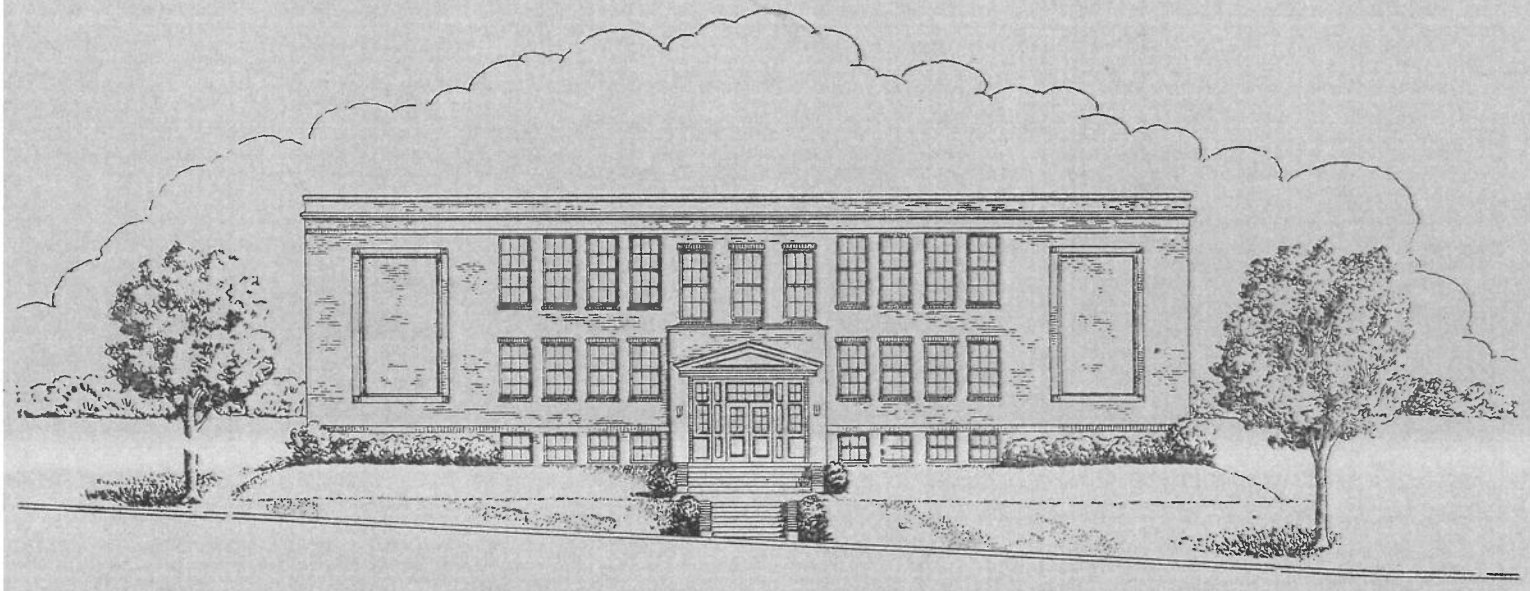
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Bangor Maine School of Commerce



An Institution of Character and Distinction

"THE MOST HELPLESS person in the world today is the one who hasn't been trained to do something useful. It is this group, even though they may have the learning of a savant, which keeps the rest of us scratching to provide charity to go around. The foundation of good citizenship is the ability to make a living."

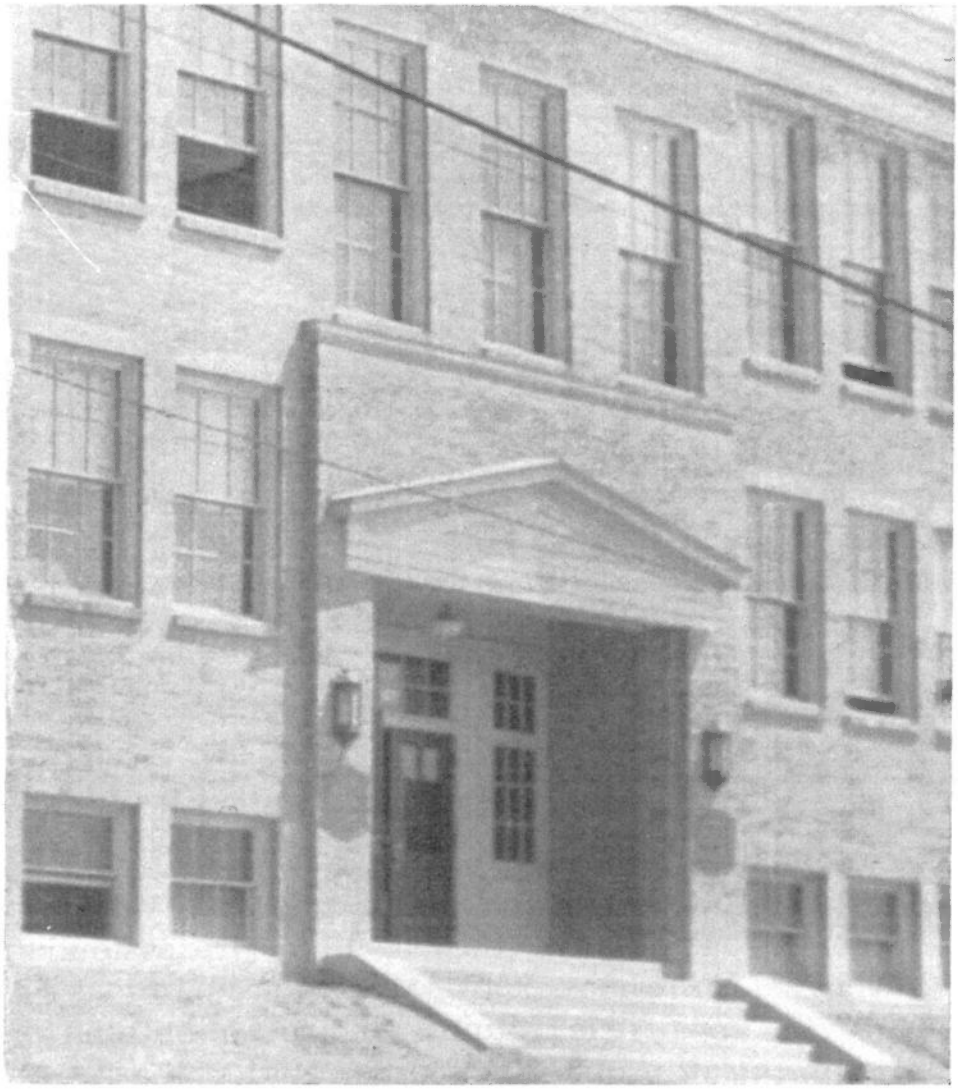
—I. H. CAROTHERS.

"A thorough knowledge and study of the fundamental principles of accounting ought to be a part of the equipment of every business man."

—Percy H. Johnston, President, Chemical National Bank, N. Y.

"By all means advise the young man of today to include accounting as an important branch of knowledge requisite to a successful business career."

—R. E. Connolly, Treasurer, Illinois Central Railroad.



"Gateway to Learning"

Entrance to our new building
157 Park Street
Bangor, Maine

We extend a cordial invitation to visitors. Our facilities for healthful and helpful training may be viewed at any time by interested parties.

"Business makes a man as well as tries him."



BRAVE MEN SEEK CAREERS

An Established School

MEMBER MAINE ASSOCIATION OF COMMERCIAL TEACHER-TRAINING INSTITUTIONS

MEMBER AMERICAN ASSOCIATION OF COMMERCIAL COLLEGES

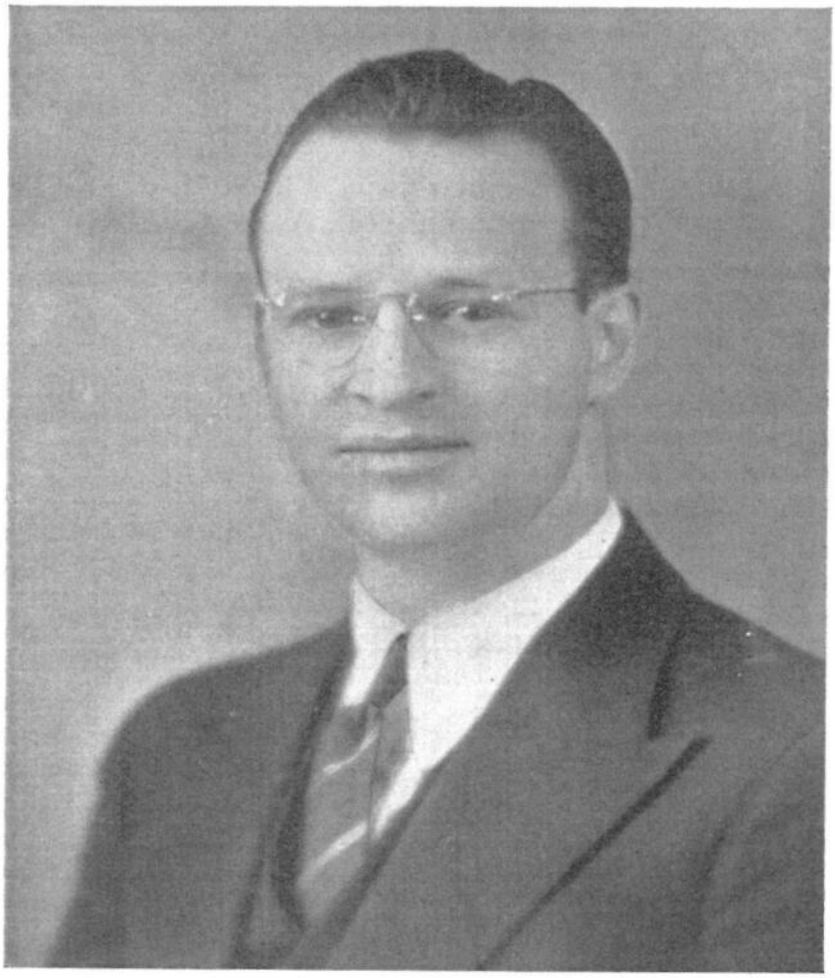
A TRAINING school for young men and young women who wish to enter business, or the teaching profession, upon their own initiative—or who look forward to securing secretarial and general business positions; and desire to obtain the general technical preparation upon which promotion may be built.

Additional copies of this catalog will be furnished free to anyone interested in business education, upon written request.

NOTE: The Bangor Maine School of Commerce is not affiliated with any school with same or similar name.

Elbert Hubbard Was Right

"If I were twenty, with an ambition to succeed in a business way, I would study stenography. Also, if I were a stenographer, I would learn to spell, paragraph, and punctuate. Stenography is a good profession in itself, but as a stepping stone to success, it beats almost everything to a stand-still."



MR. CHESLEY H. HUSSON, B. S. Ed., M. S. Ed.
Principal

Mr. Husson received his degree of Bachelor of Science in Education from the State Teachers' College at Salem, Massachusetts; and his degree of Master of Science in Education from the University of Maine. He enjoys a membership in two national educational fraternities, Kappa Phi Kappa and Kappa Delta Phi. His Principalship in the Bangor Maine School of Commerce extends over the period 1926-41, during which time that institution has grown to be the largest in the State. President of the Maine Association of Commercial Teacher-Training Institutions, 1935-41. Member National Association of Cost Accountants. Vice-President, New England District, American Association of Commercial Colleges.

"He profits most who serves best."

A Message from the Principal

Too often the lower tuition rate of smaller schools influences the beginner. In an effort to save a few dollars he sacrifices the advantages of the larger school. Money which he thought he saved is really thrown away, and his poorer training keeps him from advancing to better positions when employed. It is then that he begins to pay for his training!

The larger school is able to furnish the highest type of instruction, by those who are best qualified by university training and experience for the work. Those who are trained by specialists in the field are better able to meet the demands of the positions in which they find themselves—they are better employees. Then, again, the larger school has more teachers, and the student is benefited by fuller courses, a greater variety of courses, a diversity of method and points of view, and is prepared for his life-work by many good teachers instead of a few.

The boy and girl whose time and money are limited must invest them wisely. They are prompted to make the investment because of the reward to follow—the return for the time and money spent in school. To seek "bargains," to seek cut rates, to attend short courses, and to seek other means, so-called, of reducing cost, fails to do that very thing, and when both the time and money are spent, no good has come of the experience. This is tragedy, for no one can be too well prepared, too fully trained.

Our rates do not exceed those of the other schools by more than fifty cents per week. The advantages of Commerce training are well known and widely recognized, and the character of our institution is commended by business men and school superintendents as well. Our history sparkles with student achievement. A study of the pages of this catalog reveals the many and varied types of employment for which our students have successfully trained, and in which they are now working. This I consider the real test of a school such as ours.

Our students are our life-blood. Without them we must fail. Whether we succeed or fail depends upon the intelligence of the general public to understand and appreciate our honest effort to establish and maintain high standards of instruction and administration.

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

Foreword

The Importance of Training for Business

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

A New Field of Exceptional Opportunity with Unusually Good Salaries

Recently an unprecedented demand has been created for capable commercial teachers. It is a comparatively new profession whose ranks are far from filled.

Commercial teaching is easier and more pleasant than almost any other branch, and certainly the remuneration is attractive. It is solving the problem of many high school graduates who desire to enter the teaching profession, but have hesitated because of the comparatively low salaries paid until this rich new field was opened. Its attractions annually draw hundreds of ambitious literary teachers.

A Growing Demand for Trained Commercial Teachers

For years business subjects were taught only in private schools, but now high schools, colleges, normal schools and universities give to business training a conspicuous place in their courses. Such schools must have well-trained instructors as heads of commercial departments and as teachers of many phases of commercial work. Comparatively few institutions in America are giving any attention to the training of such teachers; and no such special training was given until some years ago, when the Maine School of Commerce, in a small way, began to train some of its students to teach. This feature quickly grew, and now this institution is not only considered a pioneer in Commercial Teacher-training, but it is also considered one of the leaders in this field.

"Progress in any field will be quickened by specialized training for that field."—Hamilton.

General Information

The faculty of the Bangor Maine School of Commerce is composed of instructors who are specialists in the field of business education and the training of commercial teachers. The methods employed in the conduct of the curriculum have been tried and tested by time and have proved successful.

The courses are practical, and are the most thorough that constant planning can devise. In addition to being based on sound educational principles they are under the direct supervision of experienced instructors. The effective methods of the classroom instruction will enable each student to progress as rapidly as his ability will allow, thus creating less time in school for those who possess ability and for those who make the greatest effort. It is the purpose of this college to graduate efficient office assistants who will advance to managerial positions and ownership and efficient teachers who will become leaders in the field of commercial education.

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

Although no entrance examination is required, the school reserves the right to refuse admission to any applicant who, in the judgment of the Principal, is deemed incapable of doing satisfactory work. Our purpose is to maintain standards of character and efficiency such as are not surpassed by any school in the country, and consistent with the demands of modern society and business.

Prospective students are urged to complete their grammar

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

and high school courses before entering. The full English Course offered by every high school is the ideal preparation for commercial training. This excellent foundation, followed by our careful and systematic training, will be found an invaluable qualification for an active and successful business career.

We assume that all students enter for business training; therefore conduct such as would be required in any well-managed business office is expected. Good character is one of the requirements, and any student who does not properly conduct himself will be asked to sever his connection with the school. We receive students on no other condition.

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

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



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

AN ACCREDITED SCHOOL

IT PAYS to attend a Business School that is a member of the American Association of Commercial Colleges.
to be identified with a nation-wide organization of schools devoted exclusively to business education.
to know that when you graduate you can go to New York, St. Louis, San Francisco, or to any one of the member-schools scattered over the United States and receive the same privileges of Employment Service that you would receive from the school in which you were trained. Also, all grades made by you in such a school will be recognized and accepted by all member-schools.

THE ACCREDITED school is a leader in its community. It has been subjected to the most rigid tests educationally, financially, and socially before it was approved by the Board of Governors of the American Association of Commercial Colleges. Only schools of the highest standing are admitted to the Association. It offers courses of study approved by expert business Educators and taught in all high standard business schools of the nation.

THEREFORE, we can guarantee to you excellent instruction in every phase of business training—modern methods of teaching and approved text books, new and up-to-date equipment, well-lighted and ventilated school rooms, individual instruction and personal supervision, honest and uniform dealing with students, fair and reasonable tuition rates.

YES, IT PAYS TO ATTEND AN ACCREDITED SCHOOL!

The Bangor Maine School of Commerce is an Accredited



Member of the American Association of Commercial Colleges

"The trained man knows where he wants to go and how to get there."

