Husson College Bulletin

1964-1965

Bulletin of Husson College

Bangor, Maine

CATALOG

1964-1965

OVER HALF CENTURY OF SERVICE TO BUSINESS
AND TO EDUCATION
1898 - 1962



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

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

Member

United Business School Association
New England Business College Association

New England Teacher Preparation Association
Northeast College Conference
Association for Student Teaching
The New England Council
Subscriber to American Association of Colleges for Teacher Education
Bangor Chamber of Commerce

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

FROM THE PRESS OF FURBUSH-ROBERTS

Academic Calendar

1964 - 1965

1964 - 1965		1963-64
September 14-20	Freshman Registration	September 9-15
September 17-18	Upperclass Registration	September 12-13
September 21	Classes Begin	September 16
October 1, 2	Teachers' Convention	October 3, 4
October 11	Veterans' Day	November 11
October 25, 26	Thanksgiving Recess	November 28, 29
December 18 - January 3	Christmas Recess	December 13 - January 2
January 20-26	Semester Examinations	January 22-28
January 27-29	Winter Recess	January 29 - February 3
February 1, 2, 3	Registration, Second Semester	February 3, 4, 5
February 4	Classes Begin	February 6
April 2-11	Spring Recess	April 3-13
June 1-7	Semester Examinations	June 2-9
June 11, 12	Graduation	June 14, 15

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CHESLEY H. HUSSON, SR.
President

Husson College

Statement of Aims and Purposes

Husson College is an institution of higher learning dedicated:

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

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

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

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

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

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

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

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

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



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



PRISCILLA A. CLARK, B.S.
Executive Director



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



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

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



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



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



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



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



CHESLEY H. HUSSON, JR.
Dean of Admissions



JAMES L. WRIGHT, B.S.ED., M.ED.
Director of Guidance and Placement



REV. E. CHARLES DARTNELL,
B.A., M.A.
Chaplain



MADALYN A. JORDON, B.S., M.ED.
Social Director

Officers of Administration

Chesley H. Husson, B.S., M.S., F.N.C., President
Clara L. Swan, B.S., M.Ed., Academic Dean; Director, Summer Session
Mildred M. Bradford, B.S., M. Ed., Director, Department of Secretarial Science
Thelma M. Watson, B.S., M. Ed., Director, Department of Business Education
William J. Curran, Jr., B.S., M. Ed., Director, Department of Business Administration
William H. Donahue, Jr., B.S. in B.A., M. Ed., C.P.A., Director, Department of Accounting
Louise B. Miller, B.A., M.A., Dean of Women
Millard E. Foss, B.S., M. Ed., Dean of Men
Chesley H. Husson, Jr., B.A., Dean of Admissions; Director, Dow Air Force Base Division
Priscilla Clark, B.S., Treasurer; Executive Director
Janice M. Moody, B.S., Assistant Treasurer
Ethel M. Robertson, Comptroller and Records
Priscilla Hartford, Assistant Comptroller
Dorothy Bell Husson, Office Assistant
James L. Wright, B.S. Ed., M. Ed., Director of Placement and Guidance
Rev. E. Charles Dartnell, B. A., M.A., Chaplain
Madalyn A. Jordon, B.S., M.Ed., Social Director
Mary B. McDonald, Book Store Manager
Elizabeth B. Smith, Secretary to the President
Muriel A. Sanford, B.S., M.S. in Library Science, Librarian
Laurice E. Merriman, Assistant Librarian
R. Arlene Wray, B.S., M.A., Assistant Librarian
Douglas A. Vanwart, Superintendent of Buildings
Robert Vanwart, Custodian

Board of Trustees

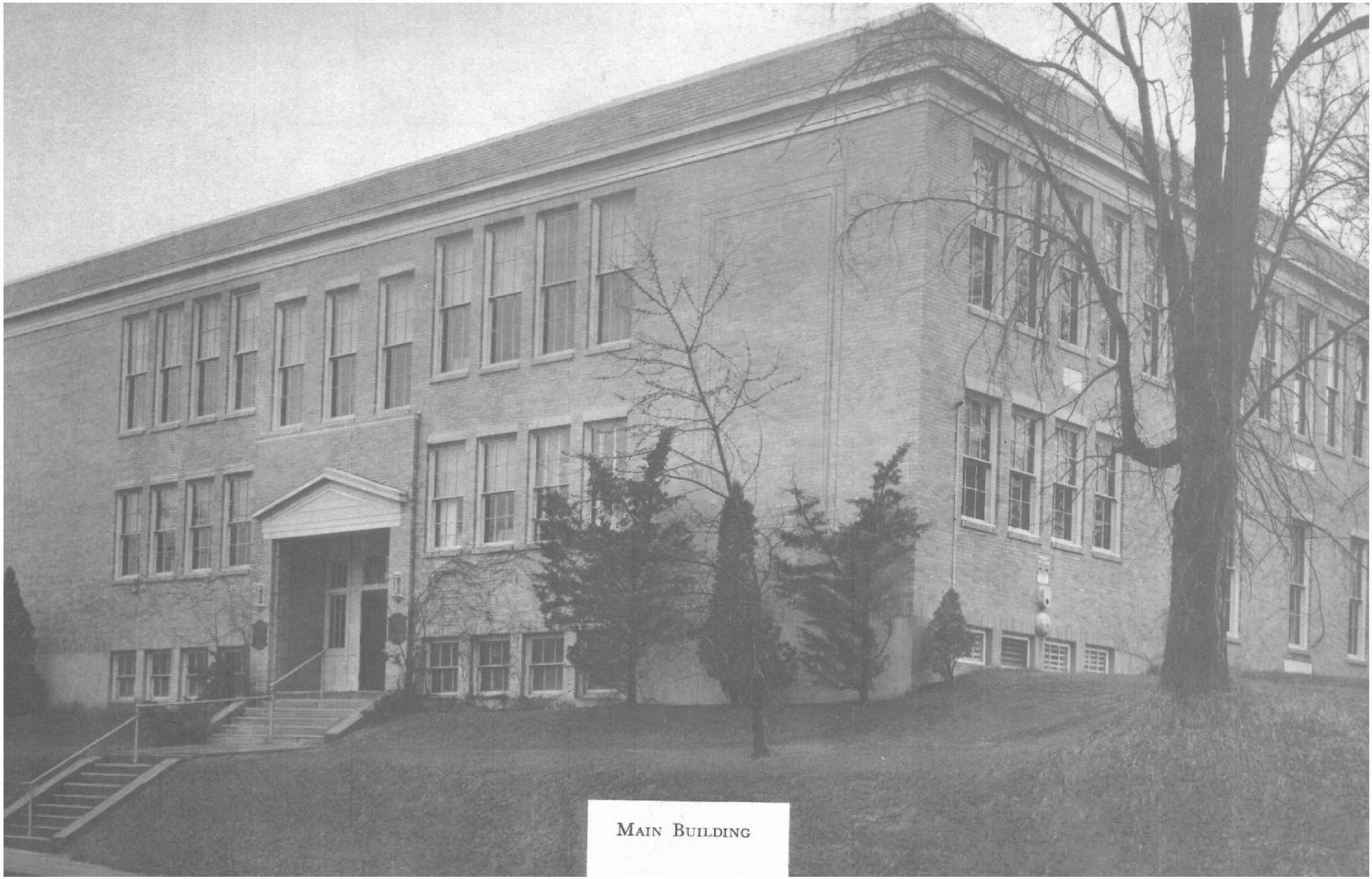
Chesley H. Husson, President
Clara L. Swan, First Vice-President
William P. Newman, Second Vice-President
Chesley H. Husson, Jr., Third Vice-President
Priscilla A. Clark, Treasurer
Dorothy B. Husson
George F. Peabody

