The Husson College Bulletin

Miller

Bangor, Maine --- 1952 - 1953



Maine's Largest School of Commercial Training

Bulletin of Husson College

Bangor, Maine

CATALOG

1952 - 1953

Member

American Association of Commercial Colleges

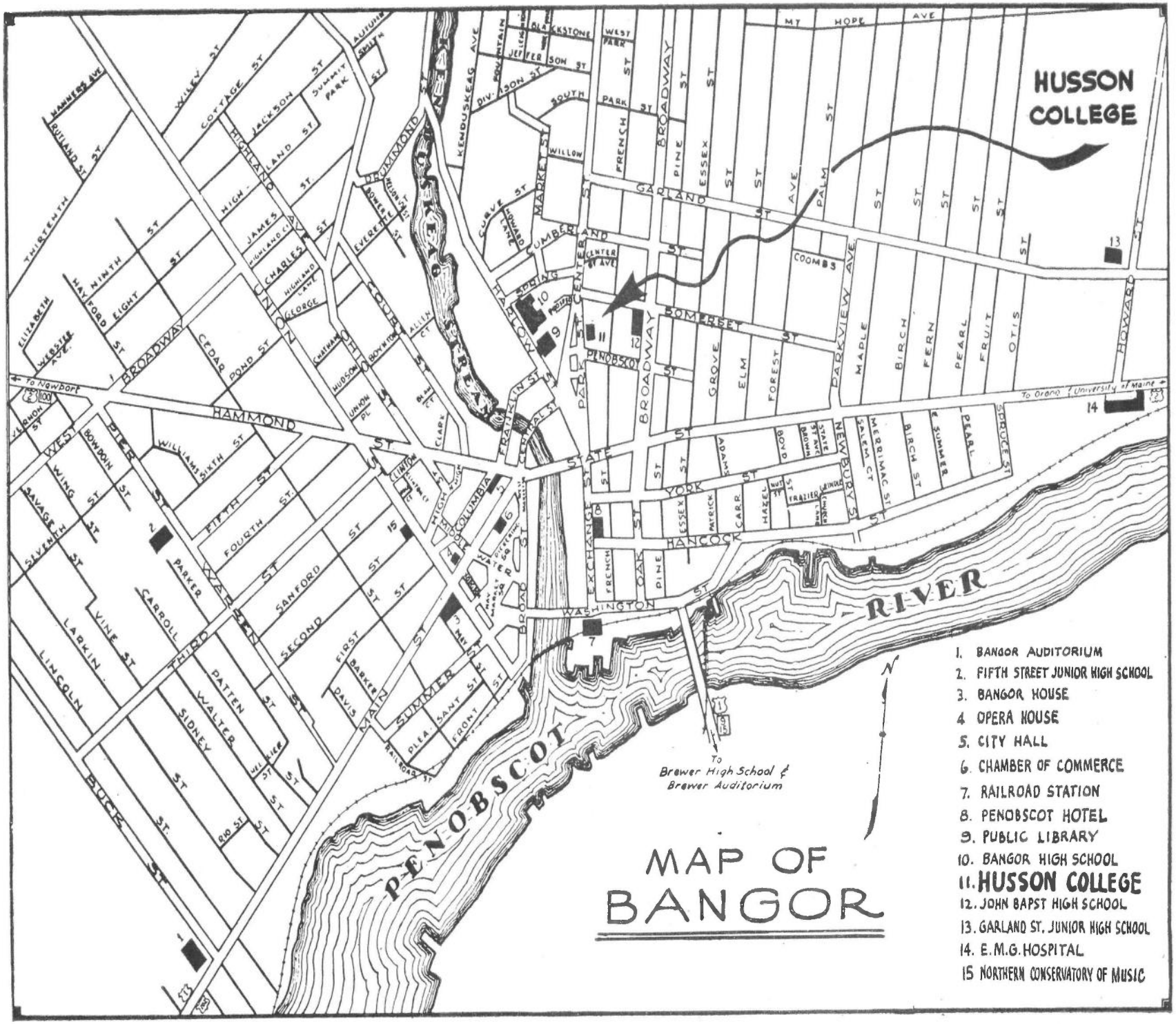
New England Business College Association

National Association and Council of

Business Schools

A NATIONALLY ADVERTISED INSTITUTION

FROM THE PRESS OF FURBUSH-ROBERTS


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

College Calendar

1952 - 1953

Registration	September 8
Classes begin	September 9
Hobo Hop	September 24
President's Reception	October 1
Open House for Women	October 8
Open House for Men	October 15
Teachers' Convention	October 23, 24
Harvest Dance	October 29
End First Quarter	November 7
Second Quarter Opening	November 10
Armistice Day	November 11
Thanksgiving Ball	November 19
Thanksgiving Recess	November 27, 28
Christmas Ball	December 17
Christmas Assembly	December 19
Christmas Recess	December 19 to January 5
Semester Examinations	January 19 to 23
End Second Quarter (First Semester)	January 23
Registration Second Semester	January 26
Classes begin	January 27
Washington Birthday Ball	February 18
Washington's Birthday	February 23 (observance)
Spring Recess	April 3 to April 13
Easter Ball	April 1
End of Third Quarter	April 3
Fourth Quarter Opening	April 13
May Ball	May 20 or 27
Memorial Day	May 30 (Saturday)
Final Examinations	June 8 to June 11
Graduation Ball	June 11
Graduation Exercises	June 12

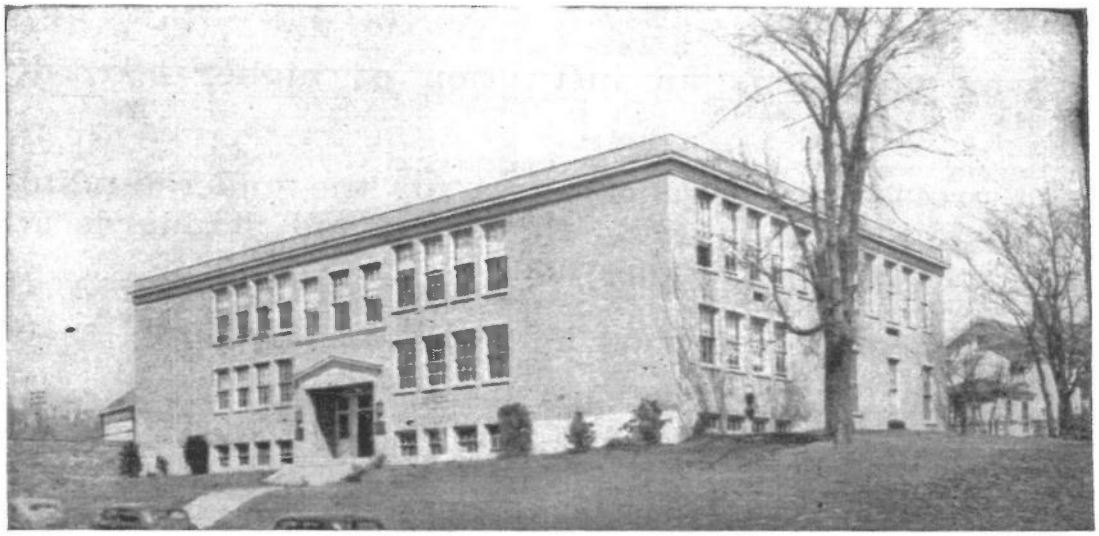
Note: New students may enroll on opening date of each quarter.

Summer Session Opening	June 29
Fourth of July Holiday	July 4 (Saturday)
Summer Session Closing	August 7

Evening Session, 1st term	October 13
Evening Session, 2nd term	February 9

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

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.***

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 of 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

A Message from the President

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

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

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

The advantages of HUSSON COLLEGE *training are widely recognized, and the character of our institution is commended by business men and school superintendents as well. Our history sparkles with student achievement. A study of the pages of this catalog reveals the many and varied types of employment for which our students have successfully trained and in which they are now working. This I consider the real test of a school such as ours.*

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

C. A. Husson

—President

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



MR. CHESLEY H. HUSSON, B. S., M. S.
President

Mr. Husson received his degree of Bachelor of Science in Education from the State Teachers' College at Salem, Massachusetts, and his degree of Master of Science in Education from the University of Maine. He enjoys a membership in two national educational fraternities, Kappa Phi Kappa and Kappa Delta Phi. Under his leadership Husson College, formerly the Bangor Maine School of Commerce, has grown to be the largest institution of its kind in the state. He has served a number of terms as governor of the New England District for the American Association of Commercial Colleges.

"He profits most who serves best."

Officers Of Administration

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

Clara L. Swan, B.S., M. Ed., Assistant to President, Director, Department of Secretarial Science

George E. P. Husson, Jr., B. S., Ed. M., Director, Department of Business Administration

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

William J. Curran, Jr., B. S., Director of Evening School

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

Marilyn Drew, 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, Bangor Theological Seminary

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

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

Clara L. Swan, Director, Department of Secretarial Science at Husson College, Chairman

Husson College Faculty

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; Department of Stenography 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 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; Husson College, 1947—

WILLIAM J. CURRAN, JR.

B. S., University of Maine, 1935; Bangor Maine School of Commerce, 1937; Summer Session, Boston University, 1940; Summer Session, University of Maine, 1951; Husson College, 1947—

WILLIAM H. DONAHUE, JR.

B. S., Boston University, 1949; M. Ed., University of Maine, 1952; Husson College 1949—

ORISSA F. KINGSBURY

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

WILBUR F. STANTON

B. S., Fordham University, 1939; M. Ed., Boston University, 1940; Head, Normal Department, Bangor Maine School of Commerce, 1940-1944; Summer School, Bangor Maine School of Commerce, 1944-1946; Summer School, Husson College, 1947—

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—

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

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. They are as follows:

Stenographic Course	**40 to 46 weeks**
Junior Secretarial Course	**40 to 46 weeks**
Junior Accounting Course	**40 to 46 weeks**
Executive Secretarial Course	**80 to 92 weeks**
Higher Accounting and Business Administration Course	**80 to 92 weeks**

(See Accounting and Auditing Course)

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 commercial 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 commercial 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 commercial 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 and scholarship 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. The effective methods of the classroom instruction will enable each student to progress as rapidly as his ability will allow, thus creating less time in school for those who possess ability and for those who make the greatest effort. It is the purpose of this college to graduate efficient office assistants who will advance to managerial positions and ownership and efficient teachers who will become leaders in the field of commercial education.

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 commercial 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 Bookkeeping, Business Practice, 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 over twenty-five years ago. It had its humble beginning as the Bangor Maine School of Commerce in 1926 and was known by that name until 1947 when the school accommodated itself to changing educational patterns and reorganized as a college. This step has 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.

Location

Husson College is located on Park Street in Bangor, Maine.

"The only man who never makes a mistake is the man who never does anything."

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.

"He who would climb the ladder must do so step by step."

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 second Monday (one week) after Labor Day, and the applicant is urged to register in person on that day. There are special term divisions and students may enter on dates published during the year; namely, at the beginning of each quarter. These dates may be determined by consulting the college calendar. Each quarter is of ten weeks' duration. The highly developed individual and group systems of instruction make such enrollment possible.

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

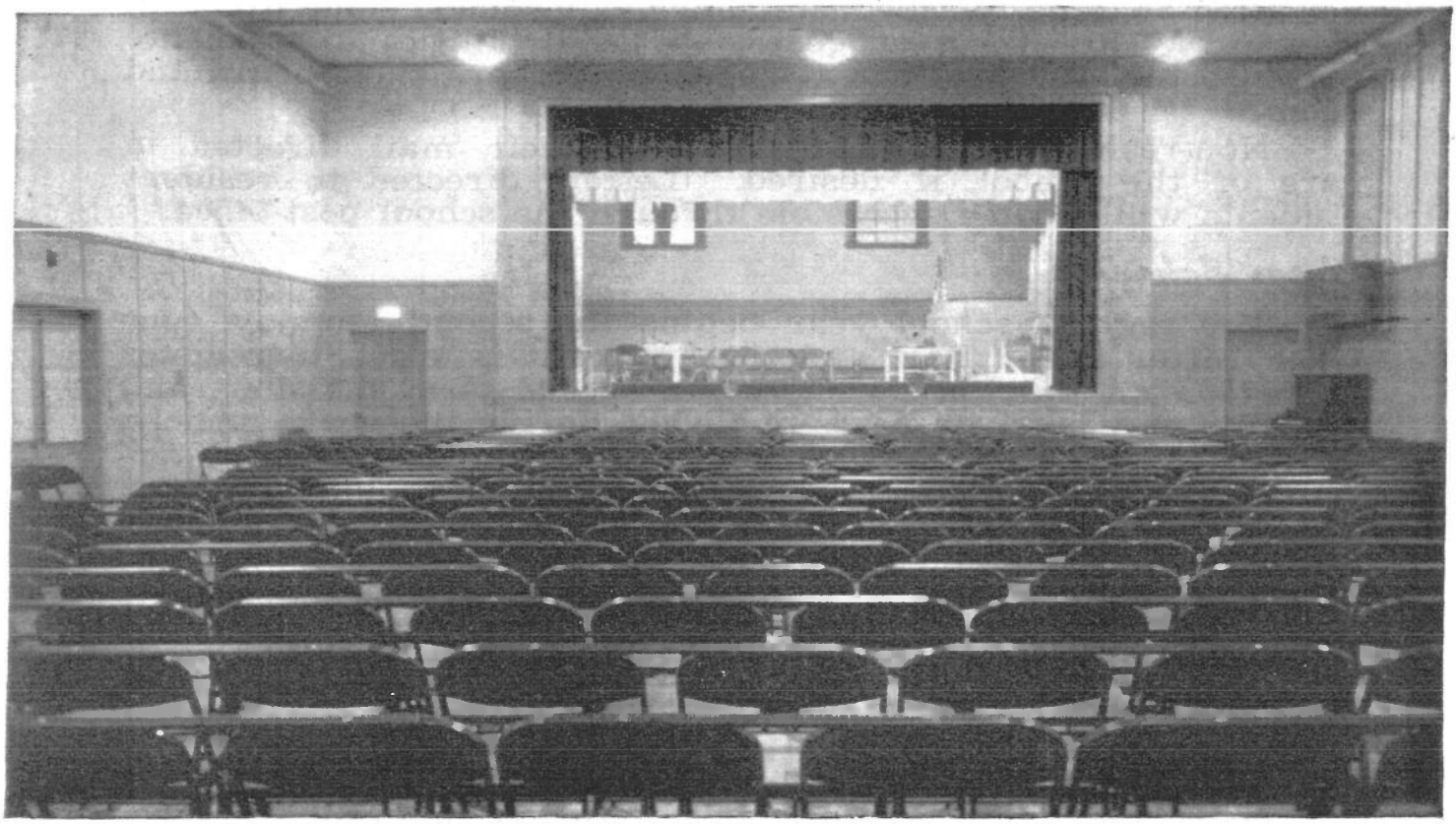
Expense

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. If paid in advance the annual rate is $325. 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.

NOTE: 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	Discount	Net
Quarter Year (10 weeks)	$85.00		$85.00
Semester (20 weeks)	$170.00		$170.00
Full Year (40 weeks)	$340.00	$15.00	$325.00
Summer Session (6 weeks)	$48.00		$48.00
Night School (15 weeks)	$60.00		$60.00

Time out because of vacations is not deductible. No pupil 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, on which a discount of $15.00 is allowed if paid at time of enrollment. The time lost because of short vacations at Thanksgiving, Christmas, Easter, and Memorial Day has been recognized and considered in establishing the yearly rate stated above. Therefore, no refunds will be made to any 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.

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. The summer session fee is $5. 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. This fee is not refundable.

Late Entrance Fee

Students who enroll after the opening date of any quarter-term 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 to any quarter-term after two weeks have elapsed. Such student may enroll at the next succeeding quarter-term without penalty.

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, third, or fourth terms unless he fails to register in person on the opening day of said terms. (See calendar on page 3.) There is no make-up work required of students who enroll on the opening date of any quarter-term.