Description of Courses

Business Administration Course

(Forty Weeks)

Semester Hours	
1	ACCOUNTING I (4 weeks) Theory of Accounts Financial and Operating Statements Closing Entries
2	ACCOUNTING II (6 weeks) Partnerships Controlling Accounts Adjusting Entries Financial Statements Stock Records Partnership Accounts
2	ACCOUNTING III (8 weeks) Advanced Partnership Accounts Columnar Journals Fourteen Column Worksheet Partnership Dissolution
1½	ACCOUNTING IV (6 weeks) Corporations Cash Journal Control Stock Certificate Register Day Book Multiple Column Journals
3	ACCOUNTING V (12 weeks) Cost Accounting Distribution Sheet Store's Ledger Voucher Systems Manufacturing Statements
½	ACCOUNTING VI (2 weeks) Banking Teller's Proof Sheets Loans and Discounts Register

Semester Hours	
2	BUSINESS ECONOMIC PROBLEMS (18 weeks)
4	BUSINESS LAW (38 weeks)
6	COMMERCIAL MATHEMATICS (38 weeks)
3	ECONOMICS or JR. BUSINESS TRAINING (18 weeks)
2	SALESMANSHIP (18 weeks)
3	BUSINESS ENGLISH (18 weeks)
½	PENMANSHIP (9 weeks) Certificate winners excused from classes
1½	WORD STUDY (38 weeks) Vocabulary Building
10	TYPEWRITING (38 weeks) Required: 45 words per minute
1	APPLIED FILING AND INDEXING (9 weeks)
2	BUSINESS LETTER WRITING (18 weeks)
1	*BOOKKEEPING MACHINE COURSE (9 weeks) Commercial Forms Banking Forms
10	*SHORTHAND (38 weeks)

*Optional, not required

"I advise young men and women to save the most precious years of their lives by securing a business education, that they may go forth fully equipped in life."—Andrew Carnegie.

**Full Commercial Course*

(Two Years)

Semester Hours		Semester Hours	
1	ACCOUNTING I (4 weeks)	1	BOOKKEEPING MACHINE (9 weeks) Commercial Banking
2	ACCOUNTING II (6 weeks)	5	SHORTHAND III (18 weeks) Dictation (advanced)
2	ACCOUNTING III (8 weeks)	5	TYPEWRITING III (18 weeks) Speed Testing
1½	ACCOUNTING IV (6 weeks)	1½	WORD STUDY (38 weeks) Vocabulary Building
3	COST ACCOUNTING (12 weeks)	½	PENMANSHIP (9 weeks) Certificate terminates classes
½	BANKING (2 weeks)	6	COMMERCIAL MATHEMATICS Business Arithmetic Rapid Calculation
5	SHORTHAND I (Gregg) (18 weeks) Theory	4	BUSINESS LAW (38 weeks) Contracts Negotiable Instruments Sales Property
5	TYPEWRITING I (38 weeks) Projects	2	BUSINESS ECONOMIC PROBLEMS (18 weeks)
1	STENOGRAPHIC OFFICE PRACTICE (9 weeks)	1	SECRETARIAL STUDIES (9 weeks)
5	SHORTHAND II (18 weeks) Theory and Beginning Dictation	2	ADVERTISING (18 weeks)
5	TYPEWRITING II (18 weeks) Development of Speed and Accuracy	1	APPLIED FILING AND INDEXING (9 weeks)
3	BUSINESS ENGLISH (18 weeks)	2	ENGLISH I
2	BUSINESS LETTER WRITING (18 weeks)	3	ENGLISH II College Composition
3	ECONOMICS (36 weeks)		
2	SALESMANSHIP (18 weeks)		
3	JR. BUSINESS TRAINING (18 weeks)		

*Graduates of High School commercial courses may finish this course in 10 to 15 months, if desired.

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

Stenographic Course

(Twenty to Forty Weeks)

Semester Hours		Semester Hours	
5	SHORTHAND I Theory	6	COMMERCIAL MATHEMATICS Rapid Calculation Business Arithmetic
5	SHORTHAND II Theory and Dictation	4	BUSINESS LAW Contracts Negotiable Instruments
5	TYPEWRITING I Projects Finger Drills and Exercises	2	BUSINESS LETTER WRITING
5	TYPEWRITING II Development of Speed and Accuracy	1	APPLIED FILING AND INDEXING
1	SECRETARIAL STUDIES Office Practice	3	ECONOMICS or JR. BUSINESS TRAINING
		1	WORD STUDY
		1	PENMANSHIP
3	BUSINESS ENGLISH		SPECIAL SUBJECTS

One or more of the following subjects may be elected by students enrolled in any of our courses for special credit at no extra expense:

Salesmanship	Accounting
Psychology	Bookkeeping Machine
College Composition	History (U. S.)
Biology	English Literature
Bookkeeping	Junior Business Training
Comptometer	Business Machines

Students who have not previously studied shorthand, or typewriting, will experience difficulty in completing this course in the minimum time stated. Such students should be prepared to remain in school beyond the twenty weeks provided.

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

Administrative-Secretarial Course

(Two Years)

Semester Hours		Semester Hours	
1	ACCOUNTING I	3	ENGLISH III College Comp., Advanced Course
2	ACCOUNTING II	5	SHORTHAND I Theory
	ACCOUNTING III	5	SHORTHAND II Theory and Beginning Dictation
1½	ACCOUNTING IV	5	SHORTHAND III Advanced Dictation
6	COMMERCIAL MATHEMATICS Including Payrolls	5	TYPEWRITING I Projects Finger Drills and Exercises
2	BUSINESS LETTER WRITING Application, Credit, Collection, Sales and Adjustment Letters Correspondence Systems	5	TYPEWRITING II Development of Speed and Accuracy Phrase Testing
3	ECONOMICS	5	TYPEWRITING III Speed and Accuracy Tests
2	ENGLISH I Business English	1	APPLIED INDEXING AND FILING
1	WORD STUDY AND BUSINESS LITERATURE Vocabulary Building	1	SECRETARIAL STUDIES Office Practice
4	BUSINESS LAW	3	BUSINESS ECONOMIC PROBLEMS
2	SALESMANSHIP Personality Development	3	JR. BUSINESS TRAINING
2	ENGLISH II College Composition		

This course has been carefully planned to equip both young men and women for the highest-type secretarial positions when they enter business. Sound technical training is stressed, and the cultivation of right personal traits to develop administrative ability. We recommend this course as one of unusual merit to students who show promise in their early training.

"Captains of industry are not hunting money. America is heavy with it. They are seeking brains—specialized brains—and faithful, loyal service."
—Charles M. Schwab.

Junior Secretarial Science Course

(One Year)

Semester Hours		Semester Hours	
5	SHORTHAND I (18 weeks) Theory	3	ENGLISH I (18 weeks) Business English
5	SHORTHAND II (18 weeks) Theory and Dictation	3	ECONOMICS or JR. BUSINESS TRAINING
5	TYPEWRITING I (18 weeks) Projects and Drills	6	COMMERCIAL MATHEMATICS (38 weeks) Rapid Calculation Business Arithmetic
5	TYPEWRITING II (18 weeks) Speed and Accuracy	1	PENMANSHIP (9 weeks) Certificate terminates classes
1	ACCOUNTING I (8 weeks) Proprietorships	1	WORD STUDY (38 weeks) Vocabulary Building
2	ACCOUNTING II (12 weeks) Partnerships	1	SECRETARIAL STUDIES (9 weeks) Office Practice
2	ACCOUNTING III (16 weeks) Corporations	1	APPLIED FILING AND INDEXING (9 weeks)
4	BUSINESS LAW (38 weeks) Contracts Negotiable Instruments Sales	2	BUSINESS LETTER WRITING (18 weeks)

This is an intensive training consistent with the time allotted, and is one of the most popular courses in the curriculum. Of especial value to high school graduates who must quickly prepare themselves for employment in secretarial and clerical positions.

"If I were starting my career, I would endeavor to secure a position as assistant or secretary to the chief executive, regardless of the type of business, for I believe that working in such a capacity offers the shortest cut to learning every angle of an enterprise. If I were sufficiently alert and possessed of the ability to learn, I am sure I could more quickly become a valuable asset to my employer in that way than in any other. Life is too short to attempt learning a business by going through one department at a time, whereas taking a position that brings one in close association with the fountain head, opens the door to every branch of the company, and means economy of time and effort.

"When I say assistant or secretary to the chief executive, it contemplates a training in stenography and secretarial practice with which everyone, unless he has a ready-made business to enter, should equip himself."

Extract from address made at a Choosing-A-Career Conference, by A. M. Winbur, president of Carbona Products Co., N. Y.

We feel a certain amount of pride in being able to offer the unusual facilities of a modern building to our prospective students. It has proven itself an ideal environment in which to study, with well-lighted class rooms, proper ventilation, sound sanitation, automatic heat control and nearness to the post office, car line, railroad station, churches, and rooming places. It is one of the finest equipped schools in all New England. We urge every prospective student to visit our quarters, if at all possible, and acquaint themselves with its advantages.



Bangor Maine School of Commerce

Medical Secretarial Course

(Two Years)

Semester Hours		Semester Hours	
5	SHORTHAND I (20 weeks) Theory	1	SECRETARIAL STUDIES (12 weeks)
5	SHORTHAND II (20 weeks) Theory and Dictation	1	APPLIED FILING AND INDEXING (12 weeks)
3	SHORTHAND III (20 weeks) Medical Dictation Series a. General Medicine b. Surgery c. Pediatrics d. Ear, Nose, and Throat e. Obstetrics and Gynecology f. Cardiology g. Diseases of the Chest	1	ACCOUNTING I (8 weeks) Proprietorships
		2	ACCOUNTING II (16 weeks) Partnerships
		2	ACCOUNTING III (16 weeks) Medical Bookkeeping Doctor's Accounting
5	TYPEWRITING I (20 weeks) Projects and Drills	4	COMMERCIAL LAW (40 weeks)
5	TYPEWRITING II (20 weeks) Phrase testing, speed	2	SALESMANSHIP (20 weeks) Personality Development
		3	ENGLISH I (20 weeks)
6	COMMERCIAL MATHEMATICS (40 weeks)	5	BIOLOGY (20 weeks)
		3	PSYCHOLOGY [General] (20 weeks)
2	BUSINESS LETTER WRITING (20 weeks)	3	ECONOMICS (20 weeks)
		3	JUNIOR BUSINESS TRAINING (20 weeks)
1	PHYSICAL EDUCATION (20 weeks)	1	PENMANSHIP (9 weeks)
		1	WORD STUDY (20 weeks)

(One year's work may be requested by advanced pupils.)

Repeated requests for this type of training made it necessary to provide this course which we are offering for the first time. We believe it has much merit for those who feel such a career to be attractive. It also provides a valuable training for those preparing to do reporting work.

"Hitch your wagon to a star."

Accounting and Auditing Course

(Two Years)

1	ACCOUNTING I Proprietorships
2	ACCOUNTING II Proprietorships
2	ACCOUNTING III Multiple Column Journals Partnerships
1½	ACCOUNTING IV Corporations
3	ACCOUNTING V Cost Accounting
2	ADVANCED ACCOUNTING I Fundamentals of Accounting
2	ADVANCED ACCOUNTING II Constructive Accounting
2	INCOME TAX PROCEDURE Federal
1	BANKING
2	AUDITING Fundamentals—Sherwood
4	BUSINESS LAW
2	APPLIED FILING AND INDEXING
2	BUSINESS LETTER WRITING Modern Accepted Practices
5	TYPEWRITING I Projects and Drills
5	TYPEWRITING II Exercises and Phrase Testing
5	TYPEWRITING III Speed and Accuracy
2	WORD STUDY Vocabulary Building
2	PENMANSHIP Certificate terminates classes
3	ENGLISH I Business English
6	COMMERCIAL MATHEMATICS Rapid Calculation Business Arithmetic
2	BUSINESS ECONOMIC PROBLEMS
2	BOOKKEEPING MACHINE Commercial Banking
2	SALESMANSHIP Personality Development
3	JR. BUSINESS TRAINING
2	FORD ACCOUNTING COURSE Copyrighted, Ford Motor Co.
2	SOCIAL SECURITY AND PAYROLL ACCOUNTING

Shorthand is offered as an elective subject.

We recommend this course to young men who wish to become Certified Public Accountants, and to young men who desire the higher-type bookkeeping and accounting positions in business. Only those students who show an aptitude for the work, and proficiency in details, are urged to complete the program as outlined.

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

Salesmanship Course

(One Year)

Semester Hours		Semester Hours	
3	ENGLISH I Business English	1	ACCOUNTING I
2	SALESMANSHIP Personality Devclopment	2	ACCOUNTING II
1	WORD STUDY Spelling and Vocabulary Building	2	ACCOUNTING III
1	PENMANSHIP Certificate terminates classes	1½	ACCOUNTING IV
5	TYPEWRITING I Projects and Drills	4	BUSINESS LAW Contracts Negotiable Instruments Sales
5	TYPEWRITING II Speed and Accuracy	6	COMMERCIAL MATHEMATICS Rapid Calculations Discounts Business Arithmetic
2	BUSINESS ECONOMIC PROBLEMS	3	ECONOMICS or JR. BUSINESS TRAINING
1	APPLIED FILING AND INDEXING	2	BUSINESS LETTER WRITING

SPECIAL COURSES

Students who desire finishing courses, and who may not have time to pursue a full course as outlined in this catalog may arrange to take those subjects in which they are definitely interested. The Principal will gladly advise the proper procedure when acquainted with the facts. No diploma is awarded to students who enroll in special courses.

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

General Clerical Course

(Minimum Time 40 Weeks)

The object of this course is to familiarize one with general office duties. A sufficient knowledge of the fundamental principles of Accountancy to take charge of the Accounts Receivable and Payable and other elementary book work is given. A thorough knowledge of all office machines, including the two types of calculating machines, to enable anyone to accomplish with speed and efficiency all mechanical operations required. Bookkeeping and posting machines are also included in the course. A full course in business mathematics is an integral part of this course.

Semester Hours	Course
1	ACCOUNTING I
2	ACCOUNTING II
10	*TYPEWRITING
10	**SHORTHAND
6	BUSINESS MATHEMATICS
2	CALCULATING MACHINES
2	BOOKKEEPING AND POSTING MACHINES
2	FILING AND INDEXING
5	ENGLISH Penmanship (9 weeks) Spelling
2	SECRETARIAL STUDIES
2	BUSINESS LETTERS
3	JR. BUSINESS TRAINING
2	SALESMANSHIP
4	LAW

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.

* 50 words per minute for graduation.

** 85 words per minute for graduation.

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



SCENE AT CHRISTMAS PARTY IN COMMERCE HALL.
Mr. Husson receives gift from Santa.

"A diamond is a piece of coal that stuck to its job."

Normal Department

(For Teachers of Commercial Subjects)

Approved by the State Department of Education and Accredited by the University of Maine School of Education)

- - Three Year Course - -

Certification: The Maine State Teacher's Commercial Certificate to teach in secondary schools is awarded to graduates of this course by the State Department of Education.

The Bangor Maine School of Commerce takes pride in announcing that graduates of this course may continue their training at the University of Maine for the B. S. C. Ed. degree (Bachelor of Science in Commercial Education). An additional three semesters of further study is required at that institution, making the degree available to Maine boys and girls interested in the commercial field.

This school was the first school in Maine whose teacher-training course was approved as a basis for credit towards the degree at the University. Our strict adherence to the courses of study outlined by the University and by the State Department of Education, manned by properly trained instructors, has made this possible. To those who are keenly interested in teaching commercial subjects, and in qualifying for a degree, this course has unusual merit.

(For University and College Graduates)
Approved by the State Department of Education

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

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

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



COMMERCE HALL

The home of our dances, parties, plays, and games.

NOTE: The extra-curricula program is for only those students interested. Participation is not compulsory. We are firm in the conviction that our graduates must not only be academically efficient but socially efficient as well, and to that end encourage our young people to enjoy themselves from time to time in those activities which have the strongest appeal. We consider these social contacts an indispensable part of our training.

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

Teacher-Training Course

(For High School Graduates)

First Year

First Semester	Hours	Second Semester	Hours
Shorthand	5	Shorthand	5
Typewriting	5	Typewriting	5
English I (Inc. Spelling and Penmanship)	5	English II	3
Jr. Business Training	3	Biology	5
Physical Education	1	Intro. to Education	2
Expression	1	Arithmetic II	3
Arithmetic I	3		23
	23		

Second Year

First Semester	Hours	Second Semester	Hours
Shorthand	5	Shorthand	2
Typewriting	5	Typewriting	3
English III	3	English IV	3
Salesmanship	2	Economics II	3
Economics I	3	Bookkeeping I, II	3
Law I	2	Law II	2
Psychology I	5	Psychology II	3
	25	Prin. Secondary Ed.	3
		Physical Education	1
			23

Third Year

First Semester	Hours	Second Semester	Hours
History I	3	History II	3
Methods of Teaching	3	Office Practice	2
Bookkeeping III	2	Filing	1
Methods, Typing	2	Bookkeeping IV	3
Public Speaking	2	*Practice Teaching	
Methods, Shorthand	3	Economic Geography	3
Methods, Bookkeeping	3	Tests and Measurements	2
Shorthand	2	Shorthand	2
Typewriting	2	Typewriting	2
Business Letters	2		18
	24		

*A period of 6 weeks is devoted to observation and practice teaching in selected Maine High Schools.