Endowment Fund Trustees

William P. Newman, President, Eastern Trust and Banking Company
George F. Peabody, Attorney-at-law, Bangor, Maine
Martyn A. Vickers, M. D., 268 State Street, Bangor, Maine
Gleason A. Rand, O. D., 93 Montgomery Street, Bangor, Maine
Clara L. Swan, Academic Dean of Faculty, Husson College, Chairman



CARLISLE HALL



MAIN BUILDING





HART HALL

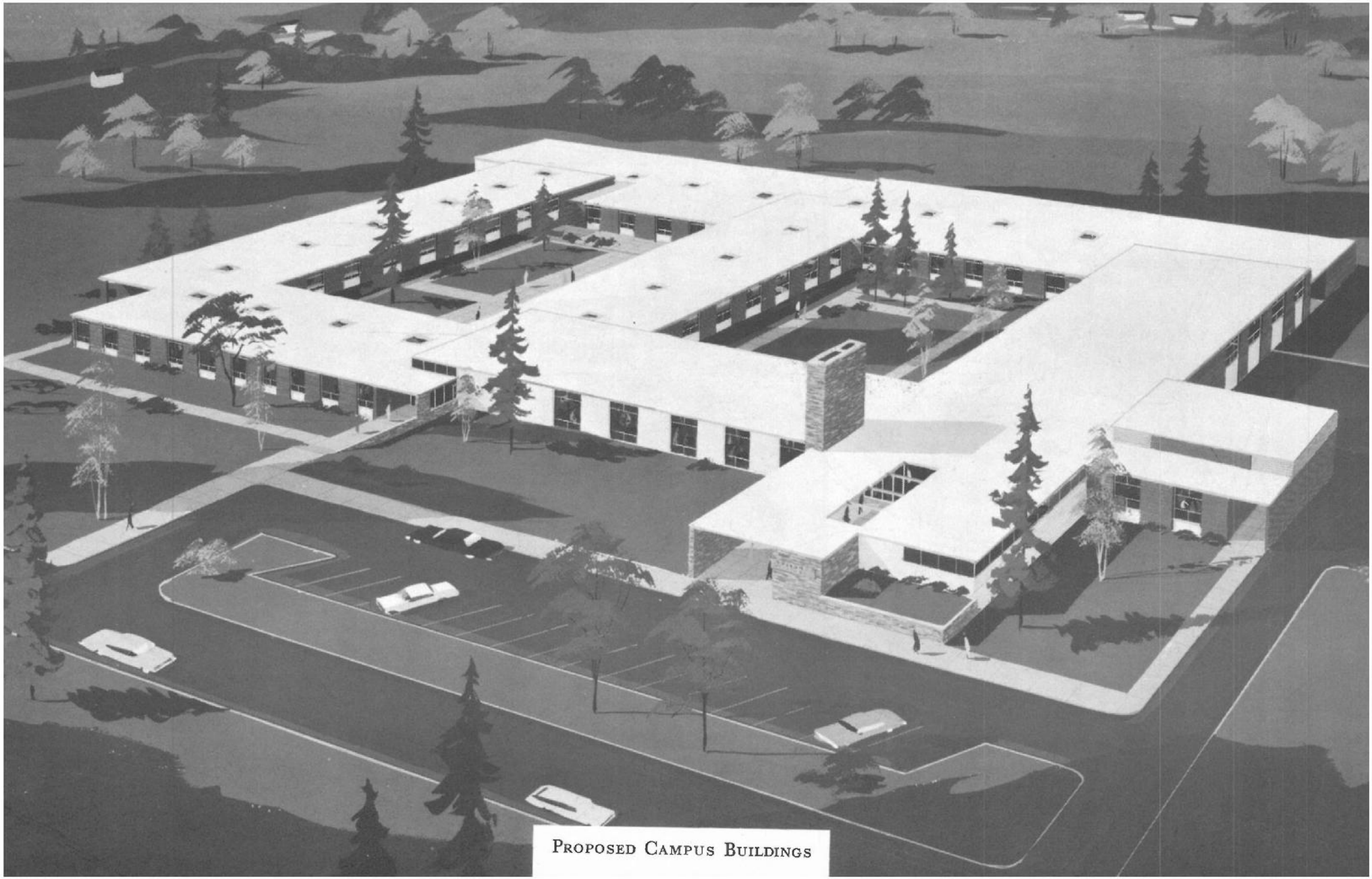
BUSSO
BAILE



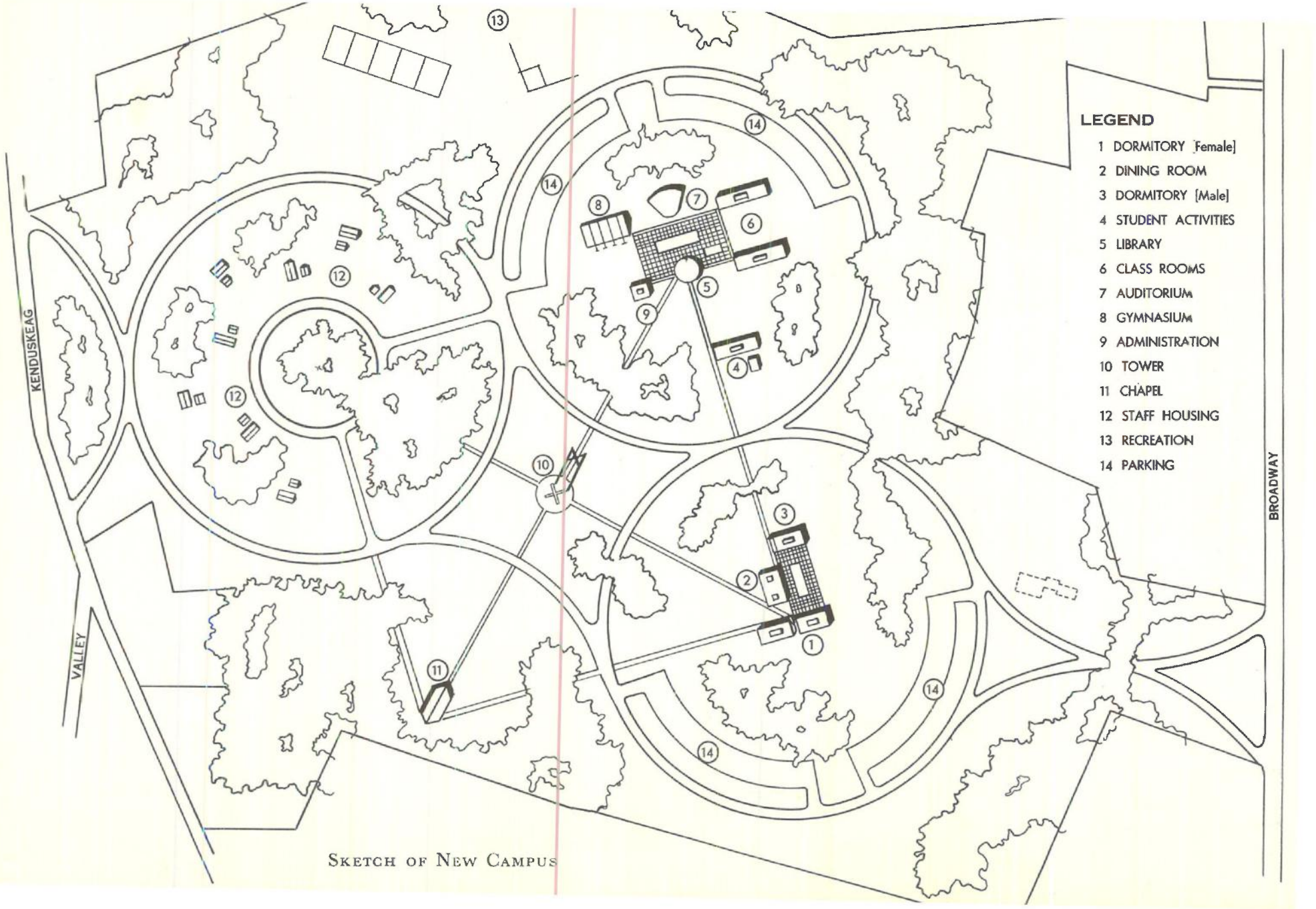
Dorothy Bell Hall



M. E. X. Fraternity House



PROPOSED CAMPUS BUILDINGS



SKETCH OF NEW CAMPUS

Husson College Faculty

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

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

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

LOUISE B. MILLER, Professor, Dean of Women

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

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

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

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

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

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

DELMONT N. MERRILL, Assistant Professor, Director of Athletics and Coach
Husson College, 1948; B. S. in Bus. Ed., Husson College, 1954.
Post-degree Study: University of Maine
Previous Positions: Public School Systems—Sullivan and East Sullivan, Maine.
Husson College, 1954—

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

JOHN TYLER, Assistant Professor
Husson College, 1949; B. S. in Bus. Ed., Husson College, 1956; M. Ed., University of Maine, 1959.
Previous Positions: Public School Systems—Island Pond, Vermont, and Bar Harbor, Maine.
Husson College, 1956—

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

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

JANET L. KINNEY, Assistant Professor, Head—Department of Typewriting
B. S. in Bus. Ed., Husson College, 1954; M. Ed., Boston University, 1959.
Previous Position: John Bapst High School, Bangor, Maine.
Husson College, 1956—

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

REVEREND E. CHARLES DARTNELL, Instructor, Chaplain
Kents Hill Seminary, 1925; Bangor Theological Seminary, 1935; B. A., University of Maine, 1945; Seminary, 1945; M. A. University of Maine, 1947. First Methodist Church, Brewer, Maine
Husson College, Chaplain, 1957—; Instructor, 1961—

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

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

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

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

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

RUBY SWETT, Instructor
B. E., Plymouth Teachers College, Plymouth, New Hampshire, 1960; M.Ed., University of Maine, 1963.
Husson College, 1960—

RICHARD COHEN, Assistant Professor, Head—Department of English
B. S., Northeastern University, 1952; M. A., Texas Western College of University of Texas, 1955.
Post-degree Study: University of California, Berkeley, and University of Texas, Austin.
Previous Position: University of Texas.
Husson College, 1960-1961, 1962—

MARY AGNES ARNOLD, Instructor
B. A., Colorado State University, 1959; M. A., Miami University, Oxford, Ohio, 1961.
Previous Position: Miami University, Oxford, Ohio.
Husson College, 1961—

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

M. BLANCHE MACDOUGALL, Instructor
Husson College, 1934; B. S., University of Maine, 1944; M. S., University of Maine, 1948.
Previous Positions: Public School Systems—Bucksport, Ellsworth, Bangor, Maine.
Husson College, 1961—

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

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

RICHARD ERNEST VIZARD, Instructor
B. S., American International College, 1961.
Husson College, 1961—

DAVID S. BERTOLOTTI, Instructor
B. S., American International College, 1962.
Husson College, 1962—

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

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

