Wilma Clark
Greenville
Jct.
Maine

Husson College Bulletin

Bangor, Maine

1954-1955

Bulletin of Husson College

Bangor, Maine

CATALOG

1954-1955

1898—OVER FIFTY YEARS OF SERVICE TO BUSINESS—1955

Member

American Association of Commercial Colleges

New England Business College Association

National Association and Council of Business Schools

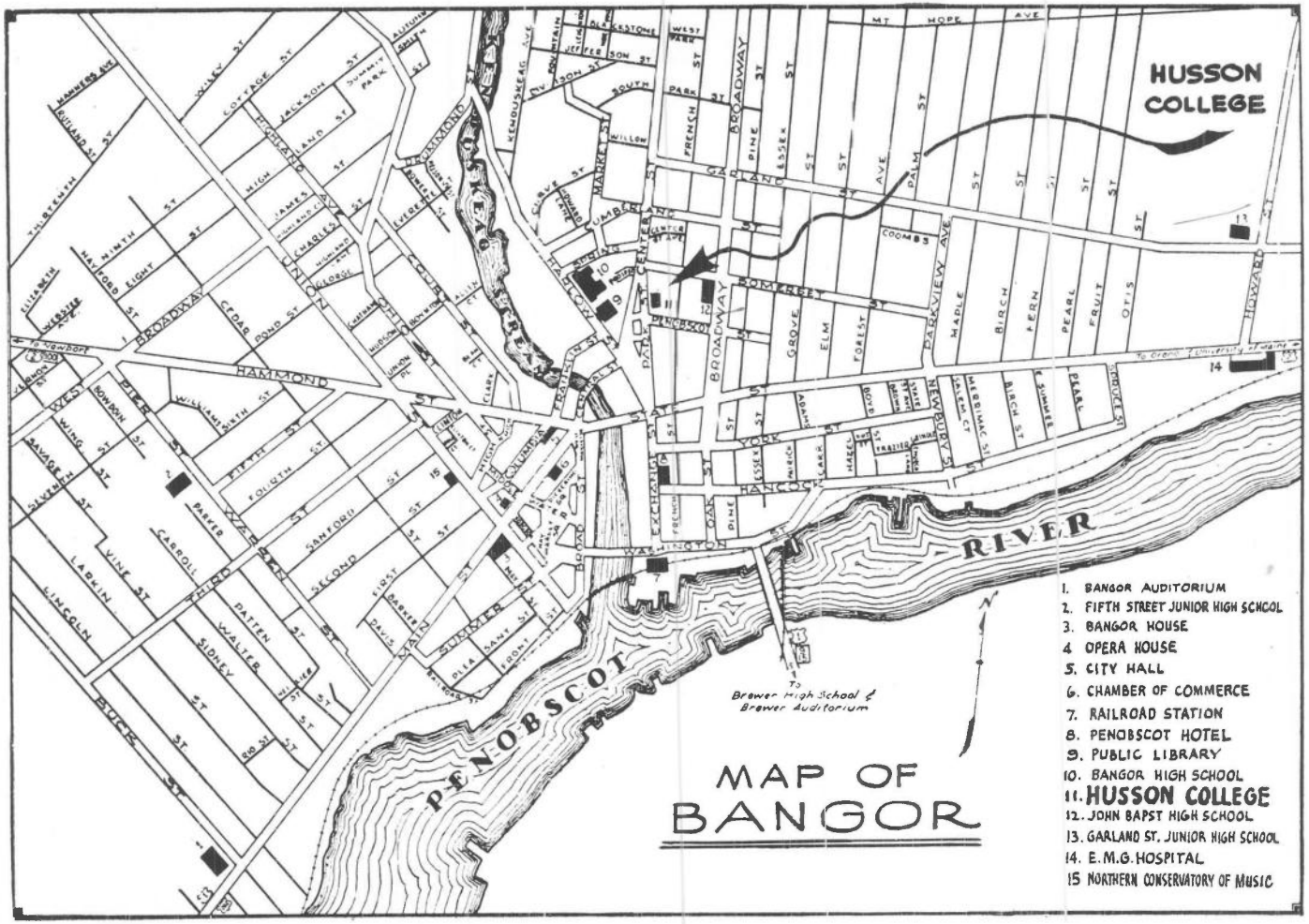
New England Teacher Preparation Association

Subscriber to American Association of Colleges for Teacher Education

A NATIONALLY ADVERTISED INSTITUTION

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

FROM THE PRESS OF FURBUSH-ROBERTS


HUSSON COLLEGE
RIVER
PENOBSCOT
MAP OF BANGOR
1. BANGOR AUDITORIUM
2. FIFTH STREET JUNIOR HIGH SCHOOL
3. BANGOR HOUSE
4 OPERA HOUSE
5. CITY HALL
6. CHAMBER OF COMMERCE
7. RAILROAD STATION
8. PENOBSCOT HOTEL
9. PUBLIC LIBRARY
10. BANGOR HIGH SCHOOL
11. HUSSON COLLEGE
12. JOHN BAPST HIGH SCHOOL
13. GARLAND ST. JUNIOR HIGH SCHOOL
14. E.M.G. HOSPITAL
15 NORTHERN CONSERVATORY OF MUSIC

Academic Calendar

1954 - 1955

Registration	
Freshmen Only	September 8
President's Reception for Freshmen	September 9
Upperclassmen	September 13
Classes begin	September 13
Hobo Hop	To be announced
Open House for Women	To be announced
Open House for Men	To be announced
Teachers' Convention	October 28, 29
Harvest Dance	November 3
End First Quarter	November 5
Second Quarter Opening	November 8
Armistice Day	November 11
Thanksgiving Ball	November 17
Thanksgiving Recess	November 25, 26
Christmas Ball	December 15
Christmas Assembly	December 17
Christmas Recess	December 17 to January 3
Semester Examinations	January 17 to January 21
End Second Quarter (First Semester)	January 21
Registration Second Semester	January 24
Classes begin	January 24
Washington's Birthday Ball	February 16
Washington's Birthday	February 22
Easter Ball	March 30
End of Third Quarter	April 1
Fourth Quarter Opening	April 4
Spring Recess	April 9 to April 19
Open House	May 15
May Ball	To be announced
Memorial Day	May 30
Final Examinations	June 6 to June 10
Senior Tea	June 8
Graduation Ball	June 9
Graduation Exercises	June 10

Note: New students may enroll on opening date of each semester.

Summer Session Opening	June 27
Fourth of July Holiday	July 4
Summer Session Closing	August 5

Evening Session, 1st term	October 4
Evening Session, 2nd term	January 31

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

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

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



CHESLEY HAYWARD HUSSON, *President*

Husson College

Statement of Aims and Purposes

Husson College is an institution of higher learning dedicated:

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

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

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

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

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

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

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

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

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

Officers Of Administration

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

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

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

Louise B. Miller, A. B., A. M., Director of Teacher-Education, Social Director

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

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

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

Janet Susi, Secretary to the President

Douglas A. Vanwart, Superintendent of Building

Board Of Directors

Chesley H. Husson, President and Treasurer

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

George T. Carlisle, Vice-President

Endowment Fund Trustees

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

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

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

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

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

"Hitch your wagon to a star."

Husson College Faculty

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

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

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

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

MILLARD E. FOSS
Bangor Maine School of Commerce, 1940; Bangor Maine School of Commerce, 1946-1947; B. S., University of Maine, 1951; Graduate Study, Summer Sessions, University of Maine, 1952-1953; Husson College, 1947—

WILLIAM J. CURRAN, JR.
B. S., University of Maine, 1935; Bangor Maine School of Commerce, 1937; Summer Session, Boston University, 1940, 1950; Summer Sessions, University of Maine, 1951, '52, '53; Husson College, 1947—, Director, Department of Business Administration, 1951; Director, Evening Session Division, 1951—

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

ORISSA F. KINGSBURY
B. A., University of Maine, 1934; M. A., University of Maine, 1949; Husson College, 1949—

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

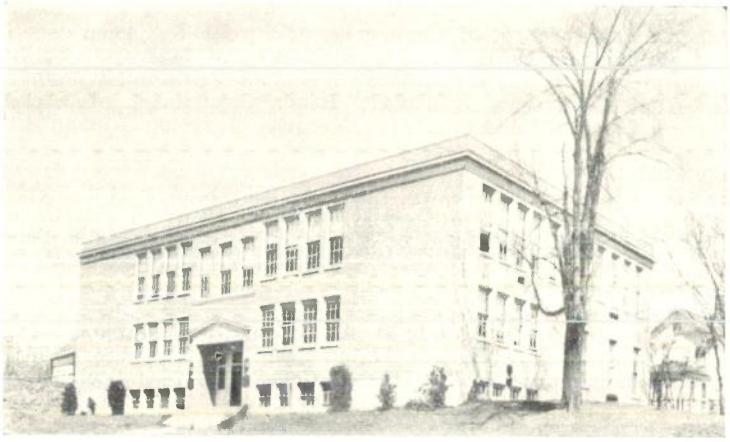
THELMA M. WATSON
Bangor Maine School of Commerce, 1943, 1945-47; B. S., University of Maine, 1951; Husson College, 1947—

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

TIMOTHY H. MAYO
Husson College, 1953—; B. S. in Secretarial Science, Husson College, 1954; Coach of Athletics, 1953—

DELMONT N. MERRILL
Husson College, 1948; Summer Session, University of Maine, 1951-53; B. S. in Secretarial Science, Husson College, 1954; Fellowship, 1953-1954—

Husson College



THE COLLEGE ON THE HILL

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

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

National Association and Council of Business Schools

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

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

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

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

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

General Information

Heritage

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

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

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

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

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

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

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

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

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

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

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

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

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

Location

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

All main travel routes by train, bus, or plane converge in Bangor. The main state-wide arteries of automobile traffic, Routes 1 and 2, meet in the Queen City. It is the home of the famous Salmon Pool whose first catch each year graces the President's table. Bangor numbers 30,000 inhabitants.

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

Library

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

Boarding Accommodations

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

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

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

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

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

Term Schedule

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

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

The summer session begins two weeks after the regular school year of forty weeks and is conducted for a period of six weeks.

Information for Veterans

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

$110 per month if they have no dependents,

$135 per month if they have one dependent,

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

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

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

"Failure is only for those who think failure."

Eligibility is determined by these requirements:

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

2. He must have had active military duty some time between June 27, 1950, and the end of the current emergency (a date not yet set). Veterans discharged prior to August 20, 1952, must be enrolled in their courses of training by August 20, 1954, in order to receive their benefits. Veterans discharged after August 20, 1954, may have two years in which to begin their training, and

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

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

Entitlement is limited to one and one-half days of education and training for each day in service on and after June 27, 1950, and prior to the end of the present emergency period. The maximum training allowance is 36 months.

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

Young Men Entering Armed Services

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

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

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

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

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

WAGE SCALE

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

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

*November 1, 1953.

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

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

The President of the United States has urged all youth to "stay in school as long as possible." His contribution to the army, navy, or air force will then be greater to the mutual satisfaction of both parties.

Expense

Husson College has always endeavored to provide training at the college level. It has tried also to maintain a lower tuition rate than that charged by out-of-state schools which offer similar courses. The tuition fee is $340, payable in quarterly installments of $85 each. Any student who registers for more than one subject shall pay full tuition. Each installment is payable within ten days from the beginning date of the quarter term for which the installment is being paid.

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

The cost of textbooks and supplies, including stationery, pens, pencils, etc., vary with the courses. All supplies are furnished by the school at a reasonable rate, and the cost varies from $38.00 to $55.00 annually depending on the course chosen.

The College Parade



COMMERCE HALL
The home of school dances, parties, plays, and games.

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

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

Tuition Table

	Tuition
Quarter Year (10 weeks)	$85.00
Semester (20 weeks)	$170.00
Full Year (40 weeks)	$340.00
Summer Session (6 weeks)	$55.00
Night School (15 weeks)	$48.00

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

Refunds

It has become necessary to explain the policy governing refunds as practiced for many years, due in large measure to a misunderstanding of the financial organization. The tuition rate is $340.00 per school year. 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 students because of time devoted to holidays and vacations as scheduled by all schools and universities. Nor will any refunds be made for a period of less than one quarter. Should a student 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 one quarter or more.

An explanation may be due especially to the alumni, whose continued friendship is a cherished possession. When a student is absent, the work must be made up, involving extra labor upon the part of teachers and the secretarial force. The student 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.

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

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

Refunds to Veterans

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

Application Fee

An application fee of $10 must accompany the application from each student, veterans included. It is forfeited by the candidate who does not appear, and reimburses the college for the expense of processing his enrollment. These payments are credited to the account of the student.

The fee is refunded if the applicant is not admitted or withdraws 30 days prior to opening of term.

Registration Fee

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

Late Entrance Fee

Students who enroll after the opening date will be accepted upon payment of a late entrance fee of $10 for one week and $20 for two weeks. No prospective student will be admitted after two weeks have elapsed.

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

Activity Fee

An Activity Fee of $10 for each semester is charged to the account of each student. The fund realized by this tax is used to defray in a measure the expenses of an athletic and social program that is for the benefit of all members of the student body.

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

The College Parade



EPSILON TAU EPSILON CHAPTER OF PI RHO ZETA

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

Such a program provides for recreation and play in its proper forms and participation is open to all. The tax is due and payable upon presentation of the first tuition bill, and will not be refunded. The revenue from this tax provides each student with *The Chieftain,* college yearbook, and *The Husson Ledger,* student newspaper, and admission to home games.

Cadet-Teaching Fee

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

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

Graduation Expense

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

Student Accident Insurance

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

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

The plan is broad in its scope and covers all accidents (including sports) whether sustained at school, at home, *or while traveling between school and home, or wherever the student may be*—during the term of the policy. There is no limit to the number of accidents for which a student may collect during the policy term, which is September 14, 1953 to June 11, 1954, inclusive.

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

The total charge for this protection (Men—$10; Women—$5) will be placed on the Fall term bill. Acceptance of the insurance will be assumed unless notice to the contrary is sent to the treasurer's office not later than September 1 of each year. ***The coverage is compulsory for all students engaged in athletics.***

Length of Courses

The time allotted for the completion of the courses outlined in this bulletin is to be considered the minimum time in which the work can be done. In allowing for student differences, an

additional six weeks for each course are provided for the slower pupil who may need the additional time to complete his course of study.

Student Aid

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

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

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

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

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

Scholarships

Three scholarships are awarded annually by the administration. One each is granted to a graduate of Bangor High School, Brewer High School, and John Bapst High School. The first two are awarded in the names of Fred V. Hart and Leslie

G. Dickerman, both of Lynn, Massachusetts, and both of whom befriended President Husson in his youth, making it possible for him to complete his undergraduate work. The other is issued in the name of Dorothy B. Husson, wife of the president.

The Principal and Head of the Business Education Department of each of the schools named constitute the committee to make the award. The student who shows considerable promise of making a success of a year's training at Husson College on the basis of past grades is selected, then measured in terms of personal character, deportment, participation in school affairs, general popularity, and all round good school citizenship. It may be issued to a girl or a boy, with one restriction only, that the candidate must be in need of financial assistance to further her or his education.