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. 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.

Practice-Teaching Fee

Students enrolled in the Teacher-Training Department will be assessed a PRACTICE-TEACHING FEE of $75 during the senior year only. This amount is paid to the high school

"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. The membership committee takes the candidate's application under advisement for final disposition.

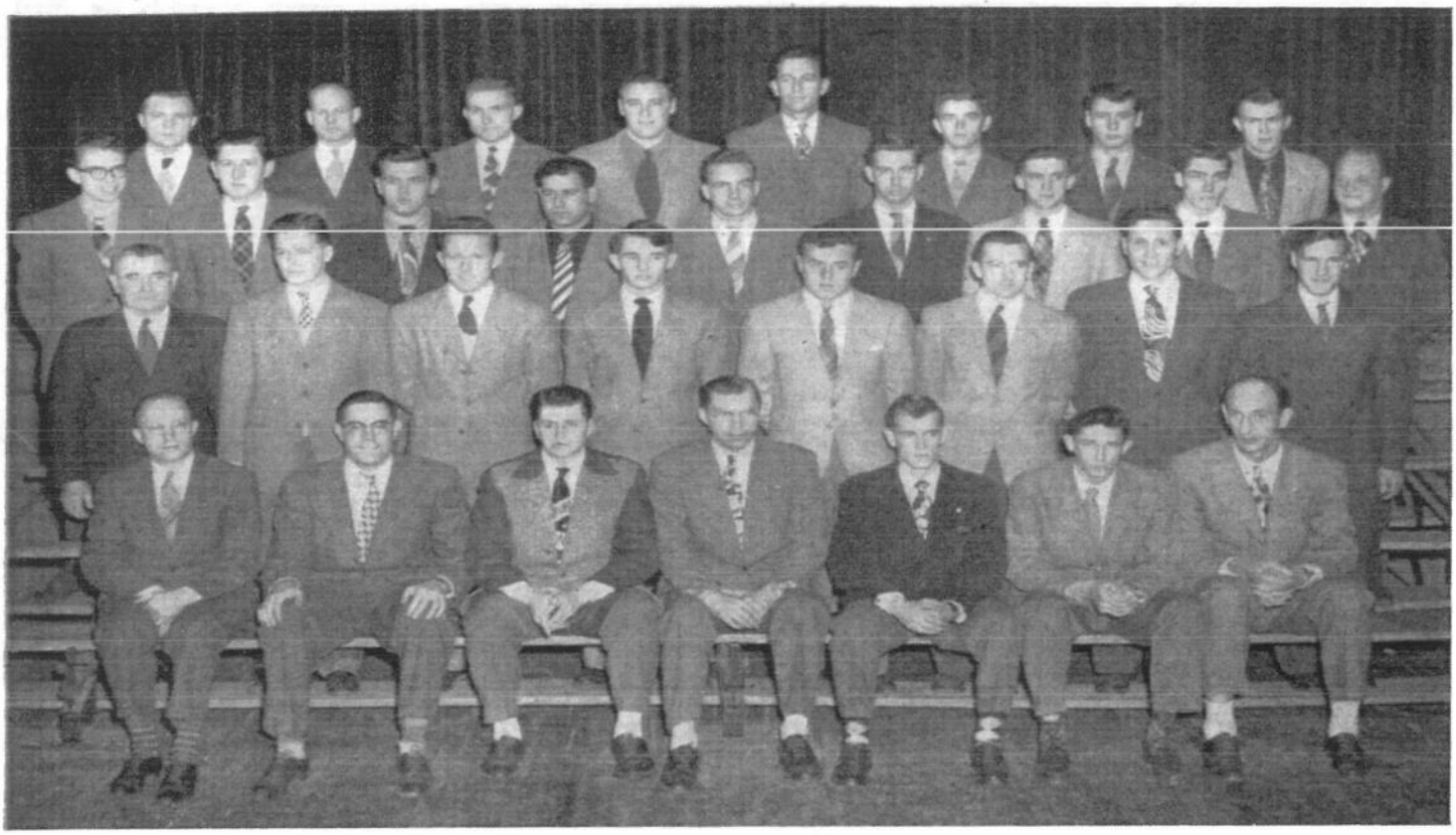
Meetings are held bi-weekly, at night, in the main room and projects are planned and discussed for seasonal activities.

The funds realized by sponsoring various social functions provide the means for an annual outing which is held in early June. Many alumnae return for this event.

critic teacher who supervises the quarter-term practice-teaching period which is provided during the third year of enrollment. Practice-teaching is required in the Teacher-Training Course as

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

The College Parade



MU SIGMA CHI

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

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

outlined on page 70 which is approved by the State Department of Education and accredited at the University of Maine toward the degree of Bachelor of Science in Commercial Education.

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

Graduation Expense

This expense shall not exceed $10.00 per student and includes the rental of cap and gown. 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 8, 1952 to June 12, 1953, 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 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.

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

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 Commercial 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 around 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

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

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

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.

Time Schedule

The college is in session Monday through Friday, except legal holidays and closed time, from 8:00 a. m. to 4:00 p. m. Some student programs permit early leave for afternoon employment and may be arranged upon request for the convenience of the student.

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, weekends 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 without benefit of trial by the Student Council. 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 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.

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

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.

Norumbega Mall at State and Hammond Streets Showing Statue of Hannibal Hamlin and Gun from the Battleship Maine



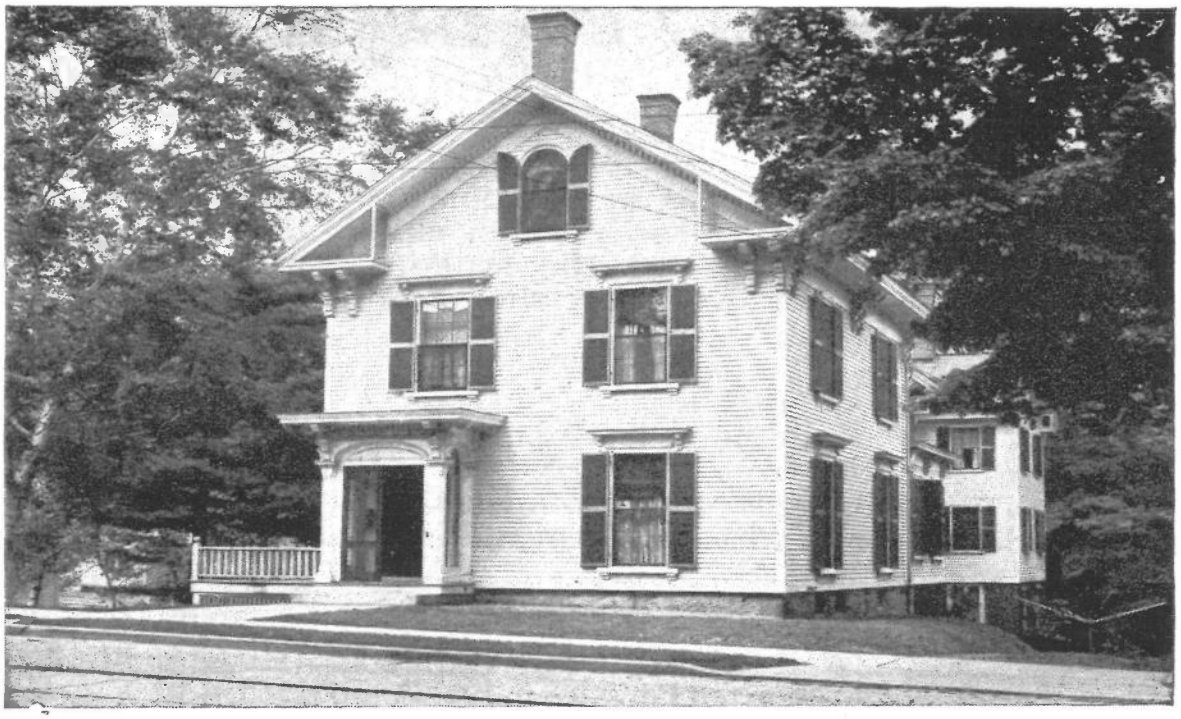
The Nature of the Private School

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.



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.

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 body of young men whose fraternity searches annually for new blood to perpetuate its existence. It aims to provide a meeting ground for men whose academic standing is above average and to provide an outlet for social interests that may appear from time to time. The "Fraternity Frolics", annual stage presentation of this organization, fills the auditorium with students, alumni, and friends.

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.

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

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 yearbook and is published annually under the supervision of the Department of English. It is edited and managed by students of the College Composition classes and contains reviews, special columns, editorials, expressions of student opinion, histories of individuals and groups, and attempts to mirror each year of college life on its pages. All who wish to take part are welcome to the staff.

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.

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

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

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 educational conditions locally, state-wide, and nationally.

Accounting Society

First, the society asks outstanding men in all phases of account-
Husson College Accounting Society has a two-fold purpose. ing activity to speak at regular meetings to give students intimate knowledge of job requirements and job possibilities in accounting. These speakers are treasurers, comptrollers, cost accountants, office managers, Certified Public Accountants, and tax consultants. Secondly, the Society conducts an Accounting Clinic to help students grasp the principles of accounting and to intensify interest in accounting.

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.

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

Academic Information

Admission

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. The purpose is 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 the diploma from the three-year courses in the Department of Business Administration must also have a high school education or its equivalent. The two courses designated are the College Business Administration Course and the College Accounting Course, both of three years' duration.

Candidates for diplomas in all other courses 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 as are the other students. It is the policy of the college to give every one his chance, his opportunity to try to discover if he can do the work. If he succeeds, it is good for him, the college, and society. If he fails, he still may console himself with the fact that at least he was permitted to try. This is, the school believes, the democratic way. It has been the experience of the college over a quarter of a century to graduate a number of honor students who 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

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

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).

A glossy print photograph will be made of each student by a local photographer. It is for use of the Placement Bureau, for news releases of student elections and activities, and for publication in the yearbook. A fee of $2.00 is charged to each student for his picture when approved by him.

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.

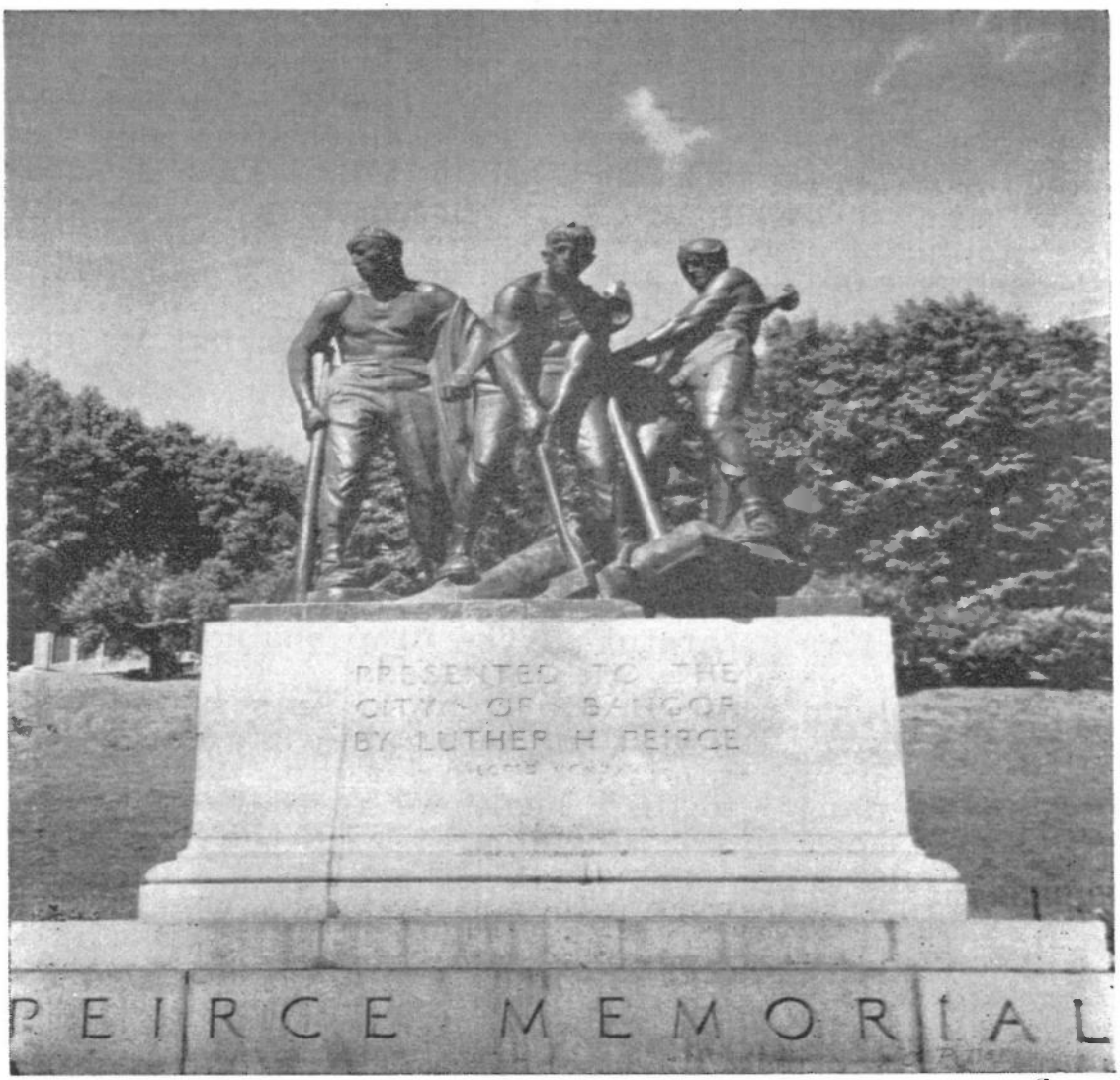
Any student whose work is of inferior quality consistently, and whose attitude rather than lack of ability is the apparent cause, will be placed on probation until such deficiences be made up. The counselor will subject such a student to a series of tests which will be studied and considered before action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

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



The Lumbermen's Group—The Peirce Memorial, perpetuating the Pioneer Lumbermen and River-Drivers of the Penobscot River

"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

Candidates for diplomas must meet the requirements as to quality of work in each subject appearing in his course outline. A student who fails a subject may repeat it a second time, or upon counsel, elect a substitute. Then, if requirements are not met, the student may be asked to withdraw, not however, before a careful survey of probable cause of failure is made and remedial work suggested.

The college reserves the right to request the withdrawal any time during the year, of those students who fail to maintain the required standard of scholarship, who cannot remain because of danger to their health or to that of others, or who for any reason are not in sympathy with the ideals, standards, and administrative policies of the college. These latter may be asked to withdraw even though no specific charges be brought against them.

Grading System

Grades are recorded as follows:

A=90-100—highest honors
B+=86- 89—high honors
B=80- 85—honors
C+=76- 79
C=70- 75
D=60- 69—passed unsatisfactorily
F=Failing
I=Incomplete

To qualify for the Husson College diploma in any course,

the candidate must obtain the grade of "C" or better in three-fourths of the subjects outlined in his or her program.

At the end of each quarter a Report of Grades is furnished to each student. A copy of the student's record is sent to the parents. Likewise, a copy is furnished the Veterans' Administration Office. Students 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.

Graduation Requirements

Upon completion of the curriculum with the necessary number of credits, the student will be recommended for the college diploma indicating satisfactory completion of the work in a full or standard course of study.

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

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

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

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

A diploma will be awarded to those students pursuing Special Courses who earn a minimum of 36 semester hours of credit.

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.

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

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 abilities 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 emp'oyed advantageously for each student's adjustment and growth.

"Lay up something for a rainy day."

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

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

"Diligence is the mother of good luck."

List of Subjects Offered at Husson College

The following is a list of subjects currently offered at Husson College. Included are those subjects that are required in some curricula but which may be elective for students in other curricula. In the column titled "Credits" are the total number of credits obtainable in a given course; i. e., 3-3 means that the subject is given two semesters with a total of six credits. The subjects that are carrying credit for one semester only may be offered either semester depending upon requests and individual schedules. The major instructor and counselor may be consulted upon choice of electives when required in course, except that of first semester. These are subject to change, if requested, not later than two weeks after term starts.