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

GORDON MORSE, Instructor
B. S., American International College, 1962.
Husson College, 1962—

DOLORES RENAUD, Instructor
B. S., Husson College, 1962.
Husson College, 1962—

ABBOTT RICE, Instructor
A. B., Colby College, 1954; M.Ed., Boston University, 1959.
Previous Positions: Public School Systems—Duxbury, Mass., Northampton Commercial College.
Husson College, 1962—

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

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

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

RICHARD HOWELL, Instructor
University of Maine.
Previous Positions: Public School Systems—Stonington, Rangeley, Maine; U. S. Government.
Present Position: Assistant Principal, Hampden, Maine.
Husson College, 1962—

PHILLIP M. KILMISTER, Instructor
A.B., Colby College, 1955; L.L. B., University of Maine School of Law, 1963.
Previous Positions: Public School Systems—Franklin, Barrie, New Hampshire.
Husson College, 1963—

BENJAMIN D. KUGIELSKY, Instructor
University of Argentina, 1944-1948.
Husson College, 1963—

ROBERT LAWRENCE, Instructor
B.S., Husson College, 1958; C. P. A., 1959.
Husson College, 1963—

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

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

Critic Teachers

Mrs. Janice Burton
Bangor High School
Bangor, Maine

Mrs. Winifred Bradstreet
Bangor High School
Bangor, Maine

Mr. Ivie Mann
Bangor High School
Bangor, Maine

Sister Mary Pius
John Bapst High School
Bangor, Maine

Mrs. Thelma Vining
John Bapst High School
Bangor, Maine

Brother Linus
John Bapst High School
Bangor, Maine

Miss Ruth Wishart
Brewer High School
Brewer, Maine

Mrs. Audrey Geagan
Brewer High School
Brewer, Maine

Mr. Woodrow Bailey
Brewer High School
Brewer, Maine

Mrs. Phyllis Wiley
Foxcroft Academy
Dover-Foxcroft, Maine

Miss Charlotte Turner
Dexter High School
Dexter, Maine

Mr. Medley Cotton
Presque Isle High School
Presque Isle, Maine

Mrs. Marietta Packard
Crosby High School
Belfast, Maine

Mr. Emmett Stevens
Schenck High School
East Millinocket, Maine

Miss Cecelia Chandler
Winsow High School
Winslow, Maine

Mr. Philip Gerow
Milo High School
Milo, Maine

Mrs. Mary J. Ross
Waterville High School
Waterville, Maine

Miss Dorothy Crane
Berwick Academy
Berwick, Maine

Mrs. Retha Boterf
Williams High School
Oakland, Maine

Mrs. Sally Parkhurst
Bucksport High School
Bucksport, Maine

Mrs. Hildred Phillips
George Stevens Academy
Blue Hill, Maine

Mr. Basil Bowden
George Stevens Academy
Blue Hill, Maine

Mr. Bernard Deering
Orono High School
Orono, Maine

Mrs. Patricia Dunton
John Bapst High School
Bangor, Maine

Mr. Edward Gott
Bangor High School
Bangor, Maine

Mrs. Ruth Hopkins
Brewer High School
Brewer, Maine

Mrs. James Judy
Bangor High School
Bangor, Maine

Mr. Clayton Rogers
Brewer High School
Brewer, Maine



Governor Cross signs the Husson College Bill in the presence of Mr. Husson and Mr. Robert Haskell, Senator from Penobscot County.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED FIFTY-THREE

S. P. 87—L. D. 193

AN ACT Authorizing Husson College to Confer Degrees.

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

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

IN HOUSE OF REPRESENTATIVES, March 11, 1953

Read three times and passed to be enacted.

Forrest P. Bates, *Speaker*

IN SENATE, March 12, 1953

Read twice and passed to be enacted.

Nathan L. Haskell, *President*

Approved March 12, 1953

Burton M. Cross, *Governor*

General Information

Heritage

Bangor is a historic city. Long ago it was named the Queen City of the East and the tales of its lumbering days make exciting reading. Great fortunes were made in the Maine lumber industry; and, when the woodsmen and loggers descended upon Bangor after the season's cutting, it became a boisterous boom-town. It was here that the history of Husson College, a non-profit institution by authorization, in 1963, of the 101st Legislature, had its modest inception in 1898.