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

Attendance

One of the important features in training young men and young women for employment is the habit of punctuality in all business relations; therefore, regularity and punctuality are insisted upon. Absences from scheduled classes can be excused for the following circumstances only:

1. Deaths (a close relative or member of the immediate family).
2. Birth (within the immediate family).
3. Marriage.
4. V. A. Appointment.
5. Personal Hospitalization.

Absences authorized and unauthorized may not total more than twice the number of credits for which the course is taken. Thus, a student taking a three-hour course may not exceed six absences. Three tardinesses constitute an absence. No appointments of a personal nature should be scheduled during school hours. (Dentist's, doctor's, or personal appointments are included.)

All legal holidays are observed (see school calendar). A vacation of two weeks is allowed at Christmas. A two-day vacation is observed for Thanksgiving, and a week at Easter. No allowance or extension of credit will be granted for recesses during the college year. Students withdrawing from the college should notify the Secretary at once.

"Success is a journey, not a destination."

Time Schedule

The college is in session Monday through Friday, except legal holidays and closed time, from 7:40 a. m. to 4:00 p. m.

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

The College bookstore, which is conducted through the office, is open from 11:00 a. m. to 2:00 p. m. on school days. All student business must be conducted during these hours.

College Jurisdiction

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

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

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

Short Courses

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

The courses are organized to contain only the studies essential to the proper preparation of the student for the service that he intends to render. As time is an important element in education, all the courses are planned to give the student an education that will be valuable to him as long as he lives. A

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

student may enroll for a brief period should he desire, but great care should be exercised to select a very limited number of subjects.

School Spirit

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

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

Acknowledgment

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

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

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





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

Boarding Places

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

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

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



STEWART HOUSE



SMITH HOUSE

Student Organizations

Student Council

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

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

Pi Rho Zeta Sorority

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

Mu Sigma Chi Fraternity

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

Women's Athletic Association

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

Men's Athletic Association

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

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

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

Hiking Club

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

Dramatic Club

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

Orchestra

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

Student Publications

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

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

Athletic Council

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

Glee Club

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

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

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

F. T. A.

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

Kappa Delta Phi

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

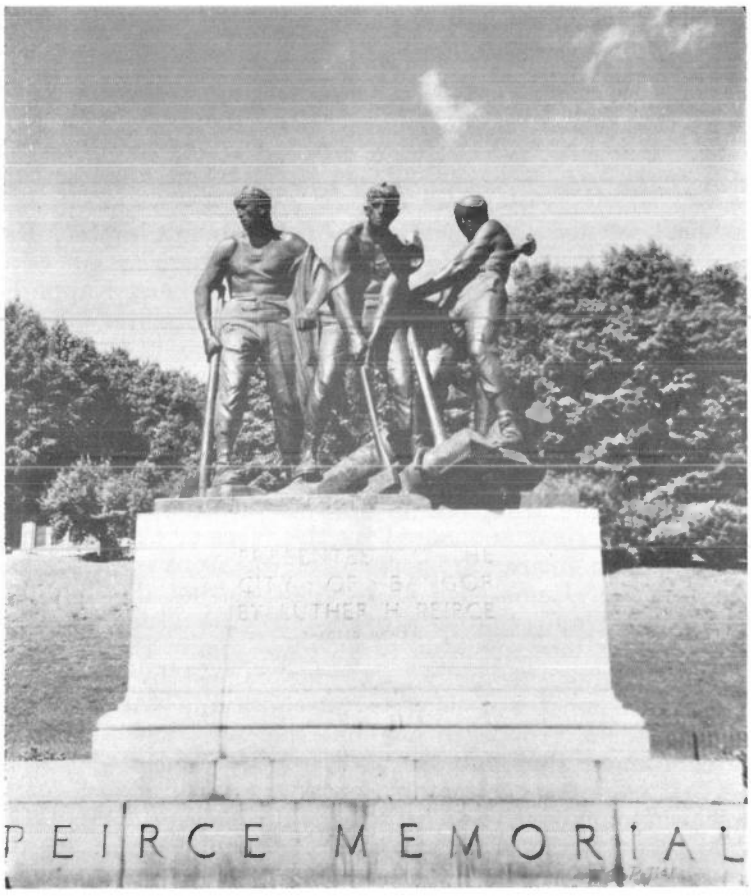
College Store

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

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

Awards

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



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

Academic Information

Admission (one- and two-year terminal courses)

(Admission requirements for candidates for degrees appear on page 96.)

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

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

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

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

Candidates for diplomas in all courses (except the degree curricula) who cannot meet the high school requirements but who are deemed qualified are admitted to the courses of their selection. There is no distinction made between them and other students, and upon successful completion of their courses, they will be awarded diplomas. It is the policy of the college to give every one his chance, his opportunity to try to discover if he can do the work. If he succeeeds, it is good for him, the college, and society. If he fails, he still may console himself with the fact that at least he was permitted to try. This is, the school believes, the democratic way. It has been the experience of the college over half a century to graduate a number of honor students who

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

began their training without benefit of a full high school program. This is said, not to induce anyone to stop school or to discontinue his education at that level, but to give courage to those who want a business education and have had no opportunity to attend or to complete a high school course.

An application blank will be found inside the back cover of this bulletin. It must be accompanied by the application fee of $10 (summer session, $5).

Two glossy print photographs will be made of each student by the Bel-Air Studio. These are for use of the Placement Bureau, for news releases of student elections and activities, and for the publication of the school yearbook, the *Chieftain*. A fee of $2.25 is to be paid by the student to the photographer when the picture is made. These sittings are usually during registration week.

Transfer Students

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

Dismissal for Low Scholarship

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

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

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

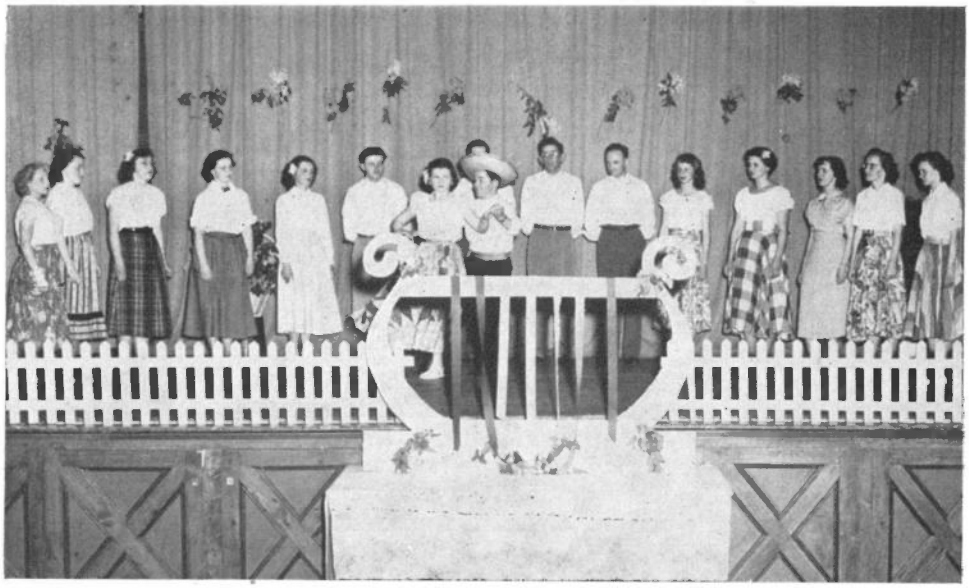
"Education is cheap. It is ignorance and incompetence that cost dearly."
—Wilhoit.

tests which will be studied and considered before action is taken.

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

Transcripts

No charge is made for the first transcript of the student's record. Subsequent transcripts are $1 each. No transcript will be issued until the student's account is clear on the college books.



"If you want something, don't itch for it—scratch for it."

Special Students

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

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

Enrollment

A catalog containing an application blank will be furnished by the Registrar on request. Each application must be accompanied by an enrollment fee of $10. This fee covers in part the expense incident to processing the enrollment of the applicant, investigating records, evaluating transcripts, counseling candidates, and making reservations. The date on which the application with enrollment fee is received determines the order of locker and class reservations, but its acceptance does not guarantee admission.

Academic Standards

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

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

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

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

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

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

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

At the end of each quarter a Report of Grades is sent to the parents. Likewise, a copy is furnished the Veterans' Administration Office. Parents are requested to return their copy of the report for the ensuing grades throughout the school year. The report becomes the property of the student at the end of the fourth quarter only.

Any student whose grade point average is below

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

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

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

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

Semester Hour and Course Load

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

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

Change of Studies

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

The Dean's List

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

Graduation Requirements

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

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

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

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

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

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

A certificate of attendance will be awarded to those students pursuing Special Courses who earn a minimum of 36 semester hours of credit or who fail to meet the speed requirements in shorthand and typewriting.

Honors

The following point average is required for honors:

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

Prizes and Awards

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

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

A Pledge

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

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

It shall insist that each student spend a portion of his effort in the liberal arts field to augment his specialized training and thus enhance his chances of making the fullest contribution to his work and to society.

Placement Service

The PLACEMENT BUREAU assists graduates to secure positions when they are ready. The alumni, too, are furnished

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

Service To The Graduates

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

Courtesy To Graduates

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

Counseling Service

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

Proper guidance is the core of the counseling program. Guidance is needed whenever the student finds his environment too complex, too much for the immature mind to sense or under-

stand. The selection of his life's work, a career, is a task of considerable proportions, and here the counseling service can be of inestimable value. The service is not limited to the election of a vocation (or occupational choice) but will follow through with the selection of an academic program that will have the closest correlation with the vocational selection.

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

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



TALKING IT OVER WITH THE PRESIDENT

The Nature of the Private School

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

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

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

A Brief History of Business Education in the United States and the Private Business School

By A. J. Gmeiner

Private Business Schools, first known in the United States as "Writing Schools" or "Commercial Schools" existed as far back as 1830 or earlier. Penmanship, arithmetic, "bookkeeping" and stenography constituted their course of study.

Along about the year 1850 there had developed a great popular demand for trained office workers. This demand was brought about largely by a general, national expansion in business and commerce and resulted in the establishing of private business schools, on a more substantial basis, in many of the principal cities.

For more than fifty years, or until near the turn of the century, these private business schools remained the sole business training institutions of the land. By that time, business education had grown in popularity and the demand for it had become so great that many of the colleges and universities began to teach commercial subjects in a small way, soon to be followed by the high schools of larger centers of population. Instructors for carrying on the work in these ventures naturally were drawn from the private business schools.

The trend continued. As a result, business education today offered in the high schools, private business schools, and business departments of universities attracts a larger enrollment than may be found in perhaps any other single branch of education. We now have the high schools offering the very young an early start in business training. Private business schools and the universities carry through into maturity with more advanced courses of study, each rendering a splendid service.

In its own sphere, however, the private business school remains unique. In its hundred years or more of service, it has never deviated from its original objectives. From the beginning, it has sought to prepare its students in the shortest time, in the most direct manner, and at the least expense for a start in actual business life; there to be able to earn a living and become prosperous, successful, honorable men and women.

Because of its steadfastness of purpose, the private business school has become symbolic of the rugged individualism of our forefathers who played so important a part in making America great.

"Hope and strive is the way to thrive."

Department of Accounting

WILLIAM H. DONAHUE, *Director*

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

Department of Business Administration

WILLIAM J. CURRAN, JR., *Director*

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

Department of Business Education

LOUISE B. MILLER, *Director*

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

Department of Secretarial Science

MILDRED M. BRADFORD, *Director*

1. General Clerical Course
2. Stenographic Course
3. Junior Secretarial Course
4. Medical Secretarial Course
5. Executive Secretarial Course
6. Secretarial Science major, B. S. in Secretarial Science

Department of Music

STANLEY A. CAYTING, *Director*

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

Department of Accounting

"Learning is like rowing upstream: not to advance is to drop back."—Chinese Proverb.

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

Department of Accounting

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

Private Business

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

Public or Professional Accounting

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

Governmental Accounting

The government is employing accountants in rapidly increasing numbers. Salaries range from $2400 for beginners to $8600 for key positions. Appointments are based upon competitive examinations in which the veteran is given 5 points preference if he passes; 10 points preference if he is disabled. About 90% of Federal Civil Service positions are outside Washington, with steady employment, opportunities for advancement, and suitable vacation allowances.

Instruction of Accounting

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

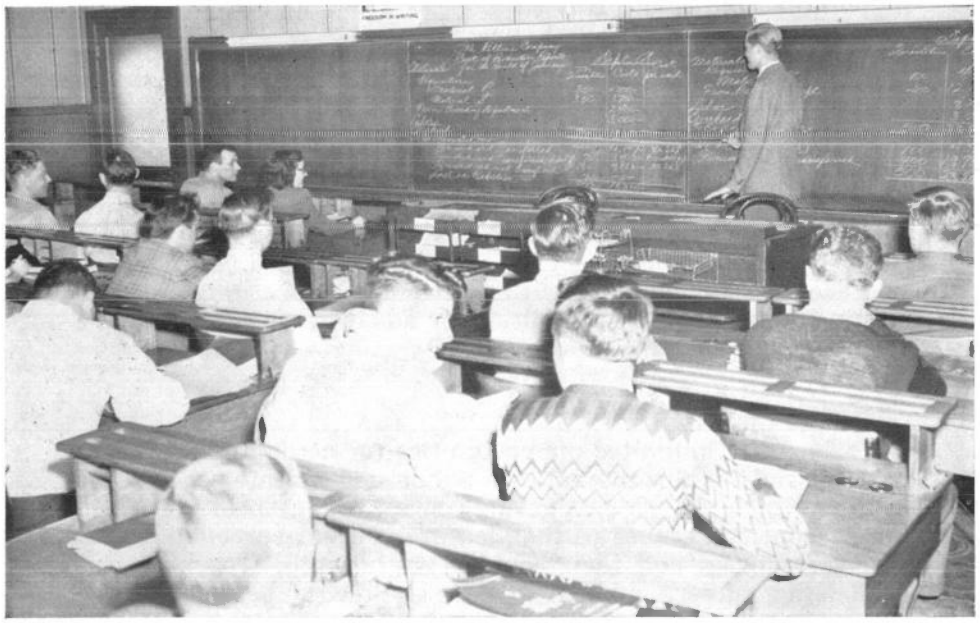
"A man without thoughts for the future must soon have present sorrow."—Confucius.

Women in Accounting

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

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

The course leading to the B. S. Degree in Accounting appears on pages 101-102.