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

Athletics

Baseball Team



Front Row, left to right: Dana Giggey, Earl Mullen, Herman Violette, Vaughn Wilcox, Andrew Laughton, Hollon Bridges.
Second Row: Mr. Stanton, coach, Byron Churchill, William MacDonald, Stanley Peterson, Malcolm Hatch, Willis Lovejoy.
Third Row: Carlo Ninfi, manager, Glendon Bowden, Earle Aucoin, Raymond Loubier.

BASEBALL SCHEDULE FOR SPRING OF 1941

May 8—Bangor High School	At Mary Snow Field
May 10—Goodwill Farm	At Hinckley
May 15—Old Town High School	At Old Town
May 19—Ricker Classical Institute	At Houlton
May 22—Bangor High School	At Mary Snow Field
May 26—East Millinocket High School	At East Millinocket
June 3—Bangor High School	At Mary Snow Field
June 5—Higgins Classical Institute	At Charleston
June 7—Hebron Academy	At Hebron

"By the street of 'By-and-By' one arrives at the house of Never."

Teacher-Training Course

(For College and University Graduates)

THREE SEMESTER COURSE

Certification: The Maine State Teacher's Commercial Certificate to teach in secondary schools is awarded to graduates of this course by the State Department of Education.

FIRST SEMESTER

	Hours
Shorthand	5
Typewriting	5
Accounting I and II	5
Business Arithmetic I	3
Law I	2
Economics I	3
	23

SECOND SEMESTER

	Hours
Shorthand	5
Typewriting	5
Accounting III	3
Business Arithmetic II	3
Law II	2
English V (Bus. Letters)	2
Filing (9 weeks)	1
Economics II	3
	24

THIRD SEMESTER

	Hours
Shorthand	5
Typewriting	5
Methods Teaching Bookkeeping	3
Junior Business Training	3
Salesmanship	2
Secretarial Studies	2
Typewriting Methods	2
Shorthand Methods	3
	25

CIVIL SERVICE COURSES will be arranged to meet the requirements of students who wish to enter the employment of the Government as Accountant, Internal Revenue Clerk, Railway Mail Clerk, or other Post Office service; or in the Department Service as Bookkeeper, Stenographer, Typist or Clerk. A large number of our students have successfully qualified for the opportunities of State and Federal employment, and are holding attractive positions as a result of their preparation for Civil Service work. Examinations are not given in many of the departments except when actual vacancies exist.

Our courses prepare for the requirements of examinations given by the Civil Service Commission.

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



SCENE AT HALLOWE'EN PARTY IN COMMERCE HALL

The Committee poses for the camera: Virginia Webster, Florence Clifford, Charles Ross, Glendon Bowden, Barbara Libbey, Ina Anderson and Iris McFarland. Sammy Saliba's Orchestra in background. In foreground, "Marge" and "Bill," extra chaperones.

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

UNIVERSITY OF MAINE

Degree Course for Graduates of Our Normal Department

Upon satisfactory completion of the three-year program outlined in the teacher-training course, the University of Maine will award the degree of Bachelor of Science in Commercial Education (B.S.C.Ed.) to those students who pursue a three-semester course of training at that institution.

A wide range and variety of subjects are offered, those prescribed being definitely related to the major interests of the student. The elective courses provide for diversified interests and aptitudes to considerable degree, and furnish an excellent background for the work of the commercial teacher. The Dean of the School of Education will advise suitable selection and quantity of subjects to meet individual preferences.

The University of Maine Summer Session also offers courses in the commercial field. The work completed will be credited toward the degree upon request, or may be made part of the original course outlined by the student and approved by the Dean of Education. Such courses, as the following, have been recently offered at the Summer Session, and have met with popular approval:

Methods of Teaching Junior Business Training.
Methods of Teaching Shorthand and Typewriting.
Methods of Teaching Bookkeeping.
Methods of Teaching Business Arithmetic.
Curriculum Making in Business Education.

Approved Course for Degree of B. S. C. Ed.

(Three Semesters)

UNIVERSITY OF MAINE SCHOOL OF EDUCATION

First Semester	Second Semester
Psychology of Secondary Education (3 hours)	Prins. of Secondary Education (3 hours)
Tests and Measurements (3 hours)	Business Law (3 hours)

Third Semester

History of Education (3 hours)
Money and Banking (3 hours)

A total of 48 hours is required, allowing student choice of 30 hours of work from the elective list. The 18 hours outlined above are required.

"Business seeks to serve, and he profits most who serves best."

Only 4 hours of strictly commercial work may be taken during a summer session and the total commercial hours taken during the summer sessions may not exceed 10.

ELECTIVE

Eh 38—Tennyson and Browning

Eh 45, 46—Contemporary Literature

Eh 47, 48—19th Century British Prose

Eh 55, 56—19th Century Poetry

Eh 75, 76—European Lit. (Comparative)

Eh 81, 82—English Novel

Eh 23, 24—News Writing and Editing

Eh 28—Departmental or Feature Writing

Pb 1, (2)—Public Speaking (Basic Course)

Pb 3, 4—Debating

Pb 7, 7a—Interpretative Reading

Pb 25, 25a—Theater

Es 4—Economic Geography

Es 51—Corp. Finance

Es 54—Investments and Investment Banking

Es 71—Public Finance

Es 1 and 2—Prin. of Sociology

Pe 7—Prin. of Physical Ed. and Hygiene—Women

Pe 8—Phys. Exam. and Meas.—Women

Pe 5—Phys. Ed. — Gymnastics — Men

Pe 6—Games and Play Activities—Men

Ed 62—Secondary School Administration

Mc 3 and 4—Music Appreciation

Hy 59—Social and Ind. Hy. of Eng.

Hy 60—Social and Ind. Hy. of U. S.

General Physics

General Chemistry

Vocational and Educational Guidance

Extra-curricular Activities

Psychology of Advertising

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



OFF TO BOSTON

This group is composed of members of the fraternity and sorority ready to embark for Boston on the annual sight-seeing trip in the big metropolis. The expenses are met by activities during the year such as the Fraternity Frolics and occasional dances and parties. Headquarters are usually at the Hotel Brunswick in the heart of the city where the group stays for four days during the Memorial Day vacation. It is one of the outstanding activities in the entire social and educational program.

Mid-Term Business Course

(Five Months)

(For the boy and girl on the farm)

November 1 to March 31 for two terms

also

January 1 to May 31 for two terms

COURSE No. 1	COURSE No. 2
Accounting I, II, III, IV	Shorthand
Cost Accounting	Typewriting
Banking	Office Practice (including Office Appliances)
Business Administration	Secretarial Duties, Technique and Business Ethics
Business Law	Accounting I, II
Commercial Mathematics and Rapid Calculation	Secretarial Accounting
English and Commercial Correspondence	Business Law
Penmanship	English and Commercial Correspondence
Word Study	Commercial Mathematics and Rapid Calculation
Typewriting	Word Study
Office Practice	Penmanship
Shorthand (elective)	Business Letter Writing
Business Letter Writing	Economics or Jr. Business Training
Economics or Jr. Business Training	

These courses have been arranged for the convenience of boys and girls who are engaged in agriculture or other pursuits during the months of September and October, also those who are unable to enter until after the Christmas vacation. The usual ten-months' course is thus broken into two periods of five months each, and thereby affords a real opportunity to secure our training during the idle months of the year.

It has proved itself of extreme value to the young people of Aroostook County in the past, and will be offered yearly to meet the demand of the young men and women whose circumstances prevent early entrance, or who cannot afford to attend the full year.

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

Epsilon Tau Epsilon



First Row: F. Doble, Miss Haavisto (Faculty Adviser), Miss Crosby, E. Watts, E. Libby, I. Anderson, O. Blodgett, F. Clifford, V. Mitchell, H. Sherburne, Miss Swan (Faculty Adviser), H. Cumming.
Second Row: A. Lanpher, V. Glidden, H. Brown, F. Buzzell, M. L. Hebert, E. Spurden, H. Alexander, M. Banton, A. Duncan, A. Staples. I, McFarland, H. Clevette.
Third Row: P. Dunleavy, G. Warren, A. Baird, B. Wallace, B. Leighton, J. Dwyer, R. Thomas, H. Banks, B. Drew, M. Strout.
Fourth Row: J. Dwyer, P. Wren, S. Bishop, N. Flewelling, C. Keef, T. Watson, P. Henderson, M. Bradford, S. Barker, P. Carruthers.

The sorority welcomes girls whose personal qualifications are satisfactory and whose scholastic rank is 85% or above. The membership committee takes the candidate's application under advisement for final disposition.

Meetings are held once weekly, at night, in the main room, and projects planned and discussed for seasonal activities.

The funds realized by sponsoring various social functions provide the means for an extended trip to Boston in May of each year. The "Boston trip" is looked forward to as the highlight of the sorority's program of activities, and has been most enjoyable in the past. The faculty advisers accompany the girls and arrange for interesting visits and trips while in the capital city, and close the stay with an exciting night at Revere Beach.

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

Normal Department

A representative list of High Schools and Academies that now employ, or have employed, the services of graduates of our Normal Department:

Aroostook Central Institute, Mars Hill
Bangor High School
Brewer High School
Brooklin High School
Brooksville High School
Brownville Junction High School
Brownville High School
Bryant & Stratton, Boston, Mass.
Bucksport High School
Calais Academy
Caribou High School
Cherryfield Academy
Cony High School, Augusta
Crosby High School, Belfast
Danforth High School
Deer Isle High School
Dennysville High School
East New Portland High School
Eliot High School
Ellsworth High School
Erskine Academy, South China
Fort Fairfield High School
Foxcroft Academy, Dover-Foxcroft
Freeport High School
Gates Business College, Augusta
George Stevens Academy, Bluehill
Greenville High School
Gould Academy, Bethel
Hallowell High School
Hampden Academy
Harmony High School
Harrisburg Academy, Harrisburg, Penna.
Hartford High School, Hartford, Conn.
Hodgdon High School
Houlton High School
Howland High School
Island Falls High School
Islesboro High School
Jonesport High School
Lawrence High School, Fairfield
Islesboro High School
Jonesport High School
Lawrence High School, Fairfield
Lee Academy
Lincoln Academy, Newcastle
Livermore Falls High School
Lubec High School
Machias High School
Mattanawcook Academy, Lincoln
Medway High School
Merrill High School, Smyrna Mills
Mexico High School, Ridlonville
Monroe High School
Morse High School, Brooks
Northeast Harbor High School
Oakfield High School
Old Orchard Beach High School
Old Town High School
Orono High School
Patten Academy
Pemetic High School, Southwest Harbor
Presque Isle High School
Princeton High School
Sangerville High School
Saint Croix High School, Woodland
Sherman Mills High School
Somesville High School
South Paris High School
St. Mary's High School, Van Buren
State School for Girls, Hallowell
Stearns High School, Millinocket
Sullivan High School
Thomaston High School
Traip Academy at Kittery
Waldoboro High School
Washington Academy, East Machias
Westbrook High School
West Paris High School
Winslow High School
Winter Harbor High School
Winterport High School

No matter what you try to do,
At home or at your school,
Always do your very best,
There is no better rule.

Boys' Varsity Basketball



First Row, Left to Right: C. Knox, K. Springer, A. Laughton, B. Mackay, H. Violette, D. Giggey, S. Peterson.
Second Row, Left to Right: Mr. Stanton (Coach), R. Banks, R. Hartford, H. Bridges, V. Wilcox, B. Churchill.
Third Row: C. Ninfi (Manager), W. Marr, R. Orcutt, S. Logan, O. Marden, R. Baker.

"Dignified employment, social position, community standing may be found in the pulsating field of commerce."

Accounting

No young man or woman should think of entering business without a knowledge of the principles of accounting. It is the nucleus around which success is built, and is a help to better and more effective work in any calling. After many years of experience and systematic study, we have developed a course which is unsurpassed by that of any other commercial school in the country. It is based on sound educational principles; and the student is given individual instruction throughout the course. The student is taught largely by practice, but our combination of theory with practice insures an understanding of the principles of bookkeeping such as would not be gained from a less interesting presentation of the subject. The purpose of the course is to instill thoroughly into the mind of the student the fundamental principles of Debit and Credit.

The work is divided into four general parts:—the elementary set covering the underlying principles of double-entry bookkeeping; and the application of these to the various books of original entry. Special attention is given to the theory and practice of simple accounting, including the different forms of Financial, Trading, and Profit and Loss Statements.

The advanced sets present a variety of special rulings and labor-saving devices which are usually required in books of distinct lines of commerce and manufacture. Single-entry bookkeeping, the principles of partnership bookkeeping as applied to the Retail and Wholesale Business, Manufacturing and Corporation Bookkeeping, involving Cost Accounting and the Voucher System in all its distinctive features are fully explained by a series of practical propositions and examples.

The plan of the system is to acquaint the student with modern business forms. These are used throughout the course, and the correct interpretation of them must be gained before the student makes his entries. All incoming and outgoing business papers are exact replicas of those used in the modern business office, and the student is given practice in the handling of bills, statements, receipts, invoices, drafts, checks, C. O. D. remittances, notes, indorsements, stocks and bonds, insurance contracts, etc. The correct wording and arrangement of the various commercial papers is impressed upon the mind of the student, that he may be able to write papers without employing blank forms.

In addition to the training in banking which is given to all members of the commercial departments, we offer a complete

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



SCENE AT BARN DANCE IN COMMERCE HALL

Prizes for the most original hobo costumes worn by a boy and girl feature this annual get-together.

Our parties are properly chaperoned by members of the faculty, and are very popular with the Commerce student body. Each party is sponsored by a school organization which assumes full responsibility for the evening's entertainment and the proper conduct of its guests. Admission to our parties is closed to the public. Outside guests are admitted by invitation only.

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

course in banking to students who have finished the other accounting work. This highly specialized subject is of value to every business man and the course is the equivalent of months of experience to the person who desires to enter bank work.

The course is divided into departments, and the duties of the Discount Clerk, Collection Clerk, Receiving Teller, Paying Teller, Note Teller, Correspondence Clerk, Depositors' Bookkeeper and General Bookkeeper are studied from the viewpoint of the individual office. The student actually holds these positions and the work carried on here is as real as if he were in a bank outside the school. This training gives a practical finish to the bookkeeping courses which could be secured in no other way. The work never fails to arouse the interest of the student, and affords training in habits of neatness, exactness, and thoroughness—qualities essential to success in every undertaking.

The New Deal in Industrial Accounting

"REGARDLESS OF WHAT MAY be the final outcome of the National Industrial Recovery Act as interpreted and enforced by the National Recovery Administration, it seems quite obvious that it has placed an unprecedented importance upon accounting and accounting information in the administration of American industry.

"In addition to the specific provisions in regard to accounting contained in the act itself there is practically no provision in the act or administrative rules for its enforcement which does not eventually rest upon a foundation of accounting information. The enforcement of the codes will rest upon information which must be supplied by the accounting departments. If goods are not to be sold below cost, there must be a definition of what constitutes cost. This involves all those problems in regard to depreciation, inventory valuation, the place of interest in cost, the allocation of selling and administrative expenses, and a vast number of similar problems with which the industrial accountant has been laboring for years but which have never attained the importance in the eyes of management which has been focused upon them by the Industrial Recovery legislation.

"The management of every industry is today more keenly interested in its accounting methods than ever before in our industrial history. This places upon the accounting officers of

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

American industry a responsibility which they have never before been called upon to face.

"Management is seeking information as to the latest principles and practice of cost determination, as to the methods of other companies in the same industry, and as to the means which have been followed by other industries for maintaining and developing uniform accounting methods.

"The individual accountant who is alive to the responsibilities and possibilities of the situation is eagerly looking for every source of information which will enable him to discharge more effectively the responsibilities which have been placed upon him."

Reprint from Bulletin

NATIONAL ASSOCIATION OF COST ACCOUNTANTS

Public Accounting and Auditing

This course is intended for students who have completed a course in elementary bookkeeping and accounting and allied business subjects. The student must be familiar with the principles of double-entry bookkeeping for individuals, partnerships, and corporations in both mercantile and manufacturing concerns; and a knowledge of commercial law is desirable, although not absolutely necessary.

Students who take up the study of accounting and auditing with a view of preparing for the C. P. A. examinations are required to possess a high school education or its equivalent. The ability of the student to successfully handle the work of this course will be determined by his previous training and experience, a record of which must be submitted in connection with his application for enrollment.

