, Vermont
Harrisville High School
Harrisville, New York
De Kalb Central High School
Reading, Connecticut
Hillsboro High School
Hillsboro, Oregon
Johnson High School
Johnson, Vermont
Keene High School
Keene, New Hampshire
Malone High School
Malone, New York
Milford High School
Milford, Connecticut
Moviah High School
Moviah, New York
New Port Richey High School
New Port Rickey, Florida
Plymouth High School
Plymouth, New Hampshire
San Francisco School System
San Francisco, California
Shelter Island School System
Shelter Island, New York
Valley Stream High School
Valley Stream Long Island, New York
Wellesley Jr. High School
Wellesley, Massachusetts
Winchendon High School
Winchendon, Massachusetts
Woodsville High School
Woodsville, New Hampshire

Academies

Appleton Academy
New Ipswich, New Hampshire
Peoples Academy
Morrisville, Vermont

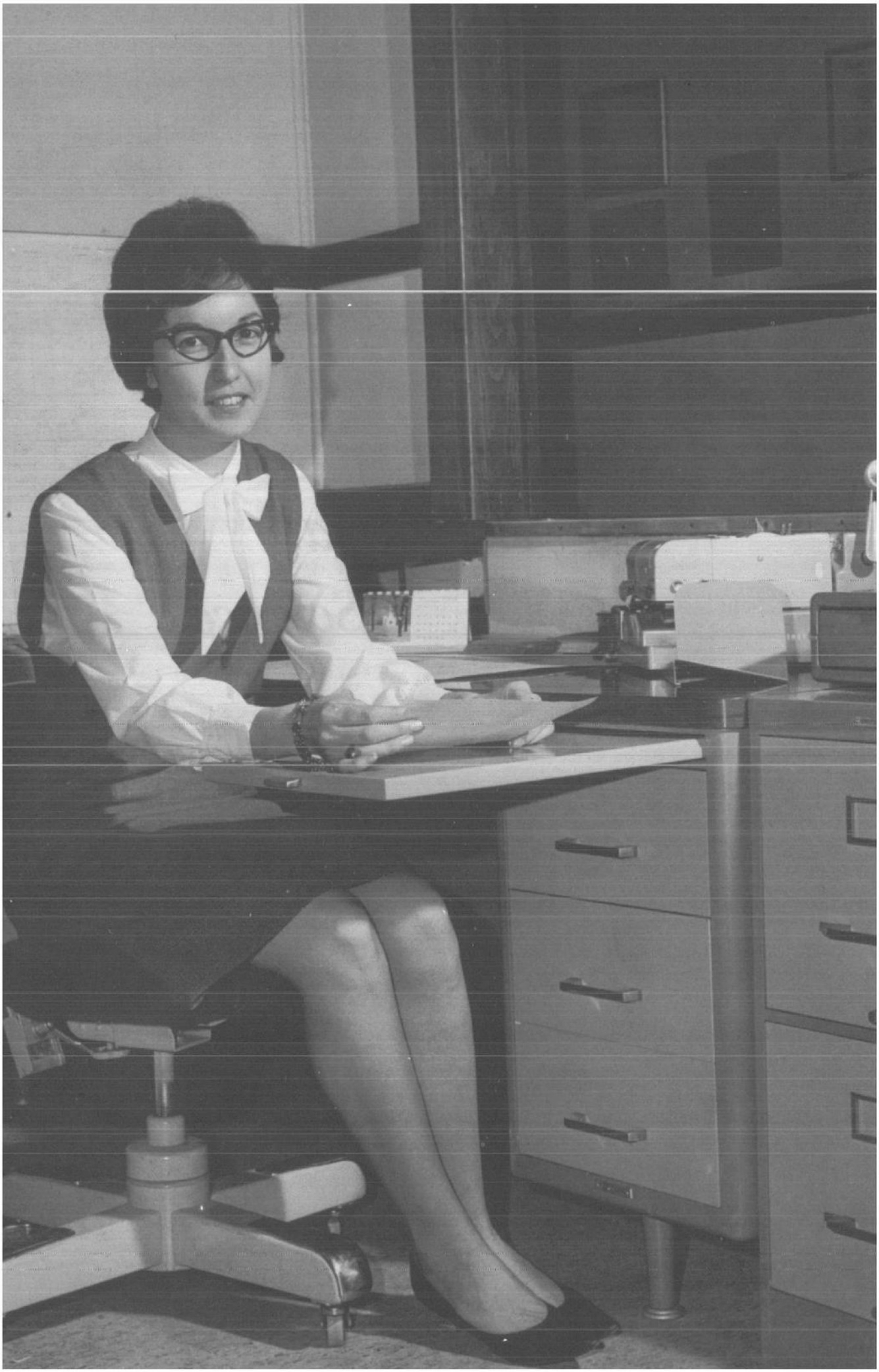
Colleges

Endicott College
Boston, Massachusetts
National Business College
Roanoke, Virginia





Department of Secretarial Science



Department of Secretarial Science

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

A candidate for the degree of Bachelor of Science in Secretarial Science is required to complete 128 hours of study in the areas of general, allied business, and technical education. He shall elect 64 hours in general education which may be distributed as follows: 12 hours of science—6 of zoology and 6 of mathematics or 12 of mathematics—6 hours of social studies, 12 hours of English, 15 hours of electives; 22 hours in the allied business area, 6 hours of economics, 10 hours in the Business Administration area, and 6 hours of electives; 42 hours in technical education, 6 hours of typewriting, 15 hours of shorthand, and 6 hours of accounting, 15 hours of electives.

Any student registered in the Department of Secretarial Science who changes from a two-year secretarial course of study to a one-year course of study during the first year must take a total of three semesters of study to complete the course.

Likewise, one-year students who fail one or more courses the first semester must plan to complete two additional semesters of study, making a total of three semesters to qualify for a one-year diploma.

Distribution of Course Hours

General	64 hours
Allied Business	22 hours
Technical	42 hours

General Education

First Year		*Hours*
Eh 10—11	Freshman English	6
Ms 11	Business Mathematics	3
Ms 12	Algebra	3
Eh 13	Speech	2
Ms 13	Geometry	3

Note: Zo 10, 11 may be substitued for Ms 12, 13.

Second Year		
Hy 20—21	United States Political and Social History	6
Psy 20	General Psychology	3
Psy 21	Psychology of Business	3
Eh 21	Written Communication	2
	Electives	6

Third Year

Fr 10—11	French	6
Sp 10—11	Spanish	6
	Electives	6

Fourth Year

Fr 20—21	French	6
Sp 20—21	Spanish	6
Ms 20	Mathematics of Finance	3
	Electives	6

Allied Business Education

First Year

Ba 12	Introduction to Business	2

Second Year

Ec 20—21	Principles of Economics	6
Ba 16	Law of Contracts	2
Ba 17	General Business Law	2
	Electives	2

Third Year

Ba 20	Law of Agency and Business Organizations	2
Ba 21	Law of Negotiable Instruments	2

Fourth Year

	Electives	4

Technical Education

First Year

Eh 22	Business Report Writing	2
Ms 14	Office Machine Calculation	2
Ss 50	Communication Control System	2
Ac 16—17	Secretarial Accounting	6

Second Year *Hours*

Ss 26—27	Typewriting	4

Third Year

Ss 21	Shorthand Theory	3
Ss 30	Elementary Shorthand Speed	3
Ss 38	Principles of Transcription	2
Ss 28	Advanced Typewriting	2
Ss 52	Secretarial Practice and Procedures	2
	Electives	3

Fourth Year

Ss 31	Intermediate Shorthand Speed	3
Ss 32	Advanced Shorthand Speeds	3
Ss 35	Legal Shorthand	3
Ss 43	Medical Shorthand	3



Bachelor of Science Degree in Secretarial Science

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Ba 12 Introduction to Business	2	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Zo 10 Biology or Ms 12 College Algebra	3	3
Pe 10 Physical Education (Required)	2	
Eh 13 Speech	2	2
		15

Second Semester	Weekly Class Hours	Hours Credit
Ac 17 Secretarial Accounting	3	3
Eh 11 Freshman English	3	3
Zo 11 Biology or Ms 13 Geometry	3	3
Electives	3	3
Ss 50 Communication Control Systems	2	2
Ms 14 Office Machine Calculation	3	2
		16

Second Year

First Semester		
Ba 16 Law of Contracts	2	2
Ec 20 Principles of Economics	3	3
Hy 20 United States Political and Social History	3	3
Ss 26 Elementary Typewriting	5	2
Psy 20 General Psychology	3	3
Eh 22 Business Report Writing	2	2
		15

Second Semester		
Ba 17 General Business Law	2	2
Ec 21 Principles of Economics	3	3
Eh 21 Written Communication	2	2
Hy 21 United States Political and Social History	3	3
Psy 21 Psychology of Business	3	3
Ss 27 Intermediate Typewriting	5	2
Elective	2	2
		17

Third Year

First Semester		
Ba 20 Law of Agency and Business Organizations	2	2
Ss 21 Shorthand Theory	5	3
Ss 28 Advanced Typewriting	5	2
Ss 34 Duplicating Processes	3	2
*Sp 10 Spanish, or Fr 10 French	4	3
Electives	4	4
		16

Second Semester		
Ba 21 Law of Negotiable Instruments	2	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ss 52 Secretarial Practices and Procedures	3	2
Electives	5	5
Sp 11 Spanish, or Fr 11 French	4	3
		17

Fourth Year

First Semester		Second Semester	
Ms 20 Mathematics of Finance 3	3	Ss 32 Advanced Shorthand Speeds 5	3
Ss 31 Intermediate Shorthand Speed 5	3	Ss 43 Medical Shorthand 3	3
English (Choice) 3	3	English (choice) 3	3
*Sp 20 Spanish, or Fr 20 French 3	3	Sp 21 Spanish, or Fr 21 French 3	3
Electives 4	4	Electives 4	4
	16		16

*Note: A student with no previous training in a Romance Language may choose either French or Spanish. If a student has had three years of either on the secondary level, he may begin his area of study in French II, or Spanish II, or he may select the alternate language to satisfy the language requirement listed in his course of study.



Diploma Courses

Secretarial Science

Executive Secretarial Course

(PREVIOUS BUSINESS TRAINING)

Two-Year Course

First Year

FIRST SEMESTER

	Weekly Class Hours	Hours Credit
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ss 50 Communication Control Systems	2	2
		17

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ba 17 General Business Law	2	2
Ba 26 Principles of Salesmanship	2	2
Eh 11 Freshman English	3	3
Elective	3	3
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Ss 39 Transcription Laboratory	5	0
Ms 14 Office Machine Calculation	3	2
		17

Second Year

FIRST SEMESTER

Ac 16 Secretarial Accounting	3	2
Ec 20 Principles of Economics	3	3
Psy 20 General Psychology	3	3
Ss 34 Duplicating Processes	3	2
Ss 52 Secretarial Practice and Procedures	3	2
Electives	4	4
		16

SECOND SEMESTER

Ac 17 Secretarial Accounting	3	3
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Psy 21 Psychology of Business	3	3
Ss 32 Advanced Shorthand Speeds	5	3
Electives	3	3
		16

The objective of this two-year program is to train students for the higher level secretarial positions. They gain the background knowledge and the skills to enable them to become the right-hand man of top-flight executives in the business world.

Associate in Bus. Science Degree

Executive Secretarial Course

(NO PREVIOUS TRAINING IN BUSINESS)

~~Two-Year Course~~

First Year

FIRST SEMESTER

	Weekly Class Hours	Hours Credit
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 10 Introduction to Secretarial Science	2	2
Ss 21 Shorthand Theory	5	3
Ss 26 Elementary Typewriting	5	2
Ss 50 Communication Control Systems	2	2
		15

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ba 26 Principles of Salesmanship	2	2
Eh 11 Freshman English	3	3
Elective	3	3
Ms 14 Office Machine Calculation	3	2
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
		17

Second Year

FIRST SEMESTER

Ac 16 Secretarial Accounting	3	2
Ba 16 Law of Contracts	2	2
Psy 20 General Psychology	3	3
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Ss 34 Duplicating Processes	3	2
Ss 39 Transcription Laboratory	5	0
Elective	2	2
		16

SECOND SEMESTER

Ac 17 Secretarial Accounting	3	3
Ba 17 General Business Law	2	2
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Psy 21 Psychology of Business	3	3
Ss 32 Advanced Shorthand Speeds	5	3
Ss 52 Secretarial Practice and Procedures	3	2
		17

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.

Medical Secretarial Course

(PREVIOUS BUSINESS TRAINING)

Two-Year Course

First Semester

	Weekly Class Hours	Credit
Eh 10 Freshman English	3	3
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ss 50 Communication Control Systems	2	2
Zo 10 Biology	3	3
		15

Second Semester

	Weekly Class Hours	Credit
Eh 11 Freshman English	3	3
Eh 13 Speech	2	2
Ms 11 Business Mathematics	3	3
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Ss 39 Transcription Laboratory	5	0
Zo 11 Biology	3	3
Zo 12 Anatomy	1	1
		17

Second Year

First Semester

Ac 16 Secretarial Accounting	3	2
Psy 20 General Psychology	3	3
Ss 43 Medical Shorthand	3	3
Ss 52 Secretarial Practice and Procedures	3	2
Zo 13 Pathology	1	1
Electives	5	5
		16

Second Semester

Ac 17 Secretarial Accounting	3	3
Eh 21 Written Communication	2	2
Ms 14 Office Machine Calculation	3	2
Ss 32 Advanced Shorthand Speeds	5	3
Ss 44 Laboratory Technics	2	2
Electives	4	4
		16

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

Medical Secretarial Course

(NO PREVIOUS TRAINING)

Two-Year Course

First Year

First Semester	Weekly Class Hours	Hours Credit
Eh 10 Freshman English	3	3
Ss 10 Introduction to Secretarial Science	2	2
Ss 21 Shorthand Theory	5	3
Ss 26 Elementary Typewriting	5	2
Ss 50 Communication Control Systems	2	2
Zo 10 Biology	3	3
		15

Second Semester	Weekly Class Hours	Hours Credit
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Zo 11 Biology	3	3
Zo 12 Anatomy	1	1
		17

Second Year

First Semester	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Psy 20 General Psychology	3	3
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Ss 39 Transcription Laboratory	5	0
Ss 43 Medical Shorthand	3	3
Zo 13 Pathology	1	1
Elective	2	2
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 17 Secretarial Accounting	3	3
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Ms 14 Office Machine Calculation	3	2
Ss 32 Advanced Shorthand Speeds	5	3
Ss 44 Laboratory Technics	2	2
Ss 52 Secretarial Practice and Procedures	3	2
		16

(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 pages 116-117.

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. The fee is for Medical Secretarial students only.

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



Legal Secretarial Course

(NO PREVIOUS TRAINING)

Two-Year Course

First Year

FIRST SEMESTER

	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Ss 10 Introduction to Secretarial Science	2	2
Ss 21 Shorthand Theory	5	3
Ss 26 Elementary Typewriting	5	2
Ss 50 Communication Control Systems	2	2
		16

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ac 17 Secretarial Accounting	3	3
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 13 Speech	2	2
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
		17

Second Year

FIRST SEMESTER

Ba 20 Law of Agency and Business Organizations	2	2
Ec 20 Principles of Economics	3	3
Ms 11 Business Mathematics	3	3
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Ss 34 Duplicating Processes	3	2
Ss 39 Transcription Laboratory	5	0
Eh 21 Written Communication	2	2
		17

SECOND SEMESTER

Ba 21 Law of Negotiable Instruments	2	2
Ec 21 Principles of Economics	3	3
Ss 32 Advanced Shorthand Speeds	5	3
Ss 35 Legal Shorthand	3	3
Ss 52 Secretarial Practices and Procedures	3	2
Elective	3	3
		16

This course is designed for students who desire to become secretaries in lawyers' offices. The four semesters of law, and the allied courses, combined with proficiency in typewriting and shorthand, constitute a working knowledge in this field which is valuable to a lawyer.

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

Legal Secretarial Course

(PREVIOUS BUSINESS TRAINING)

Two-Year Course

First Year

FIRST SEMESTER

	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ss 50 Communication Control Systems	2	2
		16

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ac 17 Secretarial Accounting	3	3
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 13 Speech	2	2
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Ss 39 Transcription Laboratory	5	0
		15

Second Year

FIRST SEMESTER

Ba 20 Law of Agency and Business Organizations	2	2
Ec 20 Principles of Economics	3	3
Ms 11 Business Mathematics	3	3
Ss 34 Duplicating Processes	3	2
Ss 52 Secretarial Practice and Procedures	3	2
Electives	5	5
		17

SECOND SEMESTER

Ba 21 Law of Negotiable Instruments	2	2
Ec 21 Principles of Economics	3	3
Eh 21 Written Communication	2	2
Electives	3	3
Ss 32 Advanced Shorthand Speeds	5	3
Ss 35 Legal Shorthand	3	3
		16

Liberal Arts Secretarial Course*

(For high school graduates of the college preparatory course)

First Year

First Semester			Second Semester		
Ac 16 Secretarial Accounting	3	2	Eh 11 Frenshman English	3	3
Eh 10 Freshman English	3	3	Ms 12 Algebra	3	3
Ms 11 Business Mathematics	3	3	Ss 27 Intermediate Typewriting	5	2
Ss 26 Elementary Typewriting	5	2	Ss 30 Elementary Shorthand Speed	5	3
Ss 21 Shorthand Theory	5	3	Ss 38 Principles of Transcription	5	2
Eh 13 Speech	3	2	Electives	3	3
**Electives	3	3			16
		18			

Second Year

First Semester			Second Semester		
Ss 31 Intermediate Shorthand Speed	5	3	Ss 32 Advanced Shorthand Speeds	5	3
Ss 39 Transcription Laboratory	5	0	Ss 39 Transcription Laboratory	5	0
Ss 28 Advanced Typewriting	5	2	Ss 52 Secretarial Practice and Procedures	3	2
Psy 20 General Psychology	3	3	Ms 20 Mathematics of Finance	3	3
Eh 21 Written Communication	2	2	Eh 22 Business Report Writing	2	2
Electives	6	6	Electives	6	6
		16			16

*Open to high school graduates of the classical or college preparatory course, or to those completing any other program of study in high school and graduating in the upper fifth of the class.

**If the student with a college preparatory background wishes to continue his study in a language, he may select the alternate language—French or Spanish—that he does not use for admission. Otherwise, he may take Hy 20, 21, his first year; Sy 30, 31, his second year, or elect courses in literature.

Associate in Business Science Degree

Liberal Arts Secretarial Course

(For students having had no language background)

First Year

	Weekly Class Hours	Hours Credit
First Semester		
Ac 16 Secretarial Accounting	3	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Fr 10 French, or Sp 10 Spanish	3	3
Ss 26 Elementary Typewriting	5	2
Ss 21 Shorthand Theory	5	3
Eh 13 Speech	2	2
		18
Second Semester		
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Fr 11 French, or Sp 11 Spanish	3	3
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elmentary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
		16

Second Year

	Weekly Class Hours	Hours Credit
First Semester		
Ss 31 Intermediate Shorthand Speed	5	3
Ss 39 Transcription Laboratory	5	0
Ss 28 Advanced Typewriting	5	2
Fr 20 French, or Sp 20 Spanish	3	3
Psy 20 General Psychology	3	3
Eh 21 Written Communication	2	2
Hy 20 United States Political and Social History	3	3
		16
Second Semester		
Ss 32 Advanced Shorthand Speeds	5	3
Ss 39 Transcription Laboratory	5	0
Ss 52 Secretarial Practices and Procedures	3	2
Fr 21 French, or Sp 21 Spanish	3	3
Ms 20 Mathematics of Finance	3	3
Eh 22 Business Report Writing	2	2
Hy 21 United States Political and Social History	3	3
		16

Diploma Courses

Junior Secretarial Course

leave ~~One-Year Course~~

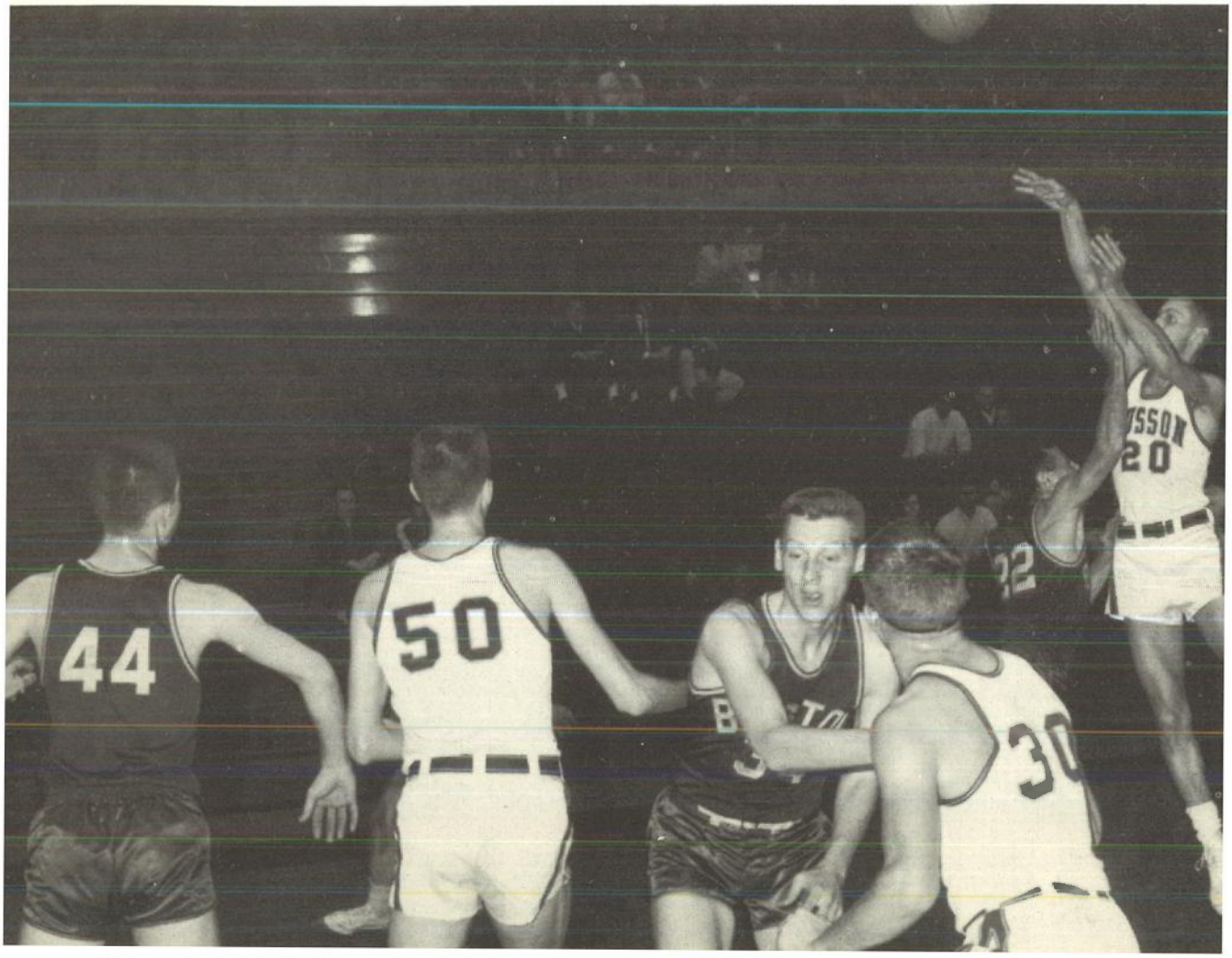
First Semester

	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
Ss 50 Communication Control Systems	2	2
		17

Second Semester

	Weekly Class Hours	Hours Credit
Eh 13 Speech	2	2
Eh 21 Written Composition	2	2
Ms 14 Office Machine Calculation	3	2
Ss 11 Clerical Practice	3	2
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand Speed	5	3
Elective	3	3
		16

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



Diploma Courses

Shorthand-Clerical Course

leave One-Year Course

FIRST SEMESTER

	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
*Ss 10 Introduction to Secretarial Science	2	2
Ss 21 Shorthand Theory	5	3
Ss 26 Elementary Typewriting		
or		
Ss 27 Intermediate Typewriting	5	2
Ss 50 Communication Control Systems	2	2
		17

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Eh 21 Written Communication	2	2
Elective	3	3
Ms 14 Office Machine Calculation	3	2
Ss 11 Clerical Practice	3	2
Ss 27 Intermediate Typewriting		
or		
Ss 28 Advanced Typewriting	5	2
Ss 30 Elementary Shorthand Speed	5	3
Ss 38 Principles of Transcription	5	2
		16

*For students with no previous business training of any kind. Others will elect two credits.

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.