CLASS IN ACCOUNTING

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

ACCOUNTING COURSE

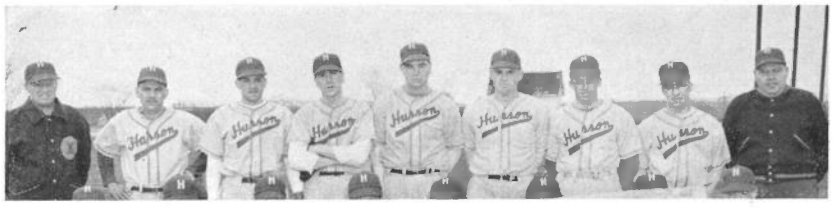
(One year)

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ss 26 Typewriting	5	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	2
Ss 53 Business Machines	4	2
		16

Second Semester	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ss 27 Typewriting	5	2
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Eh 4a Word Study	2½	2½
Ss 2a Filing	1	1
Eh 3a Penmanship	2	1
		16½

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



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

ACCOUNTING COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ss 26 Typewriting	5	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	2
Ss 53 Business Machines	4	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ss 27 Typewriting	5	2
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Eh 4a Word Study	2½	2½
Ss 2a Filing	1	1
Eh 3a Penmanship	2	1
		16½

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 22 *Cost Accounting	3	3
Ba 20 General Business Law	2	2
Psy 10 Psychology	3	3
Ba 22 Principles of Economics	3	3
Eh 13 Speech	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 23 *Cost Accounting	3	3
Ba 21 General Business Law	2	2
Psy 11 Psychology	3	3
Ba 23 Principles of Economics	3	3
Eh 21 Business Correspondence	2	2
		16

*Federal Taxation may be substituted for Cost Accounting in the Two-Year Accounting Program.

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

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

ACCOUNTING COURSE

(Three Years)

First Year

FIRST SEMESTER	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ss 26 Typewriting	5	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	2
Ss 53 Business Machines	4	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Ss 27 Typewriting	5	2
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Eh 4a Word Study	2½	2½
Eh 3a Penmanship	2	1
Ss 2a Filing	1	1
		16½

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 22 *Cost Accounting	3	3
Ba 20 General Business Law	2	2
Psy 10 Psychology	3	3
Ba 22 Principles of Economics	3	3
Eh 13 Speech	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 23 *Cost Accounting	3	3
Ba 21 General Business Law	2	2
Psy 11 Psychology	3	3
Ba 23 Principles of Economics	3	3
Eh 21 Business Correspondence	2	2
		16

*Federal Taxation may be substituted for Cost Accounting in the Three-Year Accounting Program.

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

ACCOUNTING COURSE (CONTINUED)

Third Year

FIRST SEMESTER	Hrs.	Cr.
Ac 30 Advanced Accounting	3	3
Ac 40 Auditing	2	2
Ba 22 Principles of Economics	3	3
Ba 43 Investments and Investment Analysis	3	3
Ba 40 Corporation Finance	3	3
Elective	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 31 Advanced Accounting	3	3
Ac 41 Auditing	2	2
Ac 50 Certified Public Accountant Problems Review	3	3
Ba 23 Principles of Economics	3	3
Ba 33 Principles of Marketing	3	3
Ba 50 Certified Public Accountant Law Review	2	2
		16

The first two years of this course are similar to the program outlined for the degree of B. S. in Accounting. This course is recommended for those students who aspire to the higher positions in the field of accounting. The third year is for those who wish to complete their training at Husson College and find immediate employment rather than to continue into a fourth year.



CLASS IN MACHINES

The College Parade



The College Parade



Department of Business Administration

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

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

Department of Business Administration

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

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

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

The course leading to the B. S. Degree in Business Administration appears on pages 104-105.

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

SALESMANSHIP COURSE

(One year)

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
Ss 26 Typewriting	5	2
Ba 10 Business Orientation	2	2
Ms 10 Business Mathematics	3	3
Eh 3a Penmanship	2	1
Ac 10 Principles of Accounting	5	4
Eh 13 Speech	2	2
Eh 10 Freshman English	3	3
		17

Second Semester	Hrs.	Cr.
Ss 27 Typewriting	5	2
Ba 35 Principles of Advertising	2	2
Ba 11 Economic Geography	3	3
Eh 4a Word Study	2½	2½
Eh 21 Business Correspondence	2	2
Ba 34 Principles of Salesmanship	2	2
Ba 33 Principles of Marketing	3	3
		16½

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

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



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

BUSINESS ADMINISTRATION COURSE

(One year)

(Forty to Forty-six weeks)

FIRST SEMESTER	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ss 26 Typewriting	5	2
Ms 10 Business Mathematics	3	3
Ss 53 Business Machines	4	2
Ba 10 Business Orientation	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Eh 11 Freshman English	3	3
Ss 27 Typewriting	5	2
Ms 11 Business Mathematics	3	3
Ss 2a Filing	1	1
Eh 4a Word Study	2½	2½
Eh 3a Penmanship	2	1
		16½

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

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

BUSINESS ADMINISTRATION COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ss 26 Typewriting	5	2
Ms 10 Business Mathematics	3	3
Ss 53 Business Machines	4	2
Ba 10 Business Orientation	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 11 Principles of Accounting	5	4
Eh 11 Freshman English	3	3
Ss 27 Typewriting	5	2
Ms 11 Business Mathematics	3	3
Eh 4a Word Study	2½	2½
Ss 2a Filing	1	1
Eh 3a Penmanship	2	1
		16½

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ba 22 Principles of Economics	3	3
Ba 20 General Business Law	2	2
Psy 10 Psychology	3	3
Ac 32 Federal Taxation	2	2
Eh 13 Speech	2	2
Elective	1	1
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ba 23 Principles of Economics	3	3
Ba 21 General Business Law	2	2
Psy 11 Psychology	3	3
Ac 33 Federal Taxation	2	2
Eh 21 Business Correspondence	2	2
Elective	1	1
		16

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

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

BUSINESS ADMINISTRATION COURSE

(Three Years)

First Year

FIRST SEMESTER	Hrs.	Cr.
Ba 10 Business Orientation	2	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ac 10 Principles of Accounting	5	4
Ss 26 Typewriting	5	2
Eh 13 Speech	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
Ba 11 Economic Geography	3	3
Eh 21 Business Correspondence	2	2
Ms 11 Business Mathematics	3	3
Ac 11 Principles of Accounting	5	4
Ss 27 Typewriting	5	2
Eh 3a Penmanship	2	1
Elective	1	1
		16

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Psy 20 Psychology	3	3
Ba 20 General Business Law	2	2
Ba 30 Law of Business Organization	2	2
Pe 10 Physical Education	1	1
Eh 30 Survey of English Literature	3	3
Elective	3	3
		17

SECOND SEMESTER	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Psy 21 Psychology of Business	3	3
Ba 21 General Business Law	2	2
Eh 31 Survey of English Literature	3	3
Ba 33 Principles of Marketing	3	3
Elective	2	2
		16

"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 standstill."

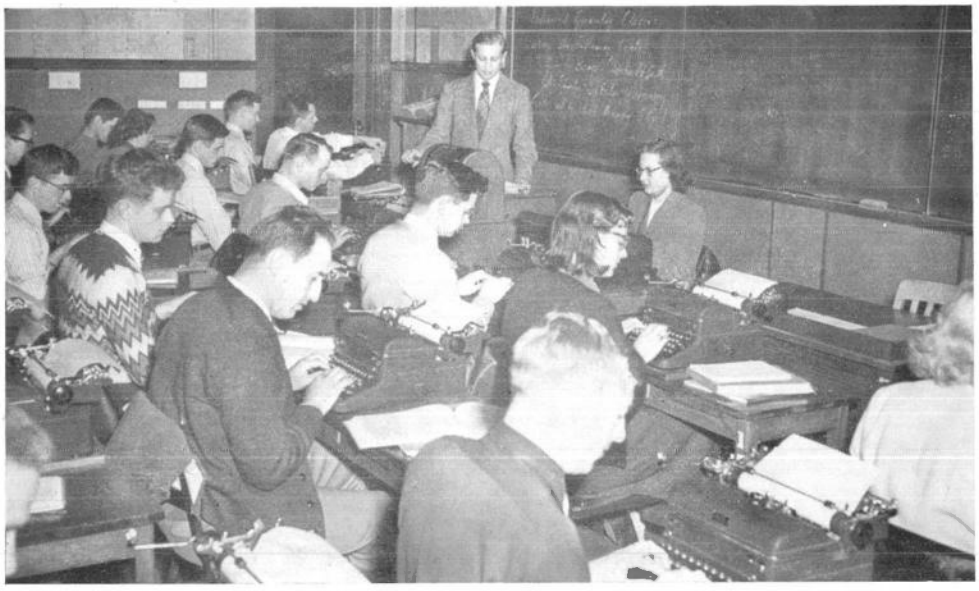
BUSINESS ADMINISTRATION COURSE (CONTINUED)

*Third Year**

FIRST SEMESTER	Hrs.	Cr.
Ac 22 Cost Accounting	3	3
Ba 22 Principles of Economics	3	3
Hy 20 United States Political and Social History	3	3
Ba 41 Money and Banking	3	3
Ba 34 Principles of Salesmanship	2	2
Elective	3	3
		17

SECOND SEMESTER	Hrs.	Cr.
Ac 23 Cost Accounting	3	3
Ba 23 Principles of Economics	3	3
Hy 21 United States Political and Social History	3	3
Ba 43 Investments and Investment Analysis	3	3
Ss 53 Business Machines	4	2
Eh 4a Word Study	2½	2½
		16½

*A suggested third-year program appears above. An alternate program may be outlined by the director to fit better the needs of the individual student.



CLASS IN TYPEWRITING

Department of Business Education

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

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

Department of Business Education

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

The Department of Business Education takes pride in announcing that its graduates may continue their training at the University of Maine and other degree-granting institutions for the B. S. C. Ed. Degree (Bachelor of Science in Commercial Education). An additional three semesters of further study is required at these institutions to make the degree available to young men and women interested in teaching commercial subjects.

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

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

The course leading to the B. S. Degree in Business Education appears on pages 107-108.

"As a man thinketh, so is he."—Bible.

BUSINESS EDUCATION COURSE

(Three Years)

(For High School Graduates)

First Year

FIRST SEMESTER	Hrs.	Cr.
Ss 21 Shorthand Theory	5	3
Ss 26 Typewriting	5	2
Ba 10 Business Orientation	2	2
Eh 10 Freshman English	3	3
Ed 21 Introduction to Education	3	3
Zo 10 Biology	3	3
Pe 10 Physical Education	1	1
		17

SECOND SEMESTER	Hrs.	Cr.
Ss 30 Shorthand	5	3
Ss 36 Typewriting	5	2
Eh 11 Freshman English	3	3
Eh 13 Speech	2	2
Ac 10 Principles of Accounting	5	4
Zo 11 Biology	3	3
Eh 3a Penmanship	Required	
		17

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ss 31 Shorthand	Required	
Ss 37 Typewriting	Required	
Ms 10 Business Mathematics	3	3
Psy 20 Psychology	3	3
Hy 20 United States Political and Social History	3	3
Ac 11 Principles of Accounting	5	4
Ba 20 General Business Law	2	2
Ed 31 Principles and Practices in Education	3	3
		18

SECOND SEMESTER	Hrs.	Cr.
Ss 33 Gregg Theory	Required	
Eh 21 Business Correspondence	2	2
Ms 11 Business Mathematics	3	3
Psy 23 Educational Psychology	3	3
Hy 21 United States Political and Social History	3	3
Ba 21 General Business Law	2	2
Ed 33 Methods of Teaching Typewriting	4	3
Ss 34 Mimeographing and Art Typewriting	5	3
		17

Third Year

FIRST SEMESTER	Hrs.	Cr.
Eh 30 Survey of English Literature or Eh 44 Contemporary Drama	3	3
Ed 43 Methods of Teaching Bookkeeping	4	4
Ed 41 Methods of Teaching Shorthand	3	3
Eh 45 Advanced Speech	1	1
Pe 11 Physical Education	1	1
Ba 11 Economic Geography	3	3
		15

*SECOND SEMESTER	Hrs.	Cr.
Eh 31 English Literature or Eh 43 American Novel	3	3
Ss 2a Filing	1	1
Ss 5a Business Machines	2½	2
Eh 4a Word Study	2½	2½
Ss 1a Secretarial Practice and Procedures	1½	1½
Ed 42 Cadet Teaching	210	6
		16

*First ten weeks are assigned to Cadet Teaching.

BUSINESS EDUCATION COURSE

(For University and College Graduates)

(Sixty to Sixty-six weeks)

First Semester

	Hrs.	Cr.
Ss 21 Shorthand Theory	5	3
Ss 26 Typewriting	5	2
Ac 10 Principles of Accounting	5	4
Ms 10 Business Mathematics	3	3
Ba 20 General Business Law	2	2
Ba 10 Business Orientation	2	2
Ba 22 Principles of Economics	3	3
		19

Second Semester

	Hrs.	Cr.
Ss 22 Shorthand	5	3
Ss 36 Typewriting	5	2
Ac 11 Principles of Accounting	5	4
Ms 11 Business Mathematics	3	3
Ba 21 General Business Law	2	2
Ba 23 Principles of Economics	3	3
		17

Third Semester

	Hrs.	Cr.
Ss 33 Gregg Theory	Required	
Ss 40 Shorthand	5	3
Ed 43 Methods of Teaching Bookkeeping	4	4
Ed 33 Methods of Teaching Typewriting	4	3
Ed 41 Methods of Teaching Shorthand	3	3
Ss 52 Secretarial Practice and Procedures	3	3
Ss 50 Filing and Indexing Procedures	2	2
		18

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

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

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

Department of Business Education

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

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

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

Department of Business Education---continued

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

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

University of Maine

Degree Course for Graduates of Husson College

Department of Education

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 Business Education 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
Principles of Business Education
Teaching the New Arithmetic
Measurements in Business Education
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
Corporation Finance, 3 Hours	*Investments, 3 Hours
Elective, 13 Hours	Curriculum-teaching and Evaluation of Instruction, 4 Hours
	Electives, 9 Hours

Third Semester

Curriculum-teaching and Evaluation of Instruction-Cont., 4 Hours
Elective, 12 Hours

*Prerequisite for this course is the course in Corporation Finance.

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

University of Maine---continued

A total of 48 hours is required, allowing student choice of 34 hours of work from the elective list. The 14 hours outlined above are required.