The course is presented in a series of Thirty units, and includes Accounting, Theory and Practice; Auditing, Theory and Practice; and Commercial Law as it relates to accountancy. The subjects are so correlated that one may readily comprehend the relation of the work of the auditor to that of the accountant, and the contact of commercial law with accountancy. The units are devoted to different topics, these being discussed from the viewpoint of Accounting Theory, Accounting Practice, Auditing Theory, Auditing Practice, Income Tax Procedure, and Legal Phases. Many legal and theoretical questions, together with a series of C. P. A. examinations, combine to make the course of special value in preparing students for professional examinations. A descriptive outline of this course will be supplied upon request.

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

Business Administration

This course embraces a study of the principles underlying business, together with a general survey of business requirements and management. It will prove of value to all students who hope to advance to executive positions and to ownership. Some of the topics considered are the Different Forms of Organization and Management; Finance; Wage Systems; Labor; Purchasing, Marketing, Selling and Advertising; Foreign Trade, etc.

Economics

An introductory study of the present 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 the Meaning of Economic Development; the Competitive System; the Agents and Laws of Production; the Organization of Production and Capital; the Law of Supply and Demand; the Evolution of Money, and the American, Federal Reserve, and Canadian Banking Systems; International Trade; Domestic and Foreign Exchange; Investment and Speculation; Remuneration and Organization of Labor; Economic Function of Government, etc.

Business Mathematics

A common complaint by business men is that their assistants are unable to perform quickly and accurately the ordinary computations which occur in their daily fork. If an assistant is slow and inaccurate in applying his knowledge of arithmetic, that knowledge is practically useless. Business requires accuracy and speed. One of the first questions asked the applicant is, "Are you quick and accurate at figures?" Arithmetic and rapid calculation are basic courses of great value, and the work is made as practical and interesting as possible.

The course covers the applications of Percentage, including Trade Discounts, Profit and Loss, Marking Goods, Commission and Brokerage, Interest, True and Bank Discount, Negotiable Paper, Partial Payments, Equation of Accounts, Stocks and Bonds, Insurance, Taxes, Domestic and Foreign Exchange, Partnership, Storage, etc. The course is characterized by clear and full explanations, practical problems, and numerous exercises for drills and reviews.

Rapid Calculations, an exceedingly important subdivision of our work in arithmetic, is required in all courses since this subject develops concentration of thought and the ability to figure

"Nature knows no pause in progress and development, and attaches her curse on all inaction."—Goethe.

B. M. S. C. Orchestra



Front Row, Left to Right: F. Simpson, R. Petrie, M. Grant, B. Knowlton, D. Scott, V. Thompson, C. Haskell, F. Norton.
Second Row: R. Orcutt, H. Cumming, P. Dunleavy, F. Libbey, E. Boynton, P. Henderson, M. Bonneau, Mr. Husson (Director).

"Business does not ask your age, your sex, your religion or your politics. It only asks 'What can you do?'"

quickly and accurately. It includes practice to secure rapidity and accuracy in addition, short methods of multiplication, division, and fractions, and the rapid processes in use in business houses in marking goods, computing interest, etc.

Commercial Law

"Commercial Law is a branch of the civil law and includes the law regulating the rights and relations of persons engaged in trade or commercial pursuits, as the law of contracts, of partnership, or agency."—Gano.

We do not aim to make "Every man his own lawyer." The purpose of the course is to impart the well-defined knowledge of the fundamentals of the legal rules of business necessary to inspire confidence, avoid litigation, and aid men and women to transact business safely.

Among the topics studied to a sufficient extent to enable students to act intelligently in matters connected therewith are the following: Contracts, Negotiable Instruments, Property, Real Estate, Insurance, Leases, Business Relations, Partnership, Corporations, Guaranty and Suretyship, Slander and Libel, Trade Marks and Trade Names.

Stenography

Shorthand, sometimes called "The open door to opportunity," not only affords profitable and congenial employment to the ambitious young man and woman, but it leads to possibilities such as are unknown in any other branch of industry. The Shorthand amanuensis is a recognized factor in every modern business and professional office. He has opportunities for advancement such as are not afforded other office employees, since there is no better way to learn a particular business than through association with its officers and managers.

Contrary to the prevailing impression, stenography is not a difficult subject, and no "special ability" is required to master it, although a broad knowledge of the English language is indispensable to the stenographer, whose success is ordinarily measured by his general education. A deficiency in education previous to commencing the study of shorthand need not, however, discourage the energetic student, since our courses cover a complete preparation. We have given much thought and investigation to our course of study in shorthand, and believe we have a depart-

"Training for business is now an educational process accepted by our greatest universities."—G. W. Coleman.

ment as thorough and practical as experience and constant planning can develop and one which meets the demand of the business and professional public.

Office Practice

Upon the completion of the regular work in shorthand our students are advanced to the Model Office Practice Department, where the "finishing touches" of the course are given. This course is especially valuable to the amanuensis without experience, since it thoroughly educates and trains the student for the duties he is to perform. He is taught to work right, and the work is the same as that required in the ordinary business or professional office.

Students of the Secretarial Department are given training in Secretarial Duties, Technique, and Business Ethics. The course is planned to meet the demand of business and professional men for efficient secretaries. Special attention is given to the study of Business Ethics, and a large part of the course is devoted to the study of the secretary's duties, including the Making of Appointments; Receiving Callers; Opening, Assorting and Handling Mail; Editing Dictated Matter; Sending Telegrams and Cablegrams, etc.

Applied Filing and Indexing

The fundamental principles of filing simplified together with complete laboratory practice. Flat, vertical and Shannon files; indexing; coding; sorting; filing procedure according to the alphabetic, numeric, geographic, automatic, and subject systems; ticklers and visible files; transferring-periodic, perpetual, and public service company methods; cross references; follow-up systems; mechanical reminders. (Three periods weekly for nine weeks.)

Typewriting

The correctness and appearance of the finished typewritten page is the standard by which a stenographer's ability is judged. Many schools give too little attention to the development of typewriting skill, failing to realize that typewriting is of equal value with shorthand, no matter how rapidly a stenographer can take notes.

We teach Touch Typewriting, the system used by the fastest operators in the world today. It is the latest and most improved

"As our industrial life becomes more complex it becomes more difficult for untrained to hold employment."—Coolidge.

system for securing a maximum of speed and accuracy with the minimum of mental and physical effort. This scientific method of teaching enables the writer to operate the keys without looking at the hands or keyboard, allowing him to concentrate his mind on his copy or on his shorthand notes.

The course is carefully graded. In the beginning, word exercises are given for the development of proper fingering and technique. These are followed by sentence practice, copying from manuscript, transcription of shorthand notes, and a variety of work, including specifications and legal forms. Instruction in this department embraces drills in Billing, Tabulating, Addressing, Manifolding, Stenciling and Carbon Work.

Our typewriting rooms are equipped with the latest models of standard machines, and the work is under the direct supervision of teachers of ability and experience. All students are instructed in the care of machines, including cleaning, oiling, and the adjustment of guides, tensions, stops, etc.

Business English

Too much importance cannot be attached to the value of a broad knowledge of English. The inability to understand and use the English language intelligently causes most of the failures in stenographic positions. Our course is alive, practical and up-to-date, and includes the principles of grammar and rhetoric, word study, punctuation, capitalization, paragraphing, etc.

Business Letter Writing

A large part of the world's business is carried on by correspondence. The successful business man must become a good business correspondent. He must learn what the situation demands and practice meeting the demands. He must be able to present his thoughts effectively in a letter which carries conviction. Our aim is to prepare students to write clear, concise, and convincing letters. These are submitted to closest scrutiny and criticism. A study of the technique and of the essential elements in a good letter is followed by practice in the writing of letters designed to accomplish definite ends. These include: Letters of Inquiry and Information, Circulation and Sales Letters, Follow-up Letters, Letters Ordering Goods, Requests for Payment, and Letters of Application, Introduction and Recommendation, Adjustment Letters, Business Promotion Letters, and letters concerning the Granting or Denial of Credit. Some time is spent

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



Graduating Class

on various forms and arrangements of business letters, and emphasis is placed on current preferred forms.

Word Study

Word study is one of the fundamental and most important requisites of a commercial education and is *required* in all courses. The ability to spell correctly is an attainment of inestimable value; while poor spelling, which is sure to be noticed and condemned, is suggestive of a limited education, and cannot be tolerated in a business office. Many stenographers otherwise capable, are unable to hold their positions because of their inability to spell correctly. The use of the dictionary is encouraged and the student enlarges his vocabulary by learning the definitions and use of all words in the lesson. The main features of this course include the written and oral spelling of words common in business; together with the study of commercial definitions, abbreviations and terms.

Penmanship

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

The old idea that only a gifted few can become good penmen is false; anyone willing to work can acquire a legible style of handwriting. We teach a moderately slanting style of rapid muscular movement writing which is easily learned. Special attention is given to the position of the body, arm, and hand, and to the development of the form and style of small and capital letters. This is followed by practice in sentence and page writing.

Salesmanship

This course is planned to present the fundamental principles and methods of Salesmanship such as have long been used by successful salesmen. The qualifications and training of sales people: Personality, Health, Ambition, Purpose, Knowledge, Confidence, Observation, Punctuality, General Appearance, Self-Control, Courtesy, Cheerfulness, Use of the Voice, Use of the

Eyes, Tact, Adaptability, Enthusiasm, and the ability to make friends; The Sale; Covering the Approach, Gaining Attention, Demonstration, arousing Interest, meeting Objections, producing Conviction, inducing Decision, the Psychological Moment, inducing Action; and Special Problems in Wholesale and Retail Selling are among the topics studied.

Civil Service Course

A graduate of any course at the Bangor Maine School of Commerce is eligible for Civil Service examinations for any stenographic or clerical position involving a knowledge of subjects included in the course. Graduates ordinarily receive high ratings in Civil Service tests. Many graduates are holding important positions in City, State, and Federal governments.

Educational Psychology

An intensive study of the numerous problems arising in educational work which demand the application of the facts and principles of educational Psychology. Among the topics considered with special reference to the meaning of these facts to teachers, are the Nature and Development of the Mind During Childhood and Youth; Mental Inheritance; the Distribution of Abilities and Disabilities; Instincts; Incentives; Attention; Learning; Memory; Practice and Fatigue; Psychological Tests, etc.

Principles of Teaching and High School Commercial Education

These courses include methods of classroom control and teaching technique as applied to the secondary school. Special attention is given to such problems as Rating, Promotions, Supervised Study, etc., and New and Approved Methods in the presentation of the subjects included in the commercial curricula of leading schools will be discussed and analyzed. Students will be required to visit local schools and to present written reports of observations as a basis for discussion and constructive criticism.

"The more a man knows the more he is worth."—Robert of Gloucester.

Girls' Varsity Basketball



Front Row: V. Mitchell, M. Bradford, B. Park (Co-Captain), P. Carruthers (Co-Captain), M. Lord, G. Ayer.
Second Row: A. Lanpher (Manager), A. Baird, J. Barstow, R. Thomas, H. Banks, Miss Swan (Coach).

"Education should be specific. It should qualify one for employment, service and opportunity upon graduation."

Practice Teaching

A part of this course is devoted to Demonstration Teaching, followed by Practice Teaching under the direction and observation of the regular instructors in Methods of Teaching, who will analyze and criticize methods of presentation. This course will do much to aid the student in gaining confidence in his ability, and is required of all members of the Normal Department.

A period of six weeks' practice and observation teaching in home or local high schools is required of every student enrolled in the Normal Department.

College Composition

The full-year course in College Composition is primarily for the first-year students in the Teacher-Training Course, but others are allowed to enroll in the course as an elective subject. The work involves the study, accompanied by the writing of themes and the criticism of specimens, of the three principal types of written composition: exposition, description and narration. Approximately a third of the time is devoted to drill in English grammar, and a few weeks to the study of the more common verse forms. Emphasis is laid upon the achievement of conciseness and forcefulness in writing. The course is given two periods per week the first semester as part of English I, and three periods per week the second semester as English II.

General Methods of Teaching

This course is designed to give application to the general principles drawn from the study of psychology, and to furnish the student with a store of exact information concerning general teaching procedures. It is, in part, preparation for the more limited special methods courses which follow, and in part, direct preparation for the teaching of any secondary-school subject. Major topics considered include: The nature of teaching and of learning; adapting teaching to the individual learner; the five major types of learning; and the general activities of the teacher. During the semester each student makes actual and detailed plans for the teaching of one unit of some secondary-school subject.

Junior Business Training

This is a practical course covering the theoretical and practical sides of business procedure. Much drill is given in the correct use of business forms, such as checks, drafts, notes, inventories, receipts, vouchers, etc. Business ethics, policies, and practices are considered at some length.

"He who enters a field with some understanding of that field will have advantages over those not so equipped."

Economic Geography

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

Introduction to Education

This course is intended to serve as a general orientation to the field of Education. Its primary purpose is to define the limits of the scientific study of Education, and to induce consideration and discussion of major problems which will be taken up at greater length in more advanced courses. In all cases where it is possible, direct application of the principles and facts under consideration is made to actual teaching conditions in Maine. Major topics included in the study are: A survey of Education as a profession; Education, and its place in the social order; the commercial curriculum in Maine; and the organization and administration of American school systems.

Biology

The course in Biology meets five days a week during the second semester. It is especially designed as a background for the work in Psychology and Education to follow and is, therefore, primarily for the Freshman Normal students. The work involves a survey of the important phyla in the animal kingdom with emphasis on the evolutionary or developmental aspects. Considerable time is devoted to a study of human anatomy, morphology and physiology with a view to a better understanding of individual differences. This course is also recommended to those wishing to enter upon a medical secretarial career.

Methods of Teaching Bookkeeping

A course which considers actual problems arising in the teaching of bookkeeping, and suggests definite procedures to be used in each situation.

Methods of Teaching Shorthand

This course considers and evaluates modern methods of teaching shorthand efficiently. Drill in applying the procedures is provided for all members of the class.

Methods of Teaching Typewriting

This course provides extensive review of the psychology of teaching skilled behavior, and applies these principles to the efficient teaching of typewriting. The course includes many practical suggestions for the solution of problems arising in actual teaching.

"Lay up something for a rainy day."

Principles of Secondary Education

This final course in the science and philosophy of education aims to assemble all facts and principles previously learned in lower courses in Education and Psychology, and to organize them in such a way that they will be of greatest use to the prospective teacher. The practical, as well as the theoretical aspects of teaching, are emphasized. Part of the course is devoted to the study of Maine teaching conditions, and to the more important features of Maine School Law. The major divisions under which these subjects are considered are: The Pupil; The School; The Curriculum.

General Psychology

This is an introductory course to the whole field of psychology. The prospective teacher must understand the principles of human behavior in order to deal adequately with pupils in the school situation. This course aims to provide this broad background of understanding. Major topics of study include: The Nature and Function of the Human Nervous System; Normal and Abnormal Behavior; Human Development; and Intelligence and Intelligence Testing. Practical experiments in observation and learning in connection with the above topics are made by the students.

United States History

This course covers a full year, and is designed to give the students a broad background in the cultural and political history of this nation from the time of Columbus up to the present. The course is presented at college level. Underlying causes for historical changes are stressed, along with factual material which should be part of the possessions of any real American citizen.

Educational Tests and Measurements

This course consists of two parts. The first half of the semester is devoted to study and practice of the preparation and administration of the new-type informal and standardized tests. The second half of the couse is devoted to study and practice of elementary statistical procedures, including measures of central tendency, dispersion, correlation, standard scores, and grade distribution. The course is designed to aid the student both in his future work as a commercial teacher, and in his further study of Education.

"As a man thinketh, so is he."—Bible.

Dramatic Club



First Row, Left to Right: H. Clevette, I. Anderson, T. Dempsey, F. Clifford, B. Libbey, G. Bowden, C. Ross, I. McFarland.
Second Row: Miss Haavisto (Director), M. Tremble, M. Bonneau, C. McNamara, H. Sherburne, F. Roberts, P. Ramsdell, E. Stinchfield.
Third Row: P. Lake, G. Crouse, R. Banks, B. Faulkingham, V. Mitchell, B. Drew, O. Blodgett.
Fourth Row: O. Marden, D. Stuart, V. Wilcox, W. MacDonald, W. Murdock, H. Weatherbee.

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

SUMMER SCHOOL

(BEGINS FIRST MONDAY FOLLOWING THE JULY 4 HOLIDAY)

The Bangor Maine School of Commerce offers a six weeks' intensixe course in commercial subjects only, beginning July 7 of each summer. The tuition is $25.00 for the entire course, regardless of the number of subjects taken, or $5.00 per week if student enrolls for less than six weeks. There is no registration fee. Text-books and supplies are extra, and are furnished at the office.

The following subjects are offered:

SUMMER COURSE

Shorthand (Beginning)

Shorthand (Advanced)

Shorthand (Functional Method) for Beginners and Advanced students

Typewriting (Beginning)

Typewriting (Advanced)

Bookkeeping (Beginning)

Bookkeeping (Advanced)

Filing

Arithmetic

Spelling

Secretarial Studies

Jr. Business Training

Special subjects may be arranged to meet individual needs.