Diploma Courses

Typing-Clerical Course

~~One Year Course~~ Leave

First Semester	Weekly Class Hours	Credit Hours
Ac 16 Secretarial Accounting	3	2
Ba 16 Law of Contracts	2	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
*Ss 10 Introduction to Secretarial Science	2	2
Ss 26 Elementary Typewriting		
or		
Ss 27 Intermediate Typewriting	5	2
Ss 50 Communication Control Systems	2	2
		16

Second Semester	Weekly Class Hours	Credit Hours
Ac 17 Secretarial Accounting	3	3
Ba 26 Principles of Salesmanship	2	2
Eh 21 Written Communication	2	2
Elective	3	3
Ms 14 Office Machine Calculation	3	2
Ss 11 Clerical Practice	3	2
Ss 27 Intermediate Typewriting or		
Ss 28 Advanced Typewriting	5	2
		16

*For students with no previous business training of any kind. Others will elect two credits.

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.



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.

Forrest P. Bates, *Speaker*

IN SENATE, March 12, 1953

Read twice and passed to be enacted.

Nathaniel M. Haskell, *President*

Approved March 12, 1953

Burton M. Cross, *Governor*

Description of Courses

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	3
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	Managerial Accounting	3	3
Ac 27	Managerial Accounting	3	3
Ac 30	Advanced Accounting	3	3
Ac 31	Governmental Accounting	3	3
Ac 32	Federal Taxation	3	3
Ac 33	Federal Taxation	3	3
Ac 40	Auditing	2	2
Ac 41	Auditing	2	2
Ba 12	Introduction to Business	2	2
Ba 16	Law of Contracts	2	2
Ba 17	General Business Law	2	2
Ba 20	Law of Agency and Business Organizations	2	2
Ba 21	Law of Negotiable Instruments	2	2
Ba 22	Business Organization and Management	3	3
Ba 26	Principles of Salesmanship	2	2
Ba 29	Introduction to Finance	3	3
Ba 32	Retail Merchandising	3	3
Ba 33	Principles of Marketing	3	3
Ba 34	Principles of Advertising	3	3
Ba 35	Sales Management	3	3
Ba 36	Personnel Management	3	3
Ba 40	Corporation Finance	2	2
Ba 42	Financial Policies of Corporations	2	2
Ba 43	Principles of Retail Management	3	3
Ba 44	Principles of Insurance	3	3
Ba 47	Purchasing Procedures	3	3
Ba 48	Work Simplification	3	3
Ba 49	Principles of Office Management	3	3
Ba 50	C. P. A. Law Review	2	2
Ba 51	Principles of Credit Management	3	3
Ba 52	Industrial Management	3	3
Ba 54	Human Relations and Communications	3	3
Ba 55	Business Problems	2	2
Ba 56	Investment Analysis and Management	3	3
Ba 58	Life and Health Insurance	3	3
Ba 59	Casualty and Property Insurance	3	3
Ba 60	Data Processing	3	3
Ba 61	Real Estate	3	3
Ba 64	Estates and Trusts	3	3
Ba 65	Marketing Research	3	3
Ba 67	Transportation and Traffic Management	3	3
De 1	Fundamental Dance	2	2
De 2	Intermediate Dance	2	2
De 3	Recreation and Decorum Programming in Secondary Schools	1	1

Identification		Weekly hours per Semester	Credit Hours
De 4	Dance Stagecraft	2	2
De 5	Performing Arts		3
Ec 20	Principles of Economics	3	3
Ec 21	Principles of Economics	3	3
Ec 24	Economic Geography	3	3
Ec 28	Consumer Economics	3	3
Ec 32	Labor Economics	3	3
Ec 39	Current Economic Problems	3	3
Ec 40	Elementary Statistics	3	3
Ec 41	Money and Banking	3	3
Ec 48	Modern Economic Thought	3	3
Ec 62	Government Finance	3	3
Ed 21	Introduction to Education	2	2
Ed 31	Principles and Practices of Teaching in Secondary Schools	2	2
Ed 33	Methods of Teaching Typewriting	3	2
Ed 41	Methods of Teaching Shorthand	3	2
Ed 42	Methods of Teaching Bookkeeping	3	2
Ed 43	Cadet Teaching	200	6
Ed 54	Tests and Measurements in Business Education	2	2
Ed 33s	Advanced Methods of Teaching Typewriting	*	2
Ed 41s	Advanced Methods of Teaching Shorthand	*	2
Ed 42s	Advanced Methods of Teaching Bookkeeping	*	2
Ed 51s	Principles of Guidance	*	2
Ed 55s	Advanced Course in Objectives and Curriculum Problems in Business Education	*	2
Ed 56s	Methods of Teaching Allied Business Subjects	*	2
Ed 57s	Improvement in the Instruction of Business Education Courses	*	2
Eh 10	Freshman English	3	3
Eh 11	Freshman English	3	3
Eh 13	Speech	2	2
Eh 14	Advanced Speech	2	2
Eh 21	Written Communications	2	2
Eh 22	Business Report Writing	2	2
Eh 25	Introduction to Literature	2	2
Eh 30	Survey of English Literature	3	3
Eh 31	Survey of English Literature	3	3
Eh 34	American Literature	3	3
Eh 35	American Literature	3	3
Eh 43	American Novel	3	3
Eh 44	Modern Drama	3	3
Eh 50	Poetry: An Understanding and Appreciation	2	2
Eh 51	Seminar in Literature	3	3
Eh 52	Contemporary American Poetry	3	3
Fr 10	French	4	3
Fr 11	French	4	3
Fr 20	French	3	3
Fr 21	French	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

Identification		Weekly hours per Semester	Credit Hours
Ms 11	Business Mathematics	3	3
Ms 12	Algebra	3	3
Ms 13	Geometry	3	3
Ms 14	Office Machine Calculation	3	2
Ms 20	Mathematics of Finance	3	3
Ms 21	Trigonometry and Logarithms	2	2
Mu 1	Fundamentals of Music	2	2
Mu 2	Keyboard Harmony	2	4
Mu 3	Survey of Music Literature	2	4
Mu 4	Music Education	2	2
Mu 5	Sight Reading	1	2
Mu 6	Music History	2	2
Mu 7	Counterpoint	2	4
Pe 10	Physical Education	2	0
Psy 20	General Psychology	3	3
Psy 21	Psychology of Business	3	3
Psy 23	Educational Psychology	3	3
Ss 10	Introduction to Secretarial Science	2	2
Ss 11	Clerical Practice	3	2
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	Elementary Shorthand Speed	5	3
Ss 31	Intermediate Shorthand Speed	5	3
Ss 32	Advanced Shorthand Speeds	5	3
Ss 33	Gregg Theory	2	2
Ss 34	Duplicating Processes	3	2
Ss 35	Legal Shorthand	3	3
Ss 38	Principles of Transcription	5	2
Ss 39	Transcription Laboratory	5	0
Ss 43	Medical Shorthand	3	3
Ss 44	Laboratory Technics	2	2
Ss 50	Communication Control Systems	2	2
Ss 52	Secretarial Practice and Procedures	3	2
Sp 10	Spanish	4	3
Sp 11	Spanish	4	3
Sp 20	Spanish	3	3
Sp 21	Spanish	3	3
Sy 30	Principles of Sociology	3	3
Sy 31	Social Problems	3	3
Zo 10	Biology	3	3
Zo 11	Biology	3	3
Zo 12	Anatomy	1	1
Zo 13	Pathology	1	1

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

Description of Courses

The requirements for each year in the several courses offered at Husson College are outlined according to semesters on pages 79-126. In some of the courses offered there are areas in which a student may elect subjects related to his major study. These elective choices are subject to the approval of the director of the department in which the student is enrolled. In some areas, prerequisites are required. A student whose program of study cannot follow the suggested prerequisites must have the approval of the director of his department for enrolling in such a course.

The following abbreviations are used in identifying courses:

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

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.

The summer session at Husson College is organized primarily for teachers of business education subjects. The program includes workshops, lecture courses, and group study. The courses are of an advanced nature varying in content and scope according to the needs and interest of students planning to attend. Courses generally offered in the summer session are listed at the end of each section.

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.

Often times the course outlines vary depending upon current offerings. Some of the English courses 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.

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 of 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. *Three 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 statement; and an analysis of current assets, current liabilities and investments based upon generally accepted accounting principles. Throughout the course particular references are made to the publications of The American Institute of Certified Public Accountants and The American Accounting Association. *Three credit hours.*

Ac 21 INTERMEDIATE ACCOUNTING—(Prerequisite: Ac 20)—This course is a continuation of Ac 20. Attention is given to an analysis of the Plant and Equipment Intangibles, Long-term Liabilities and Stockholders' equity, based upon generally accepted accounting principles; the preparation of statements from incomplete records, errors and their connection; and 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 Certified Public Accountants and The American Accounting Association. *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 MANAGERIAL ACCOUNTING—(Prerequisite: Ac 11)—The first semester of a year course in managerial accounting is devoted to the use of rather than the construction of accounting records and statements. Topics covered will be: analysis and interpretation of financial data, price level changes, ratios, flow of funds, and trends. *Three credit hours.*

Ac 27 MANAGERIAL ACCOUNTING—(Prerequisite: Ac 26)—This is a continuation of the first semester of Managerial Accounting. Topics treated will be: internal accounting control, cost concepts and applications, budgets, and decision making. *Three 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, installment sales, consignments, home and branch accounting, accounting for "sick" businesses involving the preparation of the Statement of Affairs and the Statement of Realization and Liquidation. The course also includes an introduction to consolildations. *Three credit hours.*

Ac 31 GOVERNMENTAL ACCOUNTING—(Prerequisite: Ac 11)—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 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. *Three 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. *Three credit hours.*

Ac 40 AUDITING—(Prerequisite: Ac 30)—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 Certified Public Accountants. The Audit case started in the first semester is completed in this course. *Two credit hours.*

Ac 42 BUDGETARY ACCOUNTING AND CONTROL—(Prerequisite: Ac 23)—The course will develop the preparation of all types of budgets as management tools. Emphasis will be given to the use of budgeting as business controls, in the matching of estimates to actual performances. The cash budget and the cash - flow statement, and the analysis thereof, will form an integral segment of the course. *Three credit hours.*

Business Administration Courses

Ba 12 INTRODUCTION TO BUSINESS—This is a survey of the business world designed to give beginning students an introduction to the workings of business, its organization, functions, and the terms commonly used. *Two credit hours.*

Ba 16 LAW OF CONTRACTS 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 17 GENERAL BUSINESS LAW—(Prerequisite: Ba 16)—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 20 LAW OF AGENCY AND BUSINESS ORGANIZATIONS—(Prerequisite: Ba 17—The partnership section emphasizes the formation, firm names, partnership property, relations among partners, relations between partners and third persons, and the dissolution and winding up of 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 21 LAW OF NEGOTIABLE INSTRUMENTS—(Prerequisite: Ba 17)—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 22 BUSINESS ORGANIZATION AND MANAGEMENT—(Prerequisite: Ec 20)—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 26 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 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 29 INTRODUCTION TO FINANCE—(Prerequisite: Ec 20)—This course is designed as a survey course to present the functions, principles, institutions, practices, procedures and problems of the whole field of finance. Emphasis is placed on current problems as well as basic principles in business finance, monetary and banking policies, security markets, and consumer finance to provide a meaningful basis for analyzing trends and current problems in the various fields of finance. *Three credit hours.*

Ba 32 RETAIL MERCHANDISING—(Prerequisite: Ba 22)—The work in this course covers the various organizational types of retail stores. Topical coverage includes a study of the organizational aspects of location, layout, and personnel. Also covered are the methods of pricing, planning, inventory control, expense control, and the retail method of accounting. Some emphasis is placed on analysis of retail statements and other business reports. Case studies and problems are an integral part of this course. *Three Credit hours.*

Ba 33 PRINCIPLES OF MARKETING—(Prerequisite: Ec 21)—The work in this course will acquaint the student with the marketing function of our economy. Topical coverage will include a study of the role of the various wholesalers and middlemen and their importance in the channels of distribution. Collateral subjects covered will include marketing functions, marketing costs, major exchanges and markets and governmental controls. Case studies and problems are an integral part of this course. *Three credit hours.*

Ba 34 PRINCIPLES OF ADVERTISING—(Merchandising Majors only.)—This course is an introduction to the chief forms of advertising. Emphasis is placed upon the practical use of advertising in the operation of the ordinary business. Sufficient time is also spent on the technical aspects of layout, copy, and typography to acquaint the student with these fundamentals. All present media are considered. Specialists in particular fields are invited into the classroom to present current practices. Case problems, case studies and analysis of current advertising efforts are part of the work in this course. *Three credit hours.*

Ba 35 SALES MANAGEMENT—(Prerequisite: Ba 34. Merchandising Majors only)—An introductory course dealing with manufacturers' and distributors' problems with respect to sales planning, sales promotion, sales organization, management of a sales force and control of a sales force. Case problems are used extensively in this course. *Three credit hours.*

Ba 36 PERSONNEL MANAGEMENT—(Prerequisites: Ba 22)—Personnel Management is a study of the major problems to be faced in the effective management of human resources within the firm. The topics covered include methods of selection and appraisal and their limitations, employee and supervisory training, executive development and compensation policies. Also covered are applications of behavioral sciences to the firm's personnel problems. Emphasis is placed upon the role and work of the personnel department in various size organizations. Case studies and problems involving all phases of personnel administration are an integral part of the course. *Three credit hours.*

Ba 40 CORPORATION FINANCE—(Prerequisites: Ba 29)—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. *Two credit hours.*

Ba 42 FINANCIAL POLICIES OF CORPORATIONS—(Prerequisites: Ba 40, Ba 41)—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. *Two credit hours.*

Ba 43 PRINCIPLES OF RETAIL MANAGEMENT—(Prerequisites: Ba 22, Ba 32, Ba 36)—This is an advanced management course that co-ordinates the principles of retailing brought out by the study of buying procedures, determination of needs, adaptation of stock to store policies, mechandising control, customer services, personnel training and administration. Also considered is the application to store operation of the behavioral sciences and marketing research. *Three credit hours.*

Ba 44 PRINCIPLES OF INSURANCE—(Prerequisite: Ba 29, Ec 41)—A study is made of the risks encountered by individuals and business firms and the presentation of the basic principles and institutions which have been developed in risk management. This material is treated primarily from the buyers' point of view. *Three credit hours.*

Ba 47 PURCHASING PROCEDURES—(Prerequisities: Ac 11, Ba 30, 33) The work in this course treats the purchasing function as an integral part of business operations and policies. Emphasis in given to fundamental purchasing objectives, applications of current purchasing industrial procurement developments, and extensive case studies. *Three credit hours.*

Ba 48 WORK SIMPLIFICATION—(Prerequisites: Ba 22, Ba 36)—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 PRINCIPLES OF OFFICE MANAGEMENT—(Prerequisite: Ba 36)—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—(Prerequisites: Ba 16, Ba 17, Ba 20, Ba 21)—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 given in the course. *Two credit hours.*

Ba 51 PRINCIPLES OF CREDIT MANAGEMENT—(Prerequisites: Ba 22, Ba 29, Ec 21)—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 INDUSTRIAL MANAGEMENT—(Prerequisite: Open to Management and Insurance Majors only)—This course is a comprehensive study of all the various phases of management of industrial enterprises. Chief attention is given to the technical aspects of management, involving such topics as plant layout, assembly-line problems, work-flow, time and motion study and production processes and techniques. *Three credit hours.*

Ba 54 HUMAN RELATIONS AND COMMUNICATIONS—(Prerequisites: Ec 32, Ba 36)—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 BUSINESS PROBLEMS—(By permission of major advisor)—Business Problems is an honor course which will require the study of various problems under the supervision of members of the Business Administration Department. A paper is required. An oral examination will be scheduled as final examination in the course. *Two credit hours.*

Ba 56 INVESTMENT ANALYSIS AND MANAGEMENT—(Prerequisite: Ba 29, Ec 21)—This course is designed to study the general theory of investment management and its application to individuals and institutional investors. Included are considerations of the nature of investments, securities markets, techniques of security analysis, and portfolio management. *Three credit hours.*

Ba 58 LIFE AND HEALTH INSURANCE—(Prerequisite: Ba 44)—The principles of Life and Health Insurance and current practices of insurance in the basic lines are discussed. This course is intended to be useful to the individual studying to improve his personal finances, to the business manager, and the insurance agent. *Three credit hours.*

Ba 59 CASUALTY AND PROPERTY INSURANCE—(Prerequisite: Ba 44) This course is intended for the student of business or those employed in the casualty or fire insurance field. The following topics are presented: economics of these types of insurance, nature of risks, policy provisions, endorsements, insurance laws, and claim settlement. *Three credit hours.*

Ba 60 BUSINESS DATA PROCESSING—(Prerequisite: Ba 49, Ec 40)—This course offers the student an opportunity to appreciate the scope of data processing, including application of various systems of handling, summarizing, analyzing, and storing of information for various types of business concerns. Emphasis is given to programming office procedures and cost analysis of operations. Field trips are made to nearby business concerns using electronic processing equipment to observe electronic calculators and computers with the necessary supplementary equipment. *Three credit hours.*

Ba 61 REAL ESTATE—(Insurance Majors only)—This course presents a comprehensive survey of real estate principles and practices, the mechanics of the real estate market, and the economics and legal factors that influence it. *Three credit hours.*

Ba 64 ESTATES AND TRUSTS—(Insurance Majors only)—Trust administration, wills, laws of inheritance, and other related areas are treated from the viewpoint of the estate planner. *Three credit hours.*

Ba 65 MARKETING RESEARCH—(Prerequisite: Psy 21, Ec 40, Ba 33, Sy 30)—This course deals with methods and procedures in collecting, assembling, analyzing, and evaluating market information for the attainment of greater market efficiency and increased consumer satisfaction. Areas considered are consumer behavior and motivation, quality and inventory control, distribution and sales analysis, and effectiveness of advertising media. *Three credit hours.*

Ba 67 TRANSPORTATION AND TRAFFIC MANAGEMENT—(Management Majors only)—This course presents the development and growth of transportation as a function of production and distribution of goods. Attention is also given to rate structure and transportation laws as they affect carriers and shippers. *Three credit hours.*

Dance Education Courses

De 1 FUNDAMENTAL DANCE—This is a progressive study of basic dance steps, movements, and terminology, combined with dance styles and rhythms. Fundamental dance is preparatory for potential Business teachers interested in coaching and directing their school activities and productions. Necessary for further work in Dance, and helpful for participation in musical theatre. *Two credit hours.*

De 2 INTERMEDIATE DANCE—(Prerequisite: De 1)—Work in Dc 1 is carried further, with study of more difficult movements and styles. *Two credit hours.*

De 3 BALLROOM AND SOCIAL PROGRAMS—Basic Ballroom Dances, place emphasis on social decorum for young people. This course is designed to assist the Business teacher or youth adviser in organizing and managing social functions. *One credit hour.*

De 4 DANCE STAGECRAFT—(Prerequisite: De 1)—The course is for students interested in staging productions at secondary school level and for those who want to participate themselves in theatre. It uses basic dance steps and movements learned in De 1 and goes on to group movement, formations, staging of musical numbers, and special effects. *Two credit hours.*

De 5 PERFORMING ARTS—(By audition only)—Performing arts is devoted to learning routines and show numbers from current and past hits, plus original choreography, with the goal of performing individually and as a group. Invaluable dance and theatre experience is gained through concentrated class and rehearsal sessions. *Three credit hours.*

Economics Courses

Ec 20 PRINCIPLES OF ECONOMICS—(Not open to Freshmen)—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.*

Ec 21 PRINCIPLES OF ECONOMICS—(Prerequisite: Ec 20)—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.*

Ec 24 ECONOMIC GEOGRAPHY—(Prerequisite: Ec 21)—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.*

Ec 28 CONSUMER ECONOMICS—(Not available to Finance Majors)—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.*

Ec 32 LABOR ECONOMICS—(Prerequisites: Ec 21, Ba 22)—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.*

Ec 39 CURRENT ECONOMIC PROBLEMS—(Prerequisite: Ec 21) —This is an intermediate course in Economics dealing with local, national, and international affairs associated with the United States economy and the free world. Special consideration is given to the causes and impacts of business cycles, price changes, unemployment, tax problems, gold situation, and allied factors in the economy. Economic stabilizers, such as foreign trade and military expenditures, as they are associated with United States economy, are presented. Surveys of the development of programs to stabilize the economy at a high level of prosperity, to provide for full employment, to influence the removal of much poverty, and to aid underdeveloped nations to attain higher standards of living—all are presented and related to the current economy of the United States. *Three credit hours.*

Ec 40 BUSINESS STATISTICS—(Prerequisite: Ms 12, Ms 20)—Business statistics is the application of collecting, assembling, analyzing and presenting business information and the interpretation of business reports. The more important statistical measurements considered are central tendencies, dispersion, index numbers, seasonal variation, trends cycles, linear and curvilinear relationship, and measure of significance. Consideration is also given to sampling procedures, tabular and graphic presentation. *Three credit hours.*

Ec 41 MONEY AND BANKING—(Prerequisite: Ba 20, Ba 29)—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.*

Ec 48 MODERN ECONOMIC THOUGHT—(Prerequisite: Ec 39)—This course is a study of the economic doctrines of leading contributors to economics and to economic policy. Discussion covers the beliefs of various schools of economic thought from the mercantilist to that of Keynes. An understanding of the various beliefs is emphasized in order to clarify the policies currently used for correcting economic problems. *Three credit hours.*

Ec 62 GOVERNMENT FINANCE—(Prerequisite: Ba 29, Ec 21)—This course presents a history of United States public economy. The following topics are treated: Intergovernmental fiscal relations, growth and development of the public economy as a part of the national economy and public finance policies. *Three credit hours.*

Business Education Courses

The courses offered in the Department of Business Education are designed to meet the requirements for certification for the teaching of Business Education subjects in secondary schools. The teaching of skill subjects necessitates extensive training in special methods. Husson College requires a grade of C or better in all methods courses for a student to qualify for Cadet Teaching. If a student receives a passing grade in any methods course, he is given credit for the course. He is not, however, recommended for certification for high school teaching.

Courses which are of particular interest to in-service teachers are listed on page 143. The courses are offered primarily during the summer sessions.