Commercial Education

	Credits		Credits
Shorthand I to VII	6-10	Accounting I (Legal)	1
Typewriting I and IV	2-4	Accounting II (Proprietorship)	3
Secretarial Studies	1½	Accounting III (Medical)	1
Filing	1	Accounting IV (Partnership)	3
Introduction to Business	2	Accounting V (Corporation)	3
Principles of Salesmanship	2	Accounting VI (Intermediate)	3
Business Machines	2	Accounting VII, VIII (Cost)	6
Business Organization and Finance	2	Accounting IX, X (Advanced)	6
Credit Management	3	Accounting XI, XII (Federal Tax)	4
Principles of Marketing	3	Accounting XIII, XIV (Auditing)	4
Civil Service (see page 87)		Accounting XV (C.P.A.)	3

English

Word Study	2½	American Literature	3-3
English of Business	3	Contemporary American Poetry	3
Business Correspondence	2	Seminar in Literature	1
Penmanship	1	Public Speaking	1
College Composition	3-3		
English Literature	3-3		

Fine Arts

Fundamentals of Music	4-4	Orchestration	2-2
Music Appreciation	2	Free Composition Seminar	2-2
Advanced Harmony	2-2	Interpretation and Conducting	2-2
Counterpoint	2-2	Instrumental and Vocal Ensemble	1
Form and Analysis	2-2	Orchestral Instrument (Foundation Series one-half credit hours for each instrument.)	
Orchestra Ensemble	2		
Instrument	2-2		
Introductory Harmony	2-2		
Music History	2-2		
Advanced Harmony	2-2		

"A man can make a false step by standing still."

Subjects---continued

Language

	Credits		Credits
Spanish Elementary	3	Spanish III	3
Spanish II	3	Spanish IV	3

Mathematics

Business Mathematics I	3	Algebra I	3
Business Mathematics II	3	Geometry I	3

Physical Education

Gymnasium I	1	Gymnasium II	1

Science

Physiology and Anatomy	3-3	Biology	3-3

Social Studies

Civics	2	Social Theory	3
Commercial Law I, II	2-2	Economics	3-3
Law III—Partnerships and Corporations	2	United States Political and Social History	3-3
Law IV—C.P.A. Law Review	2	Psychology of Business	2-2
Principles of Sociology	2	History of Civilization	3
		Geography	2

Teacher Education

Foundations in Education	2	Principles of Guidance	2
General Psychology	3	Methods Teaching Typewriting	2
Educational Psychology	3	Methods Teaching Shorthand	3
Secondary School Administration	3	Methods Teaching Bookkeeping	3
Organization and Administration of Student Activity Programs	3	Practice Teaching	6
Principles and Practices of Teaching in Secondary Schools	3	Audio-visual Aids in Business Education	3
		Objectives and Curriculum Problems in Business Education	3

"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."

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."

Major Instructors

Department of Secretarial Science

CLARA L. SWAN, *Director*

1. Stenographic Course
2. Junior Secretarial Science Course
3. Medical Secretarial Course
4. Executive Secretarial Course
5. General Clerical Course
6. Mid-Term Secretarial Course

Department of Business Administration

GEORGE E. P. HUSSON, JR., *Director*

1. Junior Accounting Course
2. Junior Business Administration Course
3. Salesmanship Course
4. Senior Business Administration Course
5. Accounting and Auditing Course
6. College Business Administration Course
7. College Accounting Course
8. Mid-Term Business Course

Department of Teacher-Training

LOUISE B. MILLER, *Director*

1. Teacher-Training Course (High School Graduates)
2. Teacher-Training Course (College, University, or Normal School Graduates)

Department of Music

STANLEY A. CAYTING, *Director*

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

Department of Secretarial Science

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

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

Department of Secretarial Science

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

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

Husson College has been training secretaries for over a quarter of 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.

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

STENOGRAPHIC COURSE

(Forty to Forty-six weeks)

FIRST SEMESTER

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
English of Business	3	3
Business Mathematics	3	3
*Penmanship	2½	1
Introduction to Business	2	2
*Filing	1	1
Elective	3	3
		18

SECOND SEMESTER

	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
Business Correspondence	2	2
Business Mathematics	3	3
*Secretarial Studies	1½	1
*Word Study	2½	2½
Law I	2	2
Elective	2	2
		17½

*Class meets for one-quarter term only.

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.

"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

(Forty to Forty-six weeks)

FIRST SEMESTER

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
Accounting I & II	5	4
Introduction Business	2	2
Business Mathematics I	3	3
English of Business	3	3
*Penmanship	2½	1
		18

SECOND SEMESTER

	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
Business Correspondence	2	2
*Word Study	2½	2½
*Filing	1	1
*Secretarial Studies	1½	1
Business Mathematics II	3	3
Elective	3	3
		17½

*Class meets for one-quarter term only.

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.

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

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

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

MEDICAL SECRETARIAL COURSE

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
Business Mathematics	3	3
English of Business	3	3
Biology I	5	3
Introduction to Business	2	2
Public Speaking	1	1
Elective	1	1
		18

SECOND SEMESTER

	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
Business Mathematics	3	3
*Word Study	2½	2½
Biology II	5	3
Accounting I & II	5	4
Elective	1	1
		18½

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Shorthand III	5	3
Typewriting III	5	2
Accounting III (Med.)	1	1
College Composition I	3	3
Psychology of Business	2	2
Economics or Law	3	3
Public Speaking II	1	1
*Penmanship	2½	1
Elective	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Shorthand VII (Med.)	3	3
Typewriting IV	3	0
College Composition II	3	3
Psychology of Business II	2	2
Economics II or Law II	3	3
*Secretarial Studies	1½	1
Business Correspondence	2	2
Physical Education	1	1
*Filing	2	1
Elective	2	2
		18

*Class meets for one-quarter term only.

This program merges secretarial training with the study of biological sciences. It includes nine elective hours which must be taken in general education which enriches and broadens the total educational experiences of the pupil. It offers preparation for young men and women who desire employment in doctors' offices, health agencies, hospitals, and medical clinics.

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

EXECUTIVE SECRETARIAL COURSE

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
English of Business	3	3
Business Mathematics I	3	3
Introduction to Business	2	2
Law I	2	2
*Penmanship	2½	1
Elective	2	2
		18

SECOND SEMESTER

	Hrs.	Cr
Shorthand II	5	3
Typewriting II	5	2
*Word Study	2½	2½
Business Mathematics	3	3
Accounting I & II	5	4
Law II	2	2
Elective	2	2
		18½

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Shorthand III	5	3
Typewriting III	5	2
Public Speaking I	1	1
College Composition I	3	3
Economics I	3	3
Accounting IV & V	6	6
		18

SECOND SEMESTER

	Hrs.	Cr.
Business Correspondence	2	2
*Filing	2	1
*Secretarial Studies	1½	1
Salesmanship	2	2
Public Speaking II	1	1
Economics II	3	3
College Composition II	3	3
Psychology of Business	2	2
Elective	3	3
		18

*Class meets for one-quarter term only.

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

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.

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

GENERAL CLERICAL COURSE

(Forty to Forty-six weeks)

First Semester	Hrs.	Cr.
‡Shorthand I or Clerical Practice	5	3
†Typewriting I	5	2
Business Mathematics I	3	3
English of Business	3	3
Accounting I & II	5	4
Introduction to Business	2	2
Salesmanship	2	2
		19

Second Semester	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
Business Mathematics	3	3
*Word Study	2½	2½
Business Correspondence	2	2
*Penmanship	1	1
*Filing	2	1
Machines	2	2
Secretarial Studies	1½	1
		17½

*Class meets for one-quarter term only.

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.

†50 words per minute for graduation.
‡85 words per minute for graduation.

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

MID-TERM SECRETARIAL COURSE

(Forty to Forty-six weeks)

November to April each year

Department of Secretarial Science

First Semester

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
Accounting I & II	5	4
English of Business	3	3
Business Mathematics I	3	3
*Penmanship	2½	1
Introduction to Business	2	2
*Filing	2	1
		19

Second Semester

	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
*Word Study	2½	2½
Business Correspondence	2	2
Business Mathematics II	3	3
*Secretarial Studies	1½	1
Law I	2	2
Elective	2	2
		17½

*Class meets one-quarter term only.

Elective hours in all courses must be in the field of general education.

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

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

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

Secretaries Who Became Famous Women

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

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

Secretaries Who Became Famous Men

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

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



EPSILON TAU EPSILON CHAPTER OF PI RHO ZETA NATIONAL SORORITY

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 fields as accounting, marketing, advertising, industrial management, insurance, banking, selling, transportation, and business administration. Preparation is also provided for activity in a wide range of technical and non-technical clerical tasks which prevail in every business office.

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.



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

JUNIOR ACCOUNTING COURSE

(Forty to Forty-six weeks)

FIRST SEMESTER

	Hrs.	Cr.
Accounting I	2	1
Accounting II	3	3
Typewriting I	5	2
Business Mathematics I	3	3
English of Business	3	3
Introduction to Business	2	2
Law I	2	2
Elective	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Accounting III & IV	5	4
Typewriting II	5	2
Business Mathematics II	3	3
*Word Study	2½	2½
Law II	2	2
*Penmanship	2½	1
Elective	3	3
		17½

*Class meets for one-quarter term only.

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

JUNIOR BUSINESS ADMINISTRATION COURSE

(Forty to Forty-six weeks)

FIRST SEMESTER

	Hrs.	Cr.
Typewriting I	5	2
English of Business	3	3
Introduction to Business	2	2
Business Mathematics I	3	3
Law I	2	2
Accounting I & II	5	4
*Penmanship	2½	1
		17

SECOND SEMESTER

	Hrs.	Cr.
Typewriting	5	2
Business Mathematics II	3	3
Accounting III & IV	5	4
Geography and World Trade	3	3
*Word Study	2½	2½
Business Correspondence	2	2
Elective	2	2
		18½

*Class meets for one-quarter term only.

The Junior 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. It is recommended that the graduate of this course apply the earned credits toward the Senior Business Administration Course. This program is provided for those students who cannot afford more than one year of study.

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

SALESMANSHIP COURSE

(Forty to Forty-six weeks)

First Semester

	Hrs.	Cr.
Typewriting I	5	2
Introduction to Business	2	2
Business Mathematics	3	3
English of Business	3	3
Law I	2	2
*Penmanship	2½	1
Psychology of Business	2	2
Accounting I & II	5	4
		19

Second Semester

	Hrs.	Cr.
Typewriting II	5	2
Business Organization and Finance	2	2
Geography and World Trade	3	3
*Word Study	2½	2½
Business Correspondence	2	2
Salesmanship	2	2
Psychology of Business II	2	2
Public Speaking I	1	1
Elective	2	2
		18½

*Class meets one-quarter term only.

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.

SENIOR BUSINESS ADMINISTRATION COURSE

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Introduction to Business	2	2
Typewriting I	5	2
English of Business	3	3
Business Mathematics I	3	3
Accounting I & II	5	4
Law I	2	2
Psychology of Business	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Accounting III & IV	5	4
Typewriting II	5	2
*Word Study	2½	2½
Business Mathematics II	3	3
Business Correspondence	2	2
Law II	2	2
Psychology of Business II	2	2
*Penmanship	2½	1
		18½

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Accounting V	3	3
College Composition I	3	3
Economics I	3	3
Public Speaking I	1	1
Business Organization and Finance	2	2
Partnership and Corporation Law	2	2
Elective	3	3
		17

SECOND SEMESTER

	Hrs.	Cr.
Accounting VI	3	3
College Composition II	3	3
Economics II	3	3
Public Speaking II	1	1
Geography and World Trade	3	3
Elective	3	3
		16

*Class meets one-quarter term only.

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.

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

ACCOUNTING AND AUDITING COURSE

(Higher Accounting and Business Administration)

(Eighty to Ninety-two weeks)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Typewriting	5	2
Business Mathematics I	3	3
English of Business	3	3
*Penmanship	2½	1
Introduction to Business	2	2
Accounting I & II	5	4
Public Speaking I	1	1
Elective	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Typewriting II	5	2
Business Mathematics II	3	3
*Word Study	2½	2½
Business Correspondence	2	2
Accounting III & IV	5	4
Business Organization and Finance	2	2
*Filing	2	1
Elective	2	2
		18½

Second Year

FIRST SEMESTER

	Hrs.	Cr.
College Composition I	3	3
Law I	2	2
Public Speaking II	1	1
Salesmanship	2	2
Psychology of Business I	2	2
Accounting V	3	3
Accounting VII	3	3
Accounting XI	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
College Composition II	3	3
Law II	2	2
Psychology of Business II	2	2
Accounting VI	3	3
Accounting VIII	3	3
Accounting XII	2	2
Elective	2	2
		17

*Class meets one-quarter term only.

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.

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

COLLEGE BUSINESS ADMINISTRATION COURSE

(leading to B. S. in Bus. Adm. degree)

Husson College offers two advanced courses in Business Administration, one for the student who wishes to terminate his training here, and one for the student who plans to study further at various institutions which offer courses of advanced study and qualify for the degree of Bachelor of Science in Business Administration. The latter student will find that the requirements for admission and graduation include many cultural, or non-professional subjects, that serve to enrich the educational experiences of those who aspire to careers in executive positions. This course is similar in most respects to that offered by many leading colleges and universities. High school graduation is required for admission to this course.

First Year

FIRST SEMESTER

	Hrs.	Cr.
Business Mathematics I	3	3
Economics I	3	3
Accounting I & II	5	4
Political and Social History of U. S. I	3	3
College Composition I	3	3
Typewriting I	5	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Business Mathematics II	3	3
Economics II	3	3
Political and Social History of the U. S. II	3	3
College Composition II	3	3
Typewriting II	5	2
Accounting III & IV	5	4
		18

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Law I	2	2
General Psychology	3	3
English Literature I	3	3
Accounting V	3	3
Business Organization and Finance	2	2
Physical Education	1	1
Public Speaking I	1	1
Elective	3	3
		18

SECOND SEMESTER

	Hrs.	Cr.
Law II	2	2
Psychology II	3	3
English Literature II	3	3
Public Speaking II	1	1
Accounting VI	3	3
Geography and World Trade	2	2
Elective	3	3
		17

Third or Terminal Year

Students may elect to pursue a third year of training here at the college and qualify for the Business Administration diploma for three years of study. It will be presumed that the student seeks immediate employment upon graduation. No college credits are recognized for more than the two years outlined above.

The third year's work will be outlined by the director to fit, or to approach, the needs of the individual student. A suggested third year appears below.

FIRST SEMESTER

	Hrs.	Cr.
Accounting VII	3	3
English of Business	3	3
Business Correspondence	2	2
Principles of Marketing	3	3
Salesmanship	2	2
Elective	3	3
		16

SECOND SEMESTER

	Hrs.	Cr.
Accounting VIII	3	3
*Word Study	2½	2½
Introduction to Business	2	2
Investments	3	3
*Penmanship	2½	1
Machines	2	2
*Filing	2	1
Elective	2	2
		16½

*Class meets one-quarter term only.

"Reward is in the doing."