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

This course has been approved by the State Department of Education and full credit may be obtained for renewal of commercial teacher's certificate.

Our summer session has grown exceedingly popular with students planning to attend college or the university. An intensive course in shorthand and typewriting provide invaluable tools to the student who attends lectures and prepares term papers. The course may be extended to seven weeks, if desired.

"Actions speak louder than words."

General Information

Business Hours

The school office is open every business day from eight o'clock a. m. to five o'clock p. m. Prospective students desiring interviews at other hours should arrange for them in advance. The office is open from 9:00 a. m. to 1:00 p. m. Saturdays.

Day Sessions

The school is in session every week day except Saturdays and Legal Holidays from 8:30 a. m. to 3:45 p. m. during the school year.

Boarding Accommodations

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

Y. W. C. A. and Y. M. C. A. Both of these institutions extend a cordial welcome to College students, and this is of special advantage to boarding students. Both Associations are centrally located. Both are housed in modern buildings and possess gymnasiums, reading rooms, and other features of interest and benefit to young people. Those desirous of making use of these privileges should inquire at the Maine School of Commerce office about special rates to students.

We are always glad to assist students in securing employment to pay a portion of their living expenses. While we do not recommend that the student attempt to go to school without having made some preparation to pay his living expenses, we can generally assist those who find it necessary to earn their board and room.

Non-resident students may have their mail directed in care of the school, if desired. Letters directed to resident students will be remailed to their home address.

Special Students

Special students may be admitted for one or as many subjects as they desire and may have the privilege of meeting their

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

classes without remaining in school during the entire day session.

We would be pleased if all students coming to us were high school graduates, but as there are hundreds of young men and young women who for various reasons have not completed a definite elementary course, it is both a duty and pleasure to provide courses for them. Many of our successful students never attend the high school. This is said not to induce anyone to stop school or to discontinue education, whether foundational or classical, but to give courage to those who want a business education and have no opportunity to attend or complete the high school.

Location

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

Entrance Requirements

The regular school year begins Wednesday after Labor Day, and students are urged to enroll on that day, although we have no special term divisions, and students may enter on dates published during the year. Our highly developed Individual and Group systems of Instruction make such enrollment possible.

Students who have completed a part or all of the work offered in other business, secretarial, or normal schools, will be given credit for such courses as are duplicated in our own schools. Examinations may be required as a basis for determining the amount of credit to be given. There are no entrance examinations for High School or University graduates.

Tuition Rates

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

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



SECTION OF THE BOOKKEEPING ROOM AT COMMERCE.

Bookkeping Work Periods are provided so that each pupil may have individual as well as class instruction in this subject. Thus the pupil is permitted to set his own pace and advance according to his personal effort and ability.

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

The Bangor Maine School of Commerce has always endeavored to present a higher grade of instruction and more college-grade courses than can be found in the ordinary business college. We have tried also to maintain a lower tuition rate than that charged by out-of-state schools which offer courses similar to ours. The day school tuition rate in all departments is $18.50 per calendar month, payable the first week of the student's month. Discounts are given when the tuition is paid in advance for four months or more. A special rate is made for summer school classes.

The cost of textbooks and supplies, including stationery, pens, pencils, etc., vary with the courses. All supplies are furnished by the school at a reasonable rate. Approximate cost, each course, varies from $12.00 to $20.00 annually.

Tuition Paid in Advance
Discount

Time	Paid Monthly	Discount if Paid in Advance	Net
10 months	$185.00	$10.00	$175.00
5 months	92.50	2.50	90.00

Tuition is charged on a semester basis, and may be paid in five monthly installments. Such payments are to be paid by the tenth (10th) day of each month. The amount is $18.50, to which is added the cost of extra supplies and other charges requested by the pupil. Time out because of vacations is not deductible. No pupil whose account is in arrears will be permitted to take examinations.

Tuition Refunds

It has become necessary to explain our policy governing refunds as practiced for many years, due in large measure to a misunderstanding of our financial organization. The tuition rate is $185 per school year, on which a discount of $10 is allowed if paid at time of enrollment. The time lost because of short vacations at Thanksgiving, Christmas, Easter, and Memorial Day has been recognized and considered in establishing the yearly rate stated above. Therefore, no refunds will be made to any pupils because of time devoted to holidays and vacations as practiced by us and by most schools and universities. Nor will any refunds be made for a period of less than one month. Should a pupil elect to work a week before Christmas, for example, or request time out for any reason, tuition cost will remain constant and no abatements made, unless they cover a period of a month or more.

"One today is worth two tomorrows."

The popular conception that tuition cost is charged by the month is a fallacy. The yearly rate is divided into installments which become payable monthly, since there are ten months in the school year. This is for the convenience of those who find it easier to finance their courses by the installment method.

Students who enroll late in the season are charged pro rata on the yearly basis, i. e. a student who enrolls January 1 is required to pay only for that portion of the total term that he attends which would be six installments @ $18.50.

An explanation may be due, especially to our alumni, whose continued friendship we hope to maintain always. When a pupil is absent, the work must be made up, involving extra work upon the part of teachers and the secretarial force. The pupil is permitted to return to his classes and quickly assume his former place without experiencing the handicap of lost classes. His papers are accepted late and no penalty exercised for the delay. Under these circumstances there is no lessening of the service provided to him, and there can be no refund of tuition for that reason.

Periods of absence, therefore, must extend beyond thirty days in order to qualify for a reduced tuition cost or a refund of money paid in advance. There will be no refund for a portion of a month, but all monies paid in advance for more than a month and not used by the pupil will be gladly refunded where the pupil is obliged by circumstances beyond his control to terminate his period of enrollment.

Taxes

A yearly extra-curricula tax of $2.50 for the term of enrollment is charged to the account of each student. The fund realized by this tax is used to promote an athletic and social program that is for the benefit of all members of the student body. Such a program provides for recreation and play in its proper forms and is open to all. The balance of this fund at the end of the year is turned over to the Senior Graduation Committee to help defray a portion of the Commencement expenses. The tax is due and payable upon presentation of the first tuition bill, and will not be refunded.

Graduation expenses are met by student projects throughout the year. In the event of a deficit, such students as are graduated will be taxed proportionately in small amounts to meet the burden. The expense in such event shall not exceed $5.00 per student, and includes the rental of cap and gown. The diploma, in leather bound, pocket size folder, is $2.50.

"A thousand mile journey begins with one step."

Attendance

Regularity and punctuality are insisted upon. Students are excused only for unavoidable violations of this regulation. One of the important features in training young men and young women for employment is the habit of punctuality in all business relations.

Unfailing promptness and regularity in attendance and faithful application to home and school studies is expected of all students. These qualities are in themselves a guarantee of success.

All legal holidays are observed. If voted by the school a vacation of two weeks is allowed at Christmas. A three-day vacation is observed for Thanksgiving, Easter and Memorial Day. No allowance or extension of credit will be granted for recesses during the college year. Students withdrawing from the Maine School of Commerce should notify the Secretary at once.

Continued absence of two weeks or more, on account of illness, or from unavoidable cause, will be made good to the student by an extension of the term for which tuition has been paid provided written notice reaches the school during the first week of the student's absence. In case of withdrawal from the school, unused tuition will be refunded to those who have paid in advance, although no refund will be made for a portion of a month. Students will not be enrolled for less than one calendar month except by special arrangement in advance.

The right is reserved to request the withdrawal of any student whose health, conduct, or scholarship does not comply with the regulations of the institution.

No student will be graduated who is not present at the annual Commencement exercises, unless special permission for absence is granted by the Principal.

No student shall be graduated until all accounts, including tuition, books and Commencement expenses, have been settled in full.

The interruption of students by callers or by telephone during school hours is not permitted except for urgent reasons.

Outside Activities

It is to be assumed that the cardinal aim of the student is to complete his course in the quickest possible time consistent with thoroughness, and at the least possible expense. It is our purpose to co-operate in the attainment of this aim through the elimination of activities that might militate against the student's progress in school.

"Diligence is the mother of good luck."



SCENE AT THE SORORITY SPRING INFORMAL IN COMMERCE HALL.
Lloyd Rafnell's Orchestra (Lewiston) in background.

This is one of the prettiest dances of the year and is sponsored annually by Epsilon Tau Epsilon. It is held during an early week in May.

"Nothing succeeds like success."

A well-planned program of social activities under faculty supervision is provided throughout the school year. The "social season" opens with the annual "corn roast and bacon bat" and closes with a picnic and field day—both of which are largely attended by the Alumni who, in the fall, are always eager to assist in welcoming new students in the hope of meeting someone "from home"! Theatre and dancing parties, dramas, socials, and hikes are interspersed throughout the school year, though social activities are not allowed to take precedence over the regular work of the school.

All out-of-town students are encouraged to ally themselves with a Sunday school, the Y. M. C. A. or the Y. W. C. A., some church, and such other institutions as may exert a helpful influence upon their lives. Our school is non-sectarian, but its influence is always for high standards of moral conduct.

Extension of Time

The student may, by arrangement with the Principal, take whatever vacation he may require at any time and his tuition will be extended. An extension of tuition will also be allowed for any necessary absence of two weeks or more. School vacations cannot be included in time extended. Extension of time begins only when office has been notified.

Business Course in a Business School

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

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

"What a man soweth, that shall he also reap."

Graduation

A handsomely engraved diploma is awarded to students who satisfactorily complete one of our courses. Certificates showing proficiency in Typewriting, Shorthand, Bookkeeping, Filing and Penmanship are awarded to all who attain a certain standard of excellence in these subjects. Our diploma is a recommendation of unquestionable value to the business community as evidence of efficiency and good character.

We urge every student to enter school 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 undergraduates. The student in any type of school who does not finish his course is looked upon as a failure and will find great difficulty in securing employment for the reason that in no field of effort are failures welcome.

A distinctive service is enjoyed in June of each year for the purpose of graduation in which has been inaugurated the dignity of the cap and gown.

Home Study

A certain amount of home study is necessary for rapid advancement and students are expected to give a fair share of time out of school hours each day to the preparation of their lessons. Home study shortens the student's course and reduces the cost of this training.

Individual Attention

Personal instruction is provided for all students. We believe that the independent, capable student is entitled to the same assistance as is the slow or backward student. It is our purpose to make it possible for each student to do at all times the very best work of which he is capable, and to create an attitude favorable to rapid progress.

The School Spirit

We prescribe no hard and fast rules for student conduct, but reserve the right to do so in individual cases in which the accepted standards of propriety are violated.

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

We expect our students 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.

"Not failure, but low aim, is crime."

Short Courses

We do not offer absurdly short courses. We do not believe that thinking young people want short courses. We know 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.

We intend that our courses shall contain only the studies essential to the proper preparation of the student for the service that he intends to render, but we recognize the fact that time is an important element in education and all of our courses are planned to give the student an education that will be valuable to him as long as he lives. Of course 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.

Service to the Graduate

We make an effort to keep in touch with our graduates. We hold ourselves in readiness to assist them in securing advanced positions. We are always happy to be of service to them when problems arise in which our help may be of some value. The service of our Employment Department are for our graduates at all times. We exemplify in practice the sincere thought that "once a student, always a student."

An Acknowledgment

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

We realize that the success of the Bangor Maine School of Commerce has been due, in great measure, to the confidence, whole-hearted support, and interested co-operation accorded us by our former students. We fully appreciate the benefit that we derive from this source and wish to express our gratitude for the same.

In expressing our appreciation we wish to assure our Alumni that in the future as in the past we shall put forth every effort to maintain a school which is worthy of their endorsement and continued friendship.

"He who does his best does well."

The Demand for Young Women in Business

Nobody now questions whether the young woman has made for herself a permanent place in business.

It is our experience that we are never able to supply as many women bookkeepers, stenographers, typists, clerks, etc., as our business field would absorb. Aggressive young women generally succeed in business. In fact there are many positions that they fill more satisfactorily than do men because of their natural aptitude for detail work.

No young woman of the right type who prepares for a business position need fear that there will be no place for her.

Shorthand for Young Men

We particularly recommend our course in shorthand to young men who want to become business executives, because the shorthand writer very soon becomes the best informed person in the business office and is generally chosen to take advanced positions when such places are open. There is a dearth of men stenographers—our employment records show a complete inability to furnish a sufficient number of young men to fill the stenographic positions that are constantly offered to us. All of our regular Shorthand Course is included in our Complete Business Course, which we especially commend to all young people who are seeking the highest type of business education.

Catalog Is Free

We are glad to furnish copies of this catalog to persons interested in business education or in the work of the commercial teacher. A request directed to this office will receive prompt attention and we always appreciate information that enables us to mail copies to interested prospective students.

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 impossible, the student may remain in school, without expense, and by practice and class attendance keep alive his developed ability and maintain the point of efficiency reached for graduation. A period of loafing destroys speed in both shorthand and typewriting, and the Bangor Maine School of Commerce desires that the applicant be at his best for an interview with an employer. The graduate is thus a non-paying guest of this institution until employment is found.

"Experience is a dear school."

Senior Council



Row 1 (from left to right)—Annette Curran, Genevieve Smith, Lizzie Nickerson, Anita Johnson, Rosemary Danforth.
Row 2—Olive Higgins, Gertrude Gracelon, Raphael Greene, Eleanor Bissell, Marguerite Cochrane.
Row 3—George Ruston, Mr. Husson, Vincent Wood, Milton Bailey.

The Senior Council consists of fifteen members appointed by the Principal on the basis of student achievement and participation. Vacancies that arise are immediately filled so that the membership is constant.

The function of this association of seniors from all departments is to provide the Principal with student reactions to proposed legislation and government. A cross-section of student feeling is discovered as plans are made in administrative activities.

It is a distinct honor to serve in the Council, and to participate with the Principal in the management of curricula and extra-curricula affairs. The experience is of extreme value in solving social problems and to become acquainted with difficulties to be met and overcome in the management of a happy and forceful community of young men and women.

"A rolling stone gathers no moss."

Hiking Club



First Row, Left to Right: B. Leighton, F. Buzzell, B. Knowlton, I. McFarland (Co-Captain), B. Drew (Co-Captain), V. Thompson, B. Wallace.
Second Row, Left to Right: B. Higgins, C. Mayo, P. Daley, A. Armstrong, A. Haskell, V. Glidden.
Third Row, Left to Right: M. Richardson, S. Bishop, C. Haskell, T. Watson, Miss Swan.

Hiking Club

Hiking is a sport for the girls only, and to each one who successfully covers the required number of total miles traveled is given the Bangor Maine School of Commerce athletic certificate and letter. All girls may enter this club. Captains are elected for groups of fifteen girls each, and weekly hikes of from three to six miles each to places of interest are planned and executed under their supervision.

"Heaven helps those who help themselves."

Commerce Chatter Staff



First Row, left to right: F. Clifford, O. Blodgett, B. Drew.
Second Row: I. Anderson, R. Kirlin.

The "Commerce Chatter" is a publication of current school news which appears every eight weeks. In it are recorded the events of interest that take place during the school year, including reports of the games, parties, jokes, initiations, fraternity and sorority activities, awards, pertinent editorials, who's who in the student body, cartoons, and humorous items a la Walter Winchell. The staff enjoys the work, and an elementary training in journalism is provided by actual experience. Students interested volunteer their services, and those who successfully prepare their tasks are finally selected to form the editorial board. New students are urged to participate if they are interested, for this activity is open to all.

"Specialization is the latest—and probably the last—word in education."