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

Elective

(These are but a few of the subjects which may be elected)

Eh 38—Tennyson and Browning

Eh 45, 46—Contemporary Literature

Eh 47, 48—19th Century British Prose

Eh 75, 76—European Lit. (Comparative)

Eh 55, 56—19th Century Poetry

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

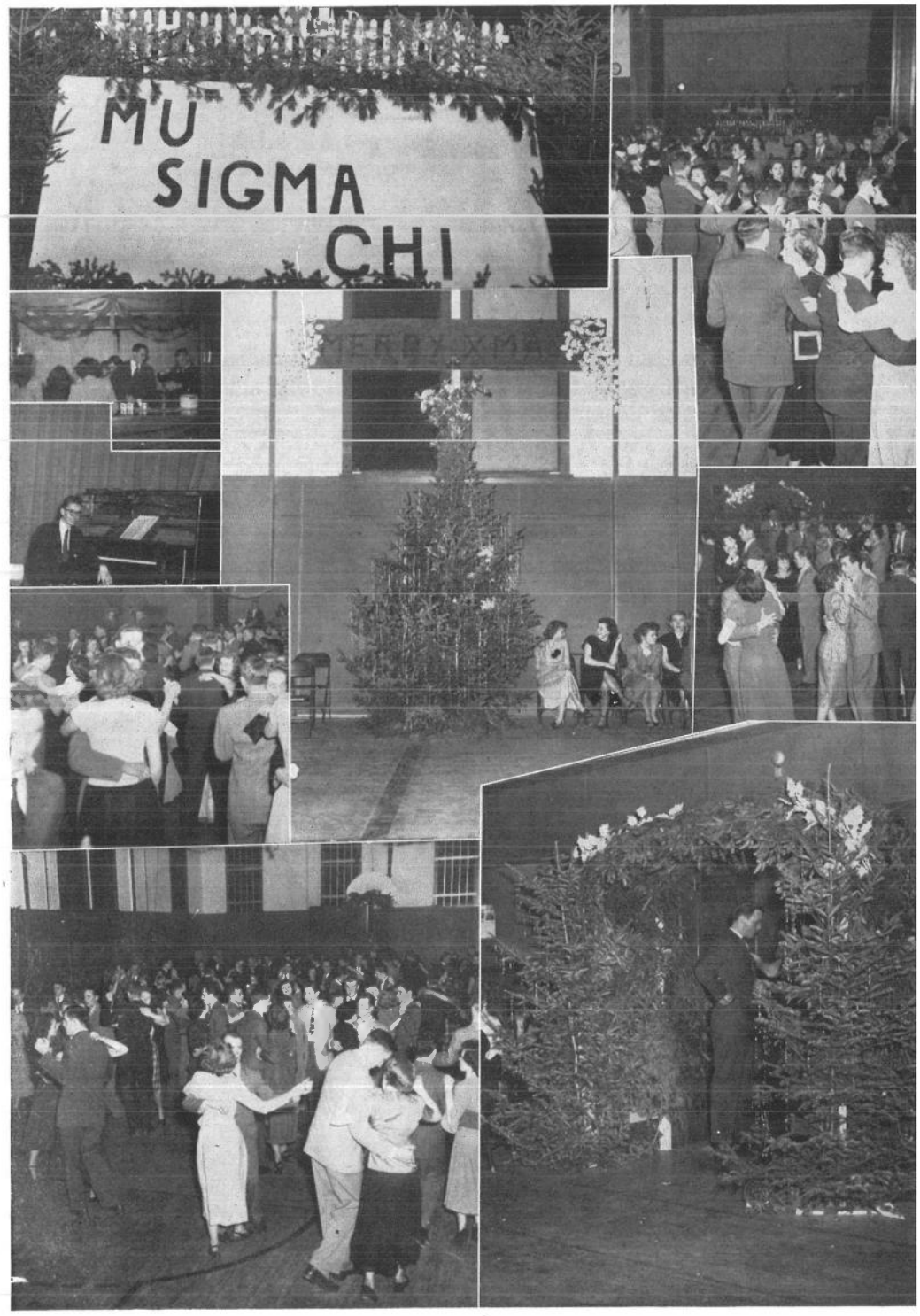
Language

Extra-curricular Activities

Psychology of Advertising

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

The College Parade



Department of Secretarial Science

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

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

—Edgar A. Guest.

Department of Secretarial Science

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

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

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

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

The course leading to the B. S. Degree in Secretarial Science appears on pages 110-111.

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

GENERAL CLERICAL COURSE

(One year)

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
Ss 21 or 30 Shorthand	5	3
Ss 26 or 36 Typewriting	5	2
Ss 38 Principles of Transcription	5	1
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Ac 16 Principles of Accounting	3	3
Ba 10 Business Orientation	2	2
	16 or 17	

Second Semester	Hrs.	Cr.
Ss 30 or 31 Shorthand	5	3
Ss 38 Principles of Transcription	5	1
Ss 27 or 37 Typewriting	5	2
Ms 11 Business Mathematics	3	3
Eh 4a Word Study	2½	2½
Eh 21 Business Correspondence	2	2
Eh 3a Penmanship	2	1
Ss 2a Filing	1	1
Ss 1a Secretarial Studies	1½	1
	15 or 16½	

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

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

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.

Shorthand is not required for General Clerical diploma since Clerical Practice may be substituted.

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

STENOGRAPHIC COURSE

(One year)

(Forty to Forty-six weeks)

FIRST SEMESTER	Hrs.	Cr.
*Ss 21 or Ss 30 Shorthand	5	3
*Ss 26 or Ss 36 Typewriting	5	2
Ss 38 Principles of Transcription	5	1
Eh 11 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	2
Eh 3a Penmanship	2	1
Ss 2a Filing	1	1
		16

SECOND SEMESTER		
*Ss 30 or Ss 31 Shorthand	5	3
*Ss 27 or Ss 37 Typewriting	5	2
Ss 38 Principles of Transcription	5	1
Eh 21 Business Correspondence	2	2
Eh 4a Word Study	2½	2½
Ss 1a Secretarial Studies	1½	1
Ms 11 Business Mathematics	3	3
Elective		2
		16½

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

Elective courses are required in the field of general education to provide a broadened concept of working and living together with all peoples. The Stenographic Course is designed to provide a high degree of specialization in the working tools of the vocation to which is added some liberal and cultural subjects. Choice of electives may be made with help of the adviser.

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 the courses cover a complete preparation. Much thought and investigation have been given to the course of study in shorthand. The stenography department is as thorough and as practical as experience and constant planning can develop and one which meets the demands of the business and professional public.

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

JUNIOR SECRETARIAL SCIENCE COURSE

(One year)

(Forty to Forty-six weeks)

FIRST SEMESTER	Hrs.	Cr.
*Ss 21 or Ss 30 Shorthand	5	3
Ss 38 Principles of Transcription	5	1
*Ss 26 or Ss 36 Typewriting	5	2
Ac 16 Accounting	3	3
Ba 10 Business Orientation	2	2
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Eh 3a Penmanship	2	1
	17 or 18	

SECOND SEMESTER	Hrs.	Cr.
Ss 30 or Ss 31 Shorthand	5	3
Ss 2a Filing	1	1
*Ss 38 Principles of Transcription	5	1
*Ss 27 or Ss 37 Typewriting	5	2
Eh 21 Business Correspondence	2	2
Eh 4a Word Study	2½	2½
Ms 11 Business Mathematics	3	3
Ss 1a Secretarial Studies	1½	1
Ss 2a Filing	1½	1
	15½ or 16½	

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

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

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.

The touch system of typewriting used by the fastest operators in the world today is taught. It is the latest and most improved 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 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.

The typewriting rooms are equipped with 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.

"Diligence is the mother of good luck."

MEDICAL SECRETARIAL COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER	Hrs.	Cr.
*Ss 21 Shorthand or Ss 30 Shorthand	5	3
*Ss 26 Typewriting or Ss 36 Typewriting	5	2
Ms 10 Business Mathematics	3	3
Eh 10 Freshman English	3	3
Zo 10 Biology	3	3
Ba 10 Business Orientation	2	2
Pe 10 Physical Edution	1	1
		17

SECOND SEMESTER	Hrs.	Cr.
*Ss 30 Shorthand or Ss 31 Shorthand	5	3
Ss 38 Principles of Transcription	5	1
*Ss 27 Typewriting or Ss 37 Typewriting	5	2
Ms 11 Business Mathematics	3	3
Eh 11 Freshman English	3	3
Zo 11 Biology	3	3
Eh 4a Word Study	2½	2½
		17½

Second Year

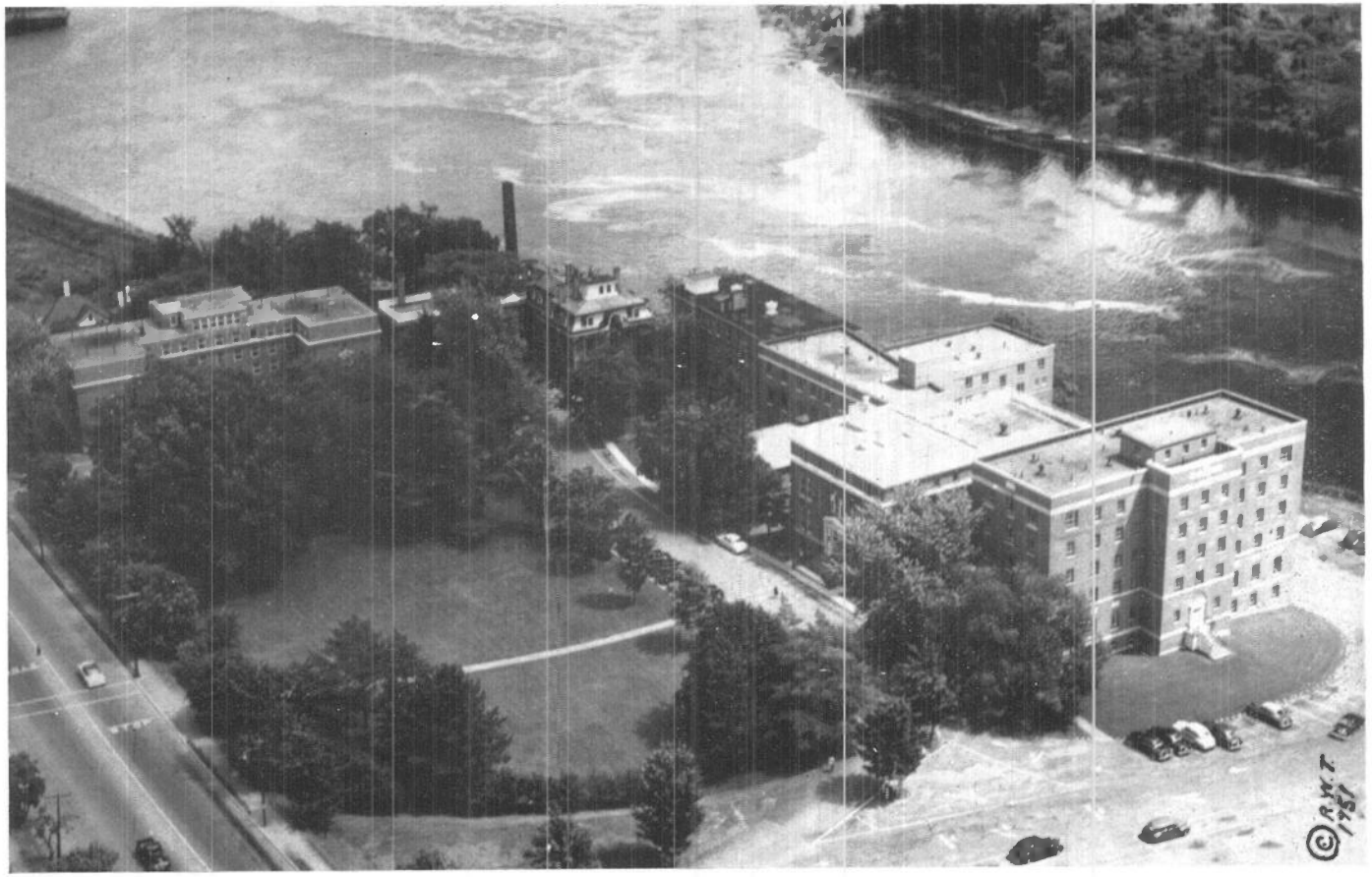
FIRST SEMESTER	Hrs.	Cr.
Ss 31 Shorthand or Ss 40 Shorthand	5	3
Ss 34 Mimeographing and Art Typewriting	5	2
Ac 16 Accounting	3	3
Eh 13 Speech	2	2
Psy 20 Psychology	3	3
Ba 20 General Business Law	2	2
Eh 3a Penmanship	2	1
		16

SECOND SEMESTER	Hrs.	Cr.
Ss 43 Medical Shorthand	3	3
Ss 41 Shorthand	5	3
Ss 32 Typewriting	5	0
Ac 26 Medical and Legal Accounting	4	2
Psy 21 Psychology of Business	3	3
Ba 21 General Business Law	2	2
Ss 1a Secretarial Studies	1½	1½
Eh 21 Business Correspondence	2	2
		16½

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

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

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



EASTERN MAINE GENERAL HOSPITAL

Husson College medical secretarial students train here.

Medical Secretarial Course

(Affiliate: Eastern Maine General Hospital)

Husson College is pleased to announce that students enrolled in the Medical Secretarial Course now enjoy the complete facilities and selected personnel of the Eastern Maine General Hospital in the development and expansion of the listings as outlined in the course on page 79.

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

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

Laboratory Fee

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

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

EXECUTIVE SECRETARIAL COURSE

(Two years)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER	Hrs.	Cr.
*Ss 21 Shorthand or Ss 30 Shorthand	5	3
Ss 38 Principles of Transcription	5	1
*Ss 26 Typewriting or Ss 36 Typewriting	5	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	2
Ac 16 Principles of Accounting	3	3
		16 or 17

SECOND SEMESTER	Hrs.	Cr.
*Ss 30 Shorthand or Ss 31 Shorthand	5	3
Ss 38 Principles of Transcription	5	1
*Ss 27 Typewriting or Ss 37 Typewriting	5	2
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Eh 4a Word Study	2½	2½
Eh 3a Penmanship	2	1
Ac 17 Principles of Accounting	3	3
		18½

Second Year

FIRST SEMESTER	Hrs.	Cr.
*Ss 30 Shorthand or Ss 40 Shorthand	5	3
*Ss 34 Typewriting or Ss 32 Typewriting	5	2
Eh 13 Speech	2	2
Ba 20 General Business Law	2	2
Ac 26 Medical and Legal Accounting	4	2
Psy 20 Psychology	3	3
Ba 34 Principles of Salesmanship	2	2
		16

SECOND SEMESTER	Hrs.	Cr.
*Ss 31 Shorthand or Ss 41 Shorthand	5	3
*Ss 37 Typewriting or Ss 32 Typewriting	5	2
	5	0
Ss 1a Secretarial Studies	1½	1½
Ba 21 General Business Law	2	2
Eh 21 Business Correspondence	2	2
Psy 21 Psychology of Business	3	3
Ss 2a Filing	1	1
Elective		2
		16½

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

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

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 and the cultivation of right personal traits to develop administrative ability are stressed. This program is recommended as one of unusual merit to students who show promise in their early training.