COLLEGE ACCOUNTING COURSE

(Three Years)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Accounting I & II	5	4
English of Business	3	3
Business Mathematics I	3	3
Introduction to Business	2	2
Public Speaking I	1	1
Physical Education	1	1
Typewriting	5	2
Elective	2	2
		18

SECOND SEMESTER

	Hrs.	Cr.
Accounting III & IV	5	4
Business Correspondence	2	2
Business Mathematics II	3	3
Geography and World Trade	3	3
Public Speaking II	1	1
Typewriting II	5	2
Elective	3	3
		18

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Accounting V	3	3
Accounting VII	3	3
Accounting XI	2	2
College Composition I	3	3
Political and Social History of U. S. I	3	3
Psychology of Business I	2	2
Law I	2	2
Physical Education	1	1
		19

SECOND SEMESTER

	Hrs.	Cr.
Accounting VI	3	3
Accounting VIII	3	3
Accounting XII	2	2
College Composition II	3	3
Political and Social History of U. S. II	3	3
Psychology of Business II	2	2
Law II	2	2
		18

Third Year

FIRST SEMESTER

	Hrs.	Cr.
Accounting IX	3	3
Accounting XIII	2	2
Economics I	3	3
*Word Study	2½	2½
Investments	3	3
*Penmanship	2½	1
Partnership and Corporation Law	2	2
		16½

SECOND SEMESTER

	Hrs.	Cr.
Accounting X	3	3
Accounting XIV	2	2
Accounting XV	3	3
Economics II	3	3
*Filing	2	1
Principles of Marketing	3	3
C.P.A. Law Review	2	2
		17

*Class meets one-quarter term only.

The first two years of this course pattern themselves closely to that offered in many colleges and universities in preparation for the degree of Bachelor of Science in Business Administration with an Accounting major. This course is recommended for those students who aspire to the higher positions in the field of accounting, and for those who may wish to transfer their credits for advanced standing in collegiate schools where they may wish to qualify for a degree. The third year is for those who wish to complete their training at Husson College and find immediate employment. High School graduation is required for admission to this course.

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

MID-TERM BUSINESS COURSE

(Forty to Forty-eight Weeks)

November to April each year

Department of Business Administration

FIRST SEMESTER

	Hrs.	Cr.
Accounting I	2½	2
Accounting III	2½	2
Business Mathematics	3	3
Introduction to Business	2	2
Typewriting I	5	2
English of Business	3	3
Public Speaking I	1	1
*Filing	2	1
		16

SECOND SEMESTER

	Hrs.	Cr.
Accounting II	2½	2
Accounting IV	2½	2
Business Mathematics	3	3
*Word Study	2½	2½
Business Correspondence	2	2
Typewriting II	5	2
Salesmanship	2	2
Business Organization and Finance	2	2
		17½

*Class meets one-quarter term only.

The Mid-Term Business Course has been arranged for the convenience of boys and girls who are engaged in agriculture or other pursuits during the months of September and October. The usual ten-months' course is thus broken into two periods of five months each, and thereby affords a real opportunity to attend school during the idle months of the year.

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

Credits earned in this or any other course are transferable at full value to courses of longer duration outlined in this catalog.

The College Parade



Few people fail in an undertaking that they consider all important—Ruth Smeltzer.

Department of 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 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
Auburn Maine School of Commerce
Bangor High School
Bay Path Institute, Springfield, Massachusetts
Belgrade High School
Boothbay Harbor High School
Bradford High School
Brewer High School
Bridgewater Academy
Brooklin High School
Brooksville High School
Brownville Junction High School
Brownville 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
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
Garland High School
Garland St. Jr. High School, Bangor
Gates Business College, Augusta
George Stevens Academy, Bluehill
Gilman High School, N. E. Harbor
Greely 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
Farmington High School
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
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 Education---continued

Machias 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
McIntosh Business College, Haverhill, Mass.
McIntosh Business College, Manchester, N. H.
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
Ricker Classical Institute, Houlton
Rockland 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
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
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
Winslow High School
Winter Harbor High School
Winterport High School
Winthrop High School
Wiscasset Academy

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.

Department of Education

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

The Department of 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 teacher-training 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 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.

"As a man thinketh, so is he."—Bible.

TEACHER-TRAINING COURSE

(Three Years)

(For High School Graduates)

First Year

FIRST SEMESTER

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
Introduction to Business	2	2
English Composition I	3	3
Education I	3	3
English (Business)	Required	
Biology I	3	3
Physical Education I	1	1
		17

SECOND SEMESTER

	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
English Composition II	3	3
Speech I & II	2	2
Accounting I & II	5	4
Biology II	3	3
Penmanship	Required	
		17

Second Year

FIRST SEMESTER

	Hrs.	Cr.
Shorthand III	Required	
Typewriting III	Required	
Business Mathematics I	3	3
Psychology, General	3	3
United States Political and Social History I	3	3
Accounting III & IV	5	4
Law I	2	2
Economics I	3	3
		18

SECOND SEMESTER

	Hrs.	Cr.
Shorthand IV	Required	
Business Correspondence	2	2
Business Mathematics II	3	3
Psychology, Educational	3	3
United States Political and Social History II	3	3
Law II	2	2
Principles and Practices of Teaching in Secondary Schools	3	3
		16

Third Year

FIRST SEMESTER

	Hrs.	Cr.
English Literature I or Contemporary Drama	3	3
Methods Teaching Bookkeeping	3	3
Methods Teaching Shorthand	3	3
Speech III	1	1
Methods Teaching Typewriting	2	2
Physical Education	1	1
Objectives and Curriculum Problems in Business Education	3	3
		16

SECOND SEMESTER

	Hrs.	Cr.
English Literature II or American Novel	3	1½
Accounting V	3	1½
Filing	2	1
Machines	3	1½
Word Study	2½	2½
Secretarial Studies	1½	1
Practice Teaching	15	6
Audio-visual Aids in Business Education	3	1½
		16½

"The only way to get anywhere is to start from where you are."—William Lee.

TEACHER-TRAINING COURSE

(For University, College, and Normal School Graduates)

(Sixty to Sixty-eight weeks)

First Semester

	Hrs.	Cr.
Shorthand I	5	3
Typewriting I	5	2
Accounting I & II	5	4
Business Mathematics I	3	3
Law I	2	2
Introduction to Business	2	2
Economics I	3	3
		19

Second Semester

	Hrs.	Cr.
Shorthand II	5	3
Typewriting II	5	2
Accounting III & IV	5	4
Business Mathematics II	3	3
Law II	2	2
Economics II	3	3
		17

Third Semester

	Hrs.	Cr.
Shorthand VI	Required	
Shorthand VII	3	3
Methods of Teaching Bookkeeping	3	3
Methods of Teaching Typewriting	2	2
Methods of Teaching Shorthand	3	3
*Secretarial Studies	1½	1½
*Filing	2	1
Business Correspondence	2	2
Salesmanship	2	2
		17½

*Class meets one-quarter term only.

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 commercial subjects in the secondary school.

The training does not confine the graduate to the teaching field, but opens opportunities for employment in Civil Service work and in the modern business office. With such a diversity of openings, no graduate need ever be idle. 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.

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

Methods of Teaching Junior Business Training
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

Corporation Finance, 3 Hours
Elective, 13 Hours

SECOND SEMESTER

*Investments, 3 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



"Nothing succeeds like success."

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 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 commercial 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.*

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

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.*



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

Summer School

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 application fee is $5 (see p. 17). Textbooks and supplies are extra and may be purchased at the school office.

The following basic subjects are offered, although many new subjects are added from one session to another. A special summer session bulletin is published each year.

Summer Course

Shorthand (Beginning)	Bookkeeping (Beginning)	Psychology
Shorthand (Advanced)	Bookkeeping (Advanced)	History
Business Mathematics	Methods (for Teachers of Commercial Subjects)	Filing
Salesmanship	Business Machines	Law
English and Composition	Principles of Education	Spelling
Typewriting (Beginning)	Secretarial Studies	Economics
Typewriting (Advanced)	Introduction to Business	Geography

Special subjects may be arranged to meet individual needs. Credit is granted for summer work toward a diploma, if student desires to pursue course during fall semester beginning in September.

This course has been approved by the State Department of Education and full credit may be obtained for renewal of commercial teacher's certificate. 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 more a man knows the more he is worth."—Robert of Gloucester.

Night School

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 6:30 p. m. to 9:30 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.

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.

Tuition may be paid as follows:

Plan A—$60 payable upon entrance.

Plan B—$65 payable $25 at time of entrance, $20 within 30 days, $20 within 60 days.

Plan C—$70 payable $20 upon entrance, $10 weekly for 5 weeks.

Plan D—$75 payable $15 at time of entrance, $4 each week in advance.

If one subject only is taken by the student, the tuition is $37.50 payable upon entrance. The charge is $3.00 weekly if tuition is paid on the installment plan.

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, examinations, and active participation, and freedom is 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.

"Ambition is not a vice of little people."

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.

Annual Salaries in Civil Service

Following is a table showing the basic pay rates in the Clerical-Administrative-Fiscal classification of Federal Civil Service. These rates went into effect July 1, 1946, and are based on the 40-hour week.

Minimum Yearly Salaries are the starting pay in the lowest grade of the classification, and Maximum Yearly Salaries are the highest pay in the highest grade of the classification. Advancement toward the higher pay rate is made by intermediate steps and is dependent on length of service as well as ability to perform the duties required by the various pay grades. These rates have been increased since first established.

	Minimum Yearly Salary	Maximum Yearly Salary
Typist	$1756.00	$2619.72
Stenographer	1954.00	2845.44
Calculating Machine Operator	1756.00	2845.44
Bookkeeping Machine Operator	1954.00	2619.72
Multigraph Operator	1954.00	2619.72
Assistant Accountant-Auditor	3397.20	4149.60
Cost Accountant	4149.60	4902.00
Principal Accountant	4902.00	5904.20

Less than one-tenth of all Federal Civil Service employees work in Washington. The rest are scattered all over the country.—Jobs in Government, Science Research Associates, Chicago.

"Training for a position in Civil Service does not differ in any way from that required for the same kind of position in private business."—Civil Service Bulletin 2814.

"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.

Description of Courses

My interest is in the future because I'm going to spend the rest of my life there.—Charles F. Kettering.

"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.

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 listed on pages 37 and 38 is given below.

The following abbreviations are used in identifying courses:

Ba	Business Administration	Py	Psychology
Es	Economics	Sh	Speech
Ed	Education	Sp	Spanish
Eh	English	Ss	Secretarial Science
Hy	History	Sy	Sociology
Ms	Mathematics	Zo	Science
Mc	Music		

CIVIL SERVICE COURSE—A graduate of any course at Husson College is qualified to take Civil Service examinations for any stenographic, secretarial, accounting, or clerical position involving a knowledge of subjects included in the course. Graduates ordinarily receive high ratings in Civil Service tests. Many of them are holding important positions in city, state, and Federal governments.

Commercial Education

Miss Bradford, Miss Clark, Miss Swan, Miss Watson
Mr. Curran, Mr. Husson, Mr. Donahue, Mr. Foss

Shorthand

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

"If you would make the road to accomplishment a little shorter, go to school a little longer."—W. J. Cameron, Ford Motor Co.

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.

Ss 10 SHORTHAND I—(Theory and dictation to 60 w. p. m.*)—The procedure in the first part of the Shorthand course is planned to give the student a thorough knowledge of fundamentals. Emphasis is placed on good Shorthand penmanship, accurate proportion and legibility, and testing the basic vocabulary that includes words most frequently used in business. Credit is given when the student passes the comprehensive theory tests required in the functional method of teaching Gregg Shorthand, and demonstrates the ability to write simple, unfamiliar material at 60 w. p. m. *Three credit hours.* *(w. p. m.=words per minute.)

Ss 20 SHORTHAND II—(Review before dictation)—The review classes are planned to familiarize students who have had previous training with the brief forms, special forms, prefixes and suffixes in the Gregg system. Speed is built up to 70 w. p. m. at which time the student is advanced to *Shorthand III. Three credit hours.*

Ss 30 SHORTHAND III—(Dictation—60 to 80 w. p. m. and Transcription)—The work in this stage of the Shorthand course is designed to increase the student's Shorthand vocabulary and develop his writing skill to the point where he can write dictated material of moderate difficulty at 80 w. p. m. A distinctive feature of this course is the emphasis placed on developing speed and accuracy in making neat transcripts. At each recitation several letters or articles are dictated for transcription practice. Shorthand testing procedure for credit: 2-minute tests, unfamiliar material, and five 2-minute mailable letters, unfamiliar material, 80 w. p. m., transcribed at the rate of 20 w. p. m. Pre-requisite: *Shorthand I and II* or two years of Shorthand training in high school. *Three credit hours.*

Ss 40 SHORTHAND IV—(Dictation 80 to 120 w. p. m. and Transcription)—In this division emphasis is placed upon testing the technical vocabularies of the more important types of business. The materials selected cover business letters from various fields such as law, banking, insurance, real estate, manufacturing, merchandise, transportation, governmental and military correspondence. Transcription practice is continued to increase and measure speed. Testing procedure for credit: 2-minute tests at 90 and 100 w. p. m. unfamiliar material transcribed at the rate of 25 w. p. m., five 2-minute mailable letters at 90, and fifteen mailable letters at 100 w. p. m. over unfamiliar material, transcribed at the rate of 25 w. p. m. Prerequisite: Shorthand III. *Three credit hours.*

Ss 41 SHORTHAND V—(Dictation—120 w. p. m. and over)—Emphasis is placed on attaining the ability to write unfamiliar material including difficult and technical words at high rates of speed. Congressional Record and Court Reporting matter are typical of the materials used. Testing procedure for credit: 2-minute tests on Congressional Record material, individual rates of speed, 110, 120, 130, 140, 150, and up. Court Reporting material, 5-minute tests at individual rates of speed. Pre-requisite: Shorthand IV. *Two credit hours.*

Ss 43 SHORTHAND VI (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. Three credit hours.*

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

Ss 45 SHORTHAND VIII (Medical Theory and Dictation to 80 w. p. m.)—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. Dictation and transcription practice are continued with drills and tests designed to familiarize students with medical terminology and to write at 80 w. p. m. Testing procedure for credit: medical cases, covering general medicines, surgery, and pediatrics, 80 w. p. m., unfamiliar material, transcribed at the rate of 20 w. p. m. Prerequisite: *Shorthand III. Three credit hours.*

Ss 16 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, including 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 17 APPLIED FILING AND INDEXING—Filing is a study of the fundamental principles of filing simplified 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. *One credit hour.*

Typewriting

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

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.

"What you are speaks so loudly I cannot hear what you say."—Emerson.

Ss 12 TYPEWRITING I —The instruction given covers posture at the machine, parts of the typewriter and their use, and familiarity with several makes of standard machines. Much emphasis is placed on touch technique and the formation of correct habits as a foundation for speed and accuracy. Testing procedure for credit: 5-minute tests, 40 w. p. m.*, with 5 or fewer errors. *Two credit hours.* *(w. p. m.=words per minute.)

Ss 22 TYPEWRITING II—In this division emphasis is placed on the arrangement of business letters and envelopes, carbon copies, corrections and erasures, tabulation and statistical matter, and rough drafts. Drills designed to increase speed, accuracy, and rhythm are constantly given. Testing procedure for credit: 10-minute tests, 50 to 60 w. p. m. with 5 or fewer errors. *Two credit hours.*

Ss 32 TYPEWRITING III—In this division emphasis is placed on manuscripts, billing and statements, legal and business papers, documents, correspondence guides, and secretarial assignments. As an aid to higher speed, additional drills are given to perfect stroking technique and rhythm. Testing procedure for credit: 10 minute tests, 60 and above w. p. m. with 5 or fewer errors. *Two credit hours.*

Ss 42 TYPEWRITING IV—This is an elective course for those students desiring to increase their speed over requirements. It is required of those students deficient in typewriting at the termination of their chosen course. *No credit hours.*

Business Administration

Ba 10 INTRODUCTION TO BUSINESS—This is a practical course covering the theoretical and practical sides of business procedure. Much drill is given in the correct use of business forms, such as checks, drafts, notes, inventories, receipts, vouchers, etc. Business ethics, policies, and practices are considered at some length. *Two credit hours.*

Ba 11 SALESMANSHIP—This course is planned to present the fundamental principles and methods of salesmanship such as have long been used by successful salesmen. The qualifications and training of sales people: personality, health, ambition, purpose, knowledge, confidence, observation, punctuality, general appearance, self-control, courtesy, cheerfulness, use of the voice, use of the eyes, tact, adaptability, enthusiasm, and the ability to make friends; the sale; covering the approach, gaining attention, demonstration, arousing interest, meeting objections, producing conviction, inducing decision, the psychological moment, inducing action; and special problems in wholesale and retail selling are among the topics studied. *Two credit hours.*

Ba 15 CALCULATING MACHINE—This course devotes itself to the fundamental operations of the machine and to practical business problems found in many and varied types of business. Touch operation is one of the objectives of this course. Both electric and hand-driven machines are used for instructional and practice work. *Two credit hours.*

Ba 16 BOOKKEEPING MACHINE—Both commercial and bank bookkeeping are taught on the bookkeeping machine with special attention paid to machine manipulation for recording proofs, sub-totaling, checking, etc. Training on the calculator is recommended, but not required, as a prerequisite to this course. *Two credit hours.*

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

COMPTOMETER—The comptometer is taught as a part of the Calculating Machines Course. Emphasis is placed upon facility of operation and speed development.