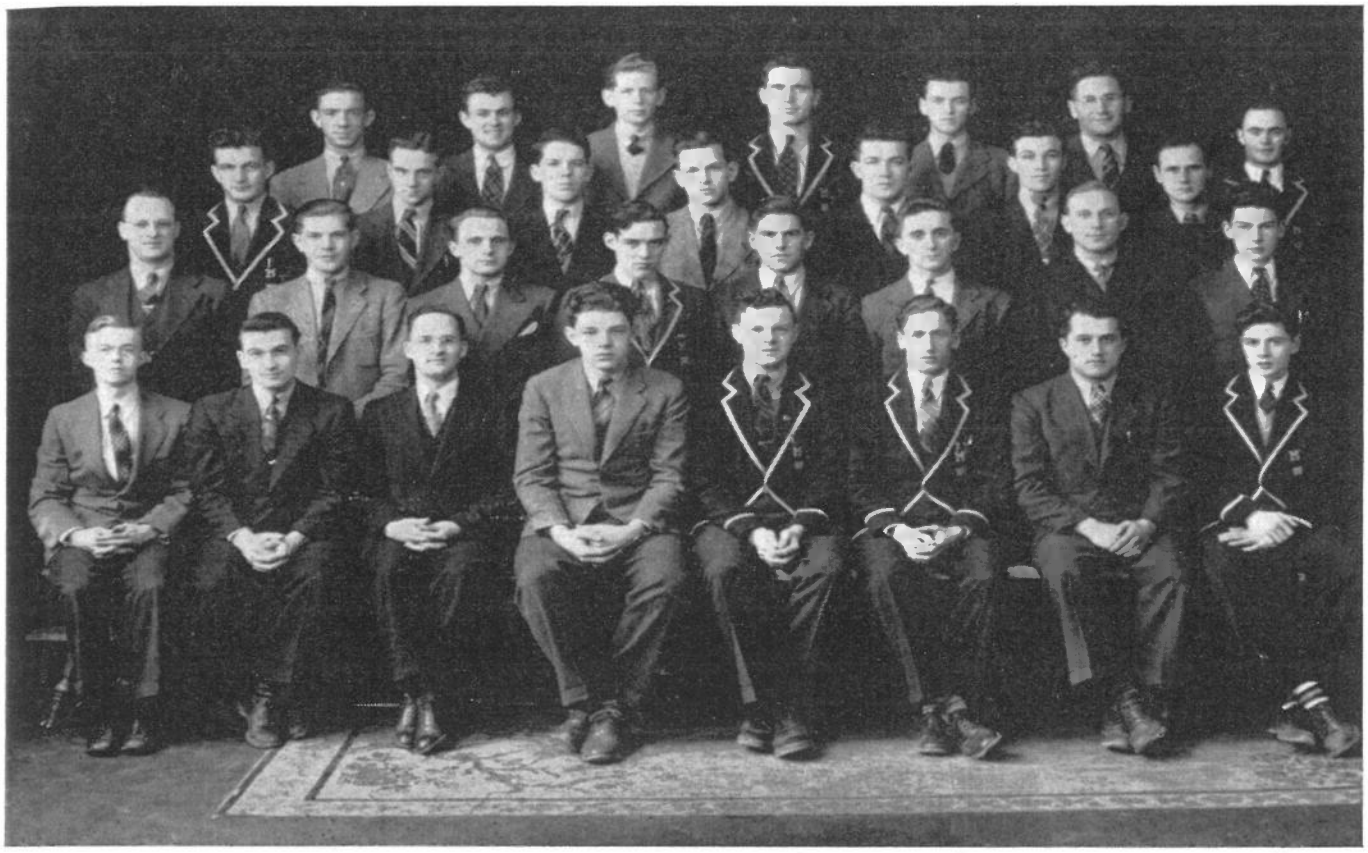
Hockey



Front Row, Left to Right: R. Morgrage, M. Hatch, W. Murdock, A. Day, R. Bryant, E. Aucoin.
Back Row: W. Baker, D. Stone, S. Washburn, Coach Osborne.

"Reward is in the doing."

Mu Sigma Chi



Left to Right, First Row: N. Dyer, J. Plante, A. Call, W. MacDonald, H. Joy, C. Weatherbee, C. Jamo, S. Logan.
Second Row: Mr. Husson (Faculty Adviser), R. Baker, S. Washburn, W. Marr, E. Chambers, R. Bryant, A. Stockson, E. Aucoin.
Third Row: D. Giggey, O. Seeley, C. Buzzell, R. Nichols, D. Stuart, E. Mullen, F. Joslyn.
Fourth Row: A. Laughton, H. Weatherbee, H. Bridges, C. Knox, D. Stone, Mr. Stanton (Faculty Adviser), F. Norton.

The fraternity is open to boys of character whose scholastic rank is 85% or better. A membership committee studies the candidate and passes upon his eligibility.

The meetings are held weekly, at night, in the school rooms, where plans are made each year for the annual show and also a dance. Both have been the outstanding social events of each year since the fraternity was organized in 1931.

The boys, with the funds realized from their productions, spend the Memorial Day vacation of five days in Boston, where they "see the sights," visit places of historical interest, witness the big league baseball teams in action, and thoroughly enjoy the educational and recreational opportunities provided in the big city.

"No education is complete if it does not educate for a specific service."
—Watters.

Boarding Places



KING'S DAUGHTERS HOME — 89 OHIO STREET

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

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

"Hope and strive is the way to thrive."

BOARDING PLACES



Residence—Mrs. W. Irving Thompson, 186 Cedar St., Bangor
(for Boys)



Stewart House—122 Court St., Bangor
(for Girls)

BOARDING PLACES



Y. W. C. A.—Union St., Bangor, Gladys B. Russell, Secretary
(for Girls)



Residence—Mrs. Myra McKenney, 52 Blackstone St., Bangor
(for Girls)

Chieftain Staff



First Row: Miss Haavisto, R. Baker, H. Boynton, E. Watts, C. Weatherbee, B. Wallace, F. Roberts, P. Dority.
Second Row: H. Sherburne, B. Belanger, H. Banks, V. Mitchell, S. Bowden, G. Allen, D. Bell.
Third Row: N. Dyer, B. Leighton, D. Stuart, E. Tapley, L. Ward, T. Watson.
Back Row: A. Lanpher, R. Kellogg, A. Stevens, A. Armstrong.

These are students of the College Composition Class augmented by others who enjoy working on the Yearbook. It is their project each year, and valuable experience is obtained in the work involved, both literary and administrative, in presenting the school with the final product of their efforts to record a year's history in a pleasant and efficient manner.

"An idle youth becomes in age a beggar."—Latin.

Good Positions for Commerce Graduates

An established reputation for placing our graduates in good-paying positions is your strongest assurance that you will be placed in a worthwhile position upon satisfactory completion of your Commerce training. Our Employment Department is called upon constantly to select qualified young people to fill good positions.

The school maintains a Free Placement Department to help its students and graduates secure desirable positions. As Commerce trained men and women are widely and favorably known for their ability and efficiency, their services are in demand, and our Placement Department receives scores of calls for capable office assistants. Many employers, in fact, prefer that their employees be trained here. In our recommendation of applicants, preference is naturally given those students who have proved their ability by the excellence of their classroom work.

Hundreds of the large business enterprises of the country have employed Commerce students. Space does not permit a full list of such employers. A representative list is presented below:

AAA, Bangor
AAA, Washington, D. C.
Abbott Woolen Mill, Dexter
Acme Mfg. Company, Bangor
Adams Furnishing Goods Company, Bangor
Advance Bag & Paper Company, Howland
American Railway Express Company, Bangor
Aroostook Valley R. R., Presque Isle
Arthur Chapin Company, Bangor
Atlantic & Pacific Tea Company, Boston
Ault-Williamson Shoe Co., Auburn
Auto Registration Office, Bangor
Bangor & Aroostook R. R. Co., Bangor
Bangor, Boston & N. Y. Dye House, Bangor
Bangor Gas Light Company, Bangor
Bangor Daily Commercial, Bangor
Bangor Daily News, Bangor
Bangor Hydro-Electric Company, Bangor
Bangor Mill Supply Corp., Bangor
Bangor Motor Company, Bangor
Bangor Optical Company, Bangor
Bangor State Hospital, Administration Office
Bar Harbor Motor Company, Ellsworth
Bar Harbor Trust Company, Bar Harbor
Canadian Pacific R. R., Brownville Junction
Charles Murray, Shell Distributors, Bangor
Charles M. Cox, Morrisville, Vermont
C. H. Rice Company, Bangor
C. H. Savage Company, Bangor
Cloverdale Company
Coca-Cola Bottling Company, Bangor
Cole's Express, Bangor
Dakin Sporting Goods Company, Bangor
Eastern Auto Supply Co., Bangor
Eastern Barber Supply Co., Bangor
Eastern Feed Company, Bangor
Eastern Furniture Company, Bangor
Eastern Grain Supply Co., Pittsfield
Eastern Corporation, Brewer
Eastern Trust & Banking Company, Bangor
E. M. Howe Insurance Co., Belfast
Easy Washing Machine Co., Bangor
Essex County Training School, Lawrence, Mass.
F E R A, Guilford

F H A, Stonington
Foley Chevrolet Company, Bangor
Ford Sales & Service, Old Town
Fox's Express, Bangor
Frank J. Leen Co., Bangor
Freese Dept. Store, Bangor
Galen S. Pond, Embalmers, Bangor
General Ice Cream Co., Pawtucket, Rhode Island
Gerry & Co., Brownville Junction
G. H. Winter & Sons, Kingfield
Graham Clothing Co., Bangor
Great Northern Paper Co., Bangor
Great Northern Paper Co., Millinocket
Gulf Refining Co., Brewer
Hardwood Products Co., Guilford
Harold B. Fobes Co., Bangor
Hayes, W. D., C. P. A., Bangor
Hofman Broom Co., Bernhart, Pa.
H. Tabenken Co.
Hudson-Essex Co., Ellsworth
Island Falls Garage
Ladd Lumber Co., Brownville
La France Fire Apparatus Co., Boston
Lawrence Plywood Co., Bangor
Liggett & Myers Tobacco Co.
Lincolnfield Mills, Manchester, N.H.
Loose-Wiles Biscuit Co., Bangor
Lucerne-in-Maine Corporation
Lyford Woodard Co., Bangor
Mack Baking Co.
Maine Coal Sales Co., Bangor
Merrill Trust Co., Bangor
Merrill Trust Co., Jonesport
Merchants National Bank, Bangor
Metropolitan Life Insurance Co., Bangor
Millinocket Trust Co., Millinocket
Milo Electric Power Co.
Monson Slate Co.
Morris-Lancaster Co., Bangor
Morse & Co., Bangor
Mt. Hope Cemetery Corp., Bangor
National Biscuit Co.
N. E. Insurance Exchange, Bangor
N. E. Tel. & Tel. Co., Bangor
New York Syndicate
N. Y., N. H. & Hartford R. R., New York, N. Y.
N. Sanders Co.
Nunbach Shoe Co., Brooklyn, N. Y.
Old Town Woolen Co., Sangerville
Standard Shoe
Old Town Woolen
Graphic Circuit Co.
Thompson
Office General Staff, War Dept., Washington, D. C.
Orono Pulp & Paper Co.
Penobscot Beef & Provision Co., Bangor
Penobscot Coal & Wharf Co., Bangor
Personal Finance Co., Bangor
Postal Telegraph, Bangor
Post Office, Bar Harbor
Post Office, Brownville Junction
Post Office, Newport
Prentiss & Carlisle Co., Bangor
Presque Isle National Bank
Ramsdell Canning Co., Rockland
Registrar of Deeds, Bangor
Regional Agricultural Credit Corp., Bangor
Regional Agricultural Credit Corp., Presque Isle
Rust Craft Publishers, Inc., Boston
Sampson Ins. Agency, Bangor
Sears, Roebuck, Boston
Sears, Roebuck, Bangor
Shell Distributors, Portland
Simmons & Hammond Mfg. Co., Bangor
Social Welfare Office, Houlton
Stanley J. Leen, Bangor
State Hospital, Augusta
State Hospital, Bangor
Supt. of Schools, Office, Dover-Foxcroft
Swift & Company, Bangor
Tax Collector's Office, Brewer
Thurston & Kingsbury Co., Bangor
Town Treasurer's Office, Houlton
Turner Center Creamery Co., Bangor
Underwood Typewriter Co., Bangor
University of Maine, Orono
U. S. Border Patrol Office, Houlton
U. S. Immigration Office, Houlton
U. S. Immigration Office, Montreal
Utilities Distributors Corp., Bangor
Webber Motor Co., Bangor
Wentworth Motor Corp., Bangor
Wetmore - Savage Electric Supply Co., Bangor
Wilson & Co., Bangor
W. S. N. S., Principal's Office, Machias
W. W. Woolworth Co., Bangor
Woodstock Typewriter Sales Co.

Cheerleaders



Left to Right: H. Clevette, M. Tremble, P. Dority, H. Cumming, M. Grant, B. Drew.

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

Enrollments—1940-41

Albert, Patricia, Madawaska
Alexander, Helen E., Bridgewater
Allen, Gertrude A., Bangor
Ambrose, George F., Orono
Anderson, Ina J., Thomaston
Anderson, Ronald D., Orono
Armstrong, Alice M., Vanceboro
Arnold, Velma A., Bangor
Ashe, Mary B., Old Town
Aucoin, Earle L., South Brewer
Austin, Ruth E., South China
Ayer, Geraldine E., Brewer
Baird, Anita M., Hartland
Baker, Ralph T., Guilford
Baker, William G., South Brewer
Banks, Hilda M., Bangor
Banks, Raymond A., Liberty
Banton, Madeleine M., Bangor
Barker, Shirley J., Oakfield
Barrett, Helen, Orono
Barstow, June, Brewer
Bearce, Ralph, Jr., Ashland
Beedy, Deane C., Farmington
Belanger, Beatrice A., East Millinocket
Bell, Dorothy A., Hampden Highlands
Bishop, Florence J., St. Albans
Bishop, Shirley L., Presque Isle
Blake, Earle D., Bangor
Blanchard, Myrtle R., Stratton
Blodgett, Olive O., Morrill
Bonneau, Elsie I., Old Town
Bonneau, Maxine F., Bangor
Bouchard, Aurora, Fort Kent
Bowden, Glendon F., Stetson
Bowden, Shirlie V., Bangor
Boynton, Edward A., Millinocket
Boynton, Harlan W., Houlton
Bradford, Mildred M., Bangor
Bragdon, Meltiah E., Franklin
Braley, Beulah M., Bangor
Brannen, Kilburn R., Oakfield
Bridges, Hollon H., Mars Hill
Bridgham, Madalene L., Brewer
Brown, Blair M., Woodland
Brown, Ellen J., Bangor
Brown, Hazel P., East Millinocket
Brown, Jean E., Oakfield
Brown, Madeline G., Bangor
Bryant, Russell, Belfast
Bubar, Marjorie H., Monticello
Burke, Edward M., Bangor
Bussell, Clarence R., Houlton
Bussell, Florence G., Houlton
Call, Albert A., Carmel
Campbell, Ida F., Millinocket
Carruthers, Pearl A., Brewer
Carr, Carol, Bucksport
Carson, Charles, Bangor
Chambers, Earle, Brownville
Chambers, Trudell, Brownville
Churchill, Byron D., Presque Isle
Clement, Pauline L., Winterport
Clevette, Harriet P., Old Town
Clifford, Florence B., Dexter
Collins, Margaret G., Bangor
Connors, Eileen M., Bangor
Cook, Betty L., Hancock
Cook, Winston, Searsport
Cowan, Marjorie R., Orono
Crouse, George A., Crouseville
Crowder, Eunice E., Bangor
Cumming, Helen M., Houlton
Daley, Phyllis R., South Brewer
Day, Joseph A., Bangor
Davis, Peggy H., Ellsworth
Dean, James E., Bangor
Dempsey, Thomas J., East Machias
Dircksen, Henry A., Machias
Doble, Francena B., Milo
Dority, Rosemary P., Bangor
Drew, Barbara J., Brewer
Duncan, Annabelle, Bangor
Dunleavy, Peggy G., Ellsworth
Dwyer, Jacqueline C., Oakfield
Dwyer, June M., Oakfield
Dyer, Newton L., Carmel
Eaton, Marion R., Belfast
Edgecomb, Elaine P., Bangor
Eldon, Ruth A., Dover-Foxcroft
Emmons, Patricia C., Belfast
Epstein, Marjorie, Bangor
Falcon, Elizabeth C., Woodland
Farrar, John K., Jr., Bangor
Faulkingham, Bernice, Bangor
Fineson, Jeanette M., Bangor
Finley, Merle P., Monson
Flewelling, Norma A., Easton
Follett, John R., Bangor
Garland, Joseph J., Jr., Bangor
Gass, John, Orono
Gerrish, Marjorie E., Stratton
Getchell, Imogene, South Brewer