Secretaries Who Became Famous Men

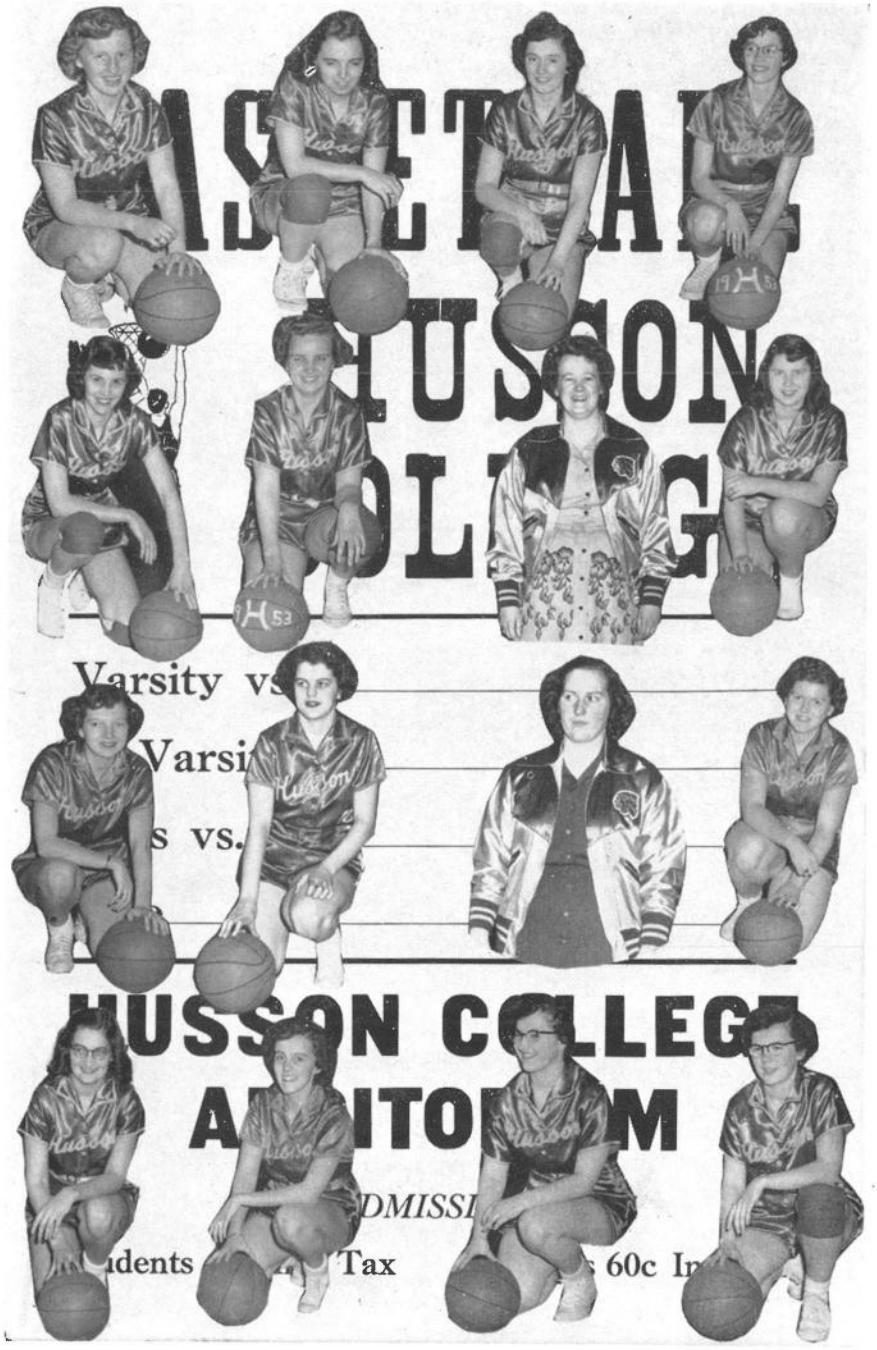
James H. Aydelotte—President, Association of American Railways
Newton D. Baker—Former Secretary of War
Julgencio Batista—President of Cuba
A. C. Bedford—Former president of Standard Oil
Daniel E. Bell—President American Security and Trust Company
J. R. Bolton—Expert Advertising Consultant
Lucius Boomer—Hotel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

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

Secretaries Who Became Famous Women

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

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


Varsity vs
Varsi
s vs.
HUSSON C LLEG
A ITO M
DMISSI
idents
Tax
60c In

The College Parade



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

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

School of Music

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

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

Northern Conservatory of Music

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



NORTHERN CONSERVATORY OF MUSIC

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

School of Music

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

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

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

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

Instruction

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

Music Fees

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

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

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

(Prices vary dependent on instructor selected)

Courses In Theory and Aesthetics

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

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

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

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

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

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

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

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

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

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

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

Courses In Ensemble Performance and Direction

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

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

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

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

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

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

Applied Courses

Mc 14 INSTRUMENT OR VOICE

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

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

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

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

Night School

EVENING SCHOOL DIVISION

Husson College conducts evening sessions beginning early in October. Courses are of fifteen weeks' duration, and two terms are offered annually, ending sometime in May. Classes meet on Monday and Thursday nights from 6:25 p. m. to 10:00 p. m.

Courses offered are the same as those found in the day school. Other subjects are offered upon request of fifteen or more students. An Evening Session Bulletin is published each year.

Former students at Husson College and the Bangor Maine School of Commerce may take such subjects as may be needed to make up deficiencies in their credits for a Husson College diploma. New students are awarded the diploma upon completion of twenty-five (25) credit hours of work earned in a minimum course of three years' duration.

If one subject only is taken by the student, the tuition is $30.00 payable upon entrance. The charge is $3.00 weekly if tuition is paid on the installment plan. If a maximum of three subjects is elected, the tuition is $48.00.

Many men and women of all ages wish for self-improvement and bright promises for the future. Some do something about it—the others merely keep on wishing. Those who are willing to do something about it may be restricted by daily employment in the home, the shop, the office. Night School training is for them. Here the hours may be spent in profitable preparation for whatever the future may bring; here the pupil widens his horizons; here are provided new visions, new hopes, new aspirations. Here are found opportunities to work or to listen; here is found recognition of the individual who is "afraid" of recitations, examinations, and active participation. Freedom is furnished from such tasks. Here is found the chance to grow; here may be found the answer to personal ambition, personal longing; above all, here is adventure.

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

Summer Session

Husson College offers a six weeks' intensive course in commercial subjects during the summer months. The tuition is $48 for the entire course, regardless of the number of subjects taken, or $10 per week if student enrolls for less than six weeks. The registration fee is $5 (see p. 20). Textbooks and supplies are extra and may be purchased at the school office.

Special subjects may be arranged to meet individual needs.

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

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

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



THE LAST MARCH

Degree Curricula

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



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

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED FIFTY-THREE

S. P. 87—L. D. 193

AN ACT Authorizing Husson College to Confer Degrees.

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

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

IN HOUSE OF REPRESENTATIVES, March 11, 1953

Read three times and passed to be enacted.

Roswell L. Bates, *Speaker*

IN SENATE, March 12, 1953

Read twice and passed to be enacted.

William L. McKusick, *President*

Approved March 12, 1953

Burton M. Cross, *Governor*

General Information

Requirements for Admission

Freshmen

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

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

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

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

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

Testing Program

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

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

Candidates With Advanced Standing

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

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

Registration Regulations

Students are expected to register in person on the first day of the term fixed in the college calendar. No student may be enrolled later than two weeks after the term has begun. A fee of $10.00 per week is charged for late registration.

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

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

Academic Standards

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

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

"D" is the lowest grade counted toward a degree. Not more than 20 semester hours of "D" grade are to be counted toward

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

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

1. Circumstances beyond the student's control.
   a. Illness or accident resulting in infirmary confinement at a time when making up lost work is impracticable.
   b. Death or critical illness in the family.
   c. Critical (not chronic) emotional disturbances requiring special guidance.
   d. Technical difficulties (research projects requiring outside source material, etc.)

2. Convenience of the college
   a. Early departure to meet a job commitment approved by a Personnel Director. All grades of "Inc." must be made up within two semesters of the date of issue.

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

At the end of each quarter a Report of Grades is sent to the parents. Likewise, a copy is furnished the Veterans' Administration Office. Parents are requested to return their copy of the report for the ensuing grades throughout the school year. The report becomes the property of the student at the end of the fourth quarter only.

Any student whose grade point is below

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

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

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

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

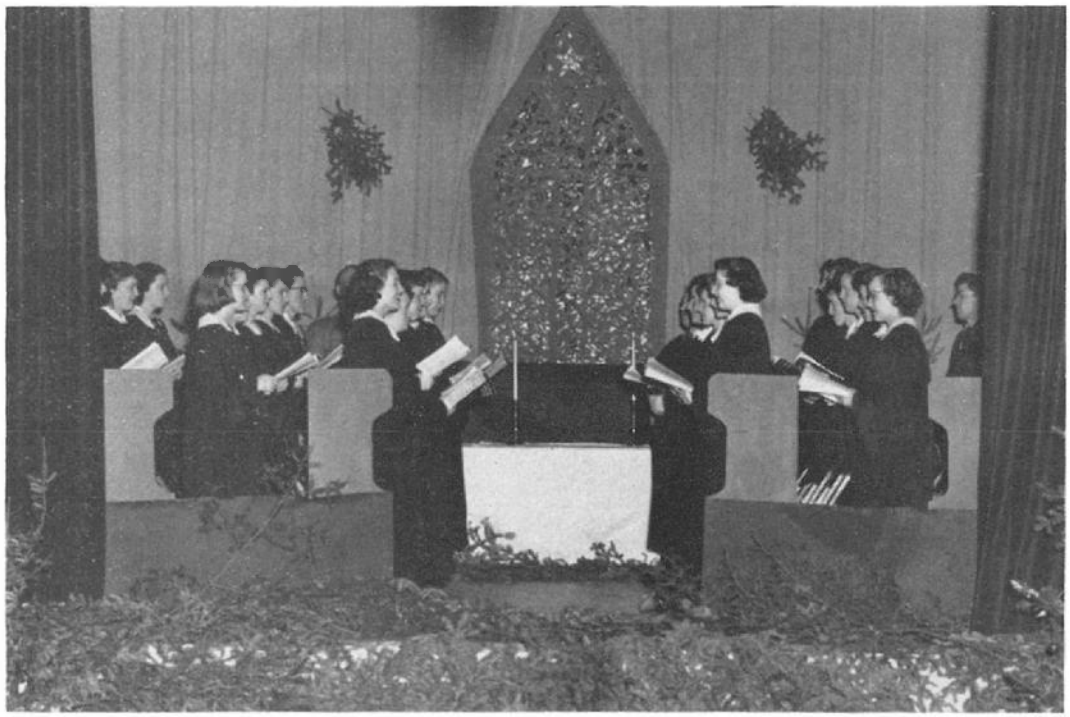
Candidates for a degree must maintain a grade point average of 2.0, the equivalent to a "C" average in all the work taken for credit.

Graduation Requirements

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

Graduation Expense

The expense incident to graduation of the candidate for a degree is not to exceed $25.00. This fee includes the rental of cap, gown, and hood and two invitations to the Graduation Ball. The degree is provided with no additional charge.



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

Department of Accounting

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

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

The candidate shall complete 18 hours of study in the field of English.

The candidate shall complete 23 hours in professional courses, and 22 hours in the field of general education. The candidate shall complete his program with 20 hours of elective study in business courses, of which 10 hours shall be required in the field of Finance or Business Administration.

Professional	51 hours
Technical	37 hours
General	40 hours

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



BACHELOR OF SCIENCE IN ACCOUNTING

First Year

FIRST SEMESTER	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Ss 26 Typewriting	5	2
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Ba 10 Business Orientation	2	2
Ss 53 Business Machines	4	2
Pe 10 Physical Education	1	1
		17

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

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ac 22 Cost Accounting	3	3
Ba 20 General Business Law	2	2
Psy 20 Psychology	3	3
Ba 22 Principles of Economics	3	3
Eh 13 Public Speaking	2	2
Pe 20 Physical Education	1	1
		17

SECOND SEMESTER	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ac 23 Cost Accounting	3	3
Ba 21 General Business Law	2	2
Psy 21 Psychology of Business	3	3
Ba 22 Principles of Economics	3	3
Eh 21 Business Correspondence	2	2
Pe 21 Physical Education	1	1
		17

Third Year

FIRST SEMESTER	Hrs.	Cr.
Ac 30 Advanced Accounting	3	3
Ac 32 Federal Taxation	2	2
Hy 20 United States Political and Social History	3	3
Ba 30 Law of Business Organization	2	2
Ba 32 Principles of Insurance	3	3
Elective	3	3
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 31 Advanced Accounting	3	3
Ac 33 Federal Taxation	2	2
Hy 21 United States Political and Social History	3	3
Ba 31 Negotiable Instruments	2	2
Ba 33 Principles of Marketing	3	3
Elective	3	3
		16

"Experience is a dear school."

ACCOUNTING MAJOR (CONTINUED)

Fourth Year

First Semester	Hrs.	Cr.
Ac 40 Auditing	2	2
Ac 42 Governmental Accounting	3	3
Eh 30 Survey of English Literature or		
Eh 34 American Literature	3	3
Elective		6
		15

Second Semester	Hrs.	Cr.
Ac 41 Auditing	2	2
Eh 41 Business Report Writing	2	2
Ba 53 Elementary Statistics	3	3
Elective		8
		15

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



Department of Business Administration

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

The candidate must complete 40 hours in the professional field of Business Administration. He shall complete 21 hours of study in the field of English. The candidate must complete a minimum of 16 hours of work in the accounting field with the option of taking additional courses as electives in his Junior or Senior years. The candidate is required to take 6 hours in the field of Business Law. The candidate shall complete 31 hours in the field of general education.

Distribution of Hours

Professional	40 hours
Technical	57 hours
General	31 hours

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



BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

First Year

FIRST SEMESTER	Hrs.	Cr.
Ac 10 Principles of Accounting	5	4
Eh 10 Freshman English	3	3
Ss 26 Typewriting	5	2
Ms 10 Business Mathematics	3	3
Ss 53 Business Machines	4	2
Ba 10 Business Orientation	2	2
*Pe 10 Physical Education	1	1
		17

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

Second Year

FIRST SEMESTER	Hrs.	Cr.
Ac 20 Intermediate Accounting	3	3
Ba 22 Principles of Economics	3	3
Ba 20 General Business Law	2	2
Psy 20 Psychology	3	3
Ac 32 Federal Taxation	2	2
Eh 13 Speech	2	2
*Pe 20 Physical Education	1	1
		16

SECOND SEMESTER	Hrs.	Cr.
Ac 21 Intermediate Accounting	3	3
Ba 23 Principles of Economics	3	3
Ba 21 General Business Law	2	2
Psy 21 Psychology of Business	3	3
Ac 33 Federal Taxation	2	2
Eh 21 Business Correspondence	2	2
*Pe 21 Physical Education	1	1
		16



BUSINESS ADMINISTRATION MAJOR (CONTINUED)

Third Year

First Semester	Hrs.	Cr.	Second Semester	Hrs.	Cr.
Ba 40 Corporation Finance	3	3	Ba 41 Money and Banking	3	3
Eh 30 English Literature or Eh 34 American Literature	3	3	Eh 31 English Literature or Eh 52 Contemporary American Poetry	3	3
Ba 11 Economic Geography	3	3	Ba 33 Principles of Marketing	3	3
Ba 34 Principles of Salesmanship	2	2	Ba 35 Principles of Advertising	2	2
Ba 30 Law of Business Organizations	2	2	Ss 50 Filing and Indexing Procedures	2	2
Electives	3	3	Electives	3	3
		16			16

Fourth Year

First Semester	Hrs.	Cr.	Second Semester	Hrs.	Cr.
Hy 20 United States Political and Social History	3	3	Hy 21 United States Political and Social History	3	3
Eh 41 Business Report Writing	2	2	Ba 43 Investments and Investment Analysis	3	3
Ba 32 Principles of Insurance	3	3	Ba 44 Personnel Management	3	3
Ba 42 Financial Policies of Corporations	3	3	Ba 45 Business Management Problems	3	3
Ba 52 Labor Problems	3	3	Electives	4	4
Electives	2	2			16
		16			

*If excused from Physical Education Program, electives may be substituted to complete the required credit hours.