Ba 17 BUSINESS ORGANIZATION AND FINANCE—This course embraces a study of the principles underlying business, together with a general survey of business requirements and management. It will prove of value to all students who hope to advance to executive positions and to ownership. Some of the topics considered are the different forms of organization and management; finance; wage systems; labor; purchasing, marketing, selling and advertising; foreign trade, etc. *Two credit hours.*

Ba 24 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 34 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 35 INVESTMENTS—Investments is a course designed to give the students an intimate knowledge of investing in home ownership, insurance, Government securities, and corporate stocks and bonds. A detailed study of the securities exchanges is undertaken, with particular emphasis given to the characteristics of stocks and bonds. Protection for the investor, both in purchasing and holding securities, is studied by analysis of securities, companies, and industrials for quality and safety. The course includes current financial news pertaining to corporate securities, public utilities, and railroads. *Three credit hours.*

Accounting Courses-Department of Secretarial Science and Education

Ba 13 ACCOUNTING I—This course is a study of legal accounting practice; including actual experience recording transactions that are common to law firms, and the making out of financial statements and government returns. Required of all accounting majors. *Two credit hours.*

Ba 23 ACCOUNTING II—This course is a study of the elements of accounting, accounting for merchandise, for cash, banking and petty cash transactions, notes and securities, retail merchant system of accounts, work sheet and financial statements, adjusting and closing entries, personal service enterprise, practical problems. *Two credit hours.*

Ba 33 ACCOUNTING III—This course is a study of medical accounting practice with actual experience in recording transactions common to the private practice of medicine, including purchase of library, equipment, recording of depreciation, personal insurance transactions, financial statements, accounts receivable, complete procedures for accurate recording of periodic statements. Required of all medical secretarial students and all accounting majors. *Two credit hours.*

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

Ba 43 ACCOUNTING IV—This course is a study of partnership accounting, accounting for purchases, sales, fixed assets and deferred charges, negotiable instruments, taxes, adjusting entries, classifying accounts, preparing statements, closing books, practical problems. *Two credit hours.*

Ba 53 ACCOUNTING V—This course is a study of corporate organization, accounting for capital stock, corporation bonds, corporation profits and losses, reserves and funds, voucher systems, annual reports, stock issues, organization expenses, corporate taxes, government reports, financial statements, adjusting and closing entries, practical problems. *Three credit hours.*

Accounting Courses-Departments of Business Administration and Education

Ba 12, 22, 32, 42 ACCOUNTING I, II, III and IV—This course is concerned with the fundamental principles of accounting, and adequately designed for the general business student as well as for those who plan to major in accounting. Special emphasis is placed on the accounting concept of matching revenues against costs and the use of accounting records and information as a guide for managerial judgment and decision. After demonstration of methods leading to the yearly statements of financial condition, the basic accounting principles for manufacturing operations and partnership and corporate organizations are studied in detail. The course contains two dominant factors: the matching of revenues and costs, and the use of accounting data as a tool for management. *Eight credit hours.*

Ba 52, 62 ACCOUNTING V, VI—(Prerequisite: A-I, II, III, and IV)—The course consists of lectures, readings, and problem solution in various topics of accounting theory. Accounting theory, accounting form, and accounting application are the major consideration of the course. Emphasis is placed on accounting problems encountered in the following areas: form and content of statements; the single entry system; statements from incomplete records; cash and cash control; receivables; inventories; investments; fixed assets, valuation and depreciation thereof; intangible fixed asssets; liabilities, current and fixed; corporate net worth, including stock accounts and retained income accounts; funds and retained income reserves; preparation and presentation of comparative statements; the analysis of financial statements; and the statement of application of funds. *Six credit hours.*

Ba 54, 64 ACCOUNTING VII, VIII—(Prerequisite: A-I, II, III and IV). This course consists of a study of cost accounting principles and procedures. A study of cost methods for manufacturing and service concerns, incorporating their peculiar journals and subsidiary ledgers, are made. The basic elements of manufacturing—materials, labor, and overhead are studied in detail under the Job Cost and Process Cost systems. Relative to Manufacturing overhead, attention is given to overhead budgets, and the distribution of overhead to the departments and products. Costing procedures for by-products and joint-products are reviewed; and, finally, a study of standard cost procedures, as determinants of manufacturing efficiency and cost control, are undertaken. To integrate the many segments of a costing system, a practice case is utilized during the course. *Six credit hours.*

Bo 55, 65 ACCOUNTING IX, X—(Prerequisite: Intermediate Accounting)—This is an advanced course in accounting theory and practice, designed to aid the candidate for the C. P. A. Examination and to present a course of specialized accounting rather than general accounting practice. Study and consideration are given to these: installment sales;

consignments; joint venture accounting; branch accounting; receiverships; consolidated balance sheet and operating statements; mergers; estate and trust accounting; budgets; foreign exchange; government accounting and other advanced topics. The course requires a sound knowledge of basic accounting principles. *Six credit hours.*

Ba 34, 44 ACCOUNTING XI, XII—(Prerequisite: A-I, II, III and IV)—This course is a study of the Federal Income Tax Law and Regulations thereof. It is designed to cover taxable income; inclusions and exclusions; allowable and unallowable deductions; bases of determining gain or loss; capital gain or loss; the computation of tax for individuals, partnerships, corporations, and estates and trusts. In addition, a study of social security tax principles and procedures is given. The course requires the preparation of actual tax returns, and presents many practical problems over the study area. *Four credit hours.*

Ba 56, 66 ACCOUNTING XIII, XIV—(Prerequisite: Intermediate Accounting)—Auditing consists of a series of lectures, readings, and problem solution in the field of auditing. It presents a study of the duties and responsibilities of the auditor; the kinds of audits; and audit programs and procedures. A review of accounting theory and principles and their applications to the work of an auditor is made. Students participate in the preparation of audit working papers, financial statements, and the compilation of audit reports. Auditing questions and problems for solution and discussion, and an audit case, form an important phase of the course. Throughout the course, the latest accounting concepts advocated by the American Institute of Accountancy are stressed. The course is essentially for the preparation of C.P.A. candidates, but much benefit may be derived by students who plan to take internal auditing positions. *Four credit hours.*

Ba 62 ACCOUNTING XV—(Prerequisites: Cost, Federal Taxation, Intermediate Accounting)—A semester of advanced principles is inherent in the course, and emphasis is placed on the solution of practical problems. The course also provides several examinations under actual C. P. A. examination conditions. It is primarily a course for those students who aspire to take the C. P. A. Examinations. *Three credit hours.*

Ba 63 C. P. A. LAW REVIEW (Prerequisites: Law I, II, and III)—This survey deals with the phases of commercial law of particular interest to candidates for C. P. A. examinations. It is a review of the principles of contracts, sales, agency, negotiable instruments, partnerships and corporations, with supplements of trusts, estates, and bankruptcy. A review of the commercial law sections of past C. P. A. Examinations is an important part of the course. *Two credit hours.*

English

Mrs. Miller, Mrs. Kingsbury, Miss Bradford

Eh 10 WORD STUDY—Word study is one of the basic courses of all commercial 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.*

Eh 11 ENGLISH OF BUSINESS—College Business English is a thorough study of grammar, sentence structure, and punctuation. Proficiency in writing clear, concise, correct sentences with a variety of style is a prerequisite of the business world. *Three credit hours.*

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

Eh 22 BUSINESS CORRESPONDENCE—Prerequisite Eh 10, Eh II. This course is a detailed study of prevailing styles of letter writing, with particular emphasis on the several types of business letters. The student is given much practice in letter writing. Through individual conferences with his instructors he develops correct techniques and personal style in all types of business correspondence. *Two credit hours.*

Eh 13 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. *One credit hour.*

Eh 30 COLLEGE COMPOSITION I—College Composition 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 40 COLLEGE COMPOSITION II—*College Composition* II is a continuation of *College Composition* I. 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 credits hours.*

Eh 21 ENGLISH LITERATURE I—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 41 ENGLISH LITERATURE II—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 selection. Special attention is given to Milton, Addison, Gray, Wordsworth, Byron, Shelley, Keats, Ruskin, Carlyle. *Three credit hours.*

Eh 33 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 34 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 35 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.*

Sh 10 FOUNDATIONS OF SPEECH—Foundations 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. *One credit hour.*

Sh 30 EFFECTIVE SPEAKING—Effective Speaking is an advanced course in speech in which the students are given much practice in constructing various types of speeches and in perfecting techniques for varied situations met in business. *One credit hour.*

Sh 50 ADVANCED SPEECH—Speech 50 is offered primarily for members of the teacher-training curriculum. The course is built around the problems related to speech situations in small high schools. Opportunities are provided for speech making both of prepared and impromtu nature.

Fine Arts

Professor Sprague, Mr. Cayting, Mr. Devoe

Music

The courses offered in the field of Music are described on pages 78-81.

Language

Mrs. Kingsbury

Sp 10-20 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 30-40 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.*

Mathematics

Mr. Curran, Mr. Foss, Mr. Husson

Ms 10-20 BUSINESS MATHEMATICS—A common complaint of business men is that their assistants are unable to perform quickly and accurately the ordinary computations which occur in their daily work. If an assistant is slow and inaccurate in applying his knowledge of arithmetic, that knowledge is practically useless. Business requires accuracy and speed. One of the first questions asked the applicant is, "Are you quick and accurate at figures?" Arithmetic and rapid calculation are basic courses of great value, and the work is made as practical and interesting as possible.

The course covers the applications of percentage, including trade discounts, profit and loss, marking goods, commission and brokerage, interest, true and bank discount, negotiable paper, partial payments, equation of accounts, stocks and bonds, insurance, taxes, domestic and foreign exchange, partnership, storage, etc. The course is characterized by clear and full explanation, practical problems, and numerous exercises for drills and reviews.

Rapid calculations, an exceedingly important subdivision of the work in arithmetic, is required in all courses since this subject develops concentration of thought and the ability to figure quickly and accurately. It

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

Ms 20 ELEMENTARY ALGEBRA—Elementary algebra is offered as an elective subject for both teacher-training students and students taking courses requiring electives. It is designed to cover the fundamentals of algebra up to quadratics. *Three credit hours.*

Ms 21 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

Miss Bradford, Mr. Foss

Pe 11-21 PHYSICAL EDUCATION I AND II—Primary consideration is given to mutual responsibilities of the home, school, and public health for improved community 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. *Two credit hours.*

Science

Mr. Curran, Mrs. Miller

Zo 10 ANATOMY & PHYSIOLOGY I—The course is a study of anatomy, histology, and physiology of digestion, circulation, respiration, and designed as a background for the work in psychology and education. The physiological principles of psychology are introduced in this course. Those who intend to follow a medical secretarial career are advised to register for this course along with Zo 11. *Three credit hours.*

Zo 11 ANATOMY & PHYSIOLOGY II—This study is a continuation of Zo 10 with particular emphasis placed on the nervous system. It is especially designed as a background for the work in psychology and education. The physiological principles of psychology are introduced in this course. Those who intend to follow a medical secretarial career are advised to register for this course. *Three credit hours.*

Zo 12 BIOLOGY I—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.*

"Great souls have wills; feeble ones have only wishes."—Chinese Proverb.

Zo 13 BIOLOGY II—Biology 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.*

Social Studies

Mrs. Miller, Mr. Husson, Mrs. Kingsbury

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

Sy 14 COMMERCIAL LAW I—"Commercial Law is a branch of the civil law and includes the law regulating the rights and relations of persons engaged in trade or commercial pursuits, as the law of contracts, of partnership, or agency." Gano.

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

Among the topics covered are contractual relations, relation of employer and employee, relation of principal and agent, and relation of buyer and seller. *Two credit hours.*

Sy 24 COMMERCIAL LAW II—A continuation of the study of *Commercial Law I* is offered with particular emphasis upon the following topics: relation of bailor and bailee, relations of shippers and passengers to carriers, negotiable instruments, insurance, relations of principal and surety and principal and guarantor, partnerships, corporations, property, wrongs and special laws to protect consumer interests. *Two credit hours.*

Sy 34 PARTNERSHIP AND CORPORATION LAW—The Partnership Section emphasizes the formation, firm name, partnership property, the relations among partners, relation between partners and third persons, and dissolution and winding up the affairs of the partnership.

The study of Corporate law includes the general nature of corporations, formation of capital stocks, and dividends, managerial and fiduciary duties of officers and directors, the rights, powers, and remedies of stockholders, corporate powers, the rights and remedies of creditors, and dissolution.

Throughout the course, references are made to the Uniform Partnership Act, and the Model for State Business Corporation Acts.

Sy 17 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. *Two credit hours.*

Sy 20 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.*

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

Sy 21 SOCIAL THEORY—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 Psychology, Principles of Sociology. Three credit hours.*

Sy 30 MARRIAGE AND FAMILY RELATIONS—The family and its relation to present-day society is studied. Consideration is given to the problems of mate selection, the processes of marital adjustment, the responsibilities and opportunities of parenthood, the resolving of family crises, and programs for family consideration. *One credit hour.*

Sy 32 ECONOMICS I—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 fluctuations in business activity. *Three credit hours.*

Sy 42 ECONOMICS II—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.*

Hy 18 HISTORY OF CIVILIZATION—This course is a general introductory survey of the beginnings of social order. A brief consideration is given of the contributions of preliterate man to civilization. The course surveys rapidly the progress of man in his economic, social religious, political, intellectual, and esthetic developments to the middle of the seventeenth century. *Three credit hours.*

Hy 16 CIVICS—This course is offered as an elective for students who do not wish to take a more intensive study of American History. A survey is made of the economic, social, and political life of the United States today. The course is supplemented with collateral readings, reports, motion pictures, and field trips. *Two credit hours.*

Hy 34-44 POLITICAL AND SOCIAL HISTORY OF THE UNITED STATES I AND II—The course is designed for a full year's study and may not be entered at mid-term. It provides a background of the cultural and political history of this nation from 1492 to the present day. Underlying causes for historical changes are studied at some length, along with factual material that should be part of the knowledge possessed by any real American citizen. *Six credit hours.*

Sy 16-26 PSYCHOLOGY OF BUSINESS I AND II—This course is designed to acquaint the student with a practical and applied understanding of the psychology of business. Some of the topics considered include psychology and vocational guidance, the psychological effects of drugs and tobacco, the psychology of mental illness, the psychology of speech correction, psychology in public opinion and propaganda, the psychology of crime, psychology in industry and employment psychology in industry through training and merit rating, the psychology of work and efficiency, and the psychology of business relations. *Four credit hours.*

"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."