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. *Two 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. *Two 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. *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. *Two credit hours.*

Ed 42 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. *Two credit hours.*

Ed 43 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 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 and scoring of standardized intelligence tests and standardized achievement tests. Topics include test selection, pupil diagnosis, school testing programs, preparation of teacher-made tests, elementary statistical concepts, marking and reporting. *Two credit hours.*

Ed 33s METHODS OF TEACHING TYPEWRITING—This is an advanced course in Methods of Teaching Typewriting offered to experienced teachers during the summer session. It is usually conducted as a workshop procedure under the supervision of a visiting instructor. *Two credit hours.*

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

Ed 42s METHOD OF TEACHING BOOKKEEPING—This is an advanced course in Methods of Teaching Bookkeeping, offered to experienced teachers during the summer session. It is usually conducted as a workshop procedure under the supervision of a visiting instructor. *Two credit hours.*

Ed 51s PRINCIPLES OF GUIDANCE—The function 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 view point. This course serves as an orientation to the entire field of vocational guidance. *Two credit hours.*

Ed 55s OBJECTIVES AND CURRICULUM PROBLEMS IN BUSINESS EDUCATION—This 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 56s METHODS OF TEACHING 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. Techniques and procedures in teaching business subjects are presented. The course is conducted as a seminar. 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—The objectives of Freshman English are to develop the student's ability to read intelligently and to express himself clearly and accurately. An intensive review of the grammatical principles requisite to effective oral and written communication is coupled with the study of correct techniques of word usage, sentence structure, paragraph development, and style. Periodic writings of ascending complexity are required of all students. *Three credit hours.*

Eh 11 FRESHMAN ENGLISH—Freshman English 11 is a continuation of the first semester of study with greater emphasis given to style and variaton of expression. As in Eh 10 periodic themes and collateral readings, including a novel, are assigned. *Three credit hours.*

Eh 13 SPEECH—This is a basic speech course in which the student develops the ability to organize, to present, and to evaluate impromptu, extemporaneous, and prepared speeches. Through a variety of speaking experiences the student gains confidence in his ability to express his ideas clearly, concisely and effectively. *Two credit hours.*

Eh 14 ADVANCED SPEECH—(Prerequisite: Eh 13) Emphasis is placed on more complex speech forms. Of particular importance to the student of business management and business education are speech assignments relative to conference procedure, sales presentations, interview, parliamentary procedure, and radio and television presentations. The course is designed to provide the student with the necessary skills and practice for effective leadership in oral communication. *Two credit hours.*

Eh 21 WRITTEN COMMUNICATION—(Prerequisites: Eh 10, Eh 11 or by permission)—This course is designed to acquaint the student with the business theories and practices 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 with emphasis being placed upon letters of inquiry, reply, acknowledgment, adjustment, and application. *Two credit hours.*

Eh 22 BUSINESS REPORT WRITING—(Prerequisities: Eh 10, Eh 11)—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 25 INTRODUCTION TO LITERATURE—(Prerequisites: Eh 10, Eh 11)—Prose fiction, drama, and poetry are the basis of the course. The student familiarizes himself with these forms and gains two primary objectives: an appreciation and an aid to more advanced literature studies. *Two credit hours.*

Eh 30 SURVEY OF ENGLISH LITERATURE—(Prerequisites: Eh 10, Eh 11, —Backgrounds of English Literature. This study covers the growth and development of English Literature from early times to the middle 18th 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—(Prerequisite: Eh 30)—EnglishLiterature from 1750. The second semester course in English Literature completes the survey of English writers. The emphasis is placed on the readings and appreciation of literature, not just the studying of the selections. Special attention is given to Wordsworth, Byron, Shelley Keats, Ruskin, and Carlyle. *Three credit hours.*

Eh 34 SURVEY OF AMERICAN LITERATURE—(Prerequisites: Eh 10, Eh 11)—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—(Prerequisite: Eh 34)—The second semester of American Literature covers the period from 1860 to 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 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, Hawthorne, Stowe. Twian, Howells, Hemingway, Faulkner, and others are required. *Three credit hours.*

Eh 44 MODERN 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 Modern Drama. *Three credit hours.*

Eh 50 POETRY: AN UNDERSTANDING AND APPRECIATION—The student is introduced to poetry, starting with its most elementary forms, for example, modern day song lyrics. As the readings increase in complexity, through the readings of representative modern writers, the subtleties of expression become recognizeable. The result is that one comes to an understanding and appreciation. *Two credit hours.*

Eh 51 SEMINAR IN LITERATURE—This study is flexible in nature, offering a semester's work in any one of the following studies: The novel, short story, or period literature, such as Victorian. *Three 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, and Eliot is given. *Three credit hours.*

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 beginning of Industrialization, the causes and effects of the Civil War, and the problems of the Reconstruction Era. *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 function 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.*

Language Courses

Fr 10-11 FRENCH—This is an introductory course and is open to those who have had no French or less than two years of high school French. The class meets four times weekly. Three meetings are prepared, one is for oral-aural drill. Tentative rank of progress is given at the semester; the final rank and six hours credit are given at the completion of a year's work. *Six credit hours.*

Fr 20 FRENCH—This an intermediate course open to those who have had Fr. 11 or two years or more of high school French. The course consists of grammar review, rapid reading and oral drill. The class meets three times weekly. *Three credit hours.*

Fr 21 FRENCH—This is a continuation of Fr. 20. *Three credit hours.*

Sp 10-11 SPANISH—This is an introductory course open to those who have had no Spanish or less than two years of high school Spanish. The class meets three times weekly for prepared lessons and once a week for oral-aural drill. Tentative rank of progress is given at the semester; the final rank and six hours credit are given at the completion of a year's work. *Six credit hours.*

Sp 20 SPANISH—This an intermediate course open to those who have had Sp. 11 or two or more years of high school Spanish. The class meets three times weekly. Emphasis is on grammar review, reading and oral expressions. *Three credit hours.*

Sp 21 SPANISH—A continuation of Sp. 20. *Three credit hours.*

Mathematics Courses

Ms 11 BUSINESS MATHEMATICS—This course includes a brief review of the fundamental operation including fractions and problems of percentage. These fundamentals are then applied to the specific problems encountered in accounting, finance, investments, and other areas of business. Sample topics include cash and trade discounts, mark-ups, consumer credit problems, ratios, present value, true discount, and equating of value. Attention is given to development of speed and accuracy through the use of the shortest and most practical methods. *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 expression, 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 14 OFFICE MACHINE CALCULATION—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.*

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.*

Music Courses

Mu 1 FUNDAMENTALS OF MUSIC—This is a course in the basic elements of music; intervals, keys, scales, and time values. *Two credit hours.*

Mu 2 KEYBOARD HARMONY—Here one studies the fundamentals of tonal thinking at the keyboard. The study also includes chord drills and harmonization of melodies in free piano style along with transposition and the improvisation of simple musical phrases and short pieces. *Four credit hours.*

Mu 3 SURVEY OF MUSIC LITERATURE—This course is a survey of the best that has been written for the instrument from the Elizabethan to the modern composers. *Four credit hours.*

Mu 4 MUSIC EDUCATION—The common terms of music are studied and applied and the simple musical forms are introduced. Music reading with the use of movable do is stressed. The various types of music education are discussed with consideration given to the several opportunities in the field of music education. *Two credit hours.*

Mu 5 SIGHT READING—Material for sight reading includes the piano literature for two, four, and eight hands; for vocal and instrumental accompaniments. *Two credit hours.*

Mu 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. *Two credit hours.*

Mu 7 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.*

Physical Education Course

Pe 10 PHYSICAL EDUCATION—(Required) 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. *No credit.*

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 psychology of business relations. *Three credit hours.*

Psy 23 EDUCATIONAL PSYCHOLOGY—(Prerequisite: Psy 20)—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 10 INTRODUCTION TO SECRETARIAL SCIENCE—Designed to give an overview of our business and the economic world through the understanding of the nature and importance of transactions, the course covers such areas as consumer spending and saving, the use of credit, the various services involved in banking, travel, communication, transportation, and shipping, and the sharing of economic risks. *Two credit hours.*

Ss 11 CLERICAL PRACTICE—(Prerequisite Ss 26)—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. *Two credit hours.*

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 semester, the student should have the ability to take dictation on unfamiliar material at the rate of 60 words a minute. *Thee 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 ELEMENTARY SHORTHAND SPEED—(Prerequisite: Ss 21) The student's shorthand ability is increased in this course through vocabulary building and speed development. Accurate transcriptions are required at the minimum of 80 words a minutes. *Three credit hours.*

Ss 31 INTERMEDIATE SHORTHAND SPEED—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. *Three credit hours.*

Ss 32 ADVANCED SHORTHAND SPEEDS (120 words and up)—Students enrolled in this course must have completed speed of 100 w.a.m. Speed building is continued with a requirement of 120 w.a.m. There is ample opportunity for students to attain much higher speeds, however. *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. *Two credit hours.*

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

Ss 35 LEGAL SHORTHAND—This advanced course is designed primarily for students in the Legal Secretarial Course, but it may be an elective for others. There is no speed requirement for completion. It gives a variety of experience in legal proceedings and forms a greater familiarity with legal terminology. *Three 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 39 TRANSCRIPTION LABORATORY—No credit.

Ss 43 MEDICAL SHORTHAND—The emphasis is placed on most-used medical terms for theory practice. The spellng, pronunciation, and definitions are carried through a unit plan covering fourteen branches of medicine. Medical terminology is stressed. A student must have the ability to take his medical dictation at the rate of 80 words a minute. *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 termiinology, use of charts, tests, equipment, and familiarization with certain techniques, practices, and procedures designed for added responisbilities 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 COMMUNICATION CONTROL SYSTEMS—Filing is a study of the fundamental principles of filing together with complete laboratory practice. The course covers flat and vertical files; 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. *Two credit hours.*

Sociology Courses

Sy 30 PRINCIPLES OF SOCIOLOGY—(Prerequisite: Psy 20)—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 solation; 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 SOCIAL PROBLEMS—(Prerequisites: Psy 20, Sy 30)—This course is an inquiry into social change that occurs, the study of which aids in the understanding of social behavior. Special attention is given to social welfare, social control, and the family. *Three credit hours.*

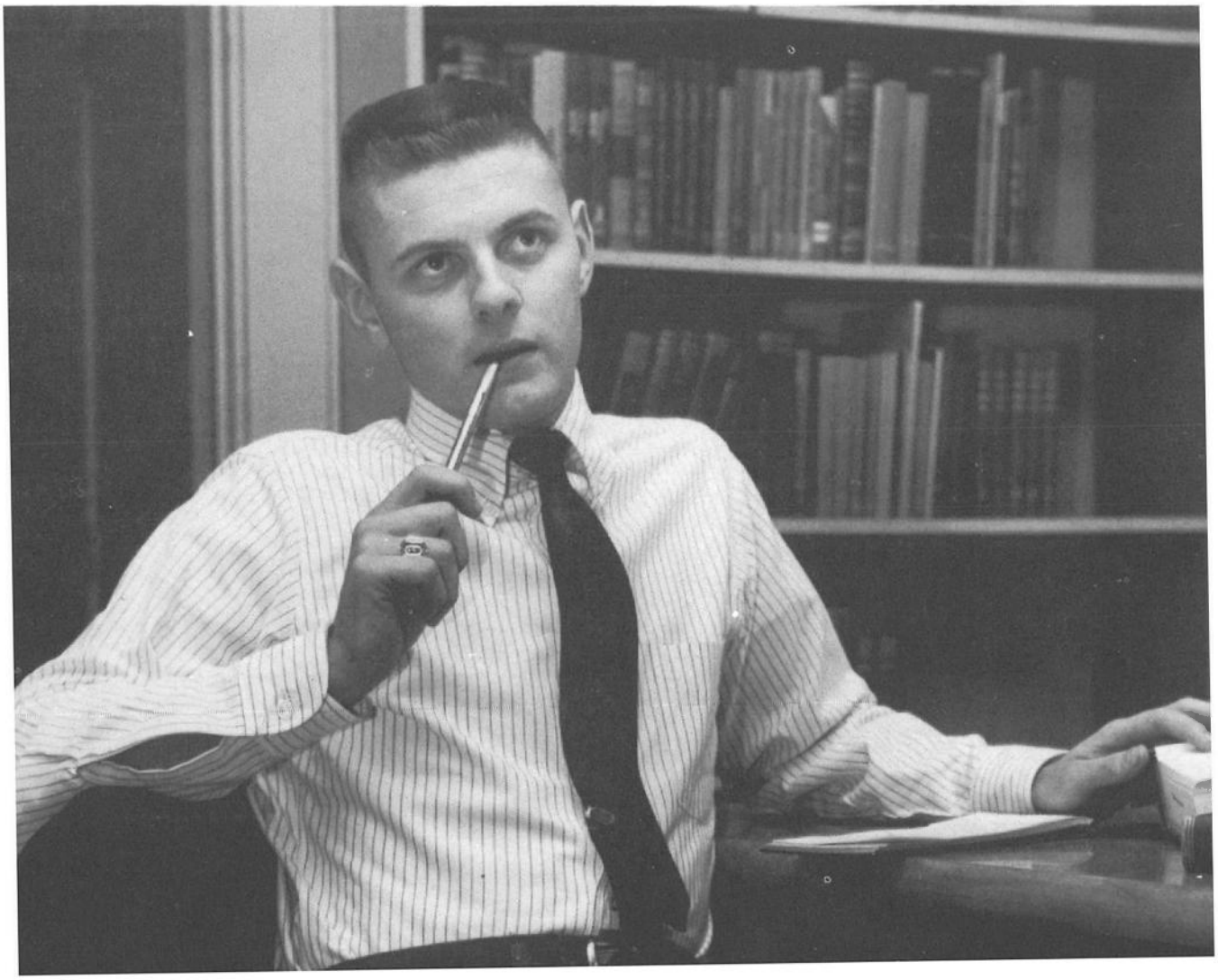
Biology Courses

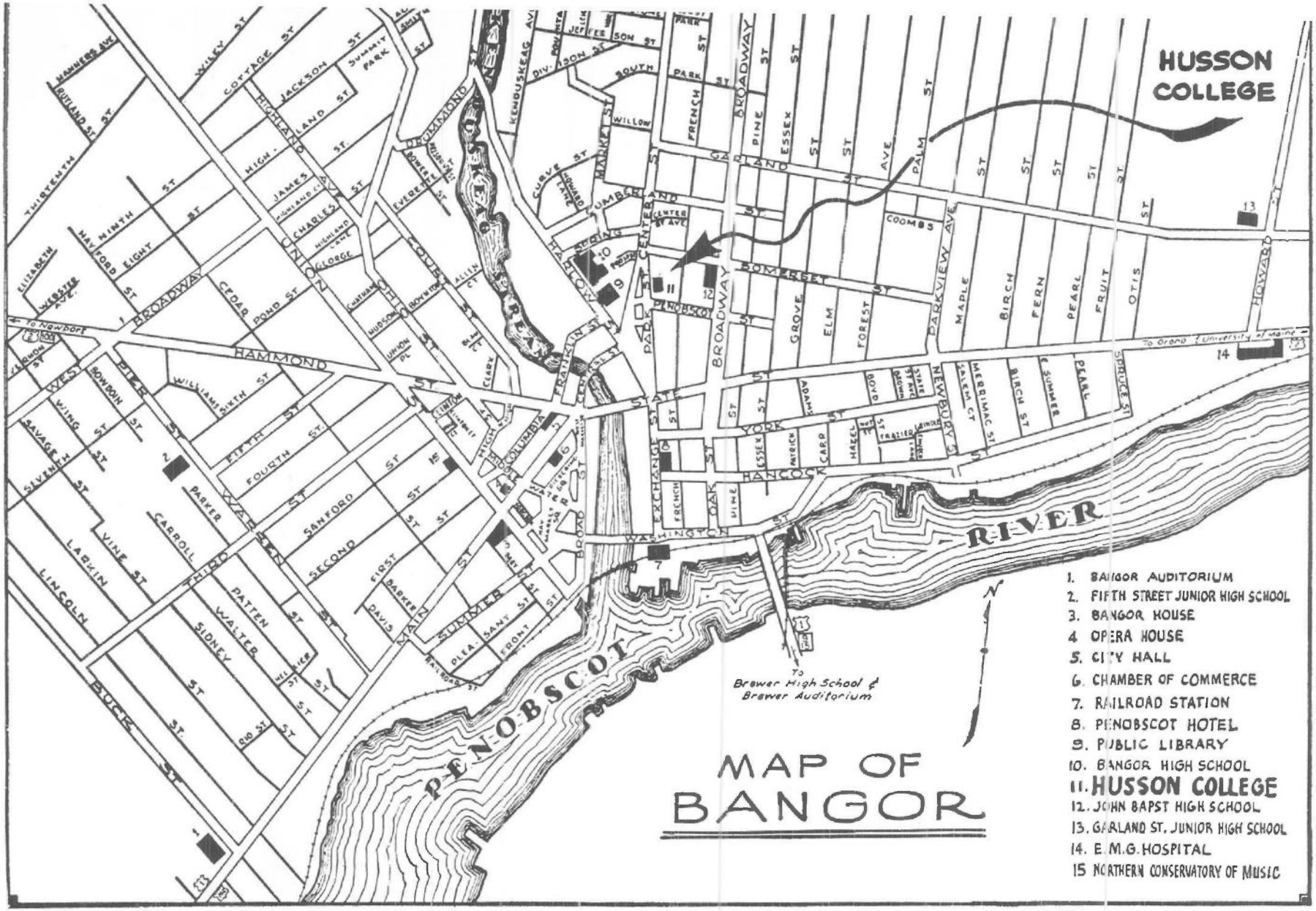
Zo 10 BIOLOGY—Biology is a study of the structure and function of the typical plant and animal phyla, the governing principles of these forms, and their association to life in general. It includes a survey of the several fields of biological science to gain a fundamental knowledge of life processes.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

Zo 11 BIOLOGY—Biology, Zo 11, is a continuation of Biology I. Detailed study of phylum mammalia, including the several systems of man and their physiology comprise the basis of the study. *Three credit hours.*

Zo 12 ANATOMY—(Prerequisites: Zo 10, Zo 11)—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—(Prerequisites: Zo 10, Zo 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 the terminology of Pathology. *One credit hour.*




HUSSON COLLEGE
RIVER
PENOBSCOT
MAP OF BANGOR
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
BROADWAY
HAMMOND ST
WASHINGTON ST
HANCOCK ST
SOMERSET ST
GARLAND ST
UNION ST
OHIO ST
MAIN ST
EXCHANGE ST
STATE ST
PARK ST
BROADWAY
PARKVIEW AVE
PALM ST
ESSEX ST
PINE ST
FRENCH ST
WILLOW ST
MARKET SQ
CENTER ST
COOMBS
GROVE
ELM
FOREST
MAPLE
BIRCH
FERN
PEARL
FRUIT
OTIS
HOWARD
SPRUCE ST
MERRIMAC ST
BIRCH ST
SUMMER
PEARL
YORK
ESSEX
MAPLE
CARR
HAZEL
FRASER
NEWBURGH
ADAMS
BROWN
STATE
GARDEN
SYCAMORE CT
OAK
PINE
FRENCH
BROAD
WATER
COLUMBIA
HIGH
MIDDLE
CLARK
FRANKLIN
CENTER
HASTINGS
CURVE
HOWARD
SUMBSTAND
KENDUSKEAG AVE
KENDUSKEAG STREAM
DIV.
SOUTH
PARK
JEFFERSON
SON
PARKER
CEDAR
POND ST
WEBSTER AVE
ELIZABETH
UNION ST
BOWDOIN
WEST
PIER
WILLIAM SIXTH ST
FIFTH ST
FOURTH ST
THIRD
SECOND
FIRST
SANFORD
WING
SAVAGE
SILVENTH
PARKER
CARROLL
VINE ST
LABKIN
LINCOLN
BUCK ST
PATTEN
WALTER
SIDNEY
ST
RD ST
DAVIS
BARKER
SANT
FRONT
PLEA
RAILROAD ST
HILLSIDE
HIGH-
JAMES
CHARLES
LAND ST
JACKSON
SUMMIT PARK
COTTAGE ST
WINKY ST
HIGHLAND
UNION
OHIO
HUDSON
GLOBE
CHATHAM
BOWDOIN
ALLEN CT
EVERETT
RICHMOND
MAYFORD
EIGHT
NINTH
TWENTIETH
SOUTHLAND ST
MANNERS AVE
HIGHLAND AVE
HIGHLAND CT
HIGHLAND PL
UNION PL
CLARK
ALLEN
BOWDOIN
WILLOW
SOUTH
PARK
JEFFERSON
SON
DIV.
KENDUSKEAG AVE
KENDUSKEAG STREAM
CURVE ST
HOWARD
MARKET SQ
CENTER ST
SUMBSTAND
HASTINGS
FRANKLIN
CENTER
CLARK
HIGH
MIDDLE
COLUMBIA
WATER
BROAD
OAK
PINE
FRENCH
EXCHANGE ST
STATE ST
PARK ST
BROADWAY
GARLAND ST
ESSEX ST
PINE ST
FRENCH ST
PALM ST
PARKVIEW AVE
COOMBS
GROVE
ELM
FOREST
MAPLE
BIRCH
FERN
PEARL
FRUIT
OTIS
HOWARD
SPRUCE ST
MERRIMAC ST
BIRCH ST
SUMMER
PEARL
YORK
ESSEX
MAPLE
CARR
HAZEL
FRASER
NEWBURGH
ADAMS
BROWN
STATE
GARDEN
SYCAMORE CT
OAK
PINE
FRENCH
BROAD
WATER
COLUMBIA
HIGH
MIDDLE
CLARK
FRANKLIN
CENTER
HASTINGS
CURVE
HOWARD
SUMBSTAND
KENDUSKEAG AVE
KENDUSKEAG STREAM
DIV.
SOUTH
PARK
JEFFERSON
SON
PARKER
CEDAR
POND ST
WEBSTER AVE
ELIZABETH
UNION ST
BOWDOIN
WEST
PIER
WILLIAM SIXTH ST
FIFTH ST
FOURTH ST
THIRD
SECOND
FIRST
SANFORD
WING
SAVAGE
SILVENTH
PARKER
CARROLL
VINE ST
LABKIN
LINCOLN
BUCK ST
PATTEN
WALTER
SIDNEY
ST
RD ST
DAVIS
BARKER
SANT
FRONT
PLEA
RAILROAD ST
HILLSIDE
HIGH-
JAMES
CHARLES
LAND ST
JACKSON
SUMMIT PARK
COTTAGE ST
WINKY ST
HIGHLAND
UNION
OHIO
HUDSON
GLOBE
CHATHAM
BOWDOIN
ALLEN CT
EVERETT
RICHMOND
MAYFORD
EIGHT
NINTH
TWENTIETH
SOUTHLAND ST
MANNERS AVE
HIGHLAND AVE
HIGHLAND CT
HIGHLAND PL
UNION PL
CLARK
ALLEN
BOWDOIN

Affiliations

Administration

Faculty

Affiliations

United Business School Association
New England Business College Association
National Association of College and University Summer Sessions
New England Teacher Preparation Association
Northeast College Conference
American Library Association
Association for Student Teaching
Association on Higher Education
The New England Council
Teachers Association for the Study of Education
Subscriber to American Association of Colleges for Teacher Education
Approved by the Immigration and Naturalization Service for the training of alien students

Board of Trustees

Chesley H. Husson, President
Clara L. Swan, First Vice-President
William P. Newman, Second Vice-President
Chesley H. Husson, Jr., Third Vice-President
Priscilla A. Clark, Treasurer
Dorothy B. Husson
George F. Peabody

Officers of Administration

Chesley H. Husson, B.S., M.S., F.N.C., President
Clara L. Swan, B.S., M.Ed., Academic Dean; Director, Summer Session
Mildred M. Bradford, B.S., M.Ed., Head, Department of Secretarial Science
William J. Curran, Jr., B.S., M.Ed., Head, Department of Business Administration

William H. Donahue, Jr., B.S. in B.A., M. Ed., C.P.A., Head, Department of Accounting
Thelma M. Watson, B.S., M.Ed., Head, Department of Business Education
Richard Cohen, B.A., M.A., Executive Chairman, Department of General Education
Louise B. Miller, B.A., M.A., Director of Special Services
Millard E. Foss, B.S., M.Ed., Dean of Men
Pauline N. Saba, B.S., Dean of Women
Chesley H. Husson, Jr., B.A., Dean of Admissions
Priscilla Clark, B.S., Treasurer, Executive Director
Janice M. Moody, B.S., Assistant Treasurer
James L. Wright, B.S. Ed., M.Ed., C.A.S., Director of Placement
Rev. E. Charles Dartnell, B.D., B.A., M.A., Chaplain and Counselor
Madalyn A. Jordan, B.S., M.Ed., Social Director
Muriel A. Sanford, B.S., M.S. in Library Science, Librarian
Laurice E. Merriman, Assistant Librarian
R. Arlene Wray, B.S., M.A., Assistant Librarian
Ernest M. Estes, B.A., B.D., Library Cataloger
Lester J. Nadeau, B.A., Director of Public Affairs
Ethel M. Robertson, Comptroller and Records
Priscilla Hartford, Assistant Comptroller
Dorothy Bell Husson, Office Assistant
Elizabeth B. Smith, Secretary to the President
Mary B. McDonald, Book Store Manager
Sonia F. Mallar, Secretary to Dean of Faculty
Gail J. Gross, Secretary to Director of Public Affairs
Douglas A. Vanwart, Superintendent of Buildings
Robert Vanwart, Custodian

Husson College Faculty and Administration

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

CLARA L. SWAN, Professor, Academic Dean
Bangor Maine School of Commerce, 1933; B. S., American International College, 1939; M. Ed., University of Maine, 1951.
Previous Positions: Public School Systems—Mexico and Dover-Foxcroft, Maine. Bangor Maine School of Commerce.
Husson College, 1947—

MILDRED M. BRADFORD, Professor, Head—Department of Secretarial Science
Eastern State Normal School, Castine, 1935; Bangor Maine School of Commerce, 1942; B. S., University of Maine, 1948; M. Ed., University of Maine, 1951.
Previous Positions: Public School Systems—Clifton, Argyle, Casco, Newfield, Dover-Foxcroft, Maine. Bangor Maine School of Commerce.
Husson College, 1947—

LOUISE B. MILLER, Professor, Director, Special Services
B. A., Bethany College, 1931; M. A., University of Maine, 1944.
Post-degree Studies: University of Maine.
Previous Positions: Public School Systems—Dexter and Orono, Maine. University of Maine. Bangor Maine School of Commerce.
Husson College, 1947—

MILLARD E. FOSS, Professor, Dean of Men, Chairman of Mathematics
Bangor Maine School of Commerce, 1940; B. S., University of Maine, 1951; M. Ed., University of Maine, 1956.
Previous Positions: Public School System—Dennysville, Maine.
Husson College, 1947—

WILLIAM J. CURRAN, JR., Professor, Head—Department of Business Administration
B. S. Ed, University of Maine, 1935; Bangor Maine School of Commerce, 1937; M. Ed., University of Maine, 1955.
Previous Positions: Public School Systems—Cherryfield and Corinna, Maine.
Husson College, 1947—

WILLIAM H. DONAHUE, JR., Professor, Head—Department of Accounting
B. S. in B. A., Boston University, 1949; M. Ed., University of Maine, 1952.
C. P. A., 1954.
Husson College, 1949—