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

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

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

A teacher-training program of two years' duration was begun with the approval of the State Department of Education. This has grown in content and strength to the present time which finds the program now four years in length and qualifies the graduate for the baccalaureate degree in Business Education.

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

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

It was felt that the college had an identity of its own that was submerged as a member of the five Maine Schools of Commerce, and in 1947 Mr. Husson, now president, asked the student body to give the college a new and permanent name. By unanimous vote there emerged the name of Husson College and the separation from the chain of five schools was completed.

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

In 1956 Dickerman Hall was built to help house the growing student body. Located on French Street, adjoining the present building, it provides nine classrooms, student lounge, infirmary, and library. In 1958 the Thomas Rod Company building was purchased, completely renovated, and with this addition the college has space for four more classrooms, office space for the Deans of Men and Women, and the Book Store.

Carlisle Hall, one of Bangor's finest old mansions, was purchased in 1963 and converted to a classroom building capable of accommodating 300 students. Thus the entire college facilities now provide space for 900 students.

History repeats itself. In five short years the enrollment of over 800 students taxed the facilities to the limit. The Penobscot Hotel provides a dormitory for 200 men, and the former Stinson Hospital, which is Dorothy Bell Hall, provides space for 60 women.

The year 1963 found the administration again concerned with the problems of expansion. It purchased 50 acres of land for its new campus. It is now searching for funds to build another new home that will house 1000 students, a number that will be reached in 1964 according to the trends now measurable. The plans for the new buildings have been completed, and the new modern campus is attractive and functional in the blueprint stage. The administration and staff to the last man are dedicated to the project of making this dream come true during President Husson's tenure of office.

Scope of Training

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

Location

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

Library

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

Housing

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

Reservations for the men's dormitory, Husson Hall, are made through the office of the Dean of Men. Rooms at the women's dormitory, Dorothy Bell Hall, are reserved through the office of the Dean of Women. The majority of boarding and rooming accommodations are within five minutes' walk from school. Study hours, late leave, and other matters related to leisure time are governed by the Husson College *Handbook for Women* in cooperation with the housemothers and the heads of the private homes in which the young women live. The office of the Dean of Men issues regulations for men students.

Women

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

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

Men

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

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

Married Students

Apartments are available for married students.

Dormitory Rates for Men and Women

The rates vary depending upon the accommodations; however, a student should expect to pay between $800 and $850 per year for room and board.

Dormitory Charges:	
Room and Board	$800 per academic year
Linen Service	41 per academic year
	$841

"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.

Room and board includes morning and evening meals Monday through Friday and three meals on Saturday and two on Sunday. No meals are served during scheduled vacation periods.

Scheduled vacation periods include:

Teachers' Convention
Thanksgiving recess
Christmas recess
Mid-term recess
Spring recess

Lunches may be purchased at the Husson College cafeteria Monday through Friday.

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

Payment of Dormitory Charges (non refundable after August 15)	
Room Deposit (must accompany dormitory application)	$50
Dormitory Deposit (due upon notice of acceptance or August 15).	191
The balance of $600 payable in 4 quarterly payments:	
First Quarter (payable on September 9)	150
Second Quarter (payable on November 9)	150
Third Quarter (payable on February 1)	150
Fourth Quarter (payable on April 1)	150
	$841

The rates are the same for women living in dormitories; the fees vary slightly for those living in private homes.

Term Schedule

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

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

The summer session begins two weeks after the regular school year of forty weeks. (For further information see p. 52.)

Information for Veterans

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

$110 per month if they have no dependents,
$135 per month if they have one dependent,
$160 per month if they have more than one dependent.

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

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

Eligibility is determined by these requirements:

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

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

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

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

The maximum training allowance is 36 months.

Veterans may enroll at Husson College where ALL programs have been approved for veterans' training.

Young Men Entering Armed Services

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

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

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

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

Special duties bring rapid promotions. Advances to Sergeant ratings are rapid, and thence to Petty Officers, Warrant Officers, and grades to Colonel.

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

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

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

Requirements for Admission

The College seeks students who are best qualified through previous training, health, character, and personality to pursue a college course. Requirements for admission include a recommendation and a transcript from the secondary school, a health certificate (listing immunizations, vaccinations, polio vaccine, communicable disease experienced) from the family physician, evidence of a good personality and general suitability for the educational objective being sought.

Although no entrance examination is required at the present time, the College does recommend that the student take the Scholastic Aptitude Test of the College Board Entrance Examinations as an aid for his counseling program at Husson College. The examination should be taken at the earliest possible date during the student's senior year of high school. Arrangements may be made to take the test by consulting the high school principal or guidance counselor or by writing directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey.

By 1967 the College does intend to require an entrance examination. This examination will at no time be required of non-degree students.

The administration wishes at all times to maintain standards of character and efficiency which are required in the accredited colleges in the country and which are consistent with the demands of modern society and business. The College also reserves the right to refuse admission to any applicant who is deemed incapable of doing satisfactory work. If a student has difficulty in doing satisfactory work, he is subjected to a testing and counseling program to determine how best the College can help him.

It is assumed that all students enter for business-training or 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 conduct himself properly will be asked to terminate his connections with the college. Students are admitted only under the condition that they conform to this standard.

The candidate's secondary school program need not conform to a rigid pattern but may be assumed to include study in the following areas:

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

Algebra	1 unit	Bookkeeping	1 unit
Natural Science	1 unit	Business Arithmetic	½ unit
Science, Mathematics, Social Studies, and/or foreign language	6 units	American History	1 unit
		English	4 units
English (four years)	3 units	Shorthand	2 units
Electives	4 units	Typewriting	1 unit
		Electives	6½ units
Total	15 units	Total	16 units

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

If the candidate's transcript of his high school program fails to include either algebra or a foreign language, he will be given an opportunity to satisfy this requirement.

Studies in other areas may be considered by the dean of admissions if they represent achievement of a substantial nature.

An application blank will be found inside the back cover of this bulletin. It must be accompanied by the application fee of $25, which is non-refundable, and a transcript of the student's high school record including the ranks for the first semester of his senior year. All candidates for a degree from Husson College must be high school graduates or must have a High School Equivalency Certificate.

Diploma Students

Candidates for diplomas in any non-degree courses are required to meet similar standards as those for a baccalaureate degree. Their secondary school program need not conform to any set course of study. Although the completion of a high school course is strongly recommended, Husson College accepts students having high school equivalency certificates. The administration also accepts students without high school diplomas. However, they can be accepted in special courses only. Upon completion of their courses, non-high school graduates are awarded special certificates only. It is the policy of the college to give every ambitious youth his chance, his opportunity to try to discover if he can do the work. If he succeeds, it is good for him, for the college, for society. If he fails, he still may console himself with the fact that at least he was permitted to try. This, the college believes, is the American way. It has been the experience of Husson College for over a half century to graduate a number of students who began their training without benefit of a completed high school program. Such an opportunity is given to encourage those who want a business education.

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.

See p. 34 for costs.

Transfer Students

Students who have attended other accredited institutions and who wish to transfer to Husson College will be admitted to advanced standing on the quality of their credentials. Such candidates will be required to present certified transcripts of the work completed at the institution attended, including a statement of cause of dismissal. Transfer credit is validated after a probationary period of one semester during which an academic average of 2.0 must be maintained. If a student fails to maintain a 2.0 average after one semester's work at Husson College, he automatically forfeits the privilege of transferring any credit

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

from the institution he previously attended. No certification of graduation will be awarded to a transfer student who attends less than forty resident weeks or its equivalent in summer sessions.