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



Department of Business Education

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

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

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

Distribution of Hours

Professional	30 hours
Technical	48 hours
General	50 hours

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



BACHELOR OF SCIENCE IN BUSINESS EDUCATION

First Year

FIRST SEMESTER

	Hrs.	Cr.
Eh 10 Freshman English	3	3
Ms 10 Business Mathematics	3	3
Zo 10 Biology	3	3
Ac 10 Principles of Accounting	5	4
Ba 10 Business Orientation	2	2
Pe 10 Physical Education	1	1
		16

SECOND SEMESTER

	Hrs.	Cr.
Eh 3a Penmanship		Required
Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Zo 11 Biology	3	3
Ac 11 Principles of Accounting	5	4
Eh 13 Speech	2	2
Pe 11 Physical Education	1	1
		16

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Ss 26 Typewriting	5	2
Ba 11 Economic Geography	3	3
Hy 20 United States Political and Social History	3	3
Psy 20 Psychology	3	3
Ba 20 General Business Law	2	2
Eh 20 Vocabulary Building or an Elective (Eh 21) (2 hrs.)	3	3
Pe 20 Physical Education	1	1
		16 or 17

SECOND SEMESTER

	Hrs.	Cr.
Ss 27 Typewriting	5	2
Ss 21 Shorthand Theory	5	3
Hy 21 United States Political and Social History	3	3
Psy 23 Educational Psychology	3	3
Ba 21 General Business Law	2	2
Ed 21 Introduction to Education	3	3
Pe 21 Physical Education	1	1
		17

Third Year

FIRST SEMESTER

	Hrs.	Cr.
Ss 36 Typewriting	5	2
Ss 30 Shorthand	5	3
Ss 38 Transcription	3	3
Ba 22 Principles of Economics	3	3
Eh 30 Survey of English Literature	3	3
Elective	2	2
		16

SECOND SEMESTER

	Hrs.	Cr.
Ss 37 Typewriting	5	2
Ss 31 Shorthand	5	3
Ss 33 Gregg Theory	4	2
Ss 39 Transcription	2	0
Eh 31 Survey of English Literature	3	3
Ed 31 Principles and Practices in Education	3	3
Ba 23 Principles of Economics	3	3
		16

BUSINESS EDUCATION MAJOR (CONTINUED)

Fourth Year

FIRST SEMESTER	Hrs.	Cr.
Ed 33 Methods of Teaching Typewriting	4	3
Ed 41 Methods of Teaching Shorthand	3	3
Ed 43 Methods of Teaching Bookkeeping	4	4
Ed 55 Objectives and Curriculum Problems in Business Education	3	3
Ss 52 Secretarial Practices and Procedures	3	3
		16

SECOND SEMESTER*	Hrs.	Cr.
Ed 42 Cadet Teaching	210	6
Eh 51 Seminar in Literature	3	3
Eh 45 Advanced Speech	1	1
Ss 5a Machines	2½	1½
Ss 2a Filing	1	1
Ed 56 Teaching Allied Business Subjects or an Elective	3	3
		15½

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

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



Department of Secretarial Science

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

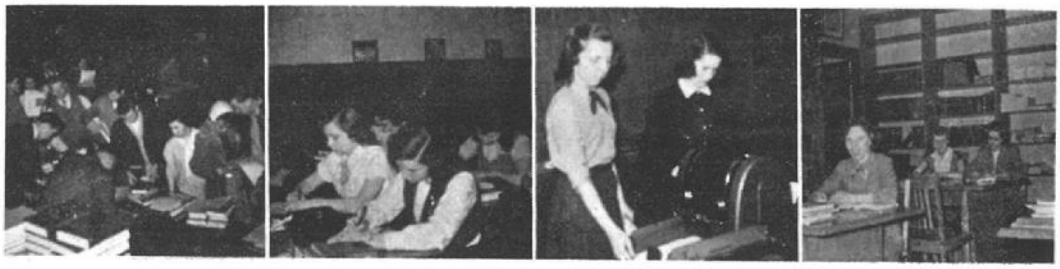
This degree qualifies graduates to assume responsible positions in public and private secretarial work, civil service, and to become assistants to key officers in industrial and commercial organizations, positions requiring a high degree of skill and ability.

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

Distribution of Hours

Professional	26 hours
Technical	45 hours
General	57 hours

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



BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

First Year

First Semester

	Hrs.	Cr.
Ms 10 Business Mathematics	3	3
Ms 12 Algebra or Zo 10 Biology	3	3
Eh 10 Freshman English	3	3
Ac 16 Principles of Accounting	4	3
Pe 10 Physical Education	1	1
Ba 10 Business Orientation	2	2
Ba 34 Principles of Salesmanship	2	2
		17

Second Semester

	Hrs.	Cr.
Ms 11 Business Mathematics	3	3
Ms 13 Geometry or Zo 11 Biology	3	3
Eh 11 Freshman English	3	3
Ac 17 Principles of Accounting	4	3
Pe 11 Physical Education	1	1
Eh 20 Vocabulary Building	3	3
Eh 3a Penmanship	Required	
		16

Second Year

First Semester

	Hrs.	Cr.
Ac 26 Medical and Legal Accounting	5	3
Ss 26 Typewriting	5	2
Hy 20 United States Political and Social History	3	3
Ba 20 General Business Law	2	2
Psy 20 Psychology	3	3
Pe 20 Physical Education	1	1
Ss 50 Filing and Indexing Procedures	2	2
		16

Second Semester

	Hrs.	Cr.
Ss 21 Shorthand Theory	5	3
Ss 27 Typewriting	5	2
Hy 21 United States Political and Social History	3	3
Ba 21 General Business Law	2	2
Eh 21 Business Correspondence	2	2
Pe 21 Physical Education	1	1
Psy 11 Psychology of Business	3	3
		16

Third Year

First Semester

	Hrs.	Cr.
Ss 30 Intermediate Shorthand	5	3
Ss 38 Transcription	5	2
Ss 36 Typewriting	5	2
Ba 30 Principles of Economics	3	3
Ba 30 Law of Business	2	2
Elective	4	4
		16

Second Semester

	Hrs.	Cr.
Ss 31 Shorthand	5	3
Ss 39 Transcription	2	0
Ss 37 Typewriting	5	2
Ba 23 Principles of Economics	3	3
Eh 13 Speech	2	2
Elective		6
		16

SECRETARY OF SCIENCE MAJOR (CONTINUED)

Fourth Year

FIRST SEMESTER	Hrs.	Cr.
Ss 40 Shorthand	5	3
English (choice)	3	3
Ss 52 Secretarial Practice and Procedures	3	3
Sy 30 Sociology	2	2
Elective	5	5
		16

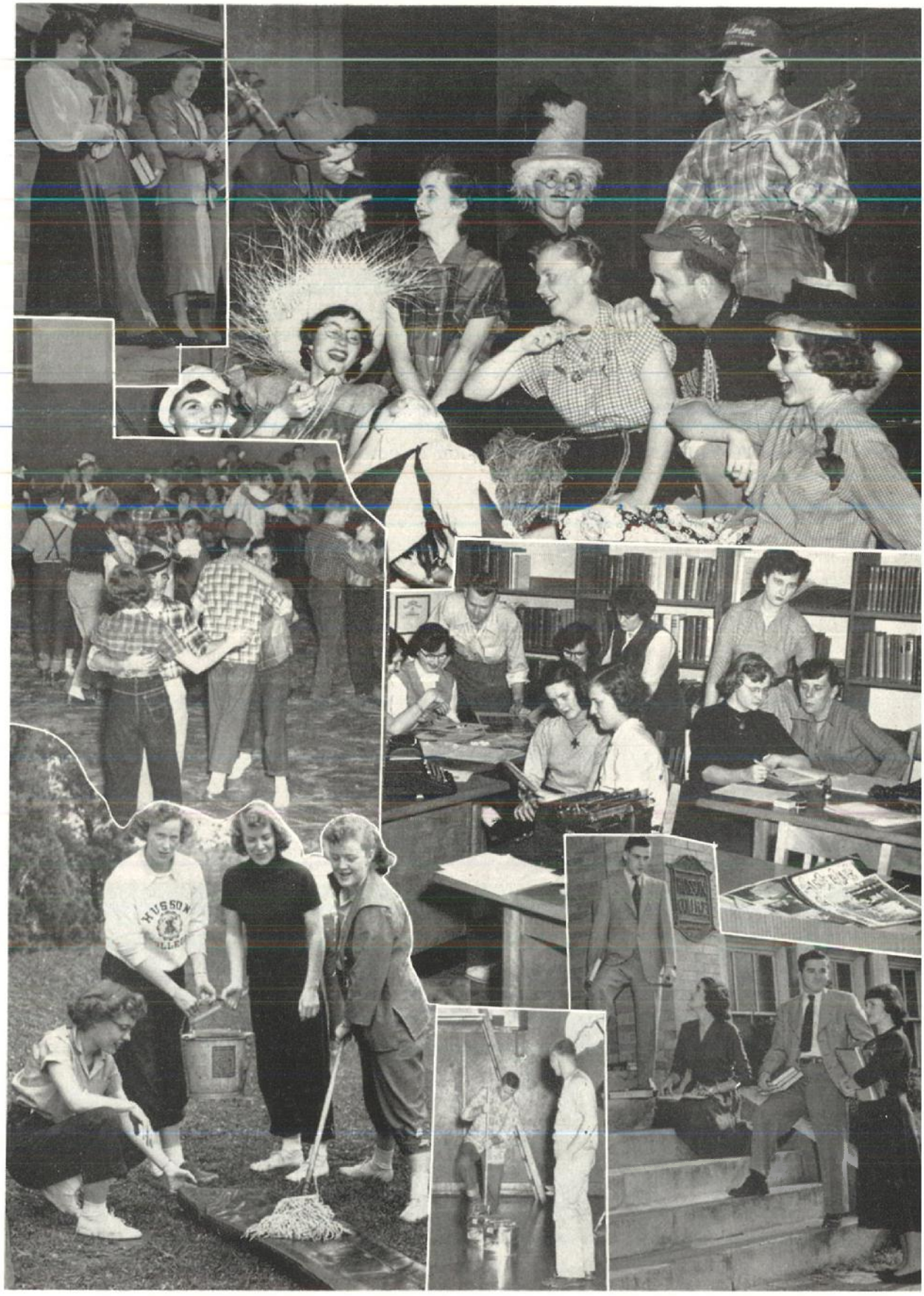
SECOND SEMESTER	Hrs.	Cr.
Ss 41 Medical Shorthand or		
Ss 43 Court Reporting	5	3
English (choice)	3	3
Ss 53 Business Machines	4	2
Ba 11 Economic Geography	3	3
Ss 34 Mimeographing and Art Typewriting	5	2
Elective	3	3
		16

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



MEET THE FACULTY

The College Parade



Description of Courses

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

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

Title of Courses

Identification		Weekly hours per Semester	Credit Hours
Ac 10	Principles of Accounting	5	4
Ac 11	Principles of Accounting	5	4
Ac 16	Principles of Accounting	3	3
Ac 17	Principles of Accounting	3	3
Ac 20	Intermediate Accounting	3	3
Ac 21	Intermediate Accounting	3	3
Ac 22	Cost Accounting	3	3
Ac 23	Cost Accounting	3	3
Ac 26	Medical and Legal Accounting	4	2
Ac 30	Advanced Accounting	3	3
Ac 31	Advanced Accounting	3	3
Ac 32	Federal Taxation	2	2
Ac 33	Federal Taxation	2	2
Ac 40	Auditing	2	2
Ac 41	Auditing	2	2
Ac 42	Governmental Accounting	3	3
Ac 50	Certified Public Accountant Problems Review	3	3
Ba 10	Business Orientation	2	2
Ba 11	Economic Geography	3	3
Ba 20	General Business Law	2	2
Ba 21	General Business Law	2	2
Ba 22	Principles of Economics	3	3
Ba 23	Principles of Economics	3	3
Ba 30	Law of Business Organizations	2	2
Ba 31	Negotiable Instruments	2	2
Ba 32	Principles of Insurance	3	3
Ba 33	Principles of Marketing	3	3
Ba 34	Principles of Salesmanship	2	2
Ba 35	Principles of Advertising	2	2
Ba 40	Corporation Finance	3	3
Ba 41	Money and Banking	3	3
Ba 42	Financial Policies of Corporations	3	3
Ba 43	Investments and Investment Analysis	3	3
Ba 44	Personnel Management	3	3
Ba 45	Business Management Problems	3	3
Ba 50	Certified Public Accountant Law Review	2	2
Ba 51	Credit Management	3	3
Ba 52	Labor Problems	3	3
Ba 53	Elementary Statistics	3	3
Ed 21	Introduction to Education	3	3
Ed 31	Principles and Practices of Teaching in Secondary Schools	3	3
Ed 21	Introduction to Education	3	3
Ed 31	Principles and Practice of Secondary Education	3	3
Ed 41	Methods of Teaching Shorthand	3	3
Ed 42	Cadet Teaching	210	6
Ed 43	Methods of Teaching Bookkeeping	3	3
Ed 56	Methods of Teaching Allied Business Subjects	3	3