THELMA M. WATSON, Professor, Head—Department of Business Education
Bangor Maine School of Commerce, 1943; B. S., University of Maine, 1951; M. Ed., University of Maine, 1959.
Previous Positions: Public School Systems—Madawaska, Fryeburg, Brewer, Maine.
Husson College, 1947—

RICHARD COHEN, Assistant Professor, Executive Chairman, Department of General Education
B. S., Northeastern University, 1952; M. A., Texas Western College of University of Texas, 1955.
Post-degree Study: University of California, Berkeley; University of Texas, Austin; Resident Graduate Study, University of Massachusetts, 1964.
Previous Position: University of Texas.
Husson College, 1960-1961, 1962—

PRISCILLA A. CLARK, Assistant Professor, Executive Director, Treasurer
Husson College, 1948; B. S. University of Maine, 1951.
Husson College, 1948—

DELMONT N. MERRILL, Associate Professor, Director of Athletics and Coach
Husson College, 1948; B.S. in Bus. Ed., Husson College, 1954; M.Ed., University of Maine, 1964.
Previous Positions: Public School Systems—Sullivan and East Sullivan, Maine.
Husson College, 1953—

CHESLEY HAYWARD HUSSON, JR., Assistant Professor, Dean of Admissions
B. A., Colby College, 1952.
Post-degree Study: Harvard University and University of Maine.
Previous Positions: Public School System—Oxford, Mass.
Husson College, 1956—

JOHN TYLER, Assistant Professor
Husson College, 1949; B. S. in Bus. Ed., Husson College, 1956; M. Ed., University of Maine, 1959.
Post-degree Study: Resident Graduate Study, University of Connecticut, 1963-1964.
Previous Positions: Public School Systems—Island Pond, Vermont, and Bar Harbor, Maine.
Husson College, 1956—

JAMES L. WRIGHT, Assistant Professor, Director of Placement
B. S. Ed., Boston University, 1950; M. Ed., Bridgewater State College, Bridgewater, Massachusetts, 1956; C.A.S., University of Maine, 1964.
Previous Positions: Public School Systems—Petersham, West Bridgewater and Mansfield, Mass.
Husson College, 1956—

HOWARD M. FOLEY, Assistant Professor
B. S., University of Maine, 1952; L. L. B., University of Virginia, 1955.
Practicing Attorney, 1955—, County Attorney, 1960—.
Husson College, 1955—

JANET L. KINNEY, Assistant Professor, Assistant to Head—Department of Secretarial Science
B. S. in Bus. Ed., Husson College, 1954; M. Ed., Boston University, 1959.
Previous Position: John Bapst High School, Bangor, Maine.
Husson College, 1957—

EDMOND J. LEBRUN, Associate Professor
B. S., University of Rhode Island, 1941; M. S., University of Tennessee, 1942.
Post-degree Study: Michigan State College, Boston University, University of Maine.
Husson College, 1957—

REVEREND E. CHARLES DARTNELL, Instructor, Chaplain, Counselor
B. D., Bangor Theological Seminary, 1953; B. A., University of Maine, 1945; M. A., University of Maine, 1948.
Post-degree Study: University of Maine
Previous Position: Minister, Brewer, Maine
Husson College, Chaplain, 1957—; Instructor and Counselor, 1961—

MURIEL A. SANFORD, Librarian
B. S., University of Maine, 1946; M. S. in Library Science, Simmons College, 1955.
Post-degree Study: Boston University
Previous Positions: Waltham Public Library; Northeastern University Library; Houlton, Maine, High School Librarian; Waltham, Massachusetts, High School Librarian, Vermont Free Public Library Commission Regional Librarian.
Husson College, 1959—

LAURICE EDES MERRIMAN, Assistant Librarian
Colby College
Previous Position: Sangerville Grade Schools
Husson College, 1959—

CHESTER LEO DANA, JR., Instructor
B. S., University of Maine, 1961.
Husson College, 1960—

MADALYN AVIS JORDAN, Instructor, Social Director
B. S. in Bus. Ed., Husson College, 1957; M. Ed., University of Maine, 1960.
Previous Positions: Public School Systems—South China and Hampden, Maine.
Husson College, 1960—

WILLIAM R. PARKER, Instructor
Northampton Commercial College, 1959; B.S., American International College, 1960; M.B.A., University of Massachusetts, 1963.
Husson College, 1960—

NANCY ANNE HOGAN, Instructor
B. S., St. Joseph's College, 1959; M. A., Teachers College, Columbia University, 1961.
Previous Position: Brunswick High School
Husson College, 1961—

JANICE M. MOODY, Assistant Treasurer
B. S., Husson College, 1958.
Previous Position: Public School System—Charlestown, N. H.
Husson College, 1961—

DAVID SCARLETT ROBINSON, Instructor
B. S., New England College, 1960.
Post-degree Study: Keene Teachers College and Northeastern University.
Previous Position: Bryant College
Husson College, 1961—

RICHARD ERNEST VIZARD, Instructor
B. S., American International College, 1961.
Post-degree Study: University of Maine.
Husson College, 1961—

DAVID S. BERTOLOTTI, Instructor
B. S., American International College, 1962.
Post-degree Study: University of Maine.
Husson College, 1962—

JANE M. GOODWIN, Instructor
B. S., Husson College, 1961.
Previous Position: Public School System, Charlestown, N. H.
Husson College, 1962—

REGINALD MCKENNEY, Instructor
B. S., Husson College 1959; C. P. A., 1960.
Husson College 1962—

CHARLES H. MERCHANT, Professor
B. S., Cornell University, 1920; M. S., Cornell University, 1922; Ph.D., Cornell University, 1928.
Previous Positions: Cornell University, Utah Agricultural College, University of Maine.
Husson College 1962—

DOLORES RENAUD, Instructor
B. S., Husson College, 1962.
Post-degree Study: University of Maine.
Husson College, 1962—

SYLVIA NOYES, Instructor
B.S., Colby College, 1947.
Previous Positions: Public School Systems—Warren, Woodland, Southwest Harbor, Sullivan, Maine.
Husson College, 1963—

JEAN LOIS BABSON, Instructor
B.S., University of New Hampshire, 1958.
Post-degree Study: Boston University and University of Maine.
Previous Position: Public School System—Henniker, N. H.
Husson College, 1963—

JEAN BRIDGE, Instructor
B.A., Colby College, 1952; M.A.T., Harvard University, 1953.
Previous Positions: Public School System—Brewer, Maine; Colby College, University of Maine.
Husson College, 1963—

ROBERT T. LAWRENCE, Instructor
B.S., Husson College, 1958; C. P. A., 1959.
Post-degree Study: University of Rhode Island and University of Maine.
Husson College, 1963-1965

ALBERT WEYMOUTH, Instructor
B.S., University of Maine, 1951; M.Ed., University of Maine, 1961.
Previous Positions: Public School Systems—Bar Harbor, Belfast, Maine.
Husson College, 1963—

E. ARLENE WRAY, Assistant Librarian
B.S., University of Maine; M. A., University of Maine, 1939.
Post-degree Study: (Library Science) University of Vermont, Colby College, Berlitz School.
Previous Positions: Public School Systems—Brewer, Lincoln, Maine.
Librarian, Mattanawcook Academy, Lincoln, Maine.

CALVIN M. THOMAS II, Instructor
B. A., University of Maine, 1960.
Post-degree Study: New York University and Alliance Francaise.
Position: Instructor, Thomas School of Dance, 1962—
Husson College, 1963—

MARGARET M. ATWOOD, Instructor
B. A., University of Maine, 1940; M. A., University of Madrid, Spain, 1952.
Previous Positions: Public School Systems—Ashburnham, Massachusetts; Pasadena, California; Boston, Massachusetts.
Husson College, 1964—

MARGARET D. FARNHAM, Instructor
B. A., Colby College, 1928.
Post-degree Study: University of Maine.
Previous Positions: Public School Systems—Abbot, Newport, Millinocket, Hampden, Maine.
Husson College, 1964—

WALTER R. GREENLAW, Instructor
B. A., University of Maryland, 1957; M.Ed., Northeastern University, 1964.
Previous Positions: Newton High School, Newton, Massachusetts.
Husson College, 1964—

CATHERINE C. KING, Instructor
B. S., St. Joseph's College, 1964.
Husson College, 1964—

GEORGE A. MUELLER, JR., Instructor
B. S. in B. A., Suffolk University, 1959; M.Ed., Suffolk University, 1963.
Previous Positions: Burdett College; Braintree High School, Braintree, Massachusetts
Husson College, 1964—

LESTER J. NADEAU, Director of Public Affairs
B. A., University of Maine, 1959.

GRACE H. PERKINS, Instructor
B. A., Bates College, 1930.
Previous Positions: Public School Systems—Waterville, Bangor, Maine
Husson College, 1964—

PAULINE N. SABA, Instructor and Dean of Women
B. S., Husson College, 1960.
Post-degree Study: Husson College
Previous Positions: Lee Academy, Lee, Maine
Husson College, 1964—

JOSEPH T. WALSH JR., Instructor
B. S., Seton Hall University, 1958; L. L. B., Seton Hall University, 1961.
Husson College, 1964—

ERNEST M. ESTES, Library Cataloger
B. D., Reformed Episcopal Theological Seminary, 1947; B. A., University of Pennsylvania, 1947.
Post-degree Study: State University of New York at Albany.
Husson College, 1964—

RUTH P. HOPKINS, Instructor
B. S., Husson College, 1961
Previous Positions: Public School Systems—Bangor, Brewer, Maine.
Husson College, 1965—

Critic Teachers

Mrs. James Judy
Bangor High School
Bangor, Maine

Mr. Edward Gott
Bangor High School
Bangor, Maine

Mr. James W. Quinn
Bangor High School
Bangor, Maine

Mrs. Janice Day White
Bar Harbor High School
Bar Harbor, Maine

Miss Dorothy Crane
Berwick High School
Berwick, Maine

Mr. Woodrow Bailey
Brewer High School
Brewer, Maine

Mrs. Ruth Hopkins
Brewer High School
Brewer, Maine

Mr. Clayton Rogers
Brewer High School
Brewer, Maine

Mrs. Marietta Packard
Crosby High School
Belfast, Maine

Mr. Emmett Stevens
Schenck High School
East Millinocket, Maine

Sister Mary Donimica
John Bapst High School
Bangor, Maine

Sister Mary McAuley
John Bapst High School
Bangor, Maine

Mrs. Patricia Dunton
John Bapst High School
Bangor, Maine

Mr. Bernard Plourde
Madawaska High School
Madawaska, Maine

Mr. Larry Dumont
Madawaska High School
Madawaska, Maine

Miss Blanche Look
Madison High School
Madison, Maine

Mr. Philip Gerow
Milo High School
Milo, Maine

Mr. Stora Emmett
Old Town High School
Old Town, Maine

Mr. Bernard Deering
Orono High School
Orono, Maine

Mrs. Elena Stromback
Presque Isle High School
Presque Isle, Maine

Mrs. Lillian Fuller
Lawrence High School
Fairfield, Maine

Mrs. Hazel Ruland
Piscataquis Community High School
Guilford, Maine

Miss Beverly Kane
Hampden Academy
Hampden, Maine

Mrs. Marjorie Downie
Waterville High School
Waterville, Maine

Mr. Ralph Bickford
Waterville High School
Waterville, Maine

Mr. Leroy Derby
Sterns High School
Millinocket, Maine

Mr. Gerald Goss
Sterns High School
Millinocket, Maine

Mrs. Mary Jules Ross
Waterville High School
Waterville, Maine

Mrs. Marjorie Smallund
Waterville High School
Waterville, Maine

Miss Betty Chandler
Winslow High School
Winslow, Maine



Administration



CLARA L. SWAN, B.S., M.Ed.
Academic Dean



PRISCILLA A. CLARK, B.S.
Executive Director and Treasurer



MRS. LOUISE B. MILLER, B.A., M.A.
Director, Special Services



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



MILDRED M. BRADFORD, B.S., M.ED.
Head, Department of Secretarial Science



WILLIAM J. CURRAN, JR., B.S., M.ED.
Head, Department of Business Administration



WILLIAM H. DONAHUE, JR., B.S. in B.A., M.Ed., C.P.A.
Head, Department of Accounting



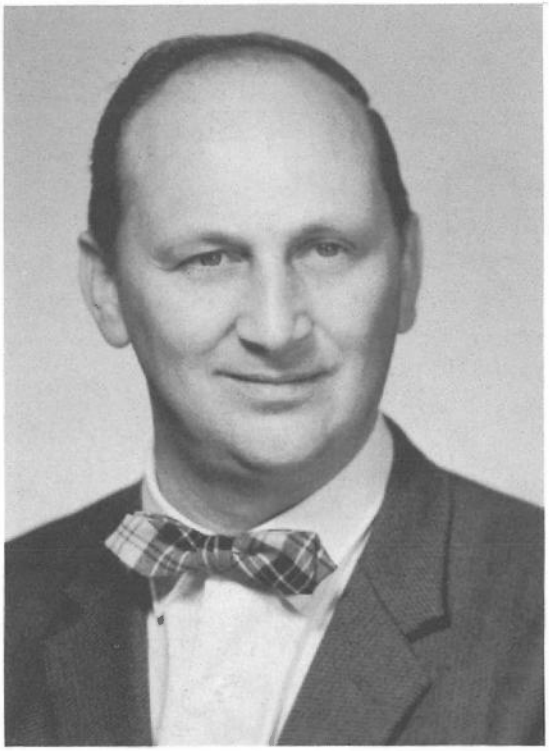
THELMA M. WATSON, B.S., M.Ed.
Head, Department of Business Education



RICHARD COHEN, B.A., M.A.
Executive Chairman, Department of General Education



CHESLEY H. HUSSON, JR., B.A.
Dean of Admissions



JAMES L. WRIGHT,
B.S.Ed., M.Ed., C.A.S.
Director of Placement



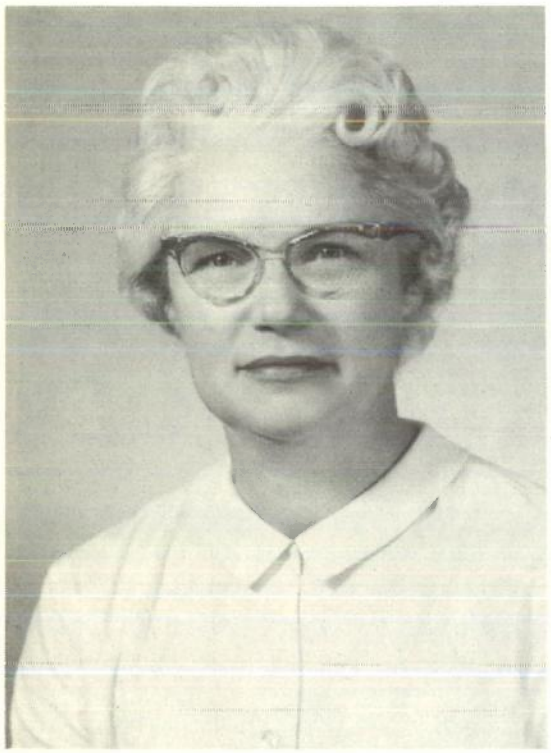
REVEREND E. CHARLES DARTNELL
B.D., B.A., M.A.
Chaplain and Counselor



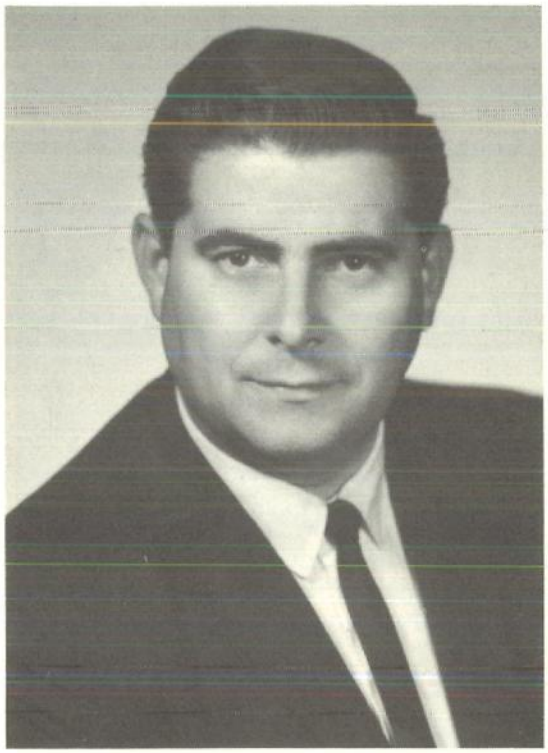
MADALYN A. JORDAN, B.S., M.Ed.
Social Director



MURIEL A. SANFORD, B.S., M.S. in Library Science
Librarian



MRS. PAULINE N. SABA, B.S.
Dean of Women



LESTER J. NADEAU, B.A.
Director of Public Affairs

Student Statistics

1963-1964

1964

Graduates

1964

Department of Accounting

1963-1964

William W. Abbott
Bangor, Maine
Louis J. Agnifilo
New Rochelle, New York
Ronald J. Albert
Van Buren, Maine
Fred E. Allen, Jr.
Bangor, Maine
James R. Allen
Turner Center, Maine
Wayne G. Allen
Mexico, Maine
Donald E. Amero
Presque Isle, Maine
Robert J. Apprich
Bangor, Maine
Wayne A. Astbury
Blue Hill, Maine
Richard V. Bailey
Bangor, Maine
Robert L. Baker
Natick, Massachusetts
Robert E. Belanger
Caribou, Maine
Nelson F. Belisle
Bangor, Maine
Linwood E. Bell
Bangor, Maine
Roger L. Bennett
Danforth, Maine
Robert A. Berubo
Dexter, Maine
Douglas E. Bishop
Yarmouth, Maine
James A. Black
Belfast, Maine
Louis J. Bonomo
New Rochelle, New York
Thomas E. Bouchard
Millinocket, Maine
William R. Bowden
Brooklin, Maine
Leslie A. Bridges
Mars Hill, Maine
David Brimmer
Brewer, Maine
Blake B. Brown
Ellsworth, Maine
Carl T. Brown
Millinocket, Maine
Robert E. Brown
Loring Air Force Base, Maine
Danny E. Bryant
Bar Harbor, Maine
Larry L. Bryant
Jacksonville, Maine
John Buck
Millinocket, Maine
Paul M. Bulduc
Brewer, Maine
Gerald Burleigh
Millinocket, Maine
Lewis D. Cahill, Jr.
Solon, Maine
Ferdinand J. Carillo
Long Island, New York
Alan I. Carr
Camden, Maine
Roger A. Carroll
Bangor, Maine
Roger J. Castonguay
Hartford, Connecticut
Lance K. Cloutier
Somers, Connecticuit
David O. Cole
Sumner, Maine
Larry Collins
Bangor, Maine
Richard G. Corey
Waterville, Maine
Michael E. Colerick
Cliffside Park, New Jersey
Gerard L. Cote
Bangor, Maine
Leigh E. Cowing
LaGrange, Maine
Richard Crandall
Presque Isle, Maine
David Crichton
Bangor, Maine
Camille Cyr
Augusta, Maine
William C. Dailey
Orrington, Maine
Howard L. Davis, Jr.
Dexter, Maine
Robert F. Dee
Bangor, Maine
Peter D. DeGrasse
Lincoln, Maine
David A. DiMattia
Fairfield, Connecticut
Richard M. Dodge
Owls Head, Maine
Gerald Dolan
Millinocket, Maine
David J. Doody
Limestone, Maine
Robert J. Dore
Orono, Maine
Richard G. Dow
Mapleton, Maine
Chester G. Eames
Bangor, Maine
Gary B. Eldred
Montpelier, Vermont
Gordon T. Ellis
North Turner, Maine
Michael E. Enman
Bangor, Maine
William H. Estey
Newburgh, Maine
F. Ford Fay
Bangor, Maine
David N. Felch
Bangor, Maine
Robert P. Flynn
Raymond, Maine
Robert J. Fortune
Yonkers, New York
Brian F. Foss
Brewer, Maine
Richard A. Fowler
Bangor, Maine
Ronald E. Franck
Skowhegan, Maine
Sandra M. Frost
Bangor, Maine
Arthur Fuller
Rumford, Maine
Stanley W. Garland,, Jr.
Bangor, Maine
Lincoln Gayton
Calais, Maine
Michael A. Gellerson
Bangor, Maine
William R. Goddard
Falmouth, Maine
Blaine Goding
North Leeds, Maine
T. Robert Graham
Ashland, Maine
Carl H. Grant
Washburn, Maine
Harry L. Green
Trumbull, Connecticut
Joseph J. Gruber
Bangor, Maine
Bruce A. Guetti
Bennington, Vermont
Gary J. Guetti
Bennington, Vermont
Peter A. Hansen
Bangor, Maine
Michael J. Hanson
Belfast, Maine
Dana L. Hardy
Presque Isle, Maine
David J. Hart
Bangor, Maine
Virginia Hart
Bangor, Maine
Diana Hatch
Waterville, Maine
William R. Hawksley
Bangor, Maine
Calvin H. Heffington
Orono, Maine
Serge J. Henry
Curepipe, Mauritius Islands
Richard A. Herrmann
Bangor, Maine
Wilfred Hessert
Bangor, Maine
Albert L. Hobbs
Caribou, Maine
Paul Hopper
Brewer, Maine
Hilman E. Howes
Bangor, Maine
James K. Hunt
South Hanover, Massachusetts
Rodney F. Irish
Corinna, Maine
John E. Iverson
Bangor, Maine
Jacqueline A. Jacobsen
East Millinocket, Maine
Theodore C. Jellison
Bangor, Maine
Ronald J. Johnson
Stockton Springs, Maine
William J. Kaine
Vanceboro, Maine
Murray A. Kellam
Bangor, Maine
Charles R. Kelley
Bangor, Maine
Thomas W. Kelly
Millinocket, Maine
Irwin D. Kirschenblatt
Bayside, Long Island, New York
Stephen P. Knox
Brownville Jct., Maine
Jean B. Krawzun
Winter Harbor, Maine
Peter J. Labrie
Presque Isle, Maine
Nancy E. LaCasse
Skowhegan, Maine
Peter F. LaCrosse
Bangor, Maine
George J. Lambert
Augusta, Maine
Richard L. Langelier
Brewer, Maine
Wayne Leavitt
Limestone, Maine

Anne Lewis
Bangor, Maine
William G. Little
Waldoboro, Maine
Robert E. Lord
Rockland, Maine
Robert H. Ludden
Bangor, Maine
Gerald S. Leighton
Brewer, Maine
Herbert J. LePage
Millinocket, Maine
Robert P. Levesque
Lewiston, Maine
Santo R. Luiso
New Rochelle, New York
Mary Jo Lyden
Brunswick, Maine
Chester H. Maddocks
Ellsworth, Maine
Wayne H. Mallar
Machias, Maine
Steven Marriner
Searsport, Maine
Alan E. McBrierty
Greenville, Maine
Martin F. McCluskey
Brewer, Maine
John J. McDonald
Brewer, Maine
Roscoe B. McFarland
Camden, Maine
James W. McGaughey
Media, Pennsylvania
Pamela H. McKelvey
Grand Lake Stream, Maine
Donald V. McLaughlin, Jr.
Augusta, Maine
Joan L. McLaughlin
Medway, Maine
Dennis J. McLellan
Oakland, Maine
Richard D. Meda
Litchfield, Connecticut
Eugene M. Melville
Presque Isle, Maine
David G. Michaud
Caribou, Maine
Gary D. Miner
Bangor, Maine
Robert G. Moore
Ellsworth, Maine
Irwin E. Moorhead
Bangor, Maine
Forest K. Moors, Jr.
Old Town, Maine
Albert Morgues
New York City, New York
Stanley Morin
Bangor, Maine
Leonard F. Mulligan
River Edge, New Jersey
Michael Nangle
Rochester, New Hampshire
Fredrick G. Newbury
Brewer, Maine
John L. O'Connell
Brewer, Maine
James F. O'Connor, Jr.
Bangor, Maine
Edward T. O'Donnell
Bangor, Maine
David B. Paine
Bar Harbor, Maine
Valier Paradis
St. Agatha, Maine
Patrick C. Pelletier
Kort Kent, Maine
Paul B. Peters
Bangor, Maine
Martin D. Philbrick
Bangor, Maine
Peter D. Pooler
Brewer, Maine
David C. Pratley
Bangor, Maine
James H. Preble
Bath, Maine
Brian J. Pulk
Bangor, Maine
Douglas W. Pyatt
Farmington, Connecticut
Duane E. Rancourt
WWaterville, Maine
Richard B. Raymond
Auburn, Maine
Neal C. Reed
Brewer, Maine
Charles H. Renski
Cherryfield, Maine
Peter C. Richards
Naugatuck, Connecticut
William J. Robichaud
Rumford, Maine
John M. Rowe, Jr.
Wilmington, Delaware
William Saba
Lee, Maine
Joseph J. Schlick
LaGrange, Maine
Lee W. Shorey
Old Town, Maine
Gary B. Sibley
Bangor, Maine
Fredrick A. Sigrist
Bangor, Maine
Albert L. Smith
Wilton, Maine
Anne E. Smith
Bangor, Maine
Lynda G. Smith
Sherman Mills, Maine
William R. Smith, Jr.
Manchester, Connecticut
Everett D. Spencer
Hightstown, New Jersey
John Sprague
Easton, Maine
William Sprague
Brewer, Maine
Edward A. Steponaitis
Simsbury, Connecticut
Harold T. Stiles
Audubon, New Jersey
Gerald E. Swett
Ellsworth, Maine
Ronald G. Tardif
Van Buren, Maine
Terrence T. Taylor
Westfield, Maine
Aggrey P. Thande
Limuru, Kenya, India
A. George Tilley
Presque Isle, Maine
Roland M. Towle
Bangor, Maine
Matthew A. Twombly
Howland, Maine
Kenneth M. Tyler
Dover-Foxcroft, Maine
David R. Ufford
North Anson, Maine
Peter F. VanDeets
The Forks, Maine
Larry L. Wallace
Bath, Maine
Ardene G. Ward
Orono, Maine
Thomas F. Wasielak
Middlefield, Connecticut
Robert E. White
Hampden Highlands, Maine
Richard E. Wing
Caribou, Maine
Eugene C. Witham
Rockland, Maine
William J. Woitkowski
Manchester, New Hampshire
Douglas J. Wood
Verona, New York
Nathan A. Worcester
Carmel, Maine
Ralph E. Wright, Jr
Doxer-Foxcroft, Maine
F. William Zimba
Waterville, Maine