Teacher Education

Mrs. Miller, Mr. Curran, Mr. Stanton, Miss Swan

Ed 11 FOUNDATIONS IN 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.*

Py 30 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.*

Py 40 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. Py 3 prerequisite. *Three credit hours.*

Ed 41 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 35 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 46 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.*

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

Ed 32 TESTS AND MEASUREMENTS—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 33 VOCATIONAL 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 51 OBJECTIVES AND CURRICULUM PROBLEMS IN BUSINESS EDUCATION—A study is made of the problems and issues with reference to organization and administration, relationships, curriculum practices, and teaching procedures. Adequate long-time planning for business education includes at least four necessary steps: (1) taking an inventory of present practice; (2) listing and classifying the problems encountered; (3) presenting the evidence and formulating a set of guiding principles; and (4) planning for the implementation of these basic principles. Discussions will center on objective and constructive examination of issues rather than subjective and controversial considerations of conflicts. This course has for its purpose more critical thinking and greater unity among the administrators and teachers responsible for the program of business education. *Three credit hours.*

Ed 55 THE TEACHING OF 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 56 THE TEACHING OF SHORTHAND—Principles of teaching shorthand are presented. Among the topics considered include 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 61 AUDIO-VISUAL AIDS IN BUSINESS EDUCATION—A survey course in audio-visual education in teaching designed to acquaint the student with sources of materials availaple, types of equipment in use, and present teaching practices. Members of the class will learn how to improve their teaching by the use of the various kinds of equipment. Proper evaluation and selection of materials will be important phases of this course of study. *Three credit hours.*

Ed 57 THE TEACHING OF 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.*

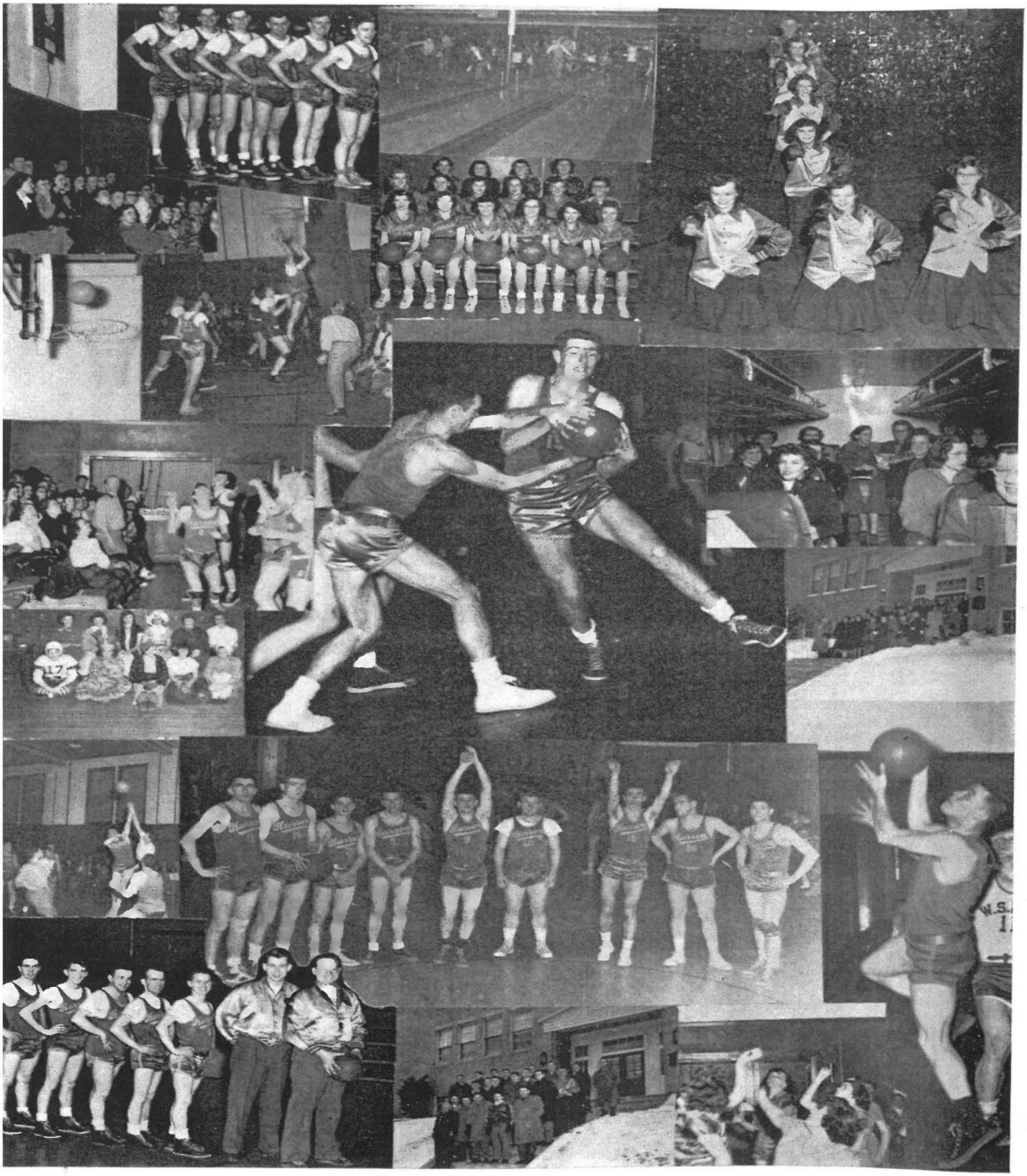
Ed 68 PRACTICE TEACHING—The opportunity to meet and to handle actual class room situations is given the teacher-training student during his senior year. Through arrangements made with several selected secondary schools within the state, the student is placed in the commercial department to observe and to obtain practical experiences in the field of teaching. *Six credit hours.*

"One today is worth two tomorrows."