Identification		Weekly hours per Semester	Credit Hours
Ed 33	Methods of Teaching Typewriting	4	2
Ed 50	Audio-Visual Aids in Education	3	3
Ed 51	Principles of Guidance	3	3
Ed 52	Secondary School Administration and Supervision	3	3
Ed 53	Organization and Administration of Student Activity Programs	2	2
Ed 54	Tests and Measurements in Business Education	2	2
Ed 55	Objectives and Curriculum Problems in Business Education	3	3
Eh 10	Freshman English	3	3
Eh 11	Freshman English	3	3
Eh 13	Speech	2	2
Eh 20	Vocabulary Building	3	3
Eh 21	Business Correspondence	2	2
Eh 41	Business Report Writing	2	2
Eh 30	Survey of English Literature	3	3
Eh 31	Survey of English Literature	3	3
Eh 32	Interpretative Reading	1	1
Eh 34	American Literature	3	3
Eh 43	American Novel	3	3
Eh 45	Advanced Speech	1	1
Eh 44	Contemporary Drama	3	3
Eh 51	Seminar in Literature	2	2
Eh 52	Contemporary American Poetry	3	3
Hy 20	United States Political and Social History	3	3
Hy 21	United States Political and Social History	3	3
Ms 10	Business Mathematics	3	3
Ms 11	Business Mathematics	3	3
Ms 12	Algebra	3	3
Ms 13	Geometry	3	3
Pe 10	Physical Education	1	1
Pe 11	Physical Education	1	1
Pe 20	Physical Education	1	1
Pe 21	Physical Education	1	1
Psy 20	Psychology	3	3
Psy 21	Psychology of Business	3	3
Psy 23	Educational Psychology	3	3
Sp 10	Spanish	4	4
Sp 11	Spanish	4	4
Sp 20	Spanish	3	3
Sp 21	Spanish	3	3
Ss 21	Shorthand Theory	5	3
Ss 22	Speedwriting	6	4
Ss 26	Typewriting	5	2
Ss 27	Typewriting	5	2
Ss 32	Typewriting (Speed)	5	0
Ss 30	Shorthand Advanced	5	3
Ss 31	Shorthand Advanced	5	3
Ss 33	Gregg Theory	4	2

Identification		Weekly hours per Semester	Credit Hours
Ss 34	Mimeographing and Art Typewriting	5	2
Ss 36	Typewriting Advanced	5	2
Ss 37	Typewriting Advanced	5	2
Ss 38	Princ'ples of Transcription	3	1
Ss 39	Transcription Laboratory	2	0
Ss 40	Shorthand Advanced Speeds	5	3
Ss 41	Court Reporting	5	3
Ss 43	Medical Shorthand	5	3
Ss 44	Laboratory Technics	1	1
Ss 50	Filing and Indexing Procedures	2	2
Ss 52	Secretarial Practice and Procedures	3	3
Ss 53	Business Machines	4	2
Sy 30	Sociology	3	3
Sy 31	Sociology	3	3
Zo 10	Biology	3	3
Zo 11	Biology	3	3
Eh 3a	Penmanship	1	1
Eh 4a	Word Study	2½	2½
Ss 1a	Secretarial Studies	1½	1½
Ss 2a	Filing	1	1
Ss 5a	Business Machines	2½	2



LEDGER STAFF

Description of Courses

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

The following abbreviations are used in identifying courses:

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

The numerical identification is indicative of the year in which the course is usually offered: the 10's, the first year; the 20's, the second year; the 30's, the third year, the 40's, the fourth year; and the 50's are elective subjects.

Flexibility of Courses

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

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

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

This information is for parents who may find in a grade report one or more subjects (some may be electives) which do

not follow the rigid pattern of the course outline as it appears in the catalog. It is also volunteered for the guidance of the education officers of the Veterans Administration who are called upon to counsel veterans through their training program.

Accounting Courses

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

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

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

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

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

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

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

Ac 23 COST ACCOUNTING—(Prerequisite: Ac 22)—During the second half of a year course in Cost Accounting, study is made of the Process Cost

system and the application of Standard Costs to the Job Order or Process Cost systems. A practice case is used to collate the separate chapter topics into a practical cost accounting situation. *Three credit hours.*

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

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

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

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

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

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

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

Ac 42 GOVERNMENTAL ACCOUNTING—(Prerequisite: Ac 31)—The course is offered to acquaint the accounting major with a highly specialized accounting system which would not be available in other accounting studies. The course comprises a study of the various funds and financial statements of governmental units. A portion of the course is devoted to a study of in-

stitutional accounting for hospitals, schools, and colleges. The course is a necessity for those students who aspire to the C. P. A. Examination. *Three credit hours.*

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

Business Administration Courses

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

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

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

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

Ba 22 PRINCIPLES OF ECONOMICS—This study presents an introduction to the economic organization of industry, together with the practical treatment of important commercial functions and modern problems arising out of the recent changes in economic systems and ideas. Some of the topics include human wants and scarcity, fundamental economic concepts, basic characteristics of capitalism, the nature of products, the organization of business, the size of business units, the principles of money, investment and commercial banking, fluctuations in purchasing power, and fluctuation in business activity. *Three credit hours.*

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

Ba 30 LAW OF BUSINESS ORGANIZATIONS—The partnership section emphasizes the formation, firm name, partnership property, the relations among partners, relations between partners and third persons, and dissolution and winding up the affairs of the partnership. The study of Cor-

porate Law includes the general nature of corporations, formation of capital stocks and dividends, managerial and fiduciary duties of officers and directors; the rights, powers and remedies of stockholders; corporate powers, the rights and remedies of creditors and dissolution. Throughout the course, reference is made to the Uniform Partnership Act, and the Model for State Business Corporation Acts. *Two credit hours.*

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

Ba 32 PRINCIPLES OF INSURANCE This course is a comprehensive introduction to the field of insurance and covers the following topics: the economic and social services, the important principles and practices and the principal legal phases of all the common forms of insurance: life, property, casualty and suretyship. *Three credit hours.*

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

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

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

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

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

Ba 42 FINANCIAL POLICIES OF CORPORATIONS—Financial Policies of Corporations covers the following topics: history of corporate financial policies with case studies of typical corporations, the nature of financial policies, corporate management, capitalization policies, relation of accounting to financial policies, dividend and working capital policies, legal aspects of consolidations, capital readjustments, application of the Bankruptcy

Act as revised, current subsidiary holding company problems. *Three credit hours.*

Ba 43 INVESTMENTS AND INVESTMENT ANALYSIS—This course is designed to study the nature of investments with emphasis placed on the investment use of securities issued by both public authorities and private corporations. *Three credit hours.*

Ba 44 PERSONNEL MANAGEMENT—This course is designed to assist the student in meeting the basic problems arising from human relations, remuneration, job evaluation, merit rating systems, job stabilization, grievances and collective bargaining. *Three credit hours.*

Ba 45 BUSINESS MANAGEMENT PROBLEMS—A study of the principles and techniques underlying the successful organization, management, and operation of business activities is made. The application of these principles to specific business activities and to the management of individual departments is analyzed. *Three credit hours.*

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

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

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

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

Business Education Courses

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

Ed 31 PRINCIPLES AND PRACTICES OF TEACHING IN SECONDARY SCHOOLS—An attempt is made to give students a perspective of the scope of the problems with which they must deal as teachers, to introduce the terminology used in dealing with problems of teaching, and to develop some fundamental concepts of learning and education basic to a sound philosophy of education and educational practices. Emphasis is given to units on (1) fundamental problems of teaching; (2) learning activities and the attainment of desired outcomes; (3) organization of courses and units of

instruction; (4) methods of planning and organizing classroom activities; (5) stimulating and directing classrom activities and measuring outcomes. *Three credit hours.*

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

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

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

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

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

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

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

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

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

Ed 55 OBJECTIVES AND CURRICULUM PROBLEMS IN BUSINESS EDUCATION—A study is made of the problems and issues with reference to organization and administration, relationships, curriculum practices, and teaching procedures. Adequate long-time planning for business education includes at least four necessary steps: (1) taking an inventory of present practice; (2) listing and classifying the problems encountered; (3) presenting the evidence and formulating a set of guiding principles; and (4) planning for the implementation of these basic principles. Discussions will center on objective and constructive examination of issues rather than subjective and controversial considerations of conflicts. This course has for its purpose more critical thinking and greater unity among the administrators and teachers responsible for the program of business education. *Three credit hours.*

English Courses

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

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

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

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

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

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

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

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

Eh 34 SURVEY OF AMERICAN LITERATURE—American Literature before 1900 is a survey of American culture and thought. Special emphasis is given to Irving, Hawthorne, Emerson, Poe, Twain, and Whitman. *Three credit hours.*

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

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

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

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

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

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

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

The traditional idea that only a gifted few can become good penmen is false; anyone willing to work can acquire a legible style of handwriting.

A moderately slanting style of rapid muscular movement writing which is easily learned is taught. Special attention is given to the position of the body, arm, and hand, and to the development of the form and style of small and capital letters. This is followed by practice in sentence and page writing. This subject is required in all courses; credit, however, is not applicable toward a degree. *One credit hour.*

Eh 4a WORD STUDY—Word study is one of the basic courses of all business curricula. It is required of all students. This study acquaints the student with the more common spelling rules, the principles of hyphenation, word building, and the use of the dictionary. Through the study of the spelling, the pronunciation, the meaning, and the use of a word in a sentence, the student masters the technique of word study. *Two and one-half credit hours.*

History Courses

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

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

Mathematics Courses

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

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

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

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

Physical Education Courses

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

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

Pe 20 THE PLACE OF PHYSICAL EDUCATION IN THE HIGH SCHOOL PROGRAM OF TODAY—The study of the physical education programs setup for the high schools of today is presented. The course consists primarily of lectures, covering the place of Varsity athletics, team sports, Girls' Athletic Association. Term paper is required. *One credit hour.*

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

Psychology Courses

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

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

Psy 23 EDUCATIONAL PSYCHOLOGY—The application of psychological facts, principles, and points of view to education is made. Social, emotional, and intellectual growth during the adolescent years is studied. Among the topics discussed are: learning in schools, its nature and control, its permanence; the effects of schools on attitudes, interests, and prejudices; the problems of transfer and general training with emphasis upon the application of the laws of learning. Psy 3 prerequisite. *Three credit hours.*

Secretarial Science Courses

Ss. 1a SECRETARIAL STUDIES—Upon the completion of the regular work in shorthand all 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.

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, includ-

ing the making of appointments; receiving callers; opening, assorting and handling mail; editing dictated matter; sending telegrams and cablegrams, etc. *One and one-half credit hours.*

Ss 2a FILING—This course in filing is not so inclusive as Ss 50. It covers the fundamentals of filing and offers laboratory experience in filing similar to that to be found in the average business office. *One credit hour.*

Ss 5a BUSINESS MACHINES—This course covers the fundamental operations of the calculating machine. Touch operation is one of the objectives of the course. Both electrical and hand-driven machines and rotary automatic calculators are used for instructional and practical work. The study of full-banking and ten-key adding listing machines is included in this course. *Two credit hours.*

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

Ss 22 SPEEDWRITING—Speedwriting is a scientific Shorthand System based upon the principle of the association of ideas, and the use of current habits, both of which obviate the need of forming a few hundred new ones. It employs only the dominant sounds in a word. It is not a symbol system. It uses almost exclusively the letters of the alphabet, and is often called the ABC system of shorthand. It is offered during the Summer Session and in the Evening Sessions only where a short intensive course is desired by the trainee. *Four credit hours.*

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

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

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

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

Ss 32 TYPEWRITING SPEED—(Prerequisite: Ss 27)—The correction and improvement of basic techniques in typewriting are reviewed. The aim of the course is the development of facility in typewriting with a high degree of speed and accuracy. The course consists of rapid straight copy work beginning at 40 words a minute. *No credit hours.*

Ss 33 GREGG THEORY—This course is required of all students in the Department of Education. A thorough review of the Gregg Manual is given

with emphasis placed on the science of Shorthand. The rules for character structure and word combinations are covered thoroughly. Emphasis is placed upon lesson planning, lesson presentation, teaching techniques, timing and personal dictation in full preparation for teaching shorthand in the secondary school. Prerequisite: Shorthand III.

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

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

Ss 37 ADVANCED TYPEWRITING—(Prerequisite: Ss 36)—The development of typewriting speed and accuracy on the continuity level will be continued in this course. Included in this course is a thorough study of various business forms, accounting forms, practical typewriting of telegraph messages, legal work on legal forms, mimeographing, manuscripts, and efficiency tests covering practical office problems. All work must meet the standards as to quantity and quality for the business office. *Two credit hours.*

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

Ss 39 TRANSCRIPTION LABORATORY—Transcription laboratory is a scheduled class period providing time for laboratory experience in the areas of transcription for which no credit is given. *No credit hour.*

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

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

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

Ss 50 FILING AND INDEXING PROCEDURES—Filing is a study of the fundamental principles of filing together with complete laboratory practice. The course covers flat, vertical, and Shannon files; indexing; coding; sorting; filing procedure according to the alphabetic, numeric, geographic,

automatic, and subject systems; ticklers and visible files; transferring-periodic, perpetual, and public service company methods; cross references; follow-up systems; mechanical reminders. *Two credit hours.*

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

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

Ss 44 LABORATORY TECHNICS—Description of course appears on page 79b. *One credit hour.*

Spanish Courses

Sp 10-11 BEGINNING SPANISH—The elementary course in Spanish is constructed to enable the student to learn the basic principles of grammar and pronunciation of the language with emphasis placed on functional vocabulary and oral practice. Lectures and reports on the aspects of Spanish and Spanish American history and literature are introduced. *Six credit hours.*

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

Sociology Courses

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

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

Biology Courses

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

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

Student Body---1953-1954

JUNIOR SECRETARIAL SCIENCE

Joan Audette, Greenville
Carlene Bagley, Presque Isle
Ferol Bisset, Blue Hill
Patricia Bissonnette, Millinocket
Nancy Bralcy, Mapleton
Judith Bubar, West Jonesport
Emilie Chandler, Presque Isle
Miriam Coburn, New Brunswick, Canada
Jean Corbett, Colebrook, New Hampshire
Barbara Corey, Bangor
Patricia Cosseboom, Old Town
Nancy Dumas, Ellsworth
Elizabeth Dunphy, East Millinocket
Donna Faulkingham, West Jonesport
Gail Fernald, Frankfort
Thea Foster, Solon
Barbara Gerrish, Winter Harbor
Nancy Gould, Dexter
Janice Gray, Lincolnville
Thelma Hale, Sorrento
Mary Hamilton, Lincoln
Elna Hartford, Columbia Falls
Geraldine Harvey, East Corinth
Barbara Hibbard, Mount Desert
Jacquelyn Irwin, Lubec
Christine Labun, Dexter
Patricia McDowell, Princeton
Laura McKinney, Hampden Highlands
Virginia Melvin, Bangor
Roberta Merrill, Lee
Barbara Moore, Grand Lake Stream
Janet Mosley, Dexter
Shirley Myers, Lubec
Donna Nickerson, Caribou
Mary Ann Nickerson, Mars Hill
Margaret Perkins, Bucksport
Betty Perry, Milo
Anna Pickard, Millinocket
Grace Pushaw, Union
Elizabeth Rowe, Guilford
Shirley Russell, Millinocket
Carolyn Ruth, East Millinocket
Marie Strout, Machias
Alyce Sturgeon, Lincoln
Kathleen Thompson, Belfast
Patricia Tibbetts, Rangeley
Marcella Vaillancourt, Fort Kent
Marguerite Vicnaire, Burnham
Mary Welch, Bangor
Joyce Wilbur, Stratton
Roberta Willard, Cambridge

STENOGRAPHIC

Grace A. Butler, Bangor
Alpha Cole, Bangor
Jean Littlefield, Orono
Loretta Soucy, Grand Isle

GENERAL CLERICAL

Charlene Brown, Derby
Faye Cook, Dennysville
Everett Graham, Greenville
Faye Hartley, Millinocket