Department of Business Administration

1963-1964

Frank B. Abbadessa
Bradford, Vermont
Paul F. Alden
Rockland, Maine
Richard J. Allen
Bangor, Maine
Roy P. Allen
Ellsworth, Maine
William S. Allen
Millinocket, Maine
Michael H. Alpert
Bangor, Maine
Sanford G. Ames
Rockland, Maine
Stephen L. Ames
Brewer, Maine
Robert H. Anderson
Patten, Maine
Frank Apple
Long Beach, New York
Lewis W. Babbidge
Islesboro, Maine
Edward Baker
Bangor, Maine
Franklin R. Barclay
Bangor, Maine
Floyd G. Barnett
Bangor, Maine
Ronald W. Baron
Bangor, Maine
Thomas V. Barrows
Farmington, Maine
John W. Bates
Guilford, Maine
D. David Bean
Bangor, Maine
James D. Beaulieu
Banyor, Maine
Allan L. Beausang
Bangor, Maine
Ralph E. Beckwith
Bangor, Maine

Stephen Bedowitz
Dow Air Force Base, Maine
Peter A. Bennett
East Corinth, Maine
David J. Bernard
Fort Fairfield, Maine
James W. Berryman
Bangor, Maine
William B. Glaisdell
North Brewer, Maine
Ronald A. Boisvert
Manchester, New Hampshire
C. Keith Bolster
Easton, Maine
Robert L. Bossie
Bangor, Maine
Duane E. Bottiggi
Dryden, Maine
John P. Boucher
Auburn, Maine
Roderick F. Boutot
Waterville, Maine
Norman M. Braveman
Bangor, Maine
James Breton
Winslow, Maine
Carol A. Brooks
Brunswick, Maine
Gerald G. Brown
Milo, Maine
Jack F. Brown
Grand Lake Stream, Maine
Phillip D. Buckley
Bangor, Maine
Edward E. Burgess
West Roxbury, Massachusetts
Wayne Buzzell
Ellsworth, Maine
Earlan W. Campbell
Millinocket, Maine
James S. Carlisle
Phillips, Maine
Jeryl L. Carter
Kennett Square, Pennsylvania
Robert Carter
Bangor, Maine
Norman J. Champagne
Auburn, Maine
Mark Clark
Farmington, Maine
Richard . Cobb
Lincoln Center, Maine
John Cochrane
Bangor, Maine
Daniel A. Cohen
Waldoboro, Maine
Stanley W. Cole
Unity, Maine
Robert E. Collins
Bangor, Maine
Jere R. Connolly
Brewer, Maine
John Corrigan
Augusta, Maine
Thomas T. Coughlan
Prospect, Connecticut
Patrick B. Coughlin
Windsor, Vermont
Terrence C. Cousins
Ellsworth, Maine
Steven A. Cox
Bangor, Maine
Jerald W. Craven
Bangor, Maine
Dana Crawford
Bangor, Maine
Lloyd A. Cummings
West Jonesport, Maine
Freeman Cunningham, Jr.
Milford, Maine
Richard W. Curtis
Brooks, Maine

Edward O. Darling
Bangor, Maine
Jon R. Dauphinee
Bangor, Maine
Andrew E. Davis
Corinna, Maine
Dennis Day
Brewer, Maine
Carl DiFrederico
Bangor, Maine
Donald A. Dinsmore
Palermo, Maine
Michael J. Doherty
Kennebunkport, Maine
John P. Donovan
Malden, Massachusetts
John W. Donovan
Lewiston, Maine
Judy A. Dority
Bradley, Maine
Milford F. Dow
Presque Isle, Maine
Michael E. Downey
Ellsworth, Maine
William Downs
Belfast, Maine
Henry R. Drouin
Fairfield, Maine
Everett R. Drummond
Bangor, Maine
Franklin Dumond
Fort ent, Maine
Tyler Dunning
Bangor, Maine
Robert E. Dunton
Hampden, Maine
Theodore H. Durepo
Limestone, Maine
Robert L. Dwelley
Princeton, Maine
Hoyt M. Fairbrother
Dover-Foxcroft, Maine
David N. Fernald
Bangor, Maine
Laurence Fernald
Bangor, Maine
Sheila R. Fernald
Millinocket, Maine
David Fessenden
Bangor, Maine
William E. Fish
Old Town, Maine
Bruce Flagg
Banor, Maine
Richard P. Flagg
Eastport, Maine
Stephen H. Flanagan
West Rockport, Maine
Brian F. Flanders
Old Town, Maine
James R. Flynn
Bangor, Maine
Albert C. Forget
Bangor, Maine
Richard Fowles
Bangor, Maine
Richard M. Fox
Fairfield, Connecticut
Wayne O. Frankland
Eastport, Maine
Ronald Gallagher
Limestone, Maine
Dennis P. Gardner
Old Town, Maine
Gerard L. Gardner
Auburn, Maine
David R. Garland
Passadumkeag, Maine
Frederick C. Gaspar
Surry, Maine
Stephen J. Gay
Jonesboro, Maine

Louis J. George
Bangor, Maine
Charles C. Gerrish
Bangor, Maine
Kenneth F. Gibbs
Waterville, Maine
Seth W. Gilman
Bangor, Maine
Ronald N. Goggin
Randolph, Maine
Richard H. Grabowski
Rockville, Connecticut
Jesse J. Grant
Old Town, Maine
Winslow L. Grant
Bangor, Maine
Earl R. Grava
Bangor, Maine
Frank J. Gray
Gardiner, Maine
Harlan D. Green
Clifton, Maine
Harry Greenfield
New Rochelle, New York
Paul Gregaitis
Bloomfield, Connecticut
Charles Guiggey
Westfield, Maine
Robert M. Guiggey
Presque Isle, Maine
Thomas Guinea
Watertown,Connecticut
Barak A. Gurney, Jr.
East Millinocket, Maine
Lynwood Hachey
Orono, Maine
Shaler M. Hachey
Orono, Maine
Peter B. Haley
Falmouth, Maine
Roger L. Hall
Bar Harbor, Maine
George L. Hamilton
Bangor, Maine
Arthur J. Hammond
Bangor, Maine
T. Kevin Hanlon
Naugatuck, Connecticut
James Hansen
Bangor, Maine
David W. Harris
Yarmouth, Maine
Richard H. Harris
Whitman, Massachusetts
Robert Haskell
Bangor, Maine
Edward L. Hatch
Costigan, Maine
John D. Hathaway
Orono, Maine
Paul W. Hawkes
Bangor, Maine
David A. Hawksley
Bangor, Maine
Edward H. Hemmingsen
Bangor, Maine
Raymond E. Henry, Jr.
Bangor, Maine
Rick E. Hersey
Bangor, Maine
Gary M. Hibbard
Dover-Foxcroft, Maine
Hoyt M. Fairbrother
Bellerose, New York
Blaine T. Holmes
Ellsworth, Maine
Lawrence W. Homsted
Orrington, Maine
Hugh B. Hooper
South Gouldsboro, Maine
Herbert Hopkins
Drewer, Maine

Thomas R. Hosmer
Kittery, Maine
John S. Hoyt
Easton, Maine
Gerald D. Hoxie
Derby, Maine
Thomas R. Huff
Loring Air Force Base, Maine
Walter L. Hunt
Bangor, Maine
David Ingraham
Presque Isle, Maine
Richard A. Inman
Bangor, Maine
Wayne T. Jameson
Bangor, Maine
Chandler B. Johnson
Cornish, Maine
Frederick W. Jones
Millinocket, Maine
Ronnie Jones
Rockport, Maine
Douglas G. Kanuh
South Windham, Maine
Francis L. Kaufman
Dexter, Maine
Leland Keaten
Bangor, Maine
John Keenan
Ovid, New York
Laurence Keep
Milo, Maine
Randall C. Keep
North Jay, Maine
Richard D. Kelley
Hampden Highland, Maine
Franklyn C. Kenny
Old Town, Maine
John Kershules
San Juan, Puerto Rico
Walter E. Keyser, Jr.
Bangor, Maine
John T. Kidder
Rangeley, Maine
Henry F. King
Brewer, Maine
Ronald J. Kittredge
Bangor, Maine
Ralph G. Knowles
Corinna, Maine
Aivars Knuble
Bangor, Maine
John A. Koch
Rangeley, Maine
Joseph H. Laing
Orrington, Maine
Lawrence E. Lane
Bangor, Maine
Lindon F. Lane
Bar Harbor, Maine
Phillip L. LaPlante
Bangor, Maine
Robert F. Larkin
Millinocket, Maine
Craig E. Lee
Bath, Maine
David G. Leighton
Limestone, Maine
Harold J. Lench
Scranton, Pennsylvania
Franklin W. Leo
Rockland, Maine
Robert M. LePage
Bangor Maine
Gerald I. Levine
Portland, Maine
Ronald A. Libby
Mapleton, Maine
William R. Livernois
Brunswick, Maine
Barry M. Luby
Rocky Hill, Connecticut
Carl R. Luce, Jr.
North Anson, Maine
Richard E. Lyford
Dexter, Maine
Thomas A. Madsen
Portland, Maine
Michael P. Magee
Guilford, Maine
Richard N. Mallar
Machias, Maine
Vincent R. Marriner
Lincolnville, Maine
Edward J. Martin
Caribou, Maine
Francis G. Mauriello
Malden, Massachusetts
Harry Maxwell
Winthrop, Maine
Keith B. McBurnie
Fort Fairfield, Maine
Dean A. McDougal
Bath, Maine
Sarah J. McGaw
Lee, Maine
James M. McGrath
Bangor, Maine
Thomas McLaughlan
Houlton, Maine
Paul R. McMennamin
Presque Isle, Maine
Henry E. McPherson
Brewer, Maine
Robert Merrill
Calais, Maine
Woodrow W. Meservey
Bangor, Maine
Lloyd R. Moores
Springfield, Maine
Fred D. Morine
Brewer, Maine
Darwin A. Morrison, Jr.
Ellsworth, Maine
Carlton L. Morse
Slingerlands, New York
Gerald B. Morton
North New Portland, Maine
Henry E. Mudgett
Stillwater, Maine
Paul S. Mulligan
Malden, Massachusetts
David L. Murchison
Lincoln, Maine
James H. Murphy
Bangor, Maine
Warren Murphy
Skowhegan, Maine
Peter H. Myers
Burlington, Vermont
David E. O'Connell
Bangor, Maine
Robert E. O'Keefe
Old Town, Maine
Brian T. Page
Orono, Maine
Dale E. Paine
Bangor, Maine
Robert D. Parks
Kennebunkport, Maine
Norman E. Patterson
East Corinth, Maine
Anthony J. Pavone
Woodland, Maine
Louis E. Pawlich
Rocky Hill, Connecticut
Stanley E. Pearson
Milo, Maine
Donald J. Pedrozo
Montpelier, Vermont
Thomas E. Perry
Bath, Maine
Richard W. Pettengill
Cumberland Center, Maine
Ralph E. Pinkham
Ellsworth, Maine
Chester W. Poole
Pemaquid, Maine
Charles A. Preble
Hampden, Maine
Herbert Preble
Millinocket, Maine
John H. Preble
Bath, Maine
George A. Predaris
Bangor, Maine
Stanley J. Pyzynski
Bangor, Maine
Robert E. Quinton
Auburn, Maine
Frank A. Raymond
Augusta, Maine
Dermont A. Reed
Carmel, Maine
William E. Reed
Bath, Maine
Kurt Reichelt
Burlington, Vermont
Larry A. Reynolds
Southwest Harbor, Maine
David B. Richardson
Unity, Maine
Eugene L. Richardson
Milo, Maine
James J. Rigley
Calais, Maine
David E. Robinson
Abbot, Maine
Charles Rogers
Bangor, Maine
Anthony C. Rotella
Waterbury, Connecticut
Thomas S. Rourke
Unionville, Connecticut
Ann L. Rowell
Bangor, Maine
Bruce L. Rubenstein
Rockland, Maine
Paul E. Russell
Washburn, Maine
Leonard J. Saba
Lee, Maine
Shantilal N. Satybhashak
Maninager, Ahmdebad, India
Joel R. Scheer
Mamarneck, New York
Hayden L. Schultz
Bangor, Maine
Richard L. Shaw
Bangor, Maine
Richard H. Shirley
Old Town, Maine
William C. Shirley
Old Town, Maine
Charles S. Silsby
Bangor, Maine
Robert A. Small
Farmington, Maine
Thomas E. Small
Bangor, Maine
Timothy J. Small
Bangor, Maine
James L. Smith
Brewer, Maine
Richard P. Southworth
Concord, New Hampshire
Kenneth B. Spooner, Jr
Caribou, Maine
Erwin L. Sprague
Rockport, Maine
Frank W. Sprague
Bangor, Maine
James F. Stetson
Brewer, Maine
Kenneth E. Stone
Bangor, Maine

Richard A. Stone
Orono, Maine
Carroll V. Strout
Milbridge, Maine
Stephen Strout
Bangor, Maine
Wayne E. Stuart
Newport, Maine
Kenneth C. Sucy
Bradley, Maine
Richard W. Swider
Colchester, Connecticut
Albert J. Tagg
Bagor, Maine
John J. Teller
Waterbury, Connecticut
Delmer D. Terrill, II
Brewer, Maine
Robert C. Therrien
Bangor, Maine
Harry Thomas
Bangor, Maine
Priscilla A. Thurlow
Winn, Maine
Larry A. Todd
Fort Fairfield, Maine
Hyla J. Tracy
Ellsworth, Maine
Frederick Y. Trask
Milo, Maine

Robert J. Trask
Bangor, Maine
Donald J. Tremble
Brewer, Maine
Richard C. Trott
Bangor, Maine
Edward Tuttle
Brooklyn, New York
Arthur C. Verow
Brewer, Maine
Philip A. Verrill
Falmouth, Maine
Ronald D. Victory
Houlton, Maine
Manuel N. Vieira
Naugatuck, Connecticut
Joel A. Voisine
Fort Kent, Maine
Brent C. Walsh
Lincoln, Maine
Wayne B. Walls
Brewer, Maine
Earl E. Warren, Jr.
Bangor, Maine
Franklin C. Weatherhead
Limeseone, Maine
Dennis J. Webber
Belfast, Maine
Charles Welch
Millinocket, Maine

Kenneth Wentworth
Rockport, Maine
C. George Wheelden
Bangor, Maine
Dennis M. Whitcomb
Hampden Highlands, Maine
Stanley H. White
Brewer, Maine
David A. Whitney
Bangor, Maine
Lloyd A. Wickett
Stillwater, Maine
Thomas J. Willard
Caribou, Maine
Thomas J. Willett
Bangor, Maine
William Wing
Auburn, Maine
James R. Wood
Readfield, Maine
John A. Wood
Manchester, Connecticut
Lloyd Wyman
Bangor, Maine
Donnie J. Young
West Gouldsboro, Maine
Paul S. Youngblood
Milo, Maine

Department of Business Education

1963-1964

James G. Allen
Brewer, Maine
Edward G. Asselin
Waterbury, Connecticut
Geneva K. Bass
Winterport, Maine
Joan E. Beane
Warren, Maine
Roberta Beaulin
Holyoke, Massachusetts
J. Roger Bernard
Fort Fairfield, Maine
Ronald A. Blanchard
Bangor, Maine
Wesley L. Blethen, Jr.
Brewer, Maine
Rebecca Blood
Belfast, Maine
Eleanor E. Bohan
Bangor, Maine
Priscilla A. Boucher
Saco, Maine
Florence N. Bourgon
Bangor, Maine
Richard H. Boulet
Lewiston, Maine
Gerald J. Bourgoin
Van Buren, Maine
Barbara Bowles
Livermore Falls, Maine
Patricia L. Bradbury
Bridgewater, Maine
Angela N. Brasslett
Bradford, Maine
Edward Breau
South Brewer, Maine
Peggy Jo Brewer
Washburn, Maine
Charles E. Brier
Belfast, Maine
Robert Brown
Waterbury, Connecticut
Fred Bull
Ellsworth, Maine

John Byron
West Peru, Maine
David L. Campbell
Island Falls, Maine
Ralph L. Canney
Milo, Maine
William G. Carney
Brewer, Maine
James A. Carter
Surry, Maine
Delmar Clark
Fort Fairfield, Maine
Jerry Clukey
Dover-Foxcroft, Maine
Terry A. Comeau
Bangor, Maine
Bernard C. Conner
Sangerville, Maine
Charles Conti
Fredonia, New York
Lois C. Barber
Holden Trailer Park, Maine
Noreen L. Crowe
Bailey Island, Maine
Diane F. Cuozzo
Bangor, Maine
Judith E. Currier
Yarmouth, Maine
Gloria B. Curtis
Carmel, Maine
John Cyr
Caribou, Maine
Donald Demmons
Bangor, Maine
Theresa J. Deveau
Thompsonville, Connecticut
Paul F. Dinsmore
Bangor, Maine
Douglas Dodge
Bangor, Maine
Regina Doolan
Danbury, Connecticut
John F. Doran, Jr.
Bangor, Maine

Bruce R. Doughty
Bangor, Maine
Robert E. Dunlap
Chester, Pennsylvania
Mary J. Dunphy
Lincoln Center, Maine
Robert Duprey
Presque Isle, Maine
Horace E. Edwards
Woolwich, Maine
Doreen E. Elliston
Caribou, Maine
Jacqueline Emerson
Corinna, Maine
Julien A. Emond
Lewiston, Maine
Mary C. Fernald
Bangor, Maine
Jeane Fitz
New Sharon, Maine
Carolyn J. Flewelling
Easton, Maine
Robert H. Fraser
Brewer, Maine
Paul E. Gervais
Limestone, Maine
Muriel A. Giles
Patten, Maine
William M. Goodwill
Bangor, Maine
Stanley E. Gott
McKinley, Maine
Joseph Gould
Brewer, Maine
Reuben R. Grass
Philip R. Gulliver
Bridgewater, Maine
Fort Fairfield, Maine
Edward W. Hadley, Jr.
Bangor, Maine
Carole A. Hamilton
Bangor, Maine
Stephen D. Harding
Hartland, Maine

Tanya J. Harkins
Southwest Harbor, Maine
Wayne Hartford
Presque Isle, Maine
Rosemary L. Hawkes
Augusta, Maine
Virginia Hersom
Augusta, Maine
Wayne H. Hewett
North New Portland, Maine
Sandra L. Higgins
Ellsworth, Maine
Ronald G. Hodges
Albion, Maine
Chauncey Hoskins
Milo, Maine
Lee A. Hull
Auburn, Maine
Raymond J. Huotari
South Paris, Maine
Gerald W. Jameson
Presque Isle, Maine
Glendon E. Jackson
Whitefield, Maine
Ronald E. Jewell
Canaan, Maine
Leah M. Kearney
Mars Hill, Maine
Pamela Kenney
Brewer, Maine
Steve W. Kneeland
Lincoln, Maine
Suzanne M. LaFreniere
Lewiston, Maine
Donna A. Laking
Jackman Station, Maine
Thomas F. Largay
Bangor, Maine
Kenneth H. Lizzotte
Bangor, Maine
Patricia M. Long
Naples, Florida
Peter J. Lucas
Bangor, Maine
Robert A. MacLeod
Brewer, Maine
Robert A. Mansell
Brewer, Maine
Richard M. Marques
East Hartford, Connecticut
Kathy M. Marsden
Turner Center, Maine
Joe B. McCurry
Markham, Illinois
Neila McIntyre
Dexter, Maine
Nancy J. McKenney
Bangor, Maine
Nancy A. McLean
Millinocket, Maine
Roberta M. McLean
North Anson, Maine
Peter M. Mealey
Brewer, Maine
Stephen Millett
Brewer, Maine
Patrick J. Minnehan
Lewiston, Maine
Arthur Moore
Waterbury, Connecticut
Wayne P. Morris
North Leeds, Maine
Carolyn M. Morse
Charlestown, New Hampshire
Bruce E. Oliver
Fairfield, Maine
Judith A. Otis
Vassalboro, Maine
Richard G. Palmieri
Brewer, Maine
Leroy F. Patterson
Bangor, Maine
Michael K. Pelkey
Howland, Maine
Marie J. Pelletier
Millinocket, Maine
William H. Pelletier
Augusta, Maine
Herbert F. Perkins
Spruce Head, Maine
Phyllis J. Perreault
Fort Kent, Maine
Wayne M. Petrie
Old Town, Maine
John E. Pine
Springfield, Massachusetts
Keith A. Pomroy
Bangor, Maine
George E. Pooler
Bangor, Maine
Millard W. Pray
Belgrade, Maine
Jon R. Predaris
Bangor, Maine
Elizabeth Pullen
Monson, Maine
Patricia Randall
Corinna, Maine
Elizabeth A. Robertson
Brewer, Maine
Viola R. Robertson
Brewer, Maine
Roberta L. Robinson
Ashland, New Hampshire
Lorna J. Rockwell
Columbus, Indiana
Philip C. Roy
Fort Kent, Maine
Richard R. Russell
Washburn, Maine
Linda L. Sage
Howland, Maine
David St. Cyr
Cambridge, Vermont
Ronald J. St. Pierre
Bangor, Maine
Helen Sakellaris
Vassara, Greece
Andrew R. Sanborn
Detroit, Maine
Marshall A. Sawtelle
East Wilton, Maine
Janice Sawyer King
Brewer, Maine
James E. Schillinger
Totowa Borough, New Jersey
Linda Scott
Mattawamkeag, Maine
Nelda L. Scott
Brewer, Maine
Elizabeth S. Simon
Millinocket, Maine
Judith Simon
Millinocket, Maine
Elizabeth Skilling
Old Orchard Beach, Maine
Carolyn Smith
Bangor, Maine
Linda L. Smith
Charlestown, New Hampshire
Sharon L. Smith
Brewer, Maine
Warren E. Smith
Bangor, Maine
Roland S. Soucie
Bangor, Maine
Regina S. Steeves
Millinocket, Maine
Newton Stevens
Stratton, Maine
Patricia O. Stratton
Hancock, Maine
Thaxter Trafton
Bangor, Maine
Michael E. Trainor
Bangor, Maine
Carolyn J. VanAken
Bangor, Maine
Martyn A. Vanwart
Hampden Highlands, Maine
Wilfred Weymouth
Middletown, Rhode Island
Donna Wilkinson
East Holden, Maine
Carole A. Worden
Freeport, Maine

Department of Secretarial Science

1963-1964

Marie E. Aliberti
Lewiston, Maine
Jane M. Allen
Harrington, Maine
Carol E. Andrews
Hallowell, Maine
Betsy Axtell
Bangor, Maine
Marguerite L. Berry
Brunswick, Maine
Sandra C. Bickford
Augusta, Maine
Sandra E. Back
Belfast, Maine
Sue Ann Black
Presque Isle, Maine
Nancy E. Boardman
Bangor, Maine
Karen L. Borah
Bangor, Maine
Donna L. Bowden
Castine, Maine
Carolyn A. Bridges
Guilford, Maine
Patricia A. Carle
Bangor, Maine
Sandra L. Carlow
Robinston, Maine
Paula M. Christakos
Bangor, Maine
Patricia A. Church
Fitchburg, Massachusetts
Janet L. Cobb
Lee, Maine
Sandra J. Cole
Randolph, Maine
Martha H. Cooke
Needham, Massachusetts
Eva M. Cookson
Dover-Foxcroft, Maine
Dianne E. Cotter
Orrington, Maine