Giggey, Dana A., Masardis
Giggey, LeRoy J., Fort Fairfield
Giggey, Perley H., Masardis
Glencross, Donald, Bangor
Glidden, Virginia S., South Brewer
Goode, Alden A., Bangor
Gould, John A., Pittsfield
Grant, Marjorie E., Hancock
Graves, Garda A., Brownville Jct.
Gross, Irma C., Bar Harbor
Guptill, Nettie B., Eastport
Hagerman, Reginald, Bangor
Hamel, Henedine, South Brewer
Harding, Glendon L., Brewer
Harding, Harold J., Plymouth
Hartford, Robert D., Presque Isle
Harvey, Muriel M., Bridgewater
Haskell, Anita F., Stockton Springs
Haskell, Carolyn S., Deer Isle
Hatch, Malcolm S., Belfast
Hawkes, Russell, Bangor
Hayes, Frances O., Bangor
Hayes, Mary, Bangor
Hebert, Marie L., Madawaska
Henderson, Priscilla E., Blue Hill
Herbert, Pauline C., Bangor
Higgins, Barbara B., Thorndike
Higgins, Effie, Etna
Hollis, Dorothy H., Brewer
Homer, Henry B., Bangor
Hopkins, Eleanor M., Corinna
Howard, Prudence K., Bangor
Hughes, Margaret C., Derby
Hunt, Theodore E., Island Falls
Jamo, Christo J., Millinocket
Jewett, Elois A., Bucksport
Jamieson, Evelyn M., Pittsfield
Johnson, Julia A., Machias
Jordon, Herbert, Ellsworth
Jordon, Phyllis I., Ellsworth
Joslyn, Frank R., Island Falls
Joy, Edith A., Macwahoc
Joy, Hale G., Ellsworth
Kane, Veronica P., Bangor
Kaprow, Irene, Bangor
Keef, Cherrie E., Vanceboro
Kelleher, Bartholomew H., Orono
Kelley, Jane W., Brewer
Kelley, Janet E., Milbridge
Kellogg, Ruth I., Lee
Kirlin, Ruth B., Bangor
Knowles, Thelma M., Glenburn
Knowlton, Elizabeth, North Deer Isle
Knox, Charles R., Searsport
Lake, Paul, Bangor
Langlais, Carmen A., Van Buren
Lanpher, Alice A., Mount Desert
Laughton, Andrew M., Ripley
Leavitt, Gerard L., Old Town
Leighton, Bernice E., Dennysville
Leland, Carold A., Lincoln
Leland, Charles K., Mount Desert
Libbey, Barbara, Bangor
Libbey, Fred H., Jr., Bangor
Libby, Eleanor M., Hartland
Littlefield, Marian E., Milo
Logan, Stanley K., Eastport
Lord, Mary E., Bangor
Lovejoy, Willis H., North Anson
Loubier, Raymond J., Sheridan
Luckey, Guy, Bangor
McFarland, Iris H., Ellsworth
McGlauflin, Dana E., Presque Isle
McKenney, Virginia J., Fort Fairfield
McKinnon, Margaret, Mattawamkeag
McLellan, Wilford F., Woodland
McNamara, Catherine L., Bangor
McNeil, Anna E., Mattawamkeag
McNulty, Marguerite E., Bangor
MacDonald, Halton, East Millinocket
MacDonald, William L., Orrington
Mackay, Bruce A., Winter Harbor
Madden, Lawrence J., Old Town
Maloney, Margaret L., Ellsworth
Marden, Oscar L., Winterport
Marr, Wendall A., Hartland
Marshall, Ruth W., Mattawamkeag
Mayo, Catherine E., Orrington
Megquire, Harlan S., Bangor
Mitchell, Charles M., Blanchard
Mitchell, Virginia M., Brewer
Morgan, Elizabeth, Bangor
Morgrage, Richard, Jr., Bangor
Morneault, Cecile L., Bangor
Morrison, Ruth M., South Orrington
Morse, Rena E., Bridgewater
Mullen, Earlon I., Easton
Murdock, William E., Bangor
Nelson, Eleanor D., Greenville
Nelson, Roland A., Van Buren
Newcomb, Virginia E., Hampden
Nichol, Elizabeth F., Bangor
Nichols, Raymond C., Bangor
Ninfi, Carlo A., Hall's Quarry
Norton, Frank, Caribou
Orcutt, Willard R., Ashland
Orr, Dorothy G., Bangor
Park, Beatrice L., Brewer
Parry, William, Poultney, Vermont
Parsons, Thelma M., Bangor

Pennypacker, Nancy L., Bangor
Perham, Earl W., Jr., Bangor
Perkins, Helen L., Stillwater
Peterson, Stanley W., Hartland
Petrie, Raymond C., Bar Harbor
Plante, James E., Machias
Pooler, Marion E., South Brewer
Rafford, Ruby, Ashland
Ramsdell, Patricia M., Bangor
Richards, Muriel I., Kokajo
Rider, Lois A., Bangor
Roberts, Frances P., Bangor
Robinson, Dorothy M., Bangor
Rogers, Gwendolyn M., Bangor
Rollins, Maude, Sangerville
Ross, Charles S., Jr., Bangor
Ruhlin, Earle O., Bangor
Russell, Elaine, Veazie
Russell, Katherine E., Fort Fairfield
Scott, Dorothy R., Brewer
Scott, Frank I., Belfast
Seeley, Hazel M., Bangor
Seeley, Orin E., Easton
Sherburne, Helen, Bangor
Simmons, Catherine, Kingfield
Simmons, Eleanor R., Union
Simpson, Foster S., Hampden Highlands
Simpson, Francis M., Bangor
Sjostedt, Vivian E., Stockholm
Sleeper, Sylvia L., Bangor
Small, Florance, Bangor
Small, Phyllis L., Bangor
Smith, Barbara, Orono
Smith, Basil L., Winterport
Smith, Carleton, Brewer
Smith, James H., Ellsworth
Soucie, Josephine I., Millinocket
Soucy, Rita A., Old Town
Sprague, Fred A., Jr., Presque Isle
Springer, Knowlton, Ellsworth
Spurden, Ernell F., Winterport
Stanley, Hervey, Cherryfield
Staples, Ada E., Frankfort
Steeves, Miriam P., Hartland
Stephenson, Marion L., Island Falls
Stevens, Alice P., Lee
Stevens, Halbert S., Portage
Stevens, Vaughn A., Carmel
Stinchfield, Eben K., Jr., Bangor
Stockson, Arnold L., Houlton
Stone, Donald W., Presque Isle
Stoton, Elmer, Houlton
Strout, Muriel, Bangor
Stuart, Donald E., Bangor
Tapley, Evelyn L., Bangor
Temple, Arnold W., Pittsfield
Tenney, Eleanor, Orono
Thibeau, Josephine L., Cherryfield
Terrio, Mary E., Bangor
Thomas, Ruth E., Houlton
Thomson, Virginia L., Limestone
Tilley, Richard C., Bucksport
Toussaint, Owen H., East Millinocket
Tracy, Rosalie M., Gouldsboro
Trefry, Eva D., Bangor
Tremble, Mildred I., Bangor
Treworgy, Laurence L., Jr., Bangor
Veayo, Sylvia A., Bangor
Verrow, Lorraine, South Brewer
Violette, Hermon W., Bangor
Violette, Martin, Van Buren
Wallace, Barbara, Bangor
Ward, Arlene F., Hampden Highlands
Ward, Leitha L., Limestone
Warren, Geraldine, Lubec
Washburn, Shirley P., Garland
Washburn, Ruth M., Dover-Foxcroft
Watson, Thelma M., Van Buren
Watts, Eva, Marion
Waugh, Clinton, Washburn
Weatherbee, Clarence L., Lincoln
Weatherbee, Harvard Y., Bangor
Webster, Virginia L., West Tremont
Williams, Roselle M., Bangor
Wilcox, Vaughn, Mapleton
Woodward, Edgar, Bangor
Wood, Robert F., Bangor
Wren, Phyllis A., Thorndike

COMMERCE GRADUATE BRIEFS



Byron Gardiner
Houlton

Byron Gardiner was educated in the Houlton public schools before entering Commerce in 1936. His brother Kenneth was completing a course at the time. "Buss," as he was familiarly called, completed the Business Administration Course on schedule, winning the annual Commerce gold medal for excellence in Accounting. He found immediate employment with his father, a certified public accountant, but was laid off in the dull season. The Placement Bureau then gave him an opportunity in the local office of the Eastern Trust & Banking Company, where he is now employed.



Stanley Carson
Bangor

Stanley Carson was graduated from Bangor High School in the Class of 1934. He enrolled in the Full Commercial Course at Commerce in the fall, but changed to the Stenographic Course because shorthand appealed to him as a study of unusual interest and possible values. Happily enough, it was shorthand that opened the door for him at the Webber Oil Co. offices, where he is now employed as secretary and clerk. While at school he was a member of Mu Sigma Chi, boys' fraternity, and was active in its social program.



Lizzie Nickerson
Bar Harbor

Lizzie Nickerson was graduated from Bar Harbor High School in 1934. At Commerce she enrolled in the Administrative Secretarial Course. Her scholastic achievements were unusually high and she was prominent in the activites of Epsilon Tau Epsilon. At present she is secretary to Mr. Curtis, Director of Athletics at the University of Maine.



Lucille Bradley
Searsport

Lucille Bradley was graduated from Searsport High School in 1937 and won a five months' scholarship in the Waldo County Commercial Contest that year. She elected the Junior Secretarial Course at Commerce, completing the work in June, 1939. She was an able student and was a member of Epsilon Tau Epsilon and the Hiking Club. At present she is employed by the Atwood Motor Company of this city.

Mr. Suomi's record in athletics at Commerce includes that of being the first three-letter man in the school's history. He enrolled in the Business Administration Course to transfer his credits at a later date to the Normal Department. He was President of the Class of '36, and served in many student organizations in an executive capacity. He coached Commerce athletics for two years. Mr. Suomi's first teaching position was at Winterport High School, from which he moved to accept his present position as commercial teacher and coach of J. V. Basketball and Varsity Baseball at Bangor High School.



Into M. Suomi
Monson



G. Edwin Baker, Jr.
Bangor

G. Edwin Baker, Jr., Bangor High School graduate, enrolled in the Full Commercial Course at Commerce in September, 1935. He enjoyed memberships in the fraternity and the Men's A. A., and was Vice-President of the Class of '36. He was a talented musician, playing trombone in the Commerce Orchestra. He successfully passed the Civil Service examination that opened for him a position in the Railroad Retirement Pension Office in Washington, D. C., from which position he was transferred to Boston in May, 1939, with an exceptional increase in salary.

Miss Wood and Mr. Johnston were both graduates of Ellsworth High School in the Class of '35, and of Commerce Normal Department in 1938. Their work was outstanding, both in studies and student activities. They served as officers in various student organizations, of which there are fourteen at Commerce. Miss Wood won the high honor award at graduation, to mention but one instance in her unusual record of accomplishments, while Mr. Johnston will probably be best remembered either as Captain of Basketball or President of the Men's A. A. Miss Wood was elected to teach and coach in Pemetic High School, while Mr. Johnston accepted a similar position in Fort Fairfield High School.



Inez V. Wood
Ellsworth



Jack Johnston
Ellsworth



Helen Rowell
Old Town

Clifford and Helen Rowell were both graduated from Old Town High School in 1936 and enrolled in the Full Commercial Course at Commerce. They completed the two years' work in June, 1938, with distinction. Clifford is now bookkeeper for L. A. Savage Lumber Company of this city, and Helen is employed in the offices of the Eastern Furniture Company. Brother and sister are very loyal alumni of B. M. S. C.



Clifford Rowell
Old Town



Helen St. Clair
Brewer

Helen St. Clair was graduated from Brewer High School in 1937. She selected the Administrative Secretarial Course at Commerce, entering in September of the same year. Her scholastic achievements and delightful personality won her a membership in E. T. E. sorority. She was sent out as a "cadet" to get experience by working in a temporary position at the Merchants' National Bank. Her ability immediately won for her a permanent position, one in which she finds the work very enjoyable among congenial employees and their superiors. She counts herself a loyal Commerce alumna.

Barbara Bridgham of Jonesboro and Brewer was graduated from Old Town High School, Class of '37, and Commerce in the Class of '38. She pursued the Stenographic Course and was placed in the Machias office of the State Farm Bureau Service, where she is now working. While at Commerce she excelled in penmanship and filing, winning certificates in each course.



Barbara Bridgham
Jonesboro
Brewer
Old Town



Clifton Jackson
Monson

The Jackson boys are twins, and were graduated from Monson Academy. Clifton enrolled in the Normal Department and Clayton in Business Administration. "Cliff" was a three-letter man, while "Clayt" was interested only in basketball. Their records were outstanding.



Clayton Jackson
Monson

Clifton was awarded highest honor medal at graduation, and is now teaching commercial subjects in Brewer High School. He has transferred his credits to the University of Maine, where he is now working for his Bachelor's Degree. Clayton was first placed in the office of the Sangerville Woolen Mill, and then by Cole's Express Company office in Bangor. He enlisted in '41.

Miss Hatfield was graduated from Milo High School and took the Stenographic Course at Commerce. She was actively interested in Dramatics as a "side interest" and appeared in "Fly Away Home" and "The Nine Lives of Emily," which was presented at graduation. She also served as a Department Editor for the Commerce Chatter. She has a splendid position with the Merrill Trust Company of this city.



June Hatfield
Derby



Althea Crowell
Dexter

Althea Crowell of Dexter and a graduate of the high school there completed the Stenographic Course at Commerce in June, 1938. She was the first girl to officially pass the 140 words per minute shorthand testing program in M. S. C.'s history. She enjoyed a membership in Epsilon Tau Epsilon, the girls' sorority. She is now employed in the office of Fox and Ginn, Bangor.



Maynard Sawyer
Bucksport

Mr. Sawyer, a graduate of Bucksport High School, enrolled in the Normal Course at Commerce, which he completed in June, 1938. He is commercial teacher and coach of athletics at Patten Academy. His was an active career at Commerce, having won letters in football, basketball and baseball each of the three years he spent in school. He was President of Mu Sigma Chi and a member of the Senior Council during his senior year, and was Sports Editor for both the Commerce Chatter and Chieftain.



Alice Hackett
Brewer

Miss Hackett is a graduate of the Stenographic Course at Commerce. Her previous training was at Brewer High School. She served as student assistant to Mildred Vanwart, Secretary to Mr. Husson, and enjoyed considerable office experience before graduation. She is employed by the Bangor Hydro-Electric Company of this city, and enjoys her work very much.



Hadley Currier
Ox Bow

Hadley Currier is from Ox Bow and studied at R. C. I. before taking the Full Commercial Course at Commerce. At present he is in the office of the American Realty Company at Ashland. He played the lead in "The Ninth Guest" and was interested in Dramatics as an extra-curricula activity.



Geraldine Ramsdell
Columbia Falls

Miss Ramsdel enrolled in the Administrative Secretarial Course at Commerce after being graduated from Columbia Falls High School. At Commerce she was Editor of the Chieftain, Assistant Editor of the Commerce Chatter, Co-captain of the Hiking Club, and a member of Epsilon Tau Epsilon. She is now with the Merchant's National Bank of this city.



Helen Clark
Bangor

Helen Clark enrolled in the Junior Secretarial Course at Commerce, and was graduated in June, 1939. Her ability and fine character enabled her to "make good" in her present position as bookkeeper for the Hartwell Coal Company.

Mary Parker won a scholarship to Commerce and completed the Junior Secretarial Course here in five months. To her belongs the honor of winning the gold medal in both shorthand and typewriting in the Class of '39. She successfully passed the Civil Service examinations which won for her her present position as stenographer in the food and drugs division of the Department of Agriculture at Washington, D. C.



Mary Parker
Ellsworth



Hazel E. Benn
Smyrna Mills

Miss Benn, graduate of Merrill High School and Bangor Maine School of Commerce, first taught commercial subjects at Hodgdon and Fort Fairfield High Schools. In June, 1941, she was appointed, via Civil Service, to the Navy Department, Quartermaster's Bureau, at Washington, D. C. Miss Benn was an outstanding student academically and socially, and was prominent in athletics and the sorority.

Mr. Curran is a graduate of Milo High School and the University of Maine. He completed the work in the College Normal Course at Commerce, and is now head of the commercial department at Cherryfield Academy. He was a member of Mu Sigma Chi, boys' fraternity at M. S. C., and was Treasurer of his class. He is one of many college graduates who found immediate employment with commercial training added to an academic degree.



William Curran
Milo



LaRoy Derby
Newport

Mr. Derby came to Commerce from Newport and completed the work in the Normal Department in the Class of '39, of which he was President. He was Secretary of Mu Sigma Chi, Business Manager of the Chieftain, and a member of the football, baseball and basketball teams. He was voted the most outstanding student in 1939. After teaching at Dennysville and Merrill High Schools, he accepted the position of teacher and coach at Jonesport High School.

Miss Ruth B. Kirlin of Houlton completed her high school course there in 1938 and her training period at Commerce in June, 1941. She was Business Manager of the Chieftain (our Yearbook) in 1939, member of the Hiking Club, and very active on the Commerce Chatter staff which publishes our newspaper. She was elected to the student assistant's position in the Stenographic Department during her junior and senior years. She has been elected to the position of commercial instructor at Fort Fairfield High School and will begin her teaching career there this September.



Ruth B. Kirlin
Houlton



Dana A. Giggey
Masardis

Dana A. Giggey of Masardis completed his high school course at Fort Fairfield in 1935. Three years later he entered Commerce, where he excelled in football, basketball, and baseball, winning the Gattrell award in '41. He was Secretary of the Men's A. A. in '41, and Vice-President of Mu Sigma Chi in '40. As this goes to press Dana is lookng forward to the teaching and coaching position at Merrill High School, to which he was recently elected.