MEDICAL SECRETARIAL

Natalie Bryant, Belfast
Rhea Conary, Deer Isle
Carolynne Currie, Portage
Donna Harriman, Orland
Jean Mallar, Machias
Nancy Moran, Hampden Highlands
Ann O'Mara, East Millinocket
Janet Smith, Old Town
Ann Sutherland, Portage
Sharon Wetmore, Bangor
Joan Woodbury, Belfast

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

EXECUTIVE SECRETARIAL

Gloria Collins, Dover-Foxcroft
Catherine Duren, Bangor
Sharon Estes, Mattawamkeag
Constance Ham, Dexter
Irene Hardy, Great Pond
Erma Lee Holden, Jackman
Verna Hunt, Woolwich
Jeanne Kirouac, Bangor
Patricia Libby, Gray
Jeanette Muise, Otter Creek
Hazel O'Leary, Belfast
Isadora Quimby, Islesboro
Dorothy Roberts, Vanceboro
Nancy Smith, Mapleton
Marilyn Stairs, Washburn
Donna Thibeau, Fort Fairfield
Rowena Trenholm, Bangor
Winnifred Walker, Belfast
Eleanor Whitcomb, Belfast
Joyce Wood, Belfast

TEACHER - TRAINING

Virginia Blood, Morrill
Nina Bridges, Calais
Barbara Briggs, Freedom
Elizabeth Chandler, Bucksport
Beatrice Clukey, West Enfield
Bertha Crabtree, Orono
Lorraine Crabtree, Derby
Dorothy Crane, Machias
Lauraine Cyr, Caribou
Karl Diedrichsen, Ashland
Archie Doucette, Old Town
Philip Gerow, Bucksport
Gerald Goss, Charleston
Bernard Gray, Bangor
Barbara Greeley, Hampden
Jeanette Grindle, South Penobscot
Donald Higgins, Cherryfield
Robert Hopkins, Bingham
Audrey Johnson, Robbinston
Janet Kinney, Bangor
Mary Lawrence, Cherryfield
Harriet Lunt, McKinley
Timothy Mayo, Guilford
Barbara McGowan, Clinton
Gerald McInnis, Rumford
Delmont Merrill, Ellsworth
Patricia Newcomb, Hampden
James Quinn, Bangor
Laurence Richard, Mattawamkeag
Patricia Robbins, McKinley
Medora A. Russell, Brownville
Thelma Sennett, Pittsfield
Leo Smith, Bucksport
Ernest Starbird, Harmony
Barbara Trafton, East Corinth
Barry Twitchell, Pittsfield
Robert Viola, Bangor
Oliver Ward, Greeenville Junction
Diana Wyman, Lincoln Center

ACCOUNTING

Constance Bickford, Guilford
Arthur Coomstock, Milford
Francis Dawes, Sangerville
Orville Dodge, Cooper
Arthur Fowler, Jr., Bangor
Evelyn Gilman, Hampden Highlands
Cecil Gudroe, Dexter
Daniel Hastings, Jr., Woodland
Millard H. Jordan, Ellsworth
Ronald LaBree, Guilford
Hazel Lee, Danforth
Horace Liscomb, Bar Harbor
Thurber Lovely, Fort Fairfield
Wayne MacKenzie, Island Falls
Harold McKenney, Jr., Bangor
Frank Morgan, West Pembroke
Gerald Murphy, Olamon
Patrick Pelletier, Fort Kent
Robert Perkins, South Brewer
Linwood Raymond, Mapleton
B. Elizabeth Schoppe, Millinocket
Winslow Smith, South Brewer
Edwin Tate, Bangor
Robert White, Brewer

"The way to get ahead is to start now."—William Feather.

ACCOUNTING DEGREE

John Barrows, Bangor
Arnold Beaulieu, Caribou
Robert Chandler, Bangor
Raymond Crosby, Bangor
Neil Dolan, Bangor
Everett Falvey, Jr., Ellsworth
Allen Fernald, Mount Desert
Harold Gerow, Bangor
Henry Gilbert, Greenville
Hugh Hamlin, Brownville
Edmund Hardy, Belfast
Howard Hawes, Bangor
Roger Howard, Augusta
David Huff, Hartland
Norbert Kelley, Albion
Frank Leathers, Corinna
Kenneth Leeman, Belfast
Hoyt Leighton, Bucksport
Rinette Levesque, Upper Frenchville
Kenneth Libbey, Bangor
Arthur Martin, Old Town
Raynald Martin, Madawaska
Robert Moody, Hampden
John Perry, Bangor
Antoine Picard, Frenchville
Donald Preble, Brewer
William Prue, Orono
Earl Richardson, Carmel
Sheldon Scribner, Dover-Foxcroft
Howard Simpson, Sanford
Lawrence Stanchfield, Milo
Lawrence Tibbetts, Ellsworth

BUSINESS ADMINISTRATION

George Blood, Jr., Berwick
Stanley Borkowski, Stillwater
William Cyr, Van Buren
Frederick Davis, Camden
Lawrence Eaton, Ellsworth
Arnold Francis, Corea
Donald Gray, Orrington
Richard Hardaker, Caribou
Harry Johnson, Rockland
William Kane, Bangor
Francis Larkin, Hampden Highlands
Robert McCarver, South Brewer
Raymond Nickerson, Belfast
David Price, Bangor
Jerome Tague, Stratton
Jesse Wilson, Orono

BUSINESS ADMINISTRATION DEGREE

Benjamin Blodgett, Bucksport
Francis Bourque, Stratton
Leland Brown, Pittsfield
Harold Drew, Bangor
George Fenno, Jonesboro
Thomas Geaghan, Bangor
Joseph Haverlock, Orono
Robert McIntosh, Rockland
George Morse, Brewer
Alfred Philbrook, Guilford
Robert Randall, Bangor
Clarence Rodick, Bar Harbor
Robert Roy, Winslow
Thomas Ryan, Greenville
James Scripture, Bangor
Millage Small, Bangor
Wayne Smith, Milo
Earle Stratton, Bangor
Raymond Wood, Bangor

SPECIAL

Ruth Fraizer, Bangor
A. Danny French, Bangor
Gerald Hamilton, Greenville Junction
Betsy Haynes, Millinocket

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

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"A man shows what he is by what he does with what he has."—Anon.

ABSENCES

No extension of time or adjustment of tuition can be made for absences.

GRADUATION

A graduation fee of $5 covers the cost of the diploma and other graduation expenses. It is payable during the last five-week period.

REGISTRATION FEE

A registration fee of $10 must accompany the application for enrollment. This fee will not be refunded to the student who fails to enroll. It is deducted from the tuition cost, leaving a balance of $42.50 to be paid on the opening night of the session. If Plan *B* is elected, the $10 is considered part of the first installment.

COSTS

The cost of books and supplies vary with the subjects elected. It will average between $5 and $8 per subject. Books and supplies must be paid for upon issue.

REFUNDS

No refund will be made for attendance of less than five weeks.

If a student who has paid tuition for the season is obliged, on account of illness or other adequate reason, to withdraw from school, a refund of the excess payment will be made after deducting tuition for the first five weeks. Notice of withdrawal must be made in person or by writing to the Director. The date of such notice will be considered the date of withdrawal. The rebate will be made at the end of the session in January.

Refunds to veterans are made in accordance with V. A. regulations. He is charged for the pro rata portion of tuition, supplies, and fees as the attended portion bears to the full course.

GRADES

Grades will be issued to students working for credit at the end of each semester.

CONDUCT

Regulations are few. Smoking is permitted in rest rooms only. Deportment unbecoming to ladies and gentlemen will result in immediate dismissal. Husson College is a private school dedicated to the development of the total individual: his training, his attitude, his character. It cannot, therefore, accept from any student anything less than his best effort and behavior. It desires at the end of the session to be in a position to recommend its graduates without reservations of any kind.

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

THE "WHY" OF NIGHT SCHOOL

The adult and youth, men and women of all ages, wish for self-improvement and bright promises for the future. Some do something about it—the others merely keep on wishing. Those who are willing to do something about it may be restricted by daily employment in the home, the shop, the office. Night school training is for them. Here the hours may be spent in profitable preparation for whatever the future may bring; here the pupil widens his horizons; here are provided new visions, new hopes, new aspirations; here new friends are to be found, new experiences to be enjoyed; here are found opportunities to work or to listen; here is found recognition of the individual who is "afraid" of recitations, examinations and active participation and freedom is furnished from such tasks; here is found the chance to grow; here may be found the answer to personal ambition, personal longing; above all, here is adventure.

Husson College believes that the public wants the best training available, that it wants to make good use of its leisure time, that it believes in education for advancement and promotion, and that it would support the high type of program which Husson College will attempt to provide. The cost is considered very reasonable, and within the reach of employed persons.

THE "WHAT" OF NIGHT SCHOOL

Evening sessions will

- cause you to rise above a dead-end position.
- equip you for advancement into better positions.
- command respect and recognition of your employer.
- qualify you for greater responsibilities in business.
- help you to overcome handicaps of a limited education.
- alert you to your possibilities.
- acquaint you with greater and varied opportunities.
- make you "grow."
- entitle you to the services of our Placement Bureau.

It's a mistake to stop studying. He who stands still falls back. When a person becomes satisfied he has reached the most dangerous point in his career. Is there a particular job you would like to have? If so, set your sights on the goal and study for it!

"Opportunity seems to have the uncanny habit of favoring those who have paid the price of years of preparation."—Selected.



Evening Session Bulletin

Husson College

Maine's Outstanding School of Business Training

157 PARK STREET BANGOR, MAINE

Classes meet Monday and Thursday nights

6:25 to 10:00 p. m.

1955-56

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

Calendar

Applications for enrollment to both terms should be made well in advance of the opening date of the terms.

Registration — Monday, Sept. 19, 6:25-8:00 p.m.
Monday, Feb. 6, 6:25-8:00 p.m.

Instruction begins
Thursday following registration, 6:25 p.m.

Holidays.....All holidays observed and time extended

A vacation of two weeks at Christmas and one at Easter, are observed in addition to those holidays which occur on dates occupied by evening sessions. The time lost is extended so that the pupil may attend the full seventeen weeks of instruction.

General Information

COURSES

Typewriting (Beginning)
Typewriting (Advanced)
Speedwriting
Shorthand (Advanced)
Filing and Indexing
Business Correspondence
English of Business
Word Study
Secretarial Studies
Business Report Writing
Psychology for Teachers
Objectives and Curriculum Problems in Business Education
Principles of Insurance
Public Speaking
Introductory Accounting
Intermediate Accounting
Cost Accounting
Auditing
Business Mathematics
Income Tax Procedures
Management Techniques and Methods of Improvements
Human Relations and Communications in the Field of Personnel Management

Other subjects will be offered upon request of fifteen (15) or more enrollees. Subjects taught in the day school may be elected as indicated above. No class will be formed for less than fifteen (15) students.

DIPLOMAS AND CERTIFICATES

Former day school students at Husson College, and of the Bangor Maine School of Commerce, may take such subjects as may be needed to make up deficiencies and use the credits toward the Husson College diplomas and degrees.

Certificates will be issued for the satisfactory completion of each subject.

Diplomas will be issued to students who complete thirty (30) credits of work as outlined for those individuals by the Night School Director.

DEGREE COURSES

By special act of the Legislature of the State of Maine, Husson College is now privileged to confer degrees at the end of 4 years of study in the following areas of work:

B.S. in Accounting
B.S. in Business Administration
B.S. in Secretarial Science
B.S. in Business Education (for Teachers)

Courses of study taken in the Evening Sessions at Husson College may be applied towards the total hour requirements for a degree in the above listed fields of study.

NOTE:

Both degree and diploma courses have been approved by the Department of Education and the VA for veteran training.

TRANSFER CREDITS

Students of other schools which are members of the National Association and Council of Business Schools, The American Association of Commercial Colleges, the New England Business School Association, or similar accredited schools and colleges, will be admitted to advanced standings. Grades of "C" or better will be accepted for credit toward the diploma. A minimum of two seasons of resident study is required of all transferees. A transcript of work completed elsewhere should accompany application.

Each subject passed with grade C or better for the semester will be given a value of two (2) credits. Each class will be of 50 minutes' duration, beginning at 6:25, 7:20, 8:15, and 9:10 p. m. No student may take more than three subjects.

NON-CREDIT SUBJECTS (No tests, no homework)

Many people enjoy auditing a course; that is, to meet with the class and yet not take scheduled examinations or be responsible for home-work assignments. They wish to visit—not to recite or take part in class discussions. Those who wish to enroll in any of the listed subjects as regular "visitors" do so by announcing their desire to be "audit students." No credits or certificates will be issued to audit students, and tuition cost remains the same.

Students absent more than three classes in any subject automatically forfeit the credits to be earned in that subject. They may remain as audit students in the subject or repeat it when it is again given. Allowance is made for emergency absences.

ADMISSION REQUIREMENTS

There are no entrance examinations required for admission. Only those who possess good character and desire to profit by Husson training may enter the evening session classes.

No previous training in the business subjects is necessary. Our classes of beginners invariably outnumber those who come as advanced students.

The degree courses are available only to those who have their high school diplomas or equivalency certificates.

VETERANS

The evening sessions at Husson College are approved for Veterans' training. It is necessary for a veteran to register for three classes per session in order to meet requirements of the training program.

FACULTY

The faculty is made up of instructors from the day school at Husson College. Their training and experience find them expertly able to provide courses rich in content and purpose. Outside instructors may be brought in to widen the offerings now listed and to meet popular demand.

PLACEMENT SERVICE

Husson College maintains a Placement Bureau to serve unemployed students. Night School students may avail themselves of this service not only when the night school is in session, but during the entire year. The diploma is a recommendation of unquestionable value to the business community as evidence of efficiency and good character.

TUITION (two or three subjects)

The student may elect one of the following methods of paying tuition, choosing the one most convenient.

Plan A—$57.50 payable upon entrance

Plan B—$60.00 payable $25 at time of entrance, $35 within 30 days

TUITION (one subject only)

Plan C—$32.50 payable upon entrance

TUITION (special subjects)

Speedwriting (15 weeks)	$75.00
Textbooks this course	15.00
Total	$90.00

(Convenient terms may be arranged)

This course is offered under special franchise with the *Speedwriting Institute.* See special folder for complete description.

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

NOTICE

SUBJECT: INCREASE OF TUITION RATES

Because the costs of operating a good school have sky-rocketed in the last few years, we find it impossible to maintain and improve our offerings at a tuition rate established some six or eight years ago. Increases in taxes, teachers' salaries, equipment, repairs, maintenance supplies, etc., leave no course to follow but that of establishing new rates that are consistent with these facts.

Effective September 1, 1954, for all courses, the following rates apply:

One quarter	$95.00	Summer Session	$60.00
One semester	190.00	Evening Session	52.50
One year	380.00		

Since this amounts to no more than $1.00 per week for each individual student, we believe that no hardship will ensue because of this action. We have avoided it conscientiously for a long time and yield only to the pressure of the times.

C. J. H.