Elaine M. Cough
Bar Harbor, Maine
Henrietta J. Coulombe
Fort Kent, Maine
Daisylene F. Cyr
St. David, Maine
Donald B. Cyr
Madawaska, Maine
Edna M. Dale
Gardiner, Maine
Lynda L. Deering
Bath, Maine
Janet Drinkwater
Bangor, Maine
Rosemary Drotar
Woodland, Maine
Suzanne Dumas
Rangeley, Maine
Joyce M. Dunn
Bowdoinham, Maine
Terrie L. Duplisea
South Brewer, Maine
Lorna J. Durost
Bangor, Maine
Pamela Dwinal
Camden, Maine
Carole J. Flanagan
Caribou, Maine
Patricia A. Floyd
Bangor, Maine
Cheryl A. Folsom
Milo, Maine
Jeanne M. Foss
Hampden, Maine
Judith P. Gammon
Lancaster, New Hampshire
Carole G. Thibault
Stillwater, Maine
Selda L. Gould
Dixmont, Maine
Kathleen M. Goullette
Dexter, Maine
Kathleen M. Grant
Patten, Maine
Rosalie G. Gray
Harborside, Maine
Linda E. Hackett
Bowdoinham, Maine
Crystal E. Harris
Newport, Maine
Sheila A. Harrison
Bangor, Maine
Ann Marie Hart
Union, Maine
Sheila M. Hart
Lincolnville Maine
Karen A. Hartford
Dexter, Maine
Linda A. Havey
Bangor, Maine
Jessie E. Heal
Camden, Maine
Sandra Hendrick
Camden, Maine
Dail A. Hersey
Bangor, Maine
Mary E. Hersey
Bangor, Maine
Joanne G. Higgins
Bangor, Maine
Katherine C. Homer
Augusta, Maine
Elizabeth S. Howe
Old Town, Maine
Vicki Hurd
Bangor, Maine
Edith A. Jacobs
Union, Maine
Ernestine F. King
Anson, Maine
Adrienne L. Knight
Fort Fairfield, Maine

Carolyn V. Kydd
Deer Isle, Maine
Ellen L. Larsson
Presque Isle, Maine
Maureen F. Leach
Bangor, Maine
Wanda G. Leavitt
Lincoln, Maine
Mabel K. Leighton
Bangor, Maine
Sharon K. Leighton
Guilford, Maine
Marlene A. Lloyd
Houlton, Maine
Andrea L. Lounder
Hancock, Maine
Carmen Lovell
Guilford, Maine
Gail E. Luce
Bangor, Maine
Linda M. Ludden
Newport, Maine
Elizabeth MacDonald
Rumford, Maine
Brenda Mahany McAllister
Easton, Maine
Karen Marr
Rumford, Maine
Elizabeth A. Marshall
Gardiner, Maine
Bonnie J. Martin
Hardwick, Vermont
Joann B. McLellan
Bridgeport, Connecticut
Marie F. McMann
Bath, Maine
Dianne M. McNally
Sherman Mills, Maine
Raelene M. Michaud
Millinocket, Maine
Linda O. Miller
Carmel, Maine
Joyce M. Mitchell
Southwest Harbor, Maine
Kathryn R. Mitchell
Sherman Mills, Maine
Carrol L. Moores
Bangor, Maine
Pamela J. Morgrage
Orrs Island, Maine
Lois A. Moulton
Searsport, Maine
Judith A. Murphy
West Tremont, Maine
Carolyn J. Nason
Gardiner, Maine
Gayle R. Neal
Eaton, Maine
Sandra F. Norwood
Southwest Harbor, Maine
James C. Nowland
East Orland, Maine
Sandra L. Olson
Bangor, Maine
M. Genevieve O'Neill
Calais, Maine
Lorraine D. Ouellette
Van Buren, Maine
Carol J. Parlin
Hallowell, Maine
Pamela J. Pendleton
Bangor, Maine
Mary E. Perkins
Albion, Maine
N. Ann Perreault
Fort Kent, Maine
Margaret A. Perry
Bangor, Maine
Sheila A. Pickering
Freeport, Maine
Phyllis J. Pingree
Dexter, Maine

Velma A. Plourde
Kort Kent, Maine
Marilee Preble
Dover-Foxcroft, Maine
Gail E. Pulk
Bangor, Maine
Barbara J. Purinton
Bangor, Maine
Mary S. Radomski
Omaha Nebraska
Beth Rand Willigar
Bangor, Maine
Geraldine F. Reardon
Searsport, Maine
Helen M. Reed
Mt. Desert, Maine
Patricia A. Reid
Madison, Maine
Mary J. Richard
Bangor, Maine
Jacqueline Rittal
Bangor, Maine
Anita M. Robertson
Belfast, Maine
Sandra L. Robinson
Dennysville, Maine
Sandra E. Rogers
Searsport, Maine
Donna L. Rogerson
Bangor, Maine
Sylvia E. Rundlett
Mechanic Falls, Maine
Claire R. St. Peter
Caribou, Maine
Karlene A. Saucier
Bath, Maine
Sharon Schenck
Jonesboro, Maine
Ruth J. Searles
Wilton, Maine
Linda S. Sereyko
Howland, Maine
Bonnie S. Sewall
Orono, Maine
Starlene A. Sewall
Orono, Maine
Audrey R. Simpson
Rockland, Maine
Carol A. Simpson
Rockland, Maine
Miriam W. Snow
Blue Hill, Maine
Patricia Souther
Wilton, Maine
Jeanne E. Spencer
East Providence, Rhode Island
Loretta Stanwood Mayhew
Steuben, Maine
Sharon A. Stone
Searsport, Maine
Barbara J. Stromback
Mars Hill, Maine
Rebecca M. Strout
Milbridge, Maine
Judi A. Sutherland
Caribou, Maine
Barbara Thiele
Long Island City, New York
Patricia A. Thiele
Newport, Maine
Mary P. Thompson
Minto, New Brunswick, Canada
Helen S. Thomsen
Jackman Station, Maine
Linda L. Tobin
Temple, Maine
Gloria J. Tozier
Bangor, Maine
Theresa A. Treadwell
LaGrange, Maine
Carol A. Tremblay
Fort Fairfield, Maine

Edith S. Tucker
Blue Hill, Maine
Diane A. Veazey
Loring Air Force Base, Maine
Suzanne M. Veilleux
Bangor, Maine
Christina I. Viger
Rumford, Maine
Susan A. Ware
Passadumkeag, Maine

Emily L. Webb
Sargentville, Maine
Mary K. Webber
North Anson, Maine
Donna Wentworth
Southwest Harbor, Maine
Lynne Wibby
Bangor, Maine

Gail P. Williams
Richmond, Maine
Kathryn J. Wilson
Fort Fairfield, Maine
Dale J. Worster
Monroe, Maine
Bobbie J. Ziegler
Presque Isle, Maine

Specials

1963-1964

William H. Bridges
Calais, Maine
Angela M. Dandaneau
Brewer, Maine
Ramesh B. Geneg
Ahmedabad, Bombay, India
P. L. Hall
Greenville Jct., Maine
Winona L. Haller
Brewer, Maine
Josef F. Heller
Dow Air Force Base, Maine
Charles Johnson
West Hartford, Connecticut
Albert Johnston
Bangor, Maine
Michael S. Littlefield
Guilford, Maine

Robert Ludington
Dow Air Force Base, Maine
Frederick B. Lunt, Jr.
Presque Isle, Maine
William H. Mahon
Carmel, Maine
Thomas E. Mansell
Brewer, Maine
Myrtie M. Marston
Bangor, Maine
Michael J. McKenna, Jr.
Bangor, Maine
Erwin P. McTigue
Bangor, Maine
Merle A. Messer
Skowhegan, Maine
Penny A. Moran
Bangor, Maine

Irene Mosbacher
Bangor, Maine
John J. Nelligan
Bangor, Maine
William V. Pratt
Belfast, Maine
John W. Scott
Elssworth, Maine
George E. Searway
Bangor, Maine
Thomas D. Shanley
South Brewer, Maine
Irwin A. Singer
Bangor, Maine
John Steiger
Dow Air Force Base, Maine
Diana Weddell
Searsport, Maine

Evening Division

1963-1964

Norman W. Bragdon
Brewer, Maine
Stephen R. Brickel
Bangor, Maine
Clifton S. Clarke
Augusta, Maine
John H. Cox
Bangor, Maine
Priscilla Cully
Brewer, Maine
Joseph E. Hancur
Dow AFB, Maine
Howard Hawes
Augusta, Maine

William T. Hughes
Bangor, Maine
Michael O. Langston
Bangor, Maine
Edward T. Lee
Bangor, Maine
William L. MacDonald
Bangor, Maine
Conrad B. Maddocks
Hampden Highlands, Maine
Harold E. McKenney
Bangor, Maine

Gary R. Murray
Augusta, Maine
H. Kenneth Rand
Brewer, Maine
Bruce R. Reddy
East Winthrop, Maine
Jeffery A. Thebarge
Bangor, Maine
Carole L. Thibault
Old Town, Maine
Donovan C. Thibodeau
East Holden, Maine

Summer Sessions

1964

Theodore M. Barber
Bangor, Maine
Ella M. Bell
Houlton, Maine
James Berryman
Bangor, Maine
Priscilla Boucher
Bangor, Maine
Robert R. Boucher
Strong, Maine
Gerald Bourgoin
Bangor, Maine
Florence Bridges
Morrisville, Vermont
Robert Chandler
Bangor, Maine

Elaine M. Chenard
Chisholm, Maine
Henrietta J. Coulombe
Bangor, Maine
Dana Crawford
Bangor, Maine
Linwood Decker
Bangor, Maine
Gerald Dolan
Millinocket, Maine
John Doran, Jr.
Bangor Maine
Richard Fowles
Bangor, Maine
Eleanor L. Fuller
Hallowell, Maine

Lillian Fuller
Fairfield, Maine
Franklin Gilpatrick
Danforth, Maine
Diane Allen Henderson
Brooklin, Maine
Pauleta Hinchey
Fort Haven, Vermont
Herbert Hopkins
Brewer, Maine
James Horne
Rumford, Maine
David Ingraham
Presque Isle, Maine
Olive Jackson
Bangor, Maine

Nancy G. Jozefowicz
Sanford, Maine
Rose Kelley
Bangor, Maine
Pamela Kenney
Brewer, Maine
Esther L. Kilborn
Bridgton, Maine
Dorothy Knowles
Claremont, New Hampshire
Arthur Lawrence
Cherryfield, Maine
Anne Lewis
Bangor, Maine
Paul Lodge
Washburn, Maine
Donald E. Lupolt
Lewiston, Maine
Thomas Madsen
Portland, Maine
James McGaughey
Media, Pennsylvania
Jean M. McInnis
North Anson, Maine
Winnifred McLaughlin
Island Falls, Maine
Helen Meader
Winthrop, Maine
Eugene Melville
Presque Isle, Maine
Patrick Minnehan
Lewiston, Maine
Dorothy T. Morey
Troy, Vermont
Dorothy E. Morrison
Groveton, New Hampshire

Brian Page
Orono, Maine
Phyllis J. Perreault
Fort Kent, Maine
Lois M. Phillips
Bridgeton, Maine
John Pine
Bangor, Maine
Bernard Ploude
Madawaska, Maine
Robert Quinton
Auburn, Maine
Linda Ramsdell
Southwest Harbor, Maine
Kurt Reichelt
Burlington, Vermont
Mary J. Richard
Bangor, Maine
Myra W. Ritchey
Downingtown, Pennsylvania
Elizabeth Robertson
Brewer, Maine
Dorothy Rouleau
Rumford, Maine
Thomas Rourke
Unionville, Connecticut
John Rowe
Wilmington 5, Delaware
George Rundlett
Orono, Maine
Rowena Russell
Corinna, Maine
Ronald St. Pierre
Bangor, Maine
Elinor Sanford
Belfast, Maine

Gail H. Scovill
Houlton, Maine
Sister M. Henriette De Jesus
Biddeford, Maine
Sister Marie Du Carmel
Jackman Station, Maine
Sister M. Jean Stanislas
Biddeford, Maine
Marjorie Smallwood
Waterville, Maine
Ruth Snell
Houlton, Maine
Doris C. Soucia
Caribou, Maine
Loyal Spaulding, Jr.
WWaterville, Maine
Eldora Strickland
Belgrade, Maine
Barbara T. Strout
East Corinth, Maine
John Teller
Waterbury, Connecticut
Carole G. Thibault
Old Town, Maine
Donald J. Tremble
Brewer, Maine
Edith Tucker
Blue Hill, Maine
Carolyn Van Aken
Bangor, Maine
George Vasel
Lisbon Falls, Maine
Linda Scott Wyman
Bangor, Maine

Department of Accounting

SEPTEMBER 1964

Gerald W. Albert
Auburn, Maine
Ronald J. Albert
Van Buren, Maine
Fred E. Allen, Jr.
Bangor, Maine
James R. Allen
Turner, Maine
Wayne G. Allen
Mexico, Maine
Donald E. Amero
Presque Isle
Louis A. Arasate
Bangor, Maine
Wayne A. Astbury
Blue Hill, Maine
Richard V. Bailey
Bangor, Maine
Robert L. Baker
Natick, Massachusetts
Ronald W. Baron
Bangor, Maine
Robert E. Belanger
Caribou, Maine
Nelson F. Belisle
Bangor, Maine
Linwood E. Bell
Lovel,l Maine
Roger L. Bennett
Bangor, Maine
Douglas J. Bernard
Cochituate, Massachusetts
Robert E. Bernier
Augusta, Maine
Robert A. Berube
Dexter, Maine
James A. Black
Belfast, Maine

Maurice S. Blais
Lewiston, Maine
Paul N. Blodgett
Bowdoinham, Maine
Michel E. Bolduc
Lewiston, Maine
Thomas E. Bouchard
Millinocket, Maine
Donald G. Boucher
Lewiston, Maine
*William R. Bowden
Brooklin, Maine
Michael G. Breault
Portland, Maine
James L. Brickel
Bangor, Maine
Leslie A. Bridges
Mars Hill, Maine
Donald H. Briggs
Howland, Maine
G. David Brimmer
Brewer, Maine
Carl T. Brown
Millinocket, Maine
Danny E. Bryant
Bar Harbor, Maine
Larry L. Bryant
Jacksonville, Maine
Paul M. Bulduc
Brewer, Maine
Gerald J. Burleigh
Millinocket, Maine
James A. Burns
Rumford, Maine
Thomas E. Buzzell
Ellsworth, Maine
John H. Byron
West Peru, Maine

Lewis D. Cahill, Jr.
Solon, Maine
Brian R. Campbell
South Portland, Maine
Sandra E. Campbell
E. Hartford, Connecticut
Henry P. Caron
Lewiston, Maine
Alan I. Carr
Camden, Maine
Frederick E. Clancey
Bangor, Maine
David O. Cole
West Sumner, Maine
Michael E. Colerick
Cliffside Park, New Jersey
Raymond J. Cote
Orono, Maine
Gerald L. Cote
St. David, Maine
Arthur L. Crouse
Presque Isle, Maine
Camille M. Cyr
Augusta, Maine
Donald B. Cyr
Madawaska, Maine
William C. Dailey
Orrington, Maine
Quentin K. Dean
Greenville Jct., Maine
Richard M. Dodge
Owls Head, Maine
George Dominello
Meriden, Connecticut
John P. Donovan
Malden, Massachusetts
David J. Doody
Limestone, Maine

Richard H. Douglas
Topsham, Maine
Richard G. Dow
Mapleton, Maine
Robert H. Dow
Presque Isle, Maine
Douglas L. Dwelley
Brewer, Maine
Chester G. Eames
Bangor, Maine
Gordon T. Ellis
North Turner, Maine
Michael E. Enman
Bangor, Maine
Peter B. Enman
Bangor, Maine
William H. Estey
Hampden Highlands, Maine
Donald M. Favereau
Brunswick, Maine
Jeffrey W. Fernald
Harrington, Maine
Gerald M. Flaherty
Harrington, Maine
Robert P. Flynn
Raymond, Maine
Robert L. Fourgues
Lewiston, Maine
David W. Foulds
North Andover, Massachusetts
Richard A. Fowler
Bangor, Maine
Ronald E. Franck
Skowhegan, Maine
Herbert L. Frost
Hampden, Maine
Sandra M. Frost
Bangor, Maine
Richard L. Fruin
Topsham, Maine
Arthur D. Fuller
Rumford, Maine
Stanley W. Garland
Bangor, Maine
John W. Garry, Jr.
Kennebunk, Maine
Lincoln F. Gayton
Calais, Maine
Peter A. Given
Millinocket, Maine
Larry G. Glidden
Guilford, Maine
Ronald D. Goddard
Bangor, Maine
Blaine E. Goding
Turner, Maine
Thomas E. Gorman
Riegelsville, New Jersey
Carl H. Grant
Washburn, Maine
Joseph J. Gruber
Bangor, Maine
Bruce A. Guetti
Bennington, Vermont
Gary J. Guetti
Bennington, Vermont
Melvin G. Guiggey
Blaine, Maine
Shaler M. Hachey
Bangor, Maine
Kenneth H. Hanscom, Jr.
Lincoln, Maine
Peter A. Hansen
Bangor, Maine
Dana L. Hardy
Presque Isle, Maine
Thomas L. Harmon
Millinocket, Maine
David W. Harris
Yarmouth, Maine
Frank A. Henry
Rumford, Maine
Serge J. Henry
Curepipe, Mauritias
Richard A. Herrmann
W. Hartford, Connecticut
Wilfred Hessert
Bangor, Maine
Gary M. Hibbard
Dover-Foxcroft, Maine
Edward R. Hopkins
Bangor, Maine
Edgar A. Houston
Bangor, Maine
Hilman E. Howes
Bangor, Maine
James K. Hunt
So. Hanover, Massachusetts
John W. Hunt
Sanford, Maine
Roger H. Hunter
Presque Isle, Maine
Ernest E. Hutchins
Brewer, Maine
Alfred J. Iffland
Schenectady, New York
Rodney F. Irish
Corinna, Maine
Stephen C. Jacobs
Union, Maine
Theodore C. Jellison
Bangor, Maine
David A. Johnson
Hartland, Maine
*Stanley L. Johnson
East Holden, Maine
William J. Kaine
Vanceboro, Maine
Joel H. Kaplan
Parksville, New York
Murray A. Kellam
Brewer, Maine
Charles R. Kelley
Bangor, Maine
Thomas W. Kelly
Millinocket, Maine
Joseph A. Kelly
Baltimor, Maryland
Irwin D. Kirschenblatt
Bayside, New York
Stephen P. Knox
Brownville Jct., Maine
Peter J. Labrie
Presque Isle, Maine
Peter F. LaCrosse
Bangor, Maine
George J. Lambert
Augusta, Maine
*Leo J. LaPlante
Old Town, Maine
Gilbert E. Larrabee
Machias, Maine
Marcus C. Lee
East Millinocket, Maine
Robert P. Levesque
Lewiston, Maine
Anne R. Lewis
Bangor, Maine
William G. Little
Waldoboro, Maine
Robert E. Lord
Rockland, Maine
Santo R. Luiso
New Rochelle, New York
Mary Jo Lyden
Brunswick, Maine
Chester H. Maddocks
Ellsworth, Maine
Gerald H. Madore
Greenville, Maine
Wayne H. Mallar
Bangor, Maine
Alan E. McBrierty
Greenville, Maine
Martin F. McCluskey
Brewer, Maine
John J. McDonald
Brewer, Maine
James W. McGaughey
Media, Pennsylvania
James M. McGrath
Bangor, Maine
William W. McLaughlin
Orrington, Maine
Dennis J. McLellan
Oakland, Maine
Paul J. McPheters
Millinocket, Maine
Erwin P. McTigue
Bangor, Maine
*Patrick J. McTigue
Bangor, Maine
Glenn W. Meehan
Westbrook, Maine
Eugene Melville
Presque Isle, Maine
Sheri M. Merrill
Dexter, Maine
David G. Michaud
Caribou, Maine
Stephen E. Mitchell
Old Town, Maine
Robert G. Moore
Ellsworth, Maine
Lloyd R. Moores
Springfield, Maine
Forrest K. Moors, Jr.
Old Town, Maine
Marshal L. Morelli
Waterbury, Connecticut
Stanley Morin
Fort Kent, Maine
Fred D. Morine
Brewer, Maine
Lawrence E. Moro
Bangor, Maine
Leonard F. Mulligan
River Edge ,New Jersey
Walter J. Munn
Carmel, Maine
Michael P. Nangle
Rochester, New Hampshire
Frederick Nason
Millinocket, Maine
Darrell W. Nelson
Corinna, Maine
John P. Nendel
Norristown, Pennsylvania
Brian D. Niles
Presque Isle, Maine
*Edward T. O'Donnell
Bangor, Maine
Daniel E. Page
Bangor, Maine
John R. Papp
Phoenixville, Pennsylvania
Gayland E. Pelkey
Howland, Maine
Blake E. Perry
Easton, Maine
Paul B. Peters
Bangor, Maine
John F. Plante
Woonsocket, Rhode Island
David A. Pooler
Dexter, Maine
Douglas W. Pyatt
Farmington, Connecticut
Richard B. Raymond
Auburn, Maine
Neal C. Reed
Brewer, Maine
Peter C. Richards
Naugatuck, Connecticut
William J. Robichaud
Rumford, Maine

John M. Rowe
Wilmington, Delaware
William A. Saba
Lee, Maine
Ronald A. Sailor
Surry, Maine
Mona J. Saliba
Bangor, Maine
Forrest L. Sceggell
Milton, New Hampshire
Joseph J. Schlick
LaGrange, Maine
Lee W. Shorey
Old Town, Maine
Gary B. Sibley
Bangor, Maine
Fredric A. Sigrist
Bangor, Maine
Joseph M. Simonetti
Lewiston, Maine
Kenneth R. Simpson, Jr.
Bangor, Maine
Robert J. Simpson
Bangor, Maine
Robert D. Slamin
Bangor, Maine
Albert L. Smith
Farmington, Maine
Anne S. Farnham
Bangor, Maine
Paul D. Smith
Pittsfield, Maine
William R. Smith, Jr.
Southington, Connecticut
*Frank J. Sottile
Holden, Massachusetts
Everett D. Spencer
Stonington, Maine
John E. Sprague
Easton, Maine
Edward A. Stenonaitis
Simsbury, Connecticut
Gerald E. Swett
Ellsworth, Maine
Ronald G. Tardif
Van Buren, Maine
A. Peter Thande
Kenya, East Africa
A. George Tilley
Presque Isle, Maine
Gordon L. Tibbetts
Dexter, Maine
Elaine S. Tucker
Blue Hill, Maine
Kenneth M. Tyler
Dover-Foxcroft, Maine
David R. Ufford
North Anson, Maine
Robert E. White
Hampden Highlands, Maine
Richard E. Wing
Caribou, Maine
Roger R. Vanasse
Biddeford, Maine
Albert G. Varnum
Sedgwick, Maine
Brent C. Walsh
Bangor, Maine
Larry L. Wallace
Bath, Maine
Ardene G. Ward
Mexico, Maine
Thomas F. Wasielak
Middlefield, Connecticut
*Donald M. Weston
Bangor, Maine
William J. Woitkowski
Manchester, New Hampshire
Charles J. Wolverton
Easton, Maine
Merle E. Wood
Westbrook, Maine
James H. Wright
Presque Isle, Maine
Donald C. Young, Jr.
Skowhegan, Maine