LeRoy J. Giggey, after completing his high school training at Fort Fairfield, enrolled in the Accounting Course at Commerce in '39. He interested himself in the fraternity only, devoting most of his time to his studies. His first positon was wth Hedge & Mattheis of this city, which he left to accept more remunerative work with the Maine Distributors, Inc., where he is now employed.



LeRoy J. Giggey
Fort Fairfield



Mary Rokel
Bangor

Miss Mary Rokel of Bangor is a graduate of Bangor H. S. and of Commerce in 1940, where she was enrolled in the Junior Secretarial Course. Her interests centered in the Dramatic Club, but she also enjoyed memberships in the sorority and the Women's A. A. She captained the Girls' J. V. team in basketball. At graduation she was awarded the Commerce gold medal for excellence in shorthand. She is now employed by Universal Credit Corp., and is a very loyal alumna.

Halbert S. Stevens is a native of Portage. His education includes courses at Ricker Classical Institute and Presque Isle Normal School. He enrolled in the College Normal Course at Commerce, from which he was graduated in June, 1941. He was Treasurer of Mu Sigma Chi in '40 and Treasurer of the Men's A. A. in '41. He gave up basketball in order to devote his entire time to classwork. He will begin his teaching and coaching career this fall at Brownville Junction High School.



Halbert S. Stevens
Portage



Virginia M. Mitchell
Brewer

Virginia M. Mitchell is a Brewer High School graduate. She completed the Administrative-Secretarial Course in May, 1941. She was very active at Commerce in dramatics, basketball, hiking, and as a member of the Chieftain staff. As a result of a Civil Service examination, she is now employed by the War Department in Washington, D. C. She hopes some day to return and take the teachers' course.

Harold J. Harding of Detroit and Plymouth, Maine, is a graduate of Maine Central Institute. He was graduated from the Business Administration Course at Commerce in June, 1941, where he was an active and popular member of the fraternity. The Placement Bureau offered him a position with the S. A. Maxfield Co. of this city, which he accepted. He enjoys his work very much and is a frequent visitor to the new school building.



Harold J. Harding
Detroit



Virginia L. Roberts
Brewer

Virginia L. Roberts was graduated from Brewer High School in 1939 and the Bangor Maine School of Commerce in 1940. She was prominent in the social activities here and was a member of Epsilon Tau Epsilon. Upon graduation, she accepted a position in the office of L. H. Thompson, Printer, of Brewer, where she is now employed. She enjoys being counted a staunch supporter and alumna of Commerce.

Positions Through Commerce Training



Albert A. Call
of Carmel
B. M. S. C. Class of '41

Course—Business Administration.
Position—Bookkeeper and Cashier.
Located—Rural Electrification Project, Patten.



Elizabeth C. Faloon
of Woodland
B. M. S. C. Class of '41

Course—Stenographic.
Position—Clerk and Stenographer.
Located—Philco Shoe Co., Bangor.



James W. Buck
of Milo
B. M. S. C. Class of '40

Course—Normal.
Position—Teacher and Coach.
Located—Limestone H. S.



Thornton Parsons
of Old Town
B. M. S. C. Class of '40

Course—Secretarial.
Position—Stenographer and Clerk.
Located—Swift & Co., Bangor.



Millard A. Foss
of Jonesboro
B. M. S. C. Class of '40

Course—Normal.
Position—Teacher and Coach.
Located—Dennysville.



William MacDonald
of Orrington
B. M. S. C. Class of '41

Course—Salesmanship.
Position—Typist.
Located—Engineer's Dept., Bangor Airport.



Ina Anderson
of Thomaston
B. M. S. C. Class of '41

Course—Normal.
Position—Teacher and Coach.
Located—Sullivan H. S.



Florence Clifford
of Garland
B. M. S. C. Class of '41

Course—Normal.
Position—Commercial Teacher.
Located—Ellsworth H. S.



Arthur A. Derby
of Newport
B. M. S. C. Class of '40

Course—Full Commercial.
Position—Cashier.
Located—Webber Oil Co., Bangor.



Ruth Coombs
of Winn
B. M. S. C. Class of '40

Course—Stenographic.
Position—Stenographer and Cashier.
Located—Retail Credit Corporation.



Ruth M. Washburn
of Dover-Foxcroft
B. M. S. C. Class of '40

Course—Secretarial.
Position—Stenographer.
Located—Penobscot Beef & Provision Co., Bangor.



Velma Arnold
of Bangor
B. M. S. C. Class of '41

Course—Junior Secretarial.
Position—Stenographer and Bookkeeper.
Located—New England Pipe & Supply Co., Brewer.

Secretaries Who Became Famous Women

Dorothy Thompson—"First Lady of Journalism"

Sarah Sheridan—Vice President, Edison Co., Detroit

Mary Dillon—President Brooklyn Gas Co.

Katherine Brush, Kathleen Norris, Winifred Dunn
Anne Austin, Margaret Scott, Mabel Urner } Authors

Constance Hope—Publicity Bureau for such musicians as Grace Moore Lily Pons, Joscha Heifetz and others.

Edith Alden—Secretary and assistant treasurer, C. B. & Q. R. R.

Mary King—Sunday editor of a great metropolitan daily

Marjorie White—General manager, Indiana Film Transit Co.

Tobé Davis—Famous designer

Helen Worny—Manufacturer of toy balloons

Estelle Hamburger—Vice-president for Jay Thorpe in New York

Hazel Flynn—Director of publicity for Radio City Music Hall

Bernice FitzGibbon Advertising director of John Wanamaker, New York

Cecilia Wyckoff—Editor and publisher of "The Magazine of Wall Street"

Rhea Whitehead and Florence Allen—Federal justices

Mrs. E. M. Statler—Of hotel fame

Olga Heinrichs—President of a $2,000,000 varnish company

Corinne Johnson—Associate editor of Reader's Digest

Vivien Kellems—Voted "the leading woman in industry for 1940."

Kay Francis, Claire Trevor, Anne Harding, Ethel Merman, Mary Healy, Lucille Manners—Screen and radio stars (see Reader's Digest)

Polly Street—Sales Manager William Morrow & Co.

Margaret March-Mount—United States Forestry Service

Elspeth Eric—Star of Dead End and Margin for Error

NOTE: Miss Harriet Flagg of Bangor, present secretary to David O. Selznick, movie magnate, studied her shorthand and typing at the Bangor Maine School of Commerce.

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

Secretaries Who Became Famous Men

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

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

Employment After Graduation

Our record of placements over many years is assurance to every enrollee that a position awaits him when his course is completed. Wo do not make a practice of guaranteeing jobs to graduates simply because such practice is dishonest. Below is the current year's record, and we point with pleasure to the many types of businesses that hire our trainees.

Recent Graduate Movements from Sept. 1, 1940 to July 20, 1941

Allen, Gertrude, Bangor—Monroe Loan Company, Bangor, Maine
Anderson, Ina—Sullivan High School
Arnold, Velma, Bangor—N. E. Pipe & Supply Co., Brewer, Maine
Aucoin, Earle—Stenographer, Camp Kieve, Nobleboro
Ashe, Beverly, Old Town—Town Office, Old Town, Maine
Austin, Ruth, South China—Furbush & Furbush, Hartland, Maine
Baird, Anita, Hartland—Hartland Tanning Co., Hartland, Maine
Banton, Madeleine, Bangor—Hillside Dye House, Bangor, Maine
Bonneau, Elsie, Old Town—Nissen's Baking Co., Bangor, Maine
Brown, Madeline, Bangor—Standard Shoe Store, Bangor, Maine
Bradford, Mildred, Bangor—Keene's Ice Cream Co., Bangor, Maine
Bryant, Darrell, Farmington—Portsmouth Navy Yard, Portsmouth, N. H.
Buck, James, Milo—Instructor Commercial Subjects, Limestone
Bussell, Clarence, Houlton—T. & K. Co., Bangor
Butler, Arthur, Bangor—Fay & Scott Co., Dexter
Call, Albert, Carmel—Rural Electrification, Patten, Maine
Carpenter, Mary, Lincoln—Employed at Northeast Harbor, Maine
Carr, Carol, Bucksport—Personal Finance Co., Bangor, Maine
Chambers, Trudell, Brownville—E. H. Ladd Lumber Co., Brownville, Maine
Clark, Wilma, Northeast Harbor—Employed at Northeast Harbor, Maine
Clifford, Florence, Garland—Commercial Instructor, Ellsworth, Maine
Clement, Pauline, Winterport—Eastland Woolen Mills, Corinna, Maine
Connors, Eileen, Bangor—McKenzie's Sporting Camps, West Outlet, Maine
Coombs, Ruth, Winn—Monroe Loan Company, Bangor, Maine
Crosby, Beryl, Hampden—Instructor at Bangor Maine School of Commerce
Cumming, Helen—Haynes & Chalmers Co., Bangor
Dalton, Harry, Brewer—Brewer City Hall, Brewer, Maine
Davidson, Edna, Bridgewater—Alumni Office at U. of M., Orono, Maine
Davies, Lawrence, Bangor—Commercial Instructor, Garland, Maine
Demont, Dorothy, Old Town—Fred W. Hassen & Son, Bangor, Maine
Dempsey, Thomas, Machias—Sargent's Construction Co., Stillwater, Maine
Derby, Arthur, Newport—Webber Oil Company, Bangor, Maine

Recent Graduate Movements (Continued)

Dircksen, Henry, Machias—Employed at Machias, Maine
Doble, Francena, Milo—Office at Bangor Maine School of Commerce
Dority, Barbara, Hampden—Airport, Bangor, Maine
Dority, Patricia, Hampden—Sears-Roebuck Co., Bangor, Maine
Drew, Shirley, Bangor—Commercial Instructor, Winter Harbor, Maine
Elden, Ruth—Herrick Auto Sales Co., Brownville
Emery, Raymond, Orrington—Armour & Company, Bangor, Maine
Faloon, Elizabeth, Orono—Viner Brothers, Bangor, Maine
Faulkingham, Bernice, Bangor—Mr. McIntosh, Exchange Bldg., Bangor, Maine
Faulkingham, Katherine, Bangor—Metropolitan Life Ins. Co., Bangor, Me.
Foss, Millard, Jonesboro—Commercial Instructor, Dennysville, Maine
Frazier, Alice, Hermon—Bangor Service Bureau, Bangor, Maine
Giggey, Dana, Masardis—Commercial Instructor, Merrill H. S., Smyrna Mills, Maine
Giggey, LeRoy, Fort Fairfield—Maine Distributors, Bangor, Maine
Giggey, Perley, Masardis—Smith's Extract Co., Bangor, Maine
Gott, Esther, Hancock—Commercial Instructor, Brooks, Maine
Grant, Marjorie, Bangor—Eastern Furniture Co., Bangor, Maine
Hamel, Henedine, South Brewer—Eastern Mfg. Co., South Brewer, Maine
Harding, Glendon, Brewer—Treasury Department, Washington, D. C.
Harding, Harold, Plymouth—S. A. Maxfield Co., Bangor, Maine
Hatch, Dorothy, Brewer—Utterback-Gleason Co., Bangor, Maine
Hawkes, Russell, Bangor—Cummings Construction Co., Bangor, Maine
Henderson, Priscilla, Bluehill—Matthews Brothers, Belfast, Maine
Herring, Sherwood, Guilford—Employed at Guilford, Maine
Howard, Prudence, Bangor—Penobscot Home Service, Bangor, Maine
Johnson, Julia, Machias—Farm Bureau, Machias, Maine
Jordan, Phyllis, Ellsworth—Sears-Roebuck Company, Bangor, Maine
Kelleher, Bartholomew, Orono—Wilson & Co., Worcester, Mass.
Kelliher, Ruth, Bangor—Cummings Construction Co., Bangor, Maine
Kirlin, Ruth, Houlton—Commercial Instructor, Fort Fairfield, Maine
Kneidl, Franz, Bangor—Fox & Ginn Trans. Co., Bangor, Maine
Lanpher, Alice—Star Beef Co., Bangor
Leavitt, Constance, Old Town—P. & B. Transportation Co., Bangor, Maine
Leland, Charles, Mt. Desert—Canadian Pacific Railroad, Brownville Jct.
Leonard, Guy—Eastern Manufacturing Co., Brewer
Libby, Eleanor—Caldwell Sweet Co., Bangor
Logan, Stanley, Eastport—Charles Walker, Brewer, Maine
Lord, Mary, Bangor—Western Electric Co., New Jersey
McCafferty, Margaret, Lincoln—Bangor Service Bureau, Bangor, Maine
McDonald, Fay, Houlton—Sears-Roebuck Co., Bangor, Maine
McFarland, Iris—Public Stenographer, Northeast Harbor
McInnis, Margaret, Ripogenus Dam—Penobscot Beef Co., Bangor, Maine
McNamara, Catherine—Louis Cohen Real Estate, Bangor

Recent Graduate Movements (Continued)

McNeil, Anna, Mattawamkeag—Daniel E. Cummings Co., Newport, Maine
McKenney, Virginia, Fort Fairfield—Loan Office, Exchange Bldg., Bangor
MacAskill, Catherine, Jackman—Hincks Coal Co., Bangor, Maine
MacDonald, Halton—East Millinocket Trust Co.
MacDonald, William, Orrington—Airport, Bangor, Maine
Martell, Helen, Milo—Internal Revenue Office, Augusta, Maine
Marriner, Winfield, Belfast—Tidewater Oil Company, Brewer, Maine
Mayo, Rita, Brewer—City Manager's Office, Brewer, Maine
Megquier, Harlan—Mulvany Bros., Bangor
Mitchell, Virginia, Brewer—Social Welfare Dept., Washington, D. C.
Morgrage, Richard, Bangor—Manset Boat Corp., Southwest Harbor, Me.
Nash, Julia, Bangor—Bangor Shoe Store, Bangor, Maine
Nealley, Donald, Hampden—Washington, D. C.
Nealley, Doris, Newport—Washington, D. C.
Nelson, Roland, Van Buren—B. & A. Railroad, Bangor, Maine
Nichol, Elizabeth, Bangor—Employed in Boston, Massachusetts
Nichols, Raymond, Bangor—Merrill Trust Co., Bangor, Maine
Ninfi, Carlo—Fox & Ginn Express Co., Bangor
Orcutt, Ray, Ashland—State Police Barracks, Bangor, Maine
Parry, William, Poultney, Vt.—Munitions Building, Washington, D. C.
Parsons, Thornton, Old Town—Swift & Co., Bangor, Maine
Perkins, Helen, Stillwater—Metropolitan Life Ins. Co., Bangor, Maine
Pooler, Marion, South Brewer—Mass. Life Insurance Co., Bangor, Maine
Prince, Elbert, Detroit—U. S. Engineers, Greenville, Maine
Pipes, Pauline, New Limerick—Eastern State Normal School, Castine
Rider, Lois, Bangor—Merrill Trust Co., Bangor, Maine
Rice, Thomas, Bangor—C. H. Rice & Co., Bangor, Maine
Roberts, Virginia, South Brewer—Thompson Printing Co., Brewer, Maine
Rokel, Mary, Bangor—Universal Credit Corp., Bangor, Maine
Ross, Charles, Bangor—Armour & Co., Bangor, Maine
Ross, Priscilla, Bangor—Matthews Brothers, Belfast, Maine
Russell, Katherine, Fort Fairfield—Town Office, Fort Fairfield, Maine
Sawyer, Eastman, East Corinth—Navy Building, Washington, D. C.
Soucy, Rita—Byer Manufacturing Co., Orono, Maine
Spurden, Ernell, Winterport—Bangor Savings Bank, Bangor, Maine
Steeves, Miriam, Hartland—Hartland Tanning Co., Hartland, Maine
Stephen, Gerald, Derby—Navy Building, Washington, D. C.
Stephenson, Marion, Island Falls—Maine Publicity Bureau, Bangor, Maine
Stevens, Halbert, Portage—Commercial Instructor, Brownville Jct., Maine
Stoton, Elmer, Houlton—C. H. Rice & Co., Bangor, Maine
Trefry, Eva, Bangor—Eastern Beauty & Barber Supply Co., Bangor, Maine
Tremaine, Mary, Bangor—Commercial Instructor, Lee, Maine
Tuck, Rose Eola, Bangor—Cortell-Segal Co., Bangor, Maine
Verrow, Lorraine, South Brewer—New England Tel. & Tel., Bangor, Maine
Vose, Arlene, Whiting—Bangor Hydro Co., Ellsworth, Maine
Ward, Arlene—University of Maine
Ward, Glenna, Limestone—Munitions Office, Washington, D. C.
Washburn, Ruth, Dover-Foxcroft—Penobscot Beef Co., Bangor, Maine
Waugh, Mary, Caribou—Bangor Plumbing Co., Bangor, Maine
Webster, Florence, Limestone—Manset Boat Corp., Southwest Harbor, Me.
Webster, Virginia, West Tremont—Southwest Motor Co., Southwest Harbor
Woodbury, Ardis, Lincolnville—Commercial Instructor, Sherman Mills, Me.