The College Parade



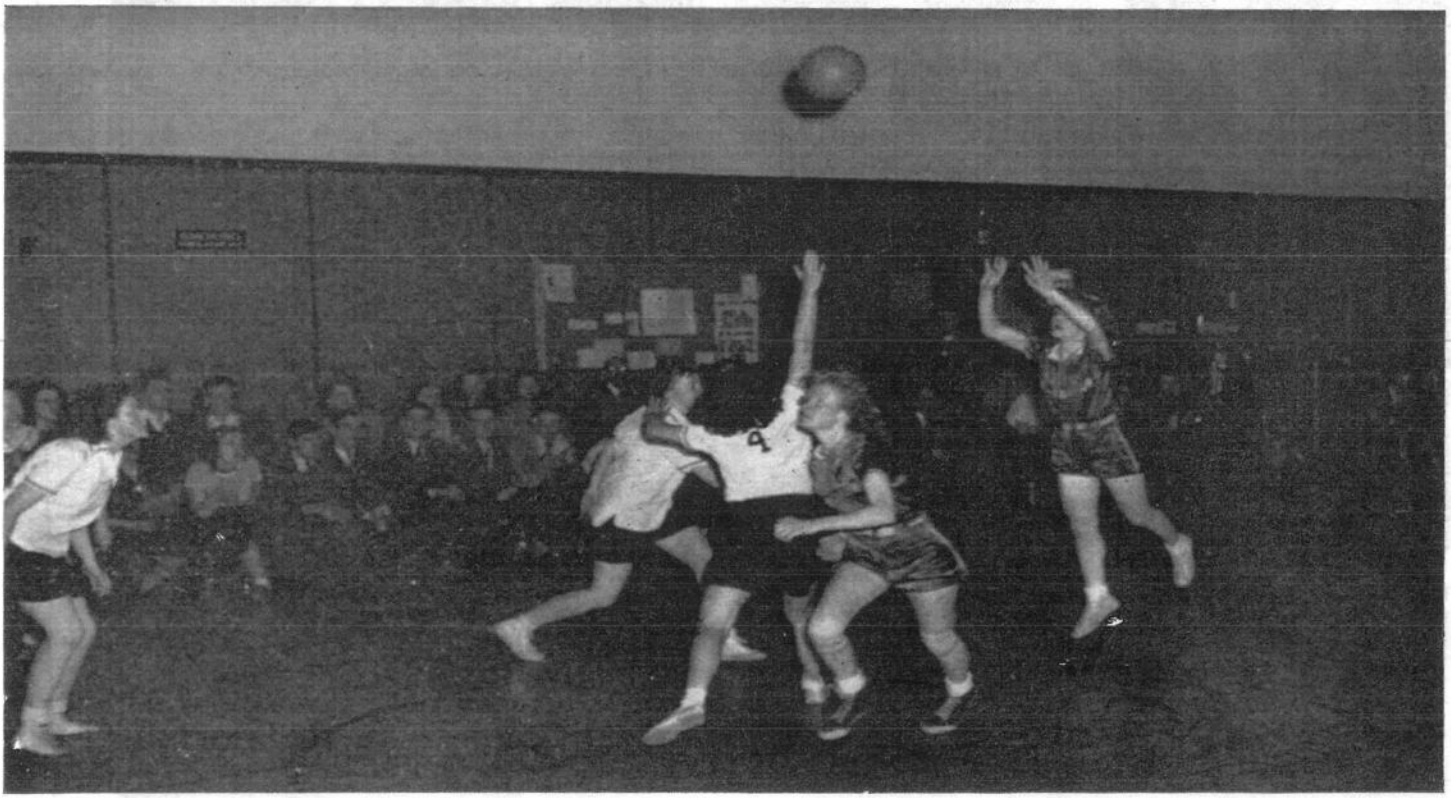
The College Parade



The College Parade



BOYS' BASKETBALL

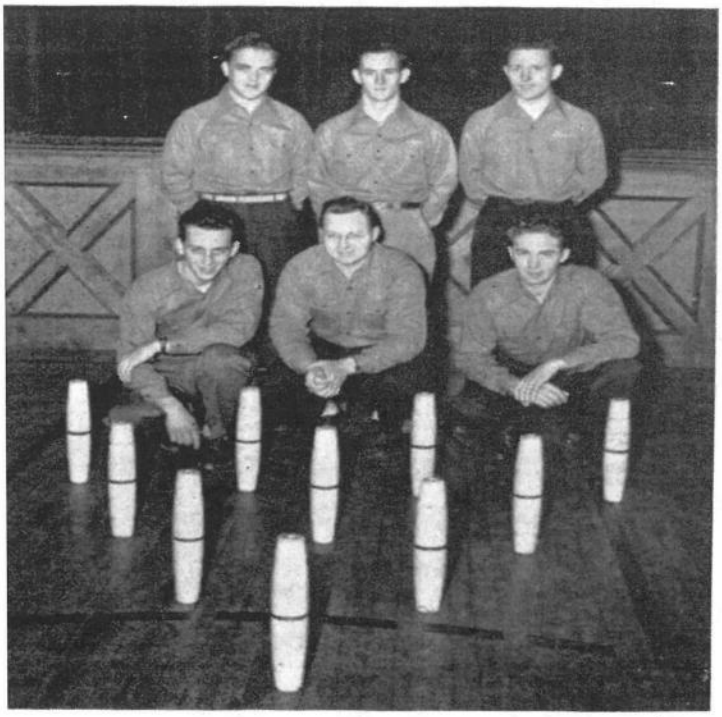


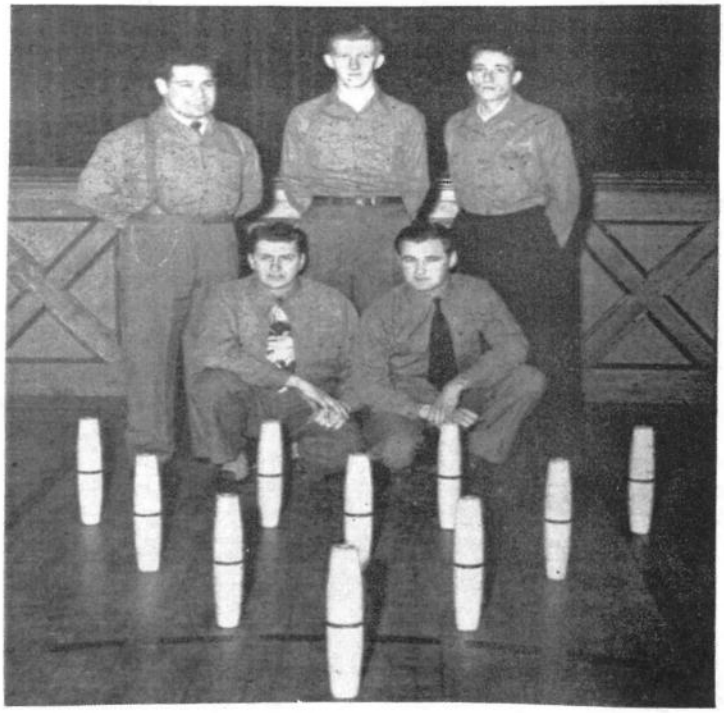
GIRLS' BASKETBALL

The College Parade



CHEERLEADING





BOWLING TEAMS

The College Parade

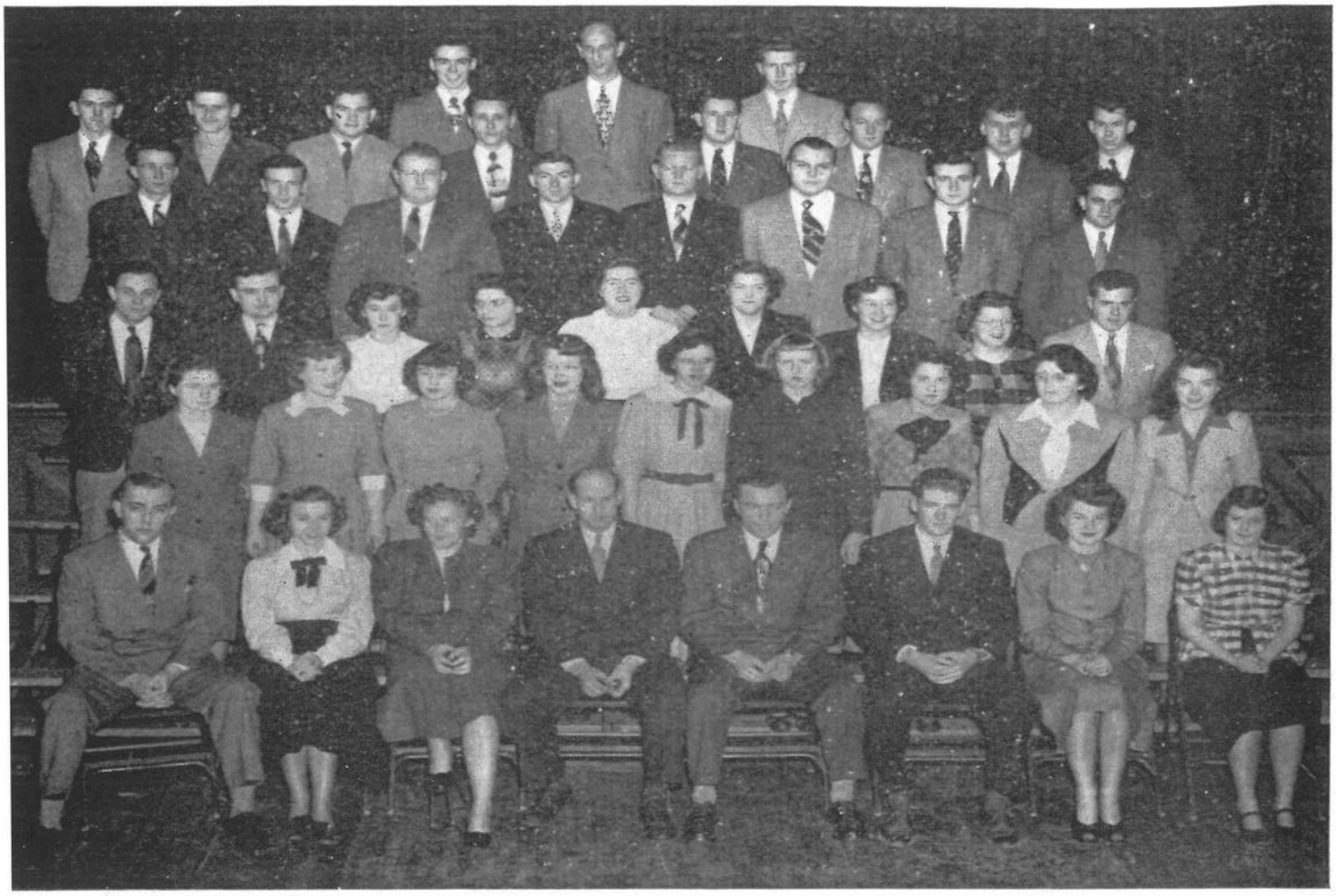


DRAMATIC CLUB



STUDENT COUNCIL

The College Parade

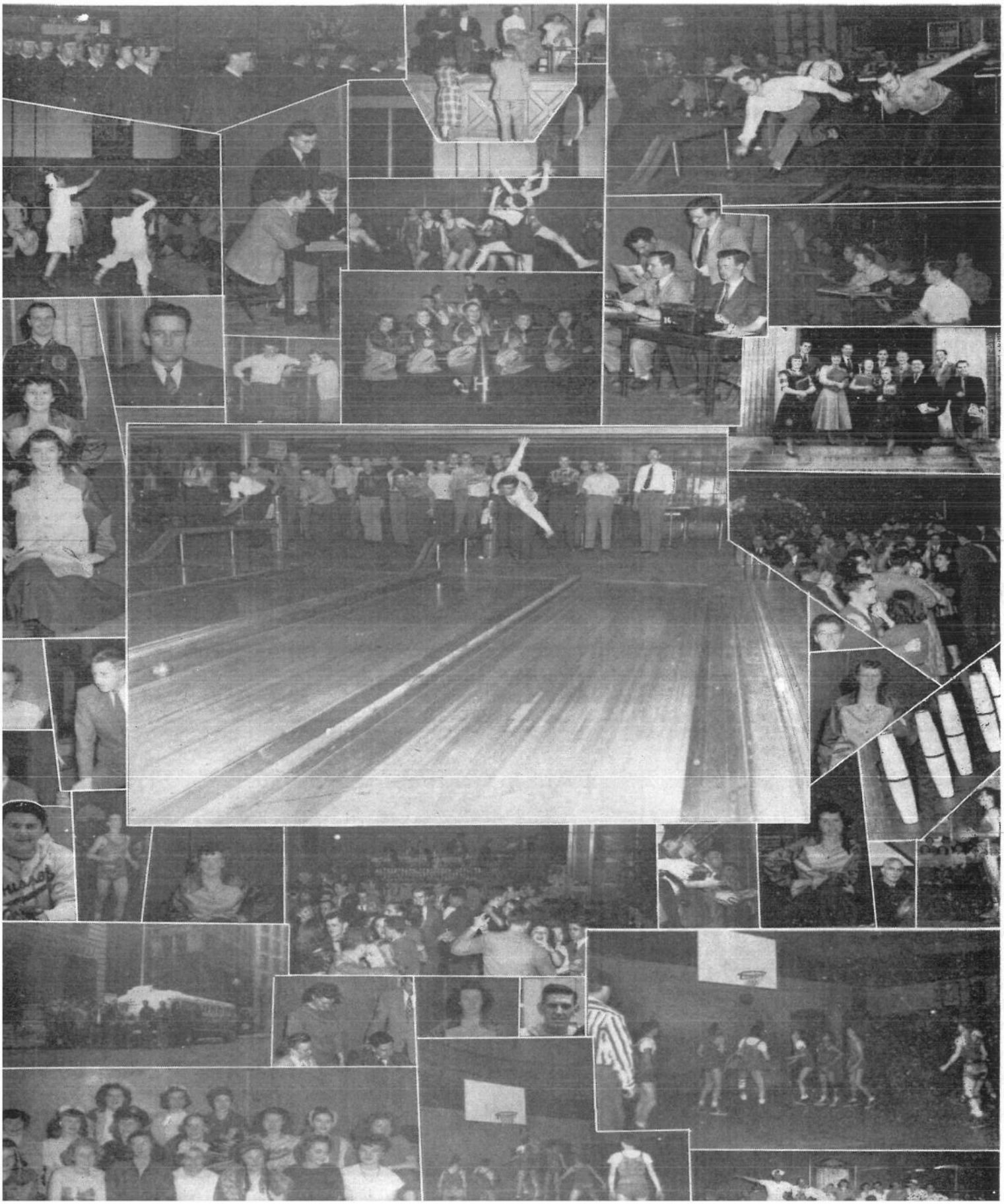


FUTURE TEACHERS OF AMERICA ASSOCIATION

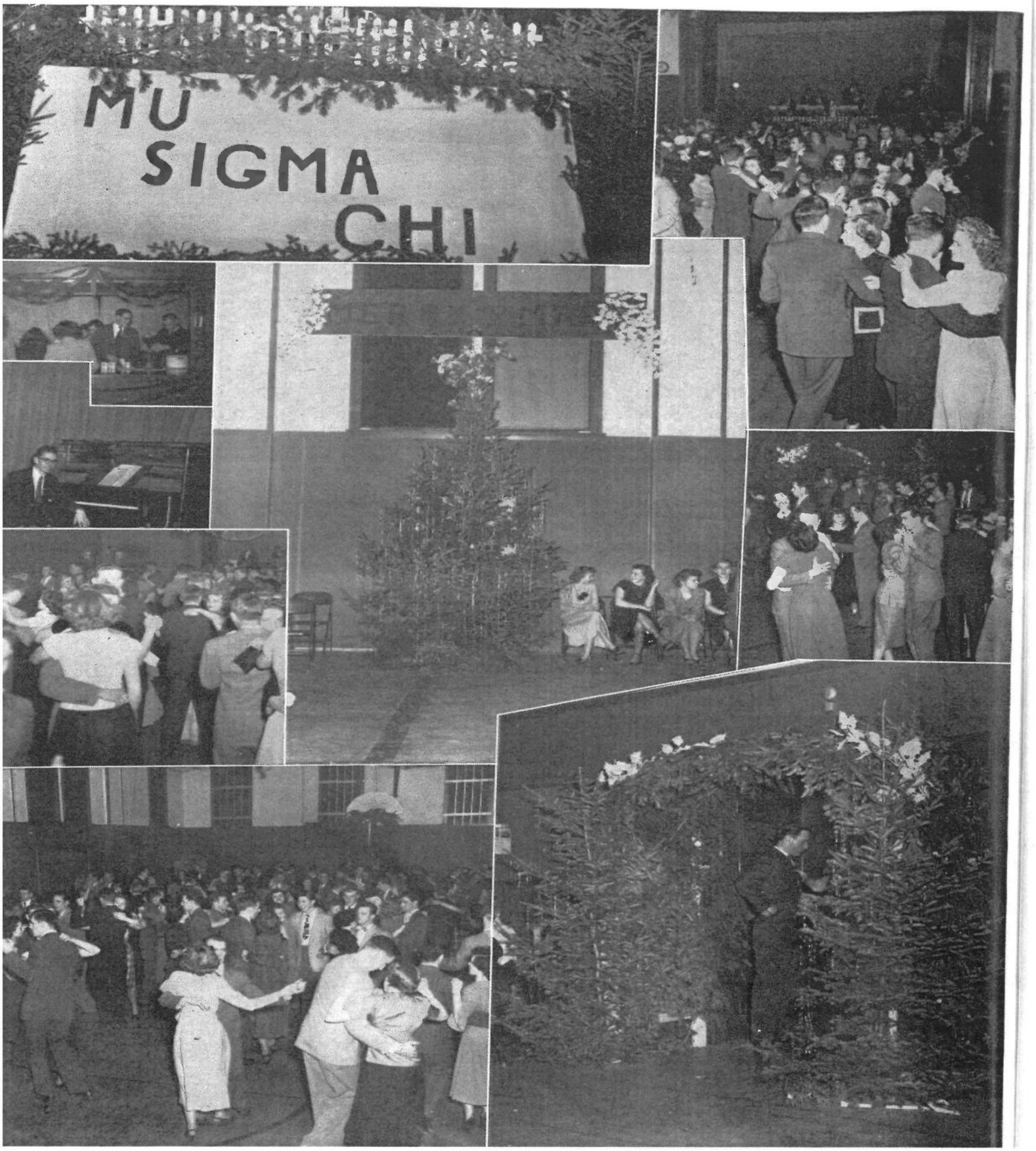


GRADUATION SCENE

The College Parade



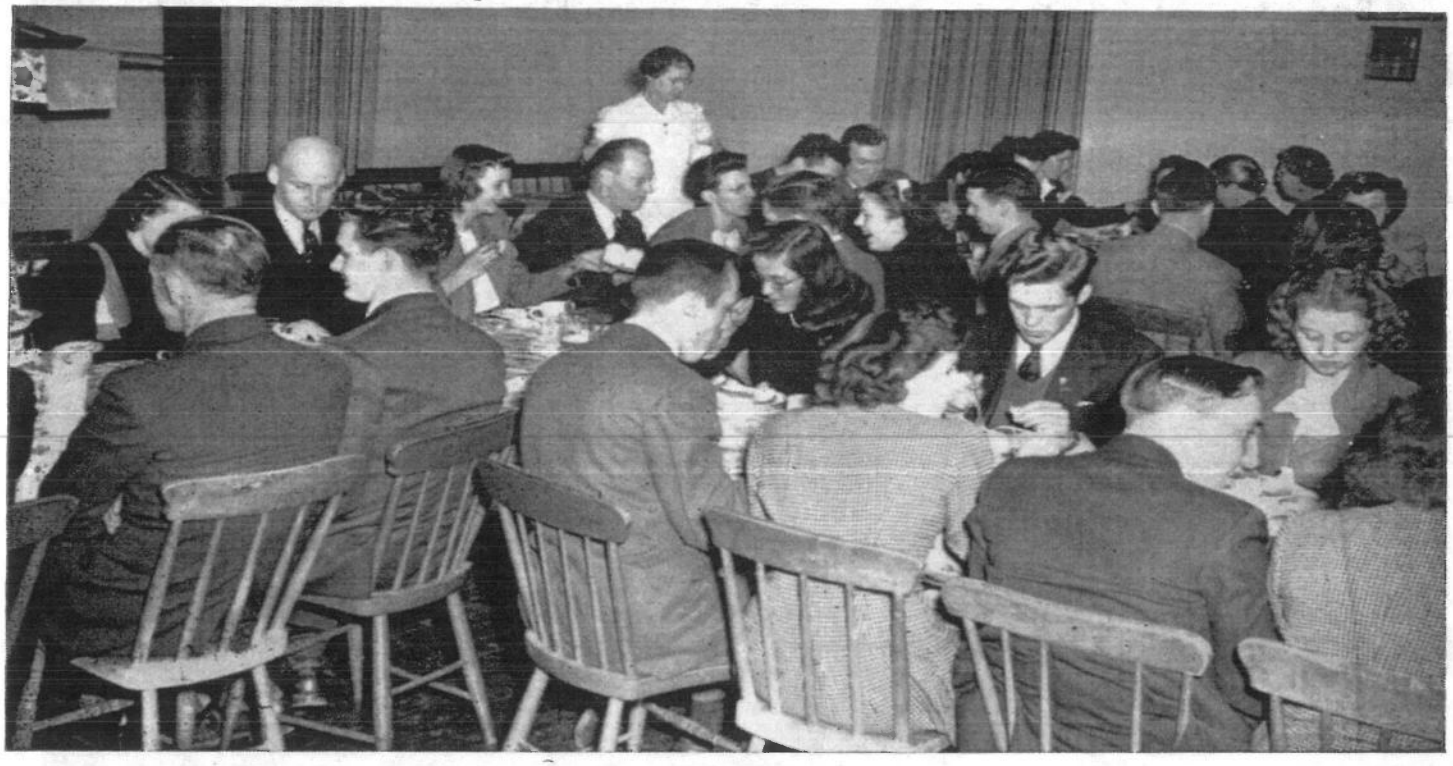
The College Parade



The College Parade



THE LAST MARCH



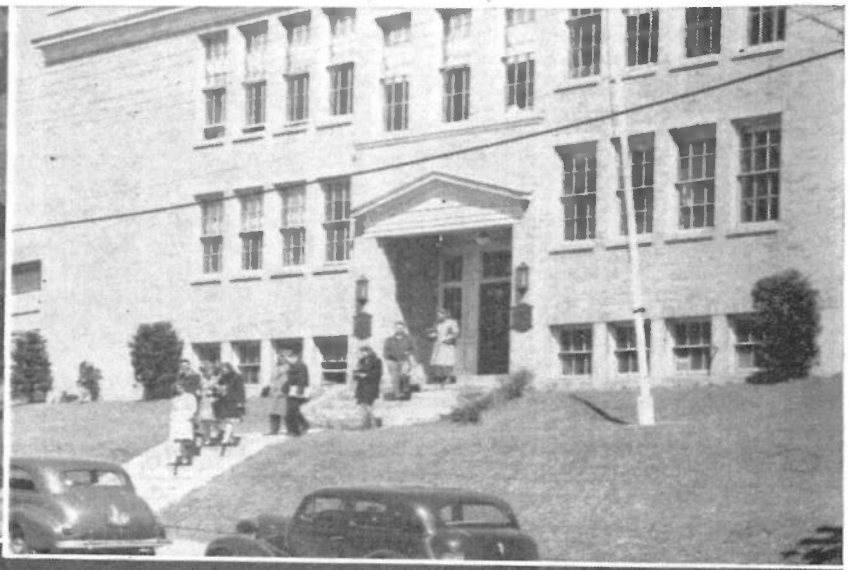
BASKETBALL BANQUET

Extra-curricular Activities

A wide variety of extra-curricular activities is promoted at Husson College to provide opportunities for all to participate in and to enjoy as part of their training. Working together on projects, schedules, plans, and activities closely allied to school life but not necessarily a part of it, brings an enrichment of school experience that develops whole citizens, those who can be counted upon to make the greatest contribution to society when school days are over. Each student should identify himself with at least one student organization to enjoy the benefits that accrue from such membership.