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

Testing Program

All freshmen and all students transferring to Husson College are required to take a series of tests during Freshman Week. These tests are given primarily to aid the major instructor in placing the student in the particular field of business in which he shows the greatest promise of success. The fact that some students have previous commercial training necessitates an accurate estimate of knowledge and proficiency in the several business subjects in order to avoid waste of time in classes.

Orientation Week

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

Costs

Application Fee

An application fee of $25 must accompany the application from each student, veterans included. It is forfeited by the candidate who does not appear, and reimburses the college for the expense of processing his enrollment. This payment is credited to the account of the student who enrolls, and is a deposit rather than a fee for the student. It is non-refundable to a student who does not enter Husson College.

Tuition

Degree Programs: Husson College tuition for degree programs is $800 per year, payable in quarterly installments of $200 each. They are charged September 1, November 1, February 1, and April 1.

Tuition Table Degree Program

	Tuition
Quarter Year (10 weeks)	$200.00
Semester (20 weeks)	$400.00
Full Year (40 weeks)	$800.00
Summer Session (Per credit hour)	$ 22.50

If, for any reason, a degree candidate elects to graduate from a non-degree program or to terminate his enrollment prior to attaining a degree, there is no reduction of tuition charged to this student.

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

Non-degree Programs: Husson College tuition for non-degree programs is $720 per year, payable in quarterly installments of $180 each. They are charged September 1, November 1, February 1, and April 1.

Tuition Table Non-Degree Program

	Tuition
Quarter Year (10 weeks)	$180.00
Semester (20 weeks)	$360.00
Full Year (40 weeks)	$720.00
Summer Session (Per credit hour)	$ 22.50

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

At end of:

1st semester	$80, payable at 3rd quarter
2nd semester	$80, payable at 1st quarter
3rd semester	$160, payable at 3rd quarter
4th semester	$160, payable at 1st quarter

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

Other Fees

Registration	$ 5.00
Late Entrance	$12.50-$25.00
Health	$ 1.50
Laboratory Technics (required of medical secretarial students only)	$35.00
Cadet Teaching (required of members of Department of Business Education the senior year)	$75.00
Graduation	
Degree Candidates	$40.00
Diploma Course Candidates	$40.00

Special Student Fees

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

Registration Fee

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

Late Entrance Fee

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

No fee is charged to the student who enrolls for the second semester unless he fails to register in person on the opening day of said term. There is no make-up work required of students who enroll on the opening date of any semester.

Refunds

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

No allowance or extension of credit is granted for recesses during the college year. Students withdrawing from the college must notify the Registrar at once.

Laboratory Technics Fee

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

Cadet-Teaching Fee

Students enrolled in the Business Education Department will be assessed a Cadet-Teaching fee of $75 during the senior year only. This amount is paid to the high school supervising teacher in charge of the Cadet-Teaching program. Cadet Teaching is required in the Business Education courses as outlined on pages 88 - 95, which are approved by the State Department of Education.

Graduation Expenses

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

Books and Supplies

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

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

Student Accident Insurance

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

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

The plan is broad in its scope and covers all accidents (including sports) whether sustained at school, at home, *or while traveling between school and home, or wherever the student may be*—during the term of the policy. There is no limit to the number of accidents for which a student may collect during the policy term, which is effective from the opening date to the closing date of the academic year.

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

THE COVERAGE IS COMPULSORY FOR ALL STUDENTS ENGAGED IN ATHLETICS.

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

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

Policy Governing Student Load

No student may take in excess of 32 hours average of work during any school year. An exception may be made for a student who must repeat a subject and is granted permission to do so by his major instructor. The hours in excess of 32 are charged at the rate of $22.50 per class hour, except where course outline requires more than that amount.

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

Length of Courses

The time allotted for the completion of the courses outlined in this bulletin is to be considered the minimum time in which the work can be done.

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

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

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

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

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

Student Aid

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

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

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

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

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

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

Scholarships

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

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

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

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

The Altrusa Club of Bangor, Maine, has established three scholarships for women students in any degree program at Husson College. The scholarship is awarded to an upper class student based upon character, need, promise, initiative, and scholastic ability and amounts to the total of $225.00.

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

Likewise, the *Husson College Student Council* has established four annual scholarships of $300 each. These are awarded to four deserving students, one from each of the four major departments.

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

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

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

The most recent scholarship to be established is the Chesley H. Husson, Sr., Scholarship Award of $720 which is made annually. It is given to the high school outside the Bangor area (Bangor High School, Brewer High School, John Bapst High School) which enters the greatest number of students into the freshman class at Husson the preceding year. This includes enrollments at mid-year, and the count is made of freshmen in attendance April 30. Transfer students from other colleges are excluded from this tally.

The award may be made to any young man or woman, regardless of course pursued, on the basis of scholastic achievement, school citizenship, participation, character, promise, and need. If, in the judgment of the high school principal, more than one candidate qualifies, this award may be divided into two awards of $360 each, or even three awards of $240 each, which is to be the minimum.

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

In the event of a tie, an award of $360 will be made to the schools involved. In the event of a tie involving three or more schools, a drawing will be conducted by the Faculty Council of Husson College to determine two recipients to whom immediate notice will be given.

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

Funds for Education, Inc.

319 Lincoln Street
Manchester, New Hampshire
Investment-in-Education Plan

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

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

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

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

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

A contract may be canceled at any time without penalty.

Life and health insurance is included in all contracts.

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

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

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

Attendance

One of the important features in training young men and young women for employment is the habit of punctuality in all business relations; therefore, regularity and punctuality are insisted upon. As there are no excused absences, the student is cautioned to safeguard his pro-rated absences with care.

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

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

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

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

4. Veterans must report to Executive Director when "dropped" from class to maintain proper clock-hour and semester hours per V. A. regulations.

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

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

These regulations are for the student's protection. He is making a large contribution of time, money, and effort to make a place for himself in the world of business. It is the duty of the administration to prevent the creation of habits which interfere with a student's progress, and class absences do just that. Therefore, the student is asked to accept these regulations as a service organized for his personal growth and betterment.

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

Time Schedule

The college is in session Monday through Friday, except legal holidays and closed time, from 8:00 a. m. to 4:00 p. m.

The college office is open every business day from 8:00 a. m. to 5:00 p. m. and from 9:00 a. m. to 12:00 p. m. on Saturdays. Office hours during the summer months are from 8:30 a. m. to 4:30 p. m. Prospective students desiring interviews at these or other hours should arrange for them in advance.

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

Policy Governing Semester Hours And Course Load

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

A certificate of attendance is awarded to those students pursuing Special Courses who earn a minimum of 32 semester hours of credit or who fail to meet the speed requirements in shorthand and typewriting. The recipient of a certificate of attendance does not participate in the graduation exercises.

Change of Studies

When a student wishes to change his program of studies, whether to add or to drop courses, he must obtain the written consent of his Faculty Adviser and of the Academic Dean. This change of program must be effected within a one-week period after registration.

A fee of $5 is charged for a change of program for student convenience.

Academic Standards

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

A	Exceptional quality	Four points per credit
B	High quality	Three points per credit
C	Average quality	Two points per credit
D	Inferior quality	One point per credit
WP	Withdrew, passing	
WF	Withdrew, failing	
RD	Recommended drop	
F	Failure	No point
Inc.	Incomplete	See below*

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

Not more than 10 semester hours of "D" grade are to be counted toward a 2 year diploma; not more than 6 semester hours of "D" grade are to be counted toward a one year diploma. The "D" grade must be counterbalanced by an hour of "B" or "A" grade.