Department of Business Administration

SEPTEMBER 1964

Frank B. Abbadessa
Vergennes, Vermont
William W. Abbott
Bangor, Maine
Louis J. Agnifilo
New Rochelle, New York
John B. Albee
Lincoln, New Hampshire
Paul F. Alden
Rockland, Maine
Richard J. Allen
Bangor, Maine
*William S. Allen
Millinocket, Maine
Sanford G. Ames
Rockland, Maine
Stephen L. Ames
Brewer, Maine
Frank M. Apple
Long Beach, New York
Lewis W. Babbidge
Isleboro, Maine
David C. Bailey
Dexter, Maine
Lynn F. Bailey
South Portland, Maine
Edward J. Baker
Bangor, Maine
Floyd G. Barnett
Bangor, Maine
Thomas V. Barrows
Farmington, Maine
Michael R. Bates
Bangor, Maine
D. David Bean
St. Johnsbury, Vermont
John J. Bean
South Portland, Maine
James D. Beaulieu
Veazie, Maine
Allan L. Beausang
Bangor, Maine
Ralph E. Beckwith
Bangor, Maine
Harry M. Berg
Bangor, Maine
Stephen E. Bergfors
E. Weymouth, Massachusetts
James W. Berryman
Bangor, Maine
Ronald W. Bierling
Aidan, Pennsylvania
Michael P. Bires
Bucksport, Maine
*Robin R. Blaisdell
Brewer, Maine
William B. Blaisdell
Brewer, Maine
Duane E. Bottiggi
Dryden, Maine
James N. Bouchard
Lewiston, Maine
John P. Boucher
Auburn, Maine
Roderick F. Boutot
Waterville, Maine
Susan R. Braun
Saddle River, New Jersey
John F. Brennan
So. Amboy, New Jersey
Blake B. Brown
Ellsworth, Maine
Jack F. Brown
Grand Lake Stream, Maine
Robert E. Brown
Limestone, Maine
Roger W. Brown
Bangor, Maine
Phillip D. Buckley
Bangor, Maine
Edward E. Burgess
Westroybury, Massachusetts
Sharon A. Burgess
Caribou, Maine
Russell M. Burr
Bangor, Maine
Paul R. Bussiere
Auburn, Maine
Wayne M. Buzzell
Ellsworth, Maine
Joseph P. Callahan
Waterbury, Connecticut
Earlan W. Campbell
Millinocket, Maine
Allen W. Carter
Bangor, Maine
Jeryl L. Carter
Kennett Square, Pennsylvania
Robert Carter
Bangor, Maine
Alphee A. Chenard
Auburn, Maine
Mark Clark
Farmington, Maine
*Roger A. Clement
Brewer, Maine
Richard K. Cobb
Lincoln Ctr., Maine
Stanley W. Cole
Unity, Maine
Nathan C. Collemer
Lincolnville, Maine
James W. Collins
Old Town, Maine
Jefferson S. Cook
Kittery, Maine
John W. Corrigan
Augusta, Maine
Patrick Coulghlin
Windsor, Vermont
Terrence C. Cousins
Ellsworth, Maine
Clifford C. Cox
North Monmouth, Maine
Jerald W. Craven
Bangor, Maine
Dana I. Crawford
Bucksport, Maine
David J. Crichton
Bangor, Maine
David Crowell
Bangor, Maine

Lloyd A. Cummings
Jonesport, Maine
Richard F. Daugherty
McKinley, Maine
Andrew E. Davis
Corinna, Maine
Robert F. Dee
Bangor, Maine
Edward A. Dicentes, Jr.
Millinocket, Maine
Ralph E. Diffin
Princeton, Maine
Carl L. DiFrederico
Millinocket, Maine
Donald A. Dinsmore
Palermo, Maine
Ronald R. DiRobbio
Providence, Rhode Island
John V. Discepolo
Bordentown, New Jersey
Michael N. Ditata
Chisholm, Maine
Douglas A. Dodge
Easton, Maine
David L. Dorr
Holden, Maine
John W. Doyle
Bangor, Maine
William E. Downs
Belfast, Maine
Lyle G. Drake
Macwahoc, Maine
Henry R. Brouin
Fairfield, Maine
Richard W. Dudley
Hartford, Connecticut
Robert E. Dunton
West Groton, Massachusetts
Theodore H. Durepo
Limestone, Maine
Robert L. Dwelley
Princeton, Maine
Roberta J. Dyer
Madison, Maine
Robert D. Enochs
Lincoln, Maine
Faalepo Faalepo, Jr.
Pago Pago, American Samoa
Frank E. Fahey
Millinocket, Maine
Hoyt M. Fairbrother
Dover-Foxcroft, Maine
Peter A. Farrington
Brewer, Maine
David A. Fernald
Bangor, Maine
Eileen K. Fernald
Bangor, Maine
John R. Ferrenbach
Yonkers, New York
Donld Finnegan
Bangor, Maine
William E. Fish
Old Town, Maine
Richard P. Flagg
Eastport, Maine
Stephen H. Flanagan
West Rockport, Maine
Brian M. Flanders
Old Town, Maine
Robert J. Fortune
Yonkers, New York
Richard B. Fowles
Bangor, Maine
Richard M. Fox
Fairfield, Connecticut
Edwin M. Gallant
Rumford, Maine
Gerard L. Gardner
Auburn, Maine
Frederick C. Gaspar
Surry, Maine
Stephen J. Gay
Jonesboro, Maine
Ramesh B. Genge
Borivli, Bombay
Seth W. Gilman
Bangor, Maine
Ralph W. Girafalco
Downingtown, Pennsylvania
William R. Goddard
Falmouth, Maine
Richard Grabowski
Rockville, Connecticut
T. Robert Graham
Ashland, Maine
Jesse J. Grant
Old Town, Maine
Winslow L. Grant
Bangor, Maine
Earl R. Grava
Bangor, Maine
Frank J. Gray
Gardiner, Maine
Harry M. Greenfield
New Rochelle, New York
Thomas Guinea
Watertown, Connecticut
Barak A. Gurney, Jr.
Morrill, Maine
Erid D. Hake
Cumberland Ctr., Maine
F. Nelson Haley
Charlotte Co., New Brunswick, Canada
Peter B. Haley
Falmouth, Maine
George L. Hamilton
Jonesport, Maine
Arthur J. Hammond
Bangor, Maine
Richard H. Harris
Whilmar, Massachusetts
David J. Hart
Bangor, Maine
Louis F. Hartt
Fort Ken, Maine
Robert C. Haskell
Bangor, Maine
John D. Hathaway
Orono, Maine
Paul W. Hawkes
Bangor, Maine
David A. Hawksley
Bangor, Maine
Calvin H. Heffington
Orono, Maine
Edward H. Hemmingsen
Norton, Massachusetts
Raymond E. Henry, Jr.
Bangor, Maine
William G. Herpfer
Germantown, New York
Rick E. Hersey
Bangor, Maine
Stephen G. Higgins
Montclair, New Jersey
Peyton D. Hills
Presque Isle, Maine
Thomas R. Hindle
Dover, New Hampshire
Robert E. Hinman
North Anson, Maine
Paul Hopper
Brewer, Maine
Gerald D. Hoxie
Milo, Maine
John S. Hoyt
Easton, Maine
Reginald R. Hughes
Bloomfield, Connecticut
Walter L. Hunt
Bucksport, Maine
Robert L. Imler
Etna, Maine
Richard A. Inman
Bangor, Maine
Wayne T. Jameson
Bangor, Maine
Chandler B. Johnson
Cornish, Maine
James J. Johnston
Madawaska, Maine
Frederick W. Jones
Millinocket, Maine
Barry A. Jordan
Ellsworth Falls, Maine
Brian A. Jordan
Rockland, Maine
Duncan W. Jordan
Veazie, Maine
Douglas G. Kanuh
So. Windham, Maine
Leland J. Keaten
Auburn, Maine
John Keenan
Ovid, New York
Randall C. Keep
North Jay, Maine
Richard L. Kelley
Hampden Highlands, Maine
William R. Kennedy
So. Wellfleet, Massachusetts
John Kershules
San Juan, Puerto Rico
Walter E. Keyser, Jr.
Bangor, Maine
Wayne G. Killam
Moncton, New Brunswick, Canada
Richard G. King
Watervliet, New York
Ronald J. Kittredge
Bangor, Maine
Ralph C. Knowles
Corinna, Maine
Aivars Knuble
Bangor, Maine
John A. Koch
Rangeley, Maine
Nancy E. LaCasse
Skowhegan, Maine
Clayton R. LaFerriere
Fort Kent, Main e
Lindon F. Lane
Bar Harbor, Maine
Michael J. Langley
Newport, Maine
Michael O. Langston
Greenwood, South Carolina
Edward P. Lanigan
Danbury, Connecticut
Phillip L. LaPlante
Bangor, Maine
Thomas F. Lavin
Presque Isle, Maine
Robert J. Legutki
Southport, Connecticut
David G. Leighton
Limestone, Maine
Campbell C. Leishman
Houlton, Maine
Harold J. Lench
Scranton, Pennsylvania
Ronald A. Libby
Mapleton, Maine
Barry M. Luby
Rocky Hill, Connecticut
*Carl R. Luce
North Anson, Maine
Robert H. Ludden
Hampden, Maine
Frederick B. Lunt, Jr.
Presque Isle, Maine

Richard E. Lyford
Dexter, Maine
Willard J. MacArthur
Lewisville, New Brunswick, Canada
Michael R. MacDonald
Millinocket, Maine
Michael G. Madden
Hallowell, Maine
Thomas Madsen
Portland, Maine
William D. Magliozzo
Weymouth, Massachusetts
Danile J. Maleski
WaterylIet, New York
John C. Manning
Bangor, Maine
Neil A. Mallett
Dover-Foxcroft, Maine
Edward J. Martin
Caribou, Maine
Francis G. Mauriello
Malden, Massachusetts
Harry W. Maxwell
Winthrop Maine
Keith B. McBurnie
Fort Fairfield, Maine
James M. McCormick
Sterling, Massachusetts
Henry E. McPherson
Brewer, Maine
Rodney McPherson
Brewer, Maine
Richard D. Meda
Litchfield, Connecticut
*Robert H. Merrill
Calais, Maine
Kenneth E. Michaud
Presque Isle, Maine
*Stanley Michelson
Bangor, Maine
*Cyrus A. Morris
Fort Fairfield, Maine
Darwin A. Morrison, Jr.
Ellsworth, Maine
Richard A. Morse
Millinocket, Maine
Gerald B. Morton
No. New Portland, Maine
David R. Morse
Rutland, Vermont
Paul S. Mulligan
Malden, Massachusetts
David L. Murchison
Lincoln, Maine
Peter H. Myers
Burlington, Vermont
Richard A. Naugler
Bangor,Maine
Thomas A. Nelson
Rowayton, Connecticut
Roger F. Newey
Hampden Highlands, Maine
David E. O'Connell
Bangor, Maine
John L. O'Connell
Brewer, Maine
Robert E. O'Keefe
Old Town, Maine
Paul H. Ogilvie
Bangor, Maine
Sterling B. Osgood
Lincoln, Maine
Julian M. Page
East Corinth, Maine
Dale E. Paine
Bangor, Maine
David B. Paine
Bar Harbor, Maine
Robert D. Parks
Kennebunkport, Maine
Joseph J. Paliotta, Jr.
Providence, Rhode Island
Lawrence J. Panzica
Milton, Massachusetts
Frank J. Parillo
Ballston Spa, New York
Anthony J. Pavone
Woodand, Maine
Louis E. Pawlich
Rocky Hill, Connecticut
William Pelletier
Augusta, Maine
Douglas R. Philipp
Bloomfield, New Jersey
Terrance A. Phinney
Lincoln, Maine
Puchong Phornphiboon
Banghok, Thailand
Chester W. Poole
Pemaquid, Maine
Elvin F. Potter
Greenville, Maine
Charles A. Preble
Bucksport, Maine
Herbert E. Preble
Millinocket, Maine
James H. Preble
Bath Maine
George A. Predrais
Bangor, Maine
Charles J. Prete
Sagamore, Massachusetts
Danny F. Price
Bangor, Maine
William R. Pupkis
Readfield Depot, Maine
William E. Reed
Dresden, Maine
James J. Reichardt
West Hartford, Connecticut
Darrell H. Rice
New Milford, Connecticut
David B. Richardson
Unity, Maine
James J. Rigley
Calais, Maine
Gary E. Robertson
Brewer, Maine
Charles E. Rogers
Bangor, Maine
Anthony C. Rotella
Waterbury, Connecticut
Thomas S. Rourke
Unionville, Connecticut
Ann R. Kimball
Bangor, Maine
George W. Rundlett
Orono, Maine
Paul E. Russell
Washburn, Maine
Antonio A. Russo
Westbrook, Maine
Leonard J. Saba
Lee, Maine
William S. Sadler
Brunswick, Maine
Michael K. Sargent
Brewer, Maine
James S. Sarno
Winchester, Massachusetts
Shantilal Satybhashak
Maninegar, Ahmedabad, India
Steven A. Scacca
Torrington, Connecticut
Hayden L. Schultz
Bangor, Maine
Robert L. Senter
Hampden Highlands, Maine
Paul B. Shedd
Lincoln, Maine
Richard H. Shirley
Old Town, Maine
Charles S. Silsby
Bangor, Maine
Irwin A. Singer
Bangor, Maine
Raymond J. Smachetti
East Hartford, Connecticut
Robert A. Small
Farmington, Maine
Carl W. Smith
Mars Hill, Maine
Warren E. Smith
Bangor, Maine
Robert A. Soucie
Brewer, Maine
Gerald J. Soucy
Grand Isle, Maine
Richard P. Southworth
Concord, New Hampshire
Kenneth B. Spooner, Jr.
Caribou, Maine
Timothy E. Stinson
Bath, Maine
Allan B. Storer
Monson Maine
Nuel G. Stroheker
Freeport, Maine
Carroll V. Strout
Milbridge, Maine
Kenneth C. Sucy
Bradley, Maine
Richard W. Swider
Colchester, Connecticut
Lonnie D. Temple
Bangor, Maine
Delmer D. Terrill
Brewer, Maine
John P. Thayer
Bangor, Maine
Robert N. Theriault
Rockwood, Maine
Burleigh J. Tibbetts
Mechanic Falls, Maine
James W. Tingley
Calais, Maine
David L. Titus
Bangor, Maine
Hyla J. Tracy
Ellsworth, Maine
Leonard R. Tracy
Lewiston, Maine
Frederick Y. Trask
Milo, Maine
Richard C. Trott
Bangor, Maine
Brian L. Turner
Monson, Maine
Peter F. VanDeets
The Forks, Maine
Arthur C. Verow
Brewer, Maine
Philip A. Verrill
Falmouth, Maine
Ronald David Victory
Houlton, Maine
Joel A. Voisine
Fort Kent, Maine
Earl E. Warren, Jr.
Bangor, Maine
Franklin C. Weatherhead
Limestone, Maine
Stanley H. White
Brewer, Maine
Lloyd A. Wickett
Old Town, Maine
William L. Wing
Auburn, Maine
Eugene C. Witham
Rockland, Maine
James R. Wood
Readfield, Maine
L. Robert Wyman
Bangor, Maine

Dennis J. Young
W. Gouldsboro, Maine
William Zimba
Waterville, Maine
Richard R. Vogel
New Rochelle, New York
Wayne B. Walls
Brewer, Maine
Warren J. Weber
Clinton Corner, New York
Kenneth E. Wentworth
Rockport, Maine
David A. Whitney
Bangor, Maine
Michael W. Wickware
Bangor, Maine
Thomas J. Willard
Homer, New York
John F. Willette
Bangor, Maine
John A. Wood
Manchester, Connecticut
Paul S. Youngblood
Milo, Maine
Alan F. Zoccolillo
New Rochelle, New York

Department of Business Education

SEPTEMBER 1964

John B. Alden
Monson, Massachusetts
Edward G. Asselin
Waterbury, Connecticut
Geneva K. Bass
Winterport, Maine
Barbara A. Bates
Bath, Maine
Joan E. Beane
Warren, Maine
Roberta Beaudin
Manchester, New Hampshire
Clyde G. Berry
Bangor, Maine
Ronald A. Blanchard
Bangor, Maine
Priscilla A. Boucher
Saco, Maine
Gerald J. Bourgoin
Van Buren, Maine
Barbara L. Bowles
Livermore Falls, Maine
Patricia L. Bradbury
Bridgewater, Maine
Angela N. Brasslett
Bradford, Maine
Carol A. Brooks
Brunswick, Maine
Robert H. Brown
Waterbury, Connecticut
Gail R. Buck
Portland, Maine
Virginia M. Burr
Old Town, Maine
David L. Campbell
Island Falls, Maine
Ralph L. Canney
Milo, Maine
Robert R. Boucher
Chisholm, Maine
Jane E. Caron
Sanford, Maine
Delmar Clark
Fort Fairfield, Maine
Jerry J. Clukey
Dover-Foxcroft, Maine
Terry A. Comeau
Bangor, Maine
Joyce A. Comeau
Bradley, Maine
Charles R. Conti
Fredonia, New York
Henrietta J. Coulombe
Fort Kent, Maine
*Ronald J. Cowan
Newport, Maine
Robert E. Cox
Mechanicville, New York
Sandra L. Crockett
Bangor, Maine
Noreen L. Crowe
Bailey Island, Maine
Diane F. Cuozzo
Bangor, Maine
Gloria B. Curtis
Carmel, Maine
John P. Cyr
Caribou, Maine
Jean E. Dearborn
Dexter, Maine
Donald G. Demmons
Scarboro, Maine
Regina F. Doolan
Danbury, Connecticut
John F. Doran, Jr.
Bangor, Maine
Lena A. Dow
Fort Fairfield, Maine
Edna M. Dudley
Holyoke, Massachusetts
Mary J. Dunphy
Lincoln Ctr., Maine
Robert Duprey
Presque Isle, Maine
Edward C. Eckert
Salem, New Jersey
Horace E. Edwards
Woolwich, Maine
Jayne M. Elliott
Malone, New York
Doreen D. Elliston
Caribou, Maine
Frances M. Emery
Old Orchard Beach, Maine
George W. Fairfield
Orrington, Maine
Marie E. Farley
Sebago Lake, Maine
Mary C. Fernald
Bangor, Maine
Carolyn J. Flewelling
Easton, Maine
Donna Folsom
Greenville, Maine
Brenda L. Ford
Bangor, Maine
Robert H. Fraser
Brewer, Maine
Paul E. Gervais
Limestone, Maine
Bridgett S. Giordano
Dover-Foxcroft, Maine
Ellen C. Goldstone
New York City, New York
Reuben R. Grass
Bridgewater, Maine
Robert Gross
Bangor, Maine
Edward W. Hadley, Jr.
Lowell, Massachusetts
Carole A. Hamilton
Bangor, Maine
John H. Hanley
Washington, Maine
*Norma R. Hanscom
Norway, Maine
Stephen D. Harding
Hartland, Maine
Murrel L. Harris
Milo, Maine
Wayne Hartford
Presque Isle, Maine
Rosemary L. Hawkes
Bangor, Maine
Herbert H. Hopkins
Brewer, Maine
Chauncey W. Hoskins
Milo, Maine
Raymond J. Huotari
So. Paris, Maine
Glendon E. Jackson
Whitefield, Maine
Richard P. Kendall
Bangor, Maine
Pamela L. Kenny
Brewer, Maine
*Thomas F. Largay
Bangor, Maine
Marion M. Lauten
Lewiston, Maine
Micheline A. LeBlanc
Bangor, Maine
Franklin W. Leo
Rockland, Maine
Gary A. Lesuer
Calais, Maine
Brenda C. Liscomb
Bar Harbor, Maine
Marlene A. Lloyd
Houlton, Maine
Angelo A. Lucca
Johnston, Rhode Island
Robert A. Mansell
Brewer, Maine
Michael W. Marquis
Auburn, Maine
Martha E. McClure
Detroit, Michigan
Pamela L. McKay
Brewer, Maine
Nancy J. McKenney
Bangor, Maine
Patricia J. McPherson
East Corinth, Maine
Peter M. Mealey
Brewer, Maine
Donna R. Mercier
E. Millinocket, Maine
Daniel G. Miller
Margaretville, New York
Stephen Millett
Brewer, Maine
Betty J. Morgan
Bradford, Maine
Wayne P. Morris
Orono, Maine
Richard A. Muntimuri
Westerly, Rhode Island
Samuel S. Myers
Saratoga Springs, New York
William B. Northrop
Waterbury, Connecticut

James C. Nowland
Cos Cob, Connecticut
Douglas J. O'Connell
Bangor, Maine
Bruce E. Oliver
Fairfield, Maine
Jerry M. Parent
Bangor, Maine
*Donald H. Parke
Bangor, Maine
Stanley E. Pearson
Milo, Maine
Herbert F. Perkins
Frankfort, Maine
Carlene P Campbell
Sherman Mills, Maine
Robert W. Perry
Fort Edward, New York
Joseph L. Petrone
Westerly, Rhode Island
Nancy J. Phillips
Bangor, Maine
Nancy L. Pichette
Auburn, Maine
Michael C. Pickett
Fort Edward, New York
John E. Pine
Springfield, Massachusetts
George E. Pooler
Bangor, Maine
Jon P. Predaris
Bangor, Maine
Elizabeth Pullen
Monson, Maine
Eileen A. Rainha
West Warwick, Rhode Island
Mary J. Richard
Bangor, Maine
Michael D. Roberge
Saco, Maine
Roberta L. Robinson
Ashland, New Hampshire
Arthur R. Roy
Bangor, Maine
*Galen S. Ruhlin
Hampden Highlands, Maine
Richard R. Russell
Washburn, Maine
David R. St. Cyr
Cambridge, Vermont
Lawrence W. St. Louis
Orono, Maine
Ronald J. St. Pierre
Bangor, Maine
Helen P. Sakellaris
Bassar Sparta, Greece
Andrew R. Sanborn
Detroit, Maine
Marshall A. Sawtelle
East Wilton, Maine
John N. Scotti
Cranston, Rhode Island
Nelda L. Scott
Brewer, Maine
Constance A. Sherman
Oakfield, Maine
Audrey R. Simpson
Rockland, Maine
Elizabeth Skilling
Old Orchard, Maine
Carolyn M. Smith
Bangor, Maine
Linda L. Smith
Charlestown, New Hampshire
George W. Spreng, Jr.
Ellsworth, Maine
Newton Stevens
Stratton, Maine
Sarah A. Stewart
Bangor, Maine
Carol F. Taute
Kennebunk, Maine
Nancy J. Tilden
Ellsworth, Maine
Carolyn M. Tingley
Houlton, Maine
Michael E. Trainor
Bangor, Maine
Matthew A. Twombly
Howland, Maine
Carolyn J. VanAken
Bangor, Maine
Linda J. Vadnais
Arundel, Maine
Kevin H. Vickers
Bangor, Maine
Robert J. West
Houlton, Maine
Judith A. Williams
E. Millinocket, Maine
Stephen L. Withers
Solon, Maine
Kerry Lee Woodbury
Morrill, Maine
Linda S. Wyman
Mattawamkeag, Maine

Department of Secretarial Science

SEPTEMBER 1964

Barbara J. Albert
Limeston,e Maine
Marie E. Aliberti
Lewiston, Maine
Carol E. Andrews
Hallowell, Maine
Christine E. Artes
Brownville Maine
Kathleen M. Beal
Phillips, Maine
Jennifer L. Bates
Patten, Maine
Susan E. Bennett
Caribou, Maine
Sandra C. Bickford
Augusta, Maine
Noreen G. Billings
Deer Isle, Maine
Sue Ann M. Black
Presque Isle, Maine
Carole A. Boddy
Millinocket, Maine
Constance L. Bouffard
Rumford, Maine
Judy A. Boulier
Houlton, Maine
Donna L. Bowden
Castine, Maine
Pamela J. Bresette
Sebago Lake, Maine
Cheryl A. Brown
Washburn, Maine
Judith A. M. Browning
Presque Isle, Maine
Joyce E. Bryant
Jacksonville, Maine
Rachel L. Burgess
Vinalhaven, Maine
Pamela G. Carlisle
Ellsworth, Maine
James A. Carter
Surry, Maine
Susan M. Chalou
Caribou, Maine
Jacqueline Chiarell
Bangor, Maine
Paula M. Christakos
Bangor, Maine
Ilean H. Closson
Brooksville, Maine
Janet C. Murchison
Lee, Maine
Patricia A. Coffin
Ashland, Maine
Sandra Jo Cole
Randolph, Maine
Martha H. Cooke
Needham, Massachusetts
Eva C. Cookson
Dover-Foxcroft, Maine
Betty A. Coombs
Stoningham, Maine
Glenda A. Coolong
Mt. Chase, Maine
Sandra E. Cote
Fort Fairfield, Maine
Sharon M. Cumming
Easton, Maine
Carolyn J. Cunningham
Camden, Maine
Janis E. Daisey
Millinocket, Maine
Edna M. Dale
Gardiner, Maine
Tanaya M. Davis
Monson, Maine
Carmen DeRaps
Rangeley, Maine
Sharon B. Doyle
Bangor, Maine
Terrie L. Duplisea
So. Brewer, Maine
Lorna J. Durost
Bangor, Maine
Cheryl L. Eaton
Deer Isle, Maine
Judy R. Edgecomb
Limestone, Maine
Crystal D. Everett
So. Gardiner, Maine
Carole J. Flanagan
Caribou, Maine
Jeanne M. Foss
Hampden, Maine
Carol N. Franck
Sinclair, Maine
Linda E. Frye
Augusta, Maine
Mary E. Gilley
Brewer, Maine
Angela Gordon
Bangor, Maine
Marilyn Gutch
Hudson, New York
Jeanne E. Hall
Cedar Grove, Maine
Olivia G. Harmon
Hollis Center, Maine
Crystal E. Harris
Newport, Maine
Sheila A. Harrison
Bangor, Maine
Ann M. Hart
Union, Maine