The College Parade



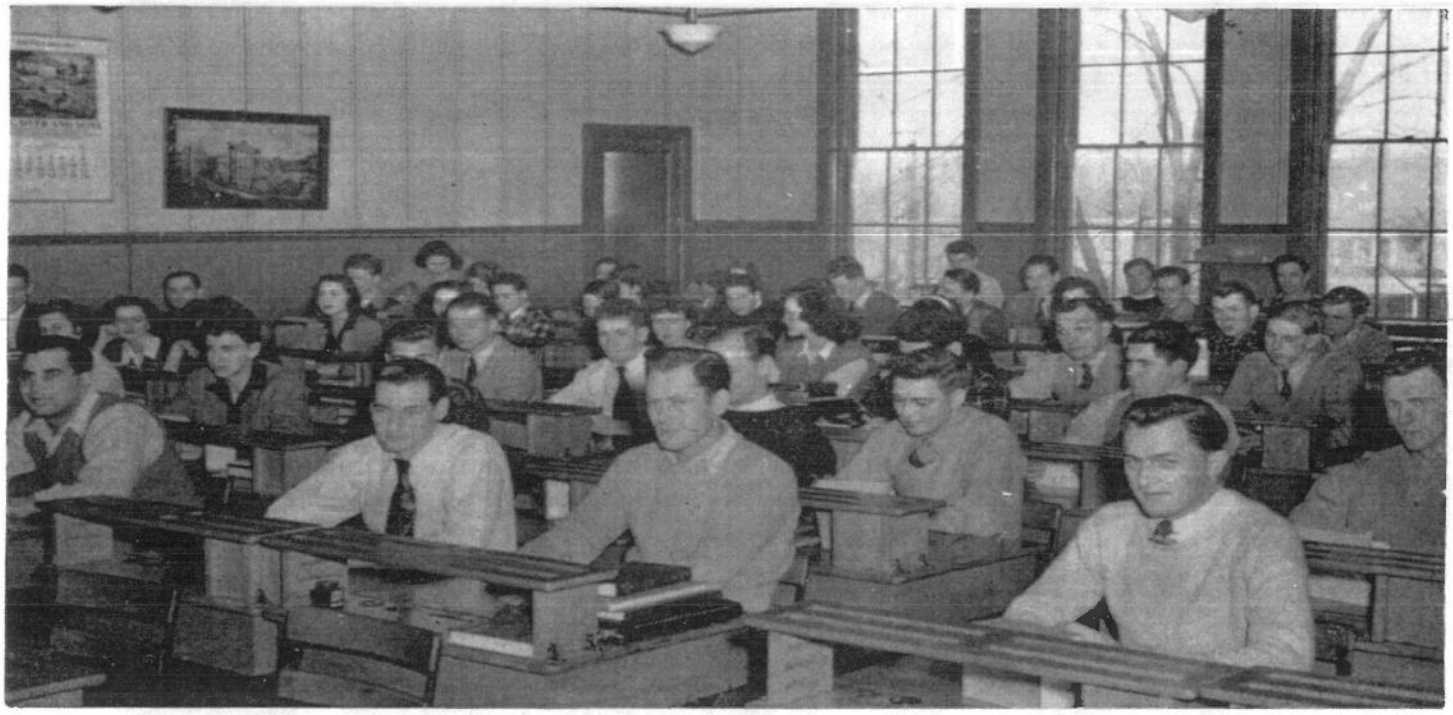








CLASS IN PENMANSHIP



A GROUP OF ACCOUNTING STUDENTS ATTENDING A LECTURE

The College Parade



WOMEN'S ATHLETIC ASSOCIATION



GLEE CLUB PAGEANTRY



SECTION OF THE GRADUATING CLASS

The College Parade



The College Parade



CLASS IN SHORTHAND DICTATION



CLASS IN MACHINES

The College Parade



BOYS' BASKETBALL



GIRLS' BASKETBALL

REGISTER OF STUDENTS

1951-1952

JUNIOR SECRETARIAL SCIENCE

Elaine Atkinson, Bath
Elaine D. Billings, Stonington
Marlene J. Bridges, Stratton
Wilma A. Brown, West Pembroke
Hilda L. Carver, Turner Center
Isabel V. Chaples, Bangor
Joan M. Coffin, Pittsfield
Norma J. Cole, Guilford
Rowena F. Cole, Hampden Highlands
Doris E. Curtis, Bangor
Dorothy L. Curtis, Rockland
Priscilla A. Dean, Bangor
Dorothy Davis, Guilford
Dora Delano, Howland
Leta Dinsmore, Jonesboro
Barbara J. Dutton, Oakfield
Nancy Gould, Bangor
Ruth M. Grindle, Gouldsboro
Ruth M. Grinnell, Liberty
Elizabeth B. Haldane, Madison
Heloise A. Heald, Belfast
Jane A. Hunter, Bangor
Betty M. Kingsbury, Bridgewater
Sally Ladd, Ellsworth
Delcina M. Leveille, Old Town
Faith E. Ludwig, Hope
Joan L. McEachern, Bangor
Marguerite E. Niles, Rumford
Mary J. Parker, Danforth
Christine O. Plaisted, Camden
Jane B. Purcell, Bangor
Glenace G. Roberts, Machias
Marlene E. Robertson, Brewer
Betty K. Rutherford, Woodland
Delma M. Smith, Hartland
Sally L. Snowdon, Bath
Beverly J. Wentworth, Brewer
Betty K. Whitten, Winter Harbor
Jeannette E. Whitten, Lincoln

STENOGRAPHIC

Hildred Alexander, Bangor
Sylvia Applebee, Enfield
Harriet Ames, Danforth
Dawn I. Cookson, Glenburn
Janet Cota, Orono
Jean S. Davis, Brownville
Dawn Evans, Orono
Eleanor A. Ewing, West Enfield
Clara B. Gabriel, Princeton
Virginia M. George, Bangor
Gladys C. Gordon, Bangor
Evelyn L. Harding, Unity
Betty A. Kershner, Farmington
Myrna Ledger, Wilton
Frances A. Michaud, Island Falls
Beatrice M. Newhouse, Pittsfield
Nancy E. Quigg, Brownville
Lola E. Ross, Bradford
Beverly B. Sennett, Pittsfield

GENERAL CLERICAL

Janice H. Bryant, Oakfield
Mary F. Cunningham, Mount Desert
Orville W. Robertson, Danforth
Althea Parker, Wilton

MEDICAL SECRETARIAL

Barbara A. Bell, Lincoln
Jeannette A. Crowe, Benedicta
Phyllis I. Cudhea, Milo
Kathleen E. Dority, Camden
Donna H. Haslam, Waltham
Rae M. Lyon, Lee
Jeanette T. Morse, Cherryfield
Anne M. Oxley, Bangor
Mary L. Rogers, Patten
Rosemary Smart, Howland
Arilla B. Whitehead, Charleston
Elizabeth L. Willett, Brewer

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

EXECUTIVE SECRETARIAL

Mary Baker, Millinocket
Catherine Crosby, Bucksport
Patricia Flye, Blue Hill Falls
Irene G. Hardy, Great Pond
Georgia C. Johnston, Ellsworth Falls
Lorena N. Lancaster, Bangor
Lila Orre, Norway
Helene A. Trenholm, Bangor
Sandra A. Thompson, Bangor
Jean Toussaint, East Millinocket
Athena V. Vafiades, Bangor

TEACHER-TRAINING

Keith Antworth, Houlton
George L. Bell, Bangor
Ralph L. Bickford, Monroe
Barbara L. Briggs, Freedom
William E. Burrill, Jr., Bangor
Harold T. Carr, Jr., Bangor
Albert G. Castonguay, Limestone
Cecelia Chandler, Bucksport
Shirley A. Clark, Dover-Foxcroft
Wallace C. Clayton, Robinson
Lorraine R. Crabtree, Derby
Elizabeth S. Crouse, Presque Isle
Eleanor M. Farren, Cherryfield
Rita M. Garland, Guilford
Barbara J. Greeley, Bangor
Lee Griffin, Lincoln
Rowena M. Higgins, Rockville, Connecticut
Paul Hobbs, East Millinocket
Eloise Holdridge, Old Town
June E. Hollis, Bangor
Robert Hopkins, Bingham
Madeline T. Johnson, Brooks
Gloria A. King, Old Town
Janet L. Kinney, Bangor
Mary J. Lawrence, Cherryfield
Carol V. Leighton, Guilford
Timothy A. Mayo, Guilford
Dean McGinley, Bangor
Margaret E. McLaughlin, Hampden Highlands
Nelson A. McLean, Portsmouth, N. H.
George W. Merry, Anson
Raymond Nickerson, Belfast
Basil W. Osgood, Corinna
George A. Portwine, Sherman
Winifred Quint, Patten
Patricia A. Robbins, McKinley
Gary Robinson, Howland
Clayton A. Rogers, Bangor
Barbara E. Shannon, Bangor
Leo M. Smith, Bucksport
Bernice M. Sullivan, Orono
Raymond L. Thibodeau, Bangor
Clarence S. Thompson, West Enfield
Phyllis M. Wentworth, Union

ACCOUNTING AND AUDITING

Arnold Beaulieu, Caribou
Thomas H. Brown, Bangor
C. Robert Burleigh, Millinocket
George E. Clark, Jr., Princeton
Llewellyn F. Clough, Lincoln
Robert J. Comeau, Bangor
Charles E. Day, Bangor
Roger C. Ellis, Jr., Stillwater
Paul F. Goss, Charleston
Joseph A. Grivois, Lille
John M. Hews, Dover-Foxcroft
David L. Huff, Hartland
Robert D. Larlee, Bangor
Richard B. Leeman, Bangor
Hoyt L. Leighton, Bucksport
Robert F. Leighton, Dover-Foxcroft
Darrell R. Page, Belfast
Cecil C. Porter, Hampden Highlands
Villnovie M. Priest, Jr., Brewer
Harold F. Rittal, Bangor
Clyde B. Robbins, Brewer
Vena J. Roberts, Machias
Richard A. Sperry, Washburn
Robert P. Tapley, Brooklin
Lloyd E. Turner, Bucksport

JUNIOR ACCOUNTING

John W. Conner, Dover-Foxcroft
Frank L. Hollis, Bangor
Louella A. MacKenzie, Island Falls
Martin D. Norris, Bangor
Loretta M. Palmer, Jonesport
Sylvia A. Sawin, Salisbury Cove
Frank D. Tibbetts, Calais
William J. Wood, Bangor

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

JUNIOR BUSINESS ADMINISTRATION

Arthur A. Brown, Milbridge
Ora L. Clark, Kennebunkport
Philip Crane, Bangor
Howard R. Gray, Jr., Lubec
Jack E. Hamblen, Salisbury Cove
Julia A. Jackson, Pittsfield
Sylvia B. Paradis, Frenchville
Fred D. Parent, Jr., Bangor
Helen E. White, Jonesport

SENIOR BUSINESS ADMINISTRATION

Dickinson, Robert, Greenville
Harold G. Ferguson, North Anson
Allen C. Fernald, Mount Desert
Donald Andrews, Bangor
Oram Dubey, St. Francis
Boyden H. Foster, Amherst
David Garland, Bangor
Myron L. Gilmore, Brewer
Frank W. Green, Bangor
James A. Ingraham, Bangor
Amos W. Kimball, Hampden
William E. Lawler, Patten
Robert E. McGary, Bangor
John J. Morrison, Lincoln
Paul J. Murray, Brooks
Thornton E. Osgood, East Dixfield
John W. Peavey, Liberty
Dana C. Pinkham, Bangor
Loren H. Ritchie, Greenville
Galen F. Salisbury, Bradley
Robert R. Sirois, Skowhegan
Merle L. Stormann, Jr., Stillwater
Allison B. Strout, Bangor
Bourke C. Trask, Jr., Bradford
Luther R. Trask, Brewer
Stewart Wight, Belfast

COLLEGE BUSINESS ADMINISTRATION

Herbert H. Coleman, Brewer
Charles E. Knowlton, Danforth
Elwood Littlefield, Stillwater
Robert J. Shorey, Brewer
Cecil D. Wilson, Calais

COLLEGE ACCOUNTING

Wilfred L. Cote, Milford
Fred J. DeGrasse, Jr., South Brewer
Roger W. Dow, Gouldsboro
John F. Goodness, Brewer
Ernest M. Hamlin, Brownville
Elwin S. Mank, Hope
Edward J. McInnis, Bangor
Maurice B. Nugent, Bangor
Reginald H. Russell, Brownville

FULL COMMERCIAL

William Downs, Bangor

SALESMANSHIP

John H. Billington, Rockland
Harold E. Hall, Dover-Foxcroft
Omar N. Higgins, Hampden
Duane Smith, Brewer
Jacob H. Webb, Bangor

SPECIAL

Orville Bradford, Sr., Bangor
Madelyn D. Fraser, Dexter
Graydon Mills, Caribou
Jacqueline B. Robinson, Bangor
Janice E. Rosen, Bangor

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

Cast of Characters

I WON'T is a tramp
I CAN'T is a quitter,
I DON'T KNOW is lazy,
I WISH I COULD is a wisher,
I MIGHT is waking up,
I WILL TRY is on his feet,
I CAN is on his way,
I WILL is at work,
I DID is now the boss.

—*Earl Cassel*

Index

Academic Standing of School 1
Academic Standards . . . 33
Accounting and Auditing . . 60
Subjects in, ... 91
Activity Fees 16
Administrative Staff . . . 8
Admission 30
Algebra 96
Anatomy and Physiology . 96
Application Fee 16
Assessments 17, 20
Associations, See Student Organizations
Athletics 27
Attendance 22
Audio-visual Aids in Business Education 100
Auditing 92
Awards, Undergraduate . 29, 34
Basketball 100
Biology 96
Board of Directors 8
Boarding
Accommodations . . 13, 26, 114
Bowling 104
Business Administration
Junior Business Administration Course . . 57
Senior Business Administration Course . . 59
College Business Administration Course . . 61
Mid-Term Business Administration Course . . 63
Business Correspondence . . 94
Business Education in the United States 39
Business Mathematics . . . 95
Business Organization and Finance 91
C. P. A. Problems 93
Calendar 3
Certification, NACBS . . . 10
Cheer Leaders 104
Civics 98
Clubs, See Student Organizations
College Accounting Course . 62
Cost Accounting 92
Counseling Service 35
Courses of Study . . . 44, 87
Credit Management , . . 91
Curriculum 40
Departmental Organization . 40
Departments
Department of Business Administration 53, 92
Education 65
Secretarial Science . . . 43
Description of Courses . . . 87
Diploma Fee 20
Dismissal 31
Dramatics 28
Economics 98
Education, Courses in . . . 99
Department of 70
Introduction to Education 99
English
of Business 93
Composition 94
Enrollment Deposit 33
Enrollment Summary . . 27
Executive Secretarial Course 47
Expenses 14
Extra-curricular Activities . 17
Faculty 9
Famous Secretaries 50
Fees
General College 16
Late Registration . . . 17
Graduation 20
Matriculation 16
Filing 89
Fine Arts 37
Fraternity (See Student Organizations)
General Clerical Course . . 48
Geography, Economic . . . 97
Geometry 96
Grades 33
Graduation
Fee 20
Requirement 34
Guidance 36
Gymnasium 15
Hiking 27
History 98
History, College 11
Honors and Awards . . . 34
Housing 4
Husson College Parade . . 101
Income Tax 93
Introduction to Business . . 90
Investments 91
Jurisdiction, College . . . 19
Junior Accounting Course . 56
Junior Business Administration Course . . 57
Junior Secretarial Science Course 45
Languages 95
Law, Business 97
Length of Courses 15
Library 13

Literature 94
Loan Fund 21
Location 12
Machines 90
Marketing 91
Mathematics 95
Matriculation Fee 16
Medical Secretarial Course . 46
Men's Athletic Association . 27
Methods of Teaching . . . 99
  Bookkeeping 100
  Shorthand 100
  Typewriting 100
Mid-term Secretarial Course 49
Mu Sigma Chi 27
Music, School of 75
  Subjects 79
Night School 83
Objectives and Curriculum Problems in Business Education 100
Officers, Administration . . 8
Orientation 97
Organizations (See Student)
Penmanship 94
Personnel Administration 8
  Placement Service . . . 35
Principles and Practices of Teaching in Secondary Schools 99
Public Relations, Office of . 35
Pi Rho Zeta 18
Physical Education . . . 96
Placement Service 35
Practice Teaching 100
President's Message . . . 6
Practice-Teaching Fee . . 17
Prizes 34
Psychology 98, 99
Refunds 16
Requirements for Admission 30
Room Reservation 26
Salesmanship, Course . . . 58
  Subject 90
Science 96
Sociology 97
School Spirit 23
Scholarships 21
Secretarial Science Department of 43
Secretarial Course 44
Short Courses 23
Shorthand 87
Shorthand Methods 100
Social Security Tax 93
Social Studies 97
Sorority (See Student Organizations)
Spanish 95
Speech 95
Special Students 33
Statement of Aims 5
Student Accident Insurance . 20
Student Activity Fee . . . 15
Stenographic Course . . . 44
Student Assessments (See Fees)
Student Council 27
Student Aid 21
Student Organizations and Clubs
  Athletic Council 28
  Accounting Society . . . 29
  College Store 29
  Dramatic Club 28
  Glee Club 28, 112
  Bowling Team, Boys' . . 104
  Basketball Team, Boys' . 116
  Basketball Team, Girls' . 116
  Orchestra 28
  Men's Athletic Association 27
  Women's Athletic Association 27
  Mu Sigma Chi Fraternity (local) 19. 27
  Pi Rho Zeta Sorority (International) . . . 18, 27
  Student Council 27
  Husson Ledger Staff . . . 28
  Chieftain Staff 28
  Athletic Council 23
  Hiking 28
  Future Teachers of America 29
Students Transfer 31
Subjects Offered 37
Summer School 82
Supplies 14
Teacher Education Curriculum 70
  High School Graduates . 70
  College Graduates . . . 71
Time Schedule 22
Transcript of Record . . . 31
Tuition 16
Typewriting 89
University of Maine . . . 72
Women's Athletic Association 27. 112
Word Study 93