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

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

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

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

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

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

Probation

Any Freshman whose grade point average is below 1.5 at the close of the first semester shall be placed on probation for one semester. If at the end of the probationary period his grades are not equal to the required grade point average or better his enrollment will be terminated.

The following point averages are required:

First semester 1.5
Second semester 2.0
Succeeding semesters 2.0 cumulative.

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

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.

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

Social Restrictions

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

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

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

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

The Dean's List

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

Scholastic Honesty

Students are held responsible for the following information:

(1) Definition of scholastic dishonesty.

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

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

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

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

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

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

College Jurisdiction

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

The conduct of Husson College students is always of immediate concern and must never in the classroom, college buildings, or in public places react unfavorably to the established traditions of good behavior and decorum. Students whose conduct outside the college area brings adverse criticism to the college will be dismissed. Drinking at college parties and athletic contests is not tolerated, and the student guilty of such breach of good conduct is subject to dismissal from the college.

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

School Spirit

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

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

Graduation Requirements

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

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

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

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

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

The following semester hour credits are required:

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

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

Honors

The following point average is required for honors:

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

Prizes and Awards

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 and typewriting.

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.

Counseling Service



Rev. E. Charles Dartnell

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

Proper guidance is the core of the counseling program. Guidance is needed whenever the student finds his environment too complex, too much for the immature mind to sense or understand. The selection of his life's work, a career, is a task of consid-

erable 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.

A Pledge

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

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

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

Acknowledgment

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

The administration realizes that the success of Husson College has been due, in great measure, to the confidence, whole-

hearted support, and interested co-operation accorded it by its former students. It fully appreciates the benefit that has been derived from this source and takes this opportunity to express its gratitude for the same.

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

Transcripts

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

Placement Service

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

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

Service to the Graduate

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

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

Courtesy to Graduates

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

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.

Dow Air Force Base Divisions

Husson College is proud to be numbered among those institutions offering college level instruction to the Armed Forces. In arriving at its decision to extend courses of study to the personnel at Dow Air Force Base, the administrative officers of the college were impressed by the increasing educational demands on the part of both officers and enlisted men.

Advances in weapons and military equipment require greater technical skill and understanding on the part of military personnel than ever before. Furthermore, the concept of global conflict has introduced a new set of problems which demand at least a basic knowledge of those subjects which contribute to a better understanding of the peoples of the world.

In addition, thousands of members of the Armed Forces must look forward to the time when their active military careers are terminated through retirement. Many will wish to pursue active careers in some vocation or profession, and training for these goals is frequently uppermost in the service man's mind. By taking advantage of off-campus instruction at the college level given at the military installation, this training may eventually be achieved. By means of the six-months temporary duty provision, many persons will be able to complete the work for their degree on campus while still in the service.

Husson College is pleased to make available this opportunity for service men to secure instruction leading to the bachelor's degree. It is hoped that many will take advantage of this opportunity to improve their educational status.

Basically, the Dow Air Force Base Extension Program is a projection of the instruction provided on the Husson College campus. Husson College enters into a contract with Dow Air Force Base to provide instruction similar to that given on campus. The program is administered by an appointed official of the college and a director at the base who is responsible for co-ordination between the military and the civilian institution. Instruction is provided on base by teachers who commute from the campus. These instructors meet all the requirements for the faculty at Husson College and are approved by the college and the heads of the departments offering the courses.

The Air Force supports the program through tuition aid to military students, provision of adequate classrooms and equipment, and administrative assistance. The program is a cooperative enterprise between the military and the civilian educa-

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

tional assistance and support of the education officers and installation commanders.

In general, the requirements which pertain to admission, transfer of credit, and residence parallel those described elsewhere in this Bulletin. The college welcomes questions concerning its off-campus program. All correspondence should be addressed to Mr. Chesley H. Husson, Jr., Director, Dow Air Force Extension Program, Husson College, Bangor, Maine.

Evaluation of Service Training Programs

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

Summer Session

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

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

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

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

There is an application fee of $10 which will be applied toward the tuition. However, there is no refund of the $10 should a person decide not to attend the summer session.

Reading Achievement Program

Husson College, in cooperation with Programs for Achievement in Reading, offers interested students a non-credit course designed to increase competence in reading and study skills and

to increase the desire of the student to read more widely. The student's overall reading efficiency is increased by providing means (PAR study set, and controlled reader, tachistoscope, and rateometer machines) through which visual perception, coordination, rate of reading, and comprehension can be increased. Further information may be obtained from either the Department of Business Education or the Department of English.

University of Maine

Master of Education Degree in Business Education

A. Required Courses

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

B. Limited Electives

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

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

*Must be taken at first registration.

Graduates of the course leading to the degree of Bachelor of Science in Business Education may now move to fulfill the requirements for a Master of Education degree at the University of Maine by following the program outline. This course was approved by the Executive Committee of the University of Maine School of Education in February 1957. Other institutions have similar programs for Husson graduates and have admitted them to graduate study. Among them are Boston University, Michigan State University, the University of Connecticut, and the American International College.

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

Northern Conservatory of Maine

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.



NORTHERN CONSERVATORY OF MUSIC

Thomas School of Dance

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

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

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

Student Organizations

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

Student Senate

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

To the council is given a grant of powers by the administration which gives it the right, under certain conditions, to enact and to enforce regulations, to transact business, and to represent the student body. It has been adjudicated by the government to be a non-profit, educational organization because of its established policy to use all monies that it earns or collects, for the advancement and betterment of education at Husson College.

The Student Council acts as sponsor and trustee of the Husson College Student Loan Fund. This fund provides all Husson College students with a trust fund from which they may borrow money for tuition and educational expenses. An applicant must meet only a minimum of qualifications to obtain a loan, and the interest charges and repayment requirements are extremely favorable.

The Student Council operates the Student Sandwich Bar. Profits earned from this store are used entirely to finance the Council's projects and activities. 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.

Pi Rho Zeta International

Pi Rho Zeta International is a commercial society with

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

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

Intramural Program for Women

This is a group of young women which sponsors and participates in basketball, bowling, hiking, softball, swimming, badminton, and volleyball.

Varsity Sports

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

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

There is also a junior varsity basketball team.

Intramural Sports

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

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.

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

Student Education Association

On February 24, 1949, the Forkner-Nichols Chapter of the Future Teachers of America was chartered by the Student Education Association of the United States. The chapter at Husson College is the sixth college chapter in Maine, but Husson is the first business college in the country to establish such an organization. In 1957 the Future Teachers of America was changed to Student Education Association for prospective teachers on the collegiate level. At that time the Husson chapter became the Louise B. Miller Chapter. All members of the teacher-training course are eligible for membership in the S. E. A. The basic purpose of the Louise B. Miller chapter is to better business educational conditions locally, state-wide, and nationally.

Kappa Delta Phi

Husson College is the home of Lambda Chapter, Kappa Delta Phi. It is an educational fraternity whose membership is open to men who are preparing to become teachers. Kappa Delta Phi is a national fraternity.

Newman Club

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

Student Publications

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

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

Glee Club

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

Band

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

Circle K

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

Husson Christian Youth Organization

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

Young Republican Club

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

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

United Business School Association

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

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

The degree courses in Secretarial Science, Business Administration, and Accounting are of four years' duration.

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

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

Husson College Curricula

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

"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.