Hulda H. Hartford
Harrington, Maine
Marcia L. Harvey
Fort Fairfield, Maine
Judith A. Hayden
Augusta, Maine
Jessie E. Heal
Camden, Maine
Sheila G. Hamphill
Easton, Maine
Mary E. Blanchard
Bangor, Maine
Katherine C. Homer
Augusta, Maine
Patricia A. Howard
Brooksville, Maine
Diane C. Hughes
Millinocket, Maine
Beverly A. Jacobs
Thomaston, Maine
Nancy A. Kachinski
Thopsham, Maine
Donna M. Kaler
North Bath, Maine
Marie A. Kilbridge
Lincoln, Maine
Priscilla J. Kenney
Phillips, Maine
Helen I. Knowles
Bangor, Maine
Donna A. Laking
Jackman Station, Maine
Donna M. Lambert
Brewer, Maine
Jane A. Laughton
Dexter, Maine
Elizabeth S. Leavitt
Brunswick, Maine
Donna J. LeGassey
Millinocket, Maine
Mabel K. Leighton
Bangor, Maine
Linda J. LePage
Millinocket, Maine
*Cheryl D. Lewis
Belfast, Maine
Sandra L. Libby
Bangor, Maine
Betty M. Littlefield
Lincoln, Maine
Alison E. Lordan
No. Andover, Massachusetts
Beverly A. Lovell
Anson, Maine
Gail E. Luce
Bangor, Maine
Elizabeth MacDonald
Rumofrd, Maine
Jean P. Madore
Van Buren, Maine
Ellen M. Martel
Southwest Harbor, Maine
Rosemary C. McCarthy
Bangor, Maine
Robert R. McDonald
Ellsworth, Maine
Alison A. McDonough
Brewer, Maine
Roberta M. McLean
No. Anson, Maine
Marie F. McMann
Bath, Maine
Barbara L. Merritt
Presque Isle, Maine
Raelene M. Michaud
Millinocket, Maine
Gwendolyn E. Mitchell
Matinicus Island, Maine
Sandra W. Mitchell
Rumford, Maine
Pamela J. Morgrage
Orrs Island, Maine
Nancy J. Morrison
Princeton, Maine
Nancy A. Mullaney
Bangor, Maine
Carolyn J. Nason
Gardiner, Maine
Carol A. Neal
Howland, Maine
Gayle R. Neal
Eaton, Maine
Linda L. Noonan
Patten, Maine
Dianne M. Notargiacomo
W. Acton, Massachusetts
Joan L. Page
Orono, Maine
Ginita I. Peary
Strong, Maine
*Nathalee A. Pratt
Guilford, Maine
Catherine P. Richard
Bangor, Maine
Billee Jean Roach
Millinocket, Maine
Mary E. Roberts
Littleton, New Hampshire
Paula J. Roberts
Alfred, Maine
Alice M. Robinson
Manset, Maine
Sandra L. Robinson
Dennysville, Maine
Jane V. Rogers
Caribou, Maine
Sandra E. Rogers
Searsport, Maine
Marion C. Rooks
Bangor, Maine
Delores A. Rowell
Harmony, Maine
Suzanne L. Rowe
Randolph, Maine
Linda L. Sage
Howland, Maine
Claire R. St. Peter
Caribou, Maine
Madelyn M. Seamans
Princeton, Maine
Ruth J. Searles
Wilton, Maine
Linda S. Sereyko
Howland, Maine
Brenda S. Simoneau
Livermore Falls, Maine
Carol A. Simpson
Rockland, Maine
*Patricia J. Sirois
Van Buren, Maine
Diane C. Smith
Thomaston, Maine
Joyce M. Smith
Jonesport, Maine
Lorraine M. Smith
Princeton, Maine
Maurise Soper
Orland, Maine
Mary Lou Southworth
Concord, New Hampshire
Jeanne E. Spencer
Ft. Gulick, Canal Zone
Janice M. Spooner
Auburn, Maine
Barbara D. Sproul
Bangor, Maine
Sharon S. Good
Searsports, Maine
Janet M. Strout
Yarmouth, Maine
Dorothy J. Tammaro
Wooland, Maine
Ruth A. Theriault
No. Springfield, Virginia
Patricia A. Thiele
Newport, Maine
Mary P. Thompson
Minto, New Brunswick, Canada
Sandra L. Thompson
Woodland, Maine
Sue Mac Thompson
Washburn, Maine
Marilyn F. Townsend
Thomaston, Maine
Gloria J. Tozier
Bangor, Maine
Theresa A. Treadwell
LaGrange, Maine
Diane A. Veazey
Limestone, Maine
Suzanne M. Veilleux
Bangor, Maine
Susan F. Varney
Belfast, Maine
Beverly J. Warren
Bangor, Maine
Gail M. Webber
Hollis Center, Maine
Lorraine M. Webber
Bar Harbor, Maine
Mary K. Webber
North Anson, Maine
Joanne Wildes
West Buxton, Maine
Kathryn J. Wilson
Fort Fairfield, Maine
Miranda M. Winship
Bradford, Maine
Elaine G. Withee
Richmond, Maine
Jean H. Young
Madawaska, Maine

Special Students

SEPTEMBER 1964

John W. Bates
Guilford, Maine
Charles Bearce
Bangor, Maine
Douglas E. Bishop
Yarmouth, Maine
William H. Bridges
Calais, Maine
Andrew F. Carbone
Belfast, Maine
Howard L. Davis, Jr.
Dexter, Maine
Dennis Day
Brewer, Maine
Peter D. DeGrasse
Lincoln, Maine
Michael J. Doherty
Kennebunkport, Maine

Bruce R. Doughty
Bangor, Maine
Bruce H. Flagg
Veazie, Maine
Colleen P. Geagan
Bangor, Maine
Dorothy A. Hodge
Bangor, Maine
Jeanette M. Hunter
Winterport, Maine
John T. Kidder
Rangeley, Maine
Thomas E. Mansell
Brewer, Maine
Antionette Marotti
Orrington, Maine
Irene E. Mosbacher
Bangor, Maine
Eileen C. O'Brien
Bangor, Maine
George E. Searway
Bangor, Maine
Frank W. Sprague
Bangor, Maine
Kenneth E. Stone
Bangor, Maine
Martyn A. Vanwart
Hampden Highlands, Maine
Edith Wolman
Bangor, Maine

*Withdrew before November 15, 1964.

Mid-Winter Graduates
1964

Degrees

BACHELOR OF SCIENCE IN ACCOUNTING

Horace Richard Crandall
Presque Isle, Maine

Gary Benjamin Eldred
Montpelier, Vermont

Dermont Arlington Reed
Carmel, Maine

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Norman Joseph Champagne
Augusta, Maine

David Richardson Garland
Brewer, Maine

Lynwood Charles Hachey
Orono, Maine

Robert Milton LePage
Bangor, Maine

Vincent Royce Marriner
Lincolnville, Maine

Donald James Pedrozo
Montpelier, Vermont

Frank Arthur Raymond
Augusta, Maine

Albert James Tagg
Bangor, Maine

Thomas James Willett
Brewer, Maine

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

Peggy Jo Brewer
Washburn, Maine

Bernard Charles Conner
Dexter, Maine

Theresa Julian Deveau
Thompsonville, Connecticut

Peter Joseph Lucas, Jr.
Bangor, Maine

Roland St. James Soucie
Bangor, Maine

Diplomas

DEPARTMENT OF BUSINESS ADMINISTRATION

Ronald Adrian Boisvert
Manchester, N. H.

Ralph Eugene Pinkham
Ellsworth, Maine

DEPARTMENT OF SECRETARIAL SCIENCE
EXECUTIVE SECRETARIAL

Helen Marlene Reed
Bernard, Maine

LIBERAL ARTS SECRETARIAL

Diane Elizabeth Cotter
Orrington, Maine

JUNIOR SECRETARIAL

Judith Ann Sutherland
Caribou, Maine

Carole Gould Thibault
Old Town, Maine

Dale Jean Worster
Monroe, Maine

TYPING CLERICAL

Patricia Anne Floyd
Bangor Maine

Joyce Marie Mitchell
Southwest Harbor, Maine

Donna Leslie Rogerson
Hampden, Maine

June Graduation
1964
Degrees

BACHELOR OF SCIENCE IN ACCOUNTING

John Harrison Buck
Millinocket, Maine
James Stuart Carlisle
Phillips, Maine
Roger Allen Carroll
Bangor, Maine
*Roger J. Castonguay
Bangor. Maine
Larry Adrian Collins
Easton, Maine
**Leigh Erwin Cowing
LaGrange, Maine
Robert Jerry Dore
Orono, Maine
F. Ford Fay
Mansfield Center, Connecticut
*William Roger Hawksley
Mars Hill, Maine
Albert Len Hobbs
Caribou, Maine
*Ronald Jeffry Johnson
Stockton Springs, Maine
Richard Laurier Langelier
Brewer, Maine
**Pamela Hannah McKelvey
Grand Lake Stream, Maine
Donald Vincent McLaughlin, Jr.
Augusta, Maine
Albert Morgues
Bronx, New York
Patrick Claude Pelletier
Fort Kent, Maine
Charles H. Renski
Cherryfield, Maine
Roland Morris Towle
Bangor, Maine

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Robert Harold Anderson
Patten, Maine
*Franklin Rodden Barclay
Livermore Falls, Maine
C. Keith Bolster
Easton, Maine
Gerald Gary Brown
Milo, Maine
Ferdinand James Carillo
East Willston, Long Island, N.Y.
John Conway Cochrane
Bangor, Maine
Thomas Terrence Coughlan
Prospect, Connecticut
Freeman Paul Cunningham, Jr.
Milford, Maine
Edward Owen Darling, Sr.
Brewer, Maine
John William Donovan
Lewiston, Maine
Everett Richard Drummond III
Bangor, Maine
Laurence DeWitt Fernald, Jr.
Bangor, Maine
Sheila Rae Fernald
Millinocket Maine
Albert Charles Forget
Bangor, Maine
Louis Joseph George
Bangor, Maine
Charles Clifton Gerrish
Bangor, Maine
Harlan Dale Green
Clifton, Maine
Charles Lewis Guiggey
Westfield, Maine
P. Leonard Hall
Greenville, Maine
T. Kevin Hanlon
Nangatuck, Connecticut
Michael John Hanson
Belfast, Maine
Blaine Thomas Holmes
Hancock, Maine
Lawrence William Homsted
Orrington, Maine
Hugh B. Hooper
Gouldsboro, Maine
Francis Lee Kaufman
Dexter, Maine
Joseph Howard Laing III
Orrington, Maine
Lawrence Elwood Lane
Veazie, Maine
Richard Neil Maller
Machias, Maine
Dean A. McDougal
Bath, Maine
Paul Robert McMennamin
Presque Isle, Maine
Henry Everett Mudgett
Stillwater, Maine
James Harold Murphy
Bangor, Maine
Brian T. Page
Orono, Maine
David Edwin Robinson
Abbot, Maine
Bruce Leslie Rubenstein
Rockland, Maine
Richard Leroy Shaw
Bangor, Maine
William Craig Shirley
Old Town, Maine
Lawrence Brian Snell
Presque Isle, Maine
William Ambrose Sprague
Brewer, Maine
Stephen Robert Strout
Bangor, Maine
Larry Albert Todd
Fort Fairfield, Maine
Robert Jay Trask
Wilton, Maine
Edward Tuttle,
Brooklyn, New York
Manuel Numes Vieira
Nangatuck, Connecticut
C. George Wheelden
Greenville, Maine

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

James Gregory Allen
Brewer, Maine
Edward George Asselin
Waterbury, Connecticut
**Lois Cross Barber
Searsmont, Maine
J. Roger Bernard
Fort Fairfield, Maine
Rebecca Jean Blood
Belfast, Maine
Priscilla Ann Boucher
Saco, Maine
Richard Henry Boulet
Brewer, Maine
William George Carney
Brewer, Maine
**Paul Frederick Dinsmore
Bangor, Maine
Robert Elwood Dunlap
Chester, Pennsylvania
Jacqueline Ann Emerson
Corinna, Maine
Julien A. Emond
Lewiston, Maine
James Ronald Flynn
Lewiston, Maine
Stanley Elmer Gott
McKinley, Maine
Joseph Duff Gould
Brewer, Maine
Carole Ann Hamilton
Bangor, Maine
Wayne Herman Hewett
Portland, Maine
**Carole Worden James
Portland, Maine
Ronald Earle Jewell
Canaan, Maine
Leah Mae Kearney
Mars Hill, Maine
Janice Sawyer King
Brewer, Maine
*Patricia Marie Long
Naples, Florida
Neila Evelyn McIntyre
Dexter, Maine
Patrick Joseph Minnehan
Fort Kent, Maine
Keith A. Pomroy
Bangor, Maine
Philip Charles Roy
Fort Kent, Maine
James Ernest Schillinger
Bangor, Maine
Donald James Tremble
Brewer, Maine
Wilfred T. Weymouth
Skowhegan, Maine

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

Barbara Ann Thicle
Long Island City, New York

**Magna Cum Laude

*Cum Laude

Diplomas

DEPARTMENT OF ACCOUNTING

Accounting—Two Years

Diana Louise Hatch
Waterville, Maine
Roscoe Birdnell McFarland
Camden, Maine

Accounting—One Year

Lynda Gail Smith
Bangor, Maine

DEPARTMENT OF BUSINESS ADMINISTRATION

Business Administration—Two Years

Ronald Norman Goggin
Randolph, Maine
Ronnie Evans Jones
Thomaston, Maine
Patricia Olive Stratton
Hancock, Maine

Business Administration—One Year

Judith Anne Simon
Millinocket, Maine

Judy Ann Dority Sucy
Bradley, Maine

Priscilla Ann Thurlow
Winn, Maine

DEPARTMENT OF SECRETARIAL SCIENCE

Executive Secretarial

Patricia Ann Carle
Bangor, Maine
Suzanne France Dumas
Rangeley, Maine
Maureen Faye Leach
Bangor, Maine
*Carmen Ann Lovell
Guilford, Maine
Karen Ann Marr
Rumford, Maine
Loretta Stanwood Mayhew
Brewer, Maine

Judith Ann Otis
Vassalboro, Maine
Geraldine Francis Reardon
Canoga Park, California
Patricia Ann Reid
Madison, Maine
Mary J. Richard
Bangor, Maine
Barbara Jean Stromback
Mars Hill, Maine

Medical Secretarial

Edith Arlene Jacobs
Union, Maine
Linda Olive Miller
Newburgh, Maine
Kathryn Rae Mitchell
Sherman Mills, Maine

*Sandra F. Norwood
Southwest Harbor, Maine
Pamela Jane Pendleton
Veazie, Maine
Phyllis June Pingree
Dexter, Maine

Miriam Warda Snow
Blue Hill, Maine

Legal Secretarial

Wanda Gail Leavitt
Lincoln, Maine

Junior Secretarial

*Carolyn Ann Bridges
Gulford, Maine
Patricia Anne Church
Sangerville, Maine
*Selda Louise Gould
Dixmont, Maine
*Rosalie G. Gray
Harborside, Maine
Dail Ann Hersey
Bangor, Maine

Andrea Lessie Lounder
Hancock, Maine
M. Genevieve O'Neill
Calais, Maine
Barbara Joan Purinton
Bangor, Maine
*Gail Patricia Williams
Richmond, Maine

Shorthand Clerical

Jane M. Allen
Harrington, Maine
*Kathleen Mae Goulette
Dexter, Maine
**Mary Suzanne Radomski
Omaha, Nebraska

Sharon Ann Schencks
Jonesboro, Maine
Susan Ann Ware
Passadumkeag, Maine
Bobbie Jean Ziegler
Presque Isle, Maine

Typing Clerical

Daisylene Cyr
St. David, Maine
Janet Anne Drinkwater
Bangor, Maine

*Carolyn Vaughn Kydd
Deer Isle, Maine
Donna Wentworth Strout
Bangor, Maine

*Honors
**Inabsentia

Summer Graduation

AUGUST 1964

BACHELOR OF SCIENCE IN ACCOUNTING

Gerald Dolan
Millinocket, Maine

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Robert E. Quinton
Auburn, Maine

Kurt V. Reichelt
Bangor, Maine

John J. Teller
Waterbury, Connecticut

BACHELOR OF SCIENCE IN BUSINESS EDUCATION (SECRETARY SCIENCE MAJOR)

Elaine M. Chenard
Chisholm, Maine

Eleanor L. Fuller
Hallowell, Maine

Paul R. Lodge
Washburn, Maine

Bernard J. Plourde
Lewiston, Maine

Rowena W. Russell
Corinna, Maine

BACHELOR OF SCIENCE IN BUSINESS EDUCATION (BUSINESS ADMINISTRATION MAJOR)

Loyal L. Spaulding, Jr.
Waterville, Maine


Olympia

Index

Academic Calendar 6
Academic Information 25
Academic Standards 43
Accounting Courses 134
Accounting Department 71
  Degree Curriculum 74
  Diploma Courses 75
Accreditation 1
Acknowledgment 51
Activities 59
Activity Fee 28
Administration 154
Admissions 25
  Diploma students 26
  Special students 26
  Transfer students 26
Advanced Accounting 135
Advanced Course in Objectives and Curriculum Problems in Business Education 143
Advanced Methods of Teaching Bookkeeping 143
Advanced Methods of Teaching Shorthand 143
Advanced Methods of Teaching Typewiting 143
Advanced Speech 144
Advanced Shorthand Speeds .. 149
Advanced Typewriting 149
Affiliations 154
Aims and Purposes 9
Algebra 147
American Government Courses 146
American Literature 145
American Novel 145
Anatomy 151
Application Fee 30
Attendance 41
Auditing 135
Awards 49
Band 60
Biology 151
Biology Courses 151
Boarding Accommodations ...18, 19
Books and Supplies 31
Budgetary Accounting and Control 136
Business Administration Club .. 61
Business Administration Courses 136
Business Administration Courses and Prerequisites 85
Business Administration Department 79
  Degree Curriculum 82
  Diploma Courses 86
  Major Fields of Concentration 84
Business Data Processing 139
Business Education Degree Curricula 95
  Accounting Major 95
  Buiness Administration Major 97
  Secretarial Science Major 99, 101
Business Education Department 89
Business Mathematics 146
Business Organization and Management 136
Business Problems 139
Business Report Writing 144
Business Statistics 141
Cadet Teaching 142
Cadet Teaching Fee 30
Cafeteria 18
Casualty and Property Insurance 139
C. P. A. Law Review 138
Change of Studies 42
Chieftain 69
Circle K 61
Clerical Practice 148
College Jurisdiction 46
Communication Control Systems 150
Consumer Economics 141
Contemporary American Poetry 145
Corporation Finance 137
Cost Accounting 134
Costs 27, 29
Counseling Service 50
Courtesy to Graduates 52
Critic Teachers 161
Current Economic Problems .. 141
Curricula 67
Dance Courses 140
Data Processing 139
Dean's List 45
Degree Curricula 69
Description of Courses 133
Diploma Students 26
Dismissal for Low Scholarship 44
Dormitory Rates 18, 19
Dormitory Refunds 31
Dramatic Club 60
Duplicating Processes 149
Economic Courses 140
Economic Geography 141
Educational Psychology 147
Elementary Shorthand Speed .. 149
Elementary Statistics 141
Elementary Typewriting 149
English Courses 144
English Literature 144
Estates and Trusts 139
Executive Secretarial Course 114, 115
Expenses 27, 29
Faculty 155

Federal Taxation 135
Fees 29, 30
Financial Policies of Corporations 138
French Courses 146
Freshman English 144
General Business Law 136
General Information 11
General Psychology 147
Geometry 147
Glee Club 60
Glimpse at Husson 8
Government Finance 141
Governmental Accounting 135
Gratuate Study 55
Graduation classes 184
Graduation Expense 31
Graduation Requirements 48
Gregg Theory 149
Health Fee 28
Heritage 11
History Courses 145
Honors 49
Housing 17
Human Relations and Communcations 139
Husson Christian Youth Organization 61
Husson Ledger 63
Improvement in the Instruction of Business Education Courses 143
Industrial Management 138
Intermediate Accounting 134
Intermediate Shorthand Speed 149
Intermediate Typewriting 149
Intramural Sports 62
Intramural Sports for Women.. 62
Introduction to Business 136
Introduction to Education 142
Introduction to Finance 137
Introduction to Literature 144
Introduction to Secretarial Science 148
Investment Analysis and Management 139
Kappa Delta Phi 60
Junior Secretarial Course 125
Labor Economics 141
Laboratory Technics 150
Laboratory Technics Fee ...30, 118
Language Courses 146
Late Entrance Fee 30
Law of Agency and Business Orangizations 136
Law of Contracts 136
Law of Negotiable Instruments 136
Ledger 63
Legal Secretarial Course 120
Legal Shorthand 149
Length of Courses 32
Liberal Arts Secretarial Course 122,123
Library 17
Library Fee 28
Life and Health Insurance 139
Linen Service 19
Location 16
Major Instructors 67
Managerial Accounting 135
Marketing Research 139
Mathematics Courses 146
Mathematics of Finance 147
Medical Secretarial Course ..116, 117
Medical Shorthand 150
Methods of Teaching Allied Business Subjects 143
Methods of Teaching Bookkeeping 142
Methods of Teaching Shorthand 142
Methods of Teaching Typewriting 142
Modern Drama 145
Modern Economic Thought .. 141
Money and Banking 141
Music Courses 147
National Association and Council of Business Schools 64
Newman Club 61
Northern Conservatory of Music 53
Office Machine Calculation ... 147
Officers and Administration .. 154
Open Letter 5
Orientation Week 27
Other Sources of Aid 38
Pathology 151
Personnel Management 137
Physical Education 147
Pi Rho Zeta 59
Placement Service 50
Pledge 51
Poetry: An Understanding and Appreciation 145
Policy Governing Student Load 32, 42
Potential Life Earnings 24
Prerequisite Sequence in Business Administration 85
Principles and Practices of Teaching in Secondary Schools 142
Principles of Accounting 134
Principles of Advertising 137
Principles of Credit Management 138
Principles of Economics 140
Principles of Guidance 143
Principles of Insurance 138
Principles of Marketing 137
Principles of Office Management 138
Principles of Retail Management 138
Principles of Salesmanship ... 136
Principles of Sociology 150
Principles of Transcription 150
Prizes and Awards 49

Probation 44
Psychology Courses 147
Psychology of Business 147
Purchasing Procedures 138
Ranking System 43
Reading Achievement Program 53
Real Estate 139
Refunds 31
Refunds to Veterans 32
Registration Fee 28
Report on Ranks 44
Retail Merchandising 137
Requirements for Admission .. 25
Requirements for Graduation .. 48
Sales Management 137
Scholarships 36
Scholastic Honesty 46
School of Dance 54
School of Music 53
School Spirit 48
Schools Employing Husson Graduates 103
Scope of Training 16
Secretarial Accounting 134
Secretarial Science Courses 148
Secretarial Practice and Procedures 150
Secretarial Science Department 109
Degree Curriculum 112
Diploma Courses 114
Semester Hour and Course Load 32, 42
Seminar in Literature 145
Service to Graduates 52
Shorthand Clerical Course ... 125
Shorthand Courses 148
Shorthand Theory 149
Social Problem 150
Social Restrictions 45
Sociology Courses 150
Sources of Aid 38
Spanish Courses 146
Special Areas of Concentration in Business Administration 84
Special Student Fee 30
Special Students 26
Speech Courses 144
Sports for Women 62
Statement of Aims of Purposes 9
Student Aid Insurance 39
Student Aid 33
Student Body 167
Student Education Association 60
Student Load 32, 42
Student Organizations 59
Student Publications 63
Student Senate 59
Summer Session 53
Summer Session Education Courses 143
Survey of American Literature 145
Survey of English Literature .. 144
Term Schedule 19
Testing Program 27
Tests and Measurements in Business Education 143
Thomas School of the Dance .. 54
Time Schedule 42
Title of Courses 130
Transcripts 52
Transcription Laboratory 150
Transfer Students 26
Transportation and Traffic Management 140
Trigonometry and Logarithms 147
Typing-Clerical Course 126
Typewriting Courses 149
Tuition Tables 28
Degree Programs 28
Non-degree Programs 29
United Business School Assocation 64
United States Political and Social History 145
Varsity Sports 62
Veteran's Club 62
Veteran's Refund 32
Work Simplification 138
Written Communication 144
Young Democratic Club 61
Young Republican Club 61
Young Men Entering the Armed Services 19