Husson College Curricula

DEPARTMENT OF ACCOUNTING
WILLIAM H. DONAHUE, DIRECTOR

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

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

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

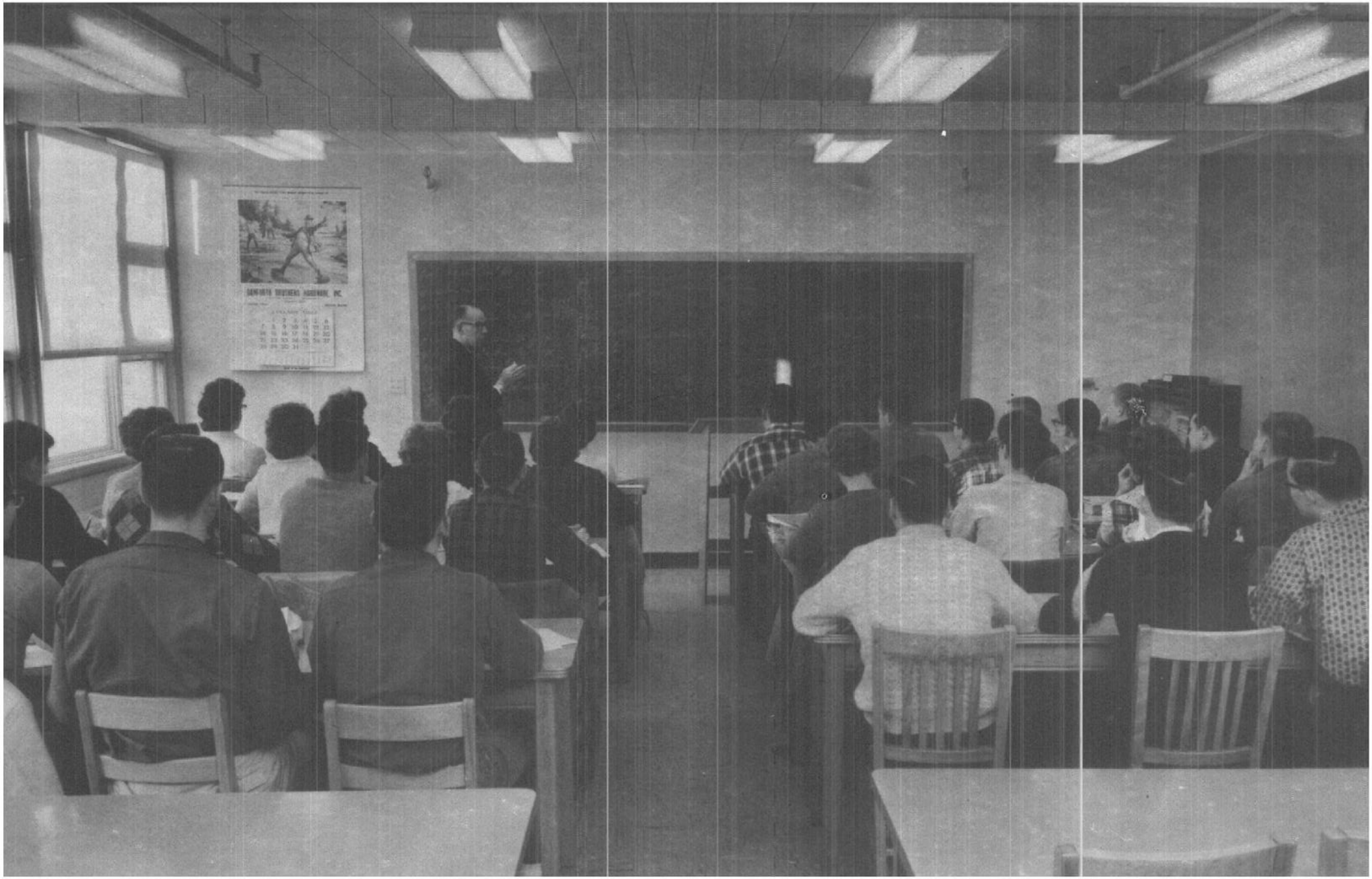
DEPARTMENT OF BUSINESS EDUCATION
THELMA M. WATSON, DIRECTOR

1. Bachelor of Science in Business Education
   - Bachelor of Science in Business Education (Accounting Major)
   - Bachelor of Sciences in Business Education (Business Administration Major)
   - Bachelor of Sciences in Business Education (Secretarial Science Major)
2. Business Education Course Diploma (for University, College, or Teachers College Graduates)

DEPARTMENT OF SECRETARIAL SCIENCE
MILDRED M. BRADFORD, DIRECTOR

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

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



Department of Accounting

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

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

Department of Accounting

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

Governmental Accounting

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

Instruction of Accounting

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

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

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

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

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

Distribution of Course Hours

General	48 hours
Allied Business	43 hours
Technical	37 hours

General Education

	First Year	*Hours*
Eh 10—11	Freshman English	6
Ms 11	Business Mathematics	3
Pe 10	Physical Education	0
Ms 12	Algebra	3
	Second Year	*Hours*
Ec 20—21	Principles of Economics	6
Eh 13	Speech	2
Eh 21	Written Communication	2
	Electives	6
	Third Year	*Hours*
Ms 20	Mathematics of Finance	3
Psy 20	General Psychology	3
Psy 21	Psychology of Business	3
	Fourth Year	*Hours*
Eh 22	Business Report Writing	2
Hy 20—21	United States Political and Social History	6
Ec 40	Elementary Statistics	3

Allied Business Education

	First Year	*Hours*
Ss 26	Elementary Typewriting	2
Ss 27	Intermediate Typewriting	2
Ba 12	Introduction to Business	2
Ba 16—17	General Business Law	4

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

	Third Year	*Hours*
	*Electives	11

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

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

		Hours
Ba 29	Introduction to Finance	3
Ba 40	Corporation Finance	2
Ba 41	Money and Banking	3
Ba 22	Fundamentals of Management	3
Ba 38	Management of Small Business	2
Ba 44—45	Prnciples of Insurance	4
Ba 56	Principles of Investments	2
Ba 57	Investment Analysis	2

Technical Education

	First Year	*Hours*
Ac 10—11	Principles of Accounting	8

	Second Year	*Hours*
Ac 20—21	Intermediate Accounting	6
Ac 32—33	Federal Taxation	4

	Third Year	*Hours*
Ac 30	Advanced Accounting	3
Ac 42	Budgetary Accounting and Control	3
Ac 22—23	Cost Accounting	6

	Fourth Year	*Hours*
Ac 40—41	Auditing	4
Ac 31	Governmental Accounting	3

Bachelor of Science Degree in Accounting

First Year

First Semester	Weekly Class Hours	Credit	Second Semester	Weekly Class Hours	Credit
Ac 10 Principles of Accounting	5	4	Ac 11 Principles of Accounting	5	4
Ba 12 Introduction to Business	2	2	Ba 17 General Business Law	2	2
Ba 16 General Business Law	2	2	Eh 11 Freshman English	3	3
Ms 11 Business Mathematics	3	3	Ms 12 Algebra	3	3
Ss 26 Elementary Typewriting	5	2	Ss 27 Intermediate Typewriting	5	2
Eh 10 Freshman English	3	3	Pe 10 Physical Education	2	0
		16	Eh 13 Speech	2	2
					16

Second Year

First Semester			Second Semester		
Ac 20 Intermediate Accounting	3	3	Ac 21 Intermediate Accounting	3	3
Ac 32 Federal Taxation	2	2	Ac 33 Federal Taxation	2	2
Ec 20 Principles of Economics	3	3	Ec 21 Principles of Economics	3	3
Ba 20 Law of Business Organization	2	2	Ba 21 Law of Negotiable Instruments	2	2
Electives	4	4	Eh 21 Written Communication	2	2
Eh 22 Business Report writing	2	2	Elective	4	4
		16			16

Third Year

First Semester			Second Semester		
Ac 22 Cost Accounting	3	3	Ac 23 Cost Accounting	3	3
Ac 30 Advanced Accounting	3	3	Ac 42 Budgetary Accounting and Control	3	3
Ms 20 Mathematics of Finance	3	3	Psy 21 Psychology of Business	3	3
Psy 20 General Psychology	3	3	Electives	7	7
Electives	4	4			16
		16			

Fourth Year

First Semester			Second Semester		
Ac 40 Auditing	2	2	Ac 41 Auditing	2	2
Ac 31 Government Accounting	3	3	Ec 40 Elementary Statistics	3	3
Hy 20 United States Political and Social History	3	3	Hy 21 United States Political and Social History	3	3
Ms 14 Office Machine Calculation	3	2	Electives	8	8
Electives	6	6			16
		16			

Diploma Courses

Accounting

Two-Year Course

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 12 Introduction to Business	2	2
Ba 16 General Business Law	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Eh 10 Freshman English	3	3
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education	2	0
Eh 13 Speech	2	2
		16

Second Year

First Semester		
Ac 20 Intermediate Accounting	3	3
Ac 32 Federal Taxation	2	2
Ec 20 Principles of Economics	3	3
Ba 20 Law of Business Organization	2	2
Electives	6	6
		16

Second Semester		
Ac 21 Intermediate Accounting	3	3
Ac 33 Federal Taxation	2	2
Ec 21 Principles of Economics	3	3
Ba 21 Law of Negotiable Instruments	2	2
Eh 21 Written Communication	2	2
Elective	3	3
		15

Accounting

One-Year Course

First Year

First Semester		
Ac 10 Principles of Accounting	5	4
Ba 12 Introduction to Business	2	2
Ba 16 General Business Law	2	2
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Eh 10 Freshman English	3	3
		16

Second Semester		
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Ss 27 Intermediate Typewriting	5	2
Pe 10 Physical Education	2	0
Eh 13 Speech	2	2
		16

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."

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

Department of Business Administration

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

The professional curricula in Business Administration serve several purposes; namely, preparation for employment in such career fields as may be found in manufacturing, accounting, retailing, wholesaling, banking, transportation, construction, purchasing, insurance, real estate, public utilities, statistics, taxation, advertising, publishing, education, industrial management, corporation finance, marketing, personnel and business management, credits and collections, foreign trade, and governmental agencies. Preparation is also provided for activity in a wide range of technical and non-technical clerical tasks which prevail in modern business offices.

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 Wado Emerson.

Department of Business Administration

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

The candidate must complete 64 hours in general education and 64 hours in the technical and allied business fields. His program must include a minimum of 14 hours in accounting with the option of taking additional courses in accounting as electives in his junior and senior years. Likewise, he is required to take 8 hours in Business Law and 4 hours in typewriting.

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

Distribution of Course Hours

General Education	64 hours
Technical and Allied Business	64 hours

General Education

First Year		*Hours*
Eh 10-11	Freshman English	6
Eh 21	Written Communication	2
Ms 11	Business Math	3
Ms 12	Algebra	3
		14

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

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

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

Fourth Year

Ec 40	Elementary Statistics	3
Eh 43	American Novel	3
Hy 20-21	U. S. History	6
	Electives	4
		16

Allied and Technical Education

First Year

Ac 10-11	Principles of Accounting	8
Ba 12	Introduction to Business	2
Ba 16-17	General Business Law	4
Ss 26-27	Typewriting	4

Second Year

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

Third Year

Ac 26-27	Managerial Accounting	6
Ba 36	Personnel Management	3
	Electives	10

Fourth Year

Ba 44-45	Principles of Insurance	4
	Electives	11

ELECTIVES

GROUP I

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

GROUP II

A minimum of 12 hours to be selected from the offerings in Literature, Language, Government, or Science.

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

Bachelor of Science Degree in Business Administration

First Year

First Semester

	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 16 General Business Law	2	2
Ba 12 Introduction to Business	2	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Semester

	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Eh 13 Speech	2	2
Ss 27 Intermediate Typewriting	5	2
		16

Second Year

First Semester

Ba 20 Law of Business Organization	2	2
Ec 20 Principles of Economics	3	3
Ec 24 Economic Geography	3	3
Ms 20 Mathematics of Finance	3	3
Eh 21 Written Communication	2	2
Psy 20 General Psychology	3	3
		16

Second Semester

Ba 21 Law of Negotiable Instruments	2	2
Ba 22 Fundamentals of Management	3	3
Ba 29 Introduction to Finance	3	3
Ec 21 Principles of Economics	3	3
Psy 21 Psychology of Business	3	3
Eh 22 Business Report Writing	2	2
		16

Third Year

First Semester

Ac 26 Managerial Accounting	3	3
Ec 32 Labor Economics	3	3
Sy 30 Principles of Sociology	3	3
Electives	7	7
		16

Second Semester

Ac 27 Managerial Accounting	3	3
Ba 36 Personnel Management	3	3
Sy 31 Social Problems	3	3
Electives	8	8
		17

Fourth Year

First Semester

Ba 44 Principles of Insurance	2	2
Ec 40 Elementary Statistics	3	3
Hy 20 United States Political and Social History	3	3
Eh 43 American Novel	3	3
Electives	5	5
		16

Second Semester

Ba 45 Principles of Insurance	2	2
Hy 21 United States Political and Social History	3	3
Electives	11	11
		16

Diploma Course
Business Administration

Two-Year Course

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 10 Principles of Accounting	5	4
Ba 16 General Business Law	2	2
Ba 12 Introduction to Business	2	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
Pe 10 Physical Education (Required)	2	0
		16

Second Semester	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Eh 13 Speech	2	2
Ss 27 Intermediate Typewriting	5	2
		16

Second Year

First Semester		
Ba 20 Law of Business Organization	2	2
Ec 20 Principles of Economics	3	3
Ec 24 Economic Geography	3	3
Ms 20 Mathematics of Finance	3	3
Psy 20 General Psychology	3	3
Ms 14 Office Machine Calculation	3	2
		16

Second Semester		
Ba 21 Law of Negotiable Instruments	2	2
Ba 22 Fundamentals of Management	3	3
Ba 29 Introduction to Finance	3	3
Ec 21 Principles of Economics	3	3
Eh 21 Written Communication	2	2
Psy 21 Psychology of Business	3	3
		16

Business Administration

One-Year Course

First Semester		
Ac 10 Principles of Accounting	5	4
Ba 16 General Business Law	2	2
Ba 12 Introduction to Business	2	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Ss 26 Elementary Typewriting	5	2
		16

Second Semester		
Ac 11 Principles of Accounting	5	4
Ba 17 General Business Law	2	2
Eh 11 Freshman English	3	3
Eh 21 Written Communication	2	2
Ss 27 Intermediate Typewriting	5	2
Ms 14 Office Machine Calculation	3	2
		15

Major Fields of Concentration in Business Administration

Third Year

	Weekly Class Hours	Hours Credit		Weekly Class Hours	Hours Credit
FINANCE					
Ac 32 Federal Taxation	2	2	Ac 33 Federal Taxation	2	2
Ba 41 Money and Banking	3	3	Ba 51 Principles of Credit Management	3	3
		5			5
MANAGEMENT					
Ba 38 Management of Small Business	2	2	Ba 35 Sales Management	2	2
Electives	3	3	Ba 41 Money and Banking	3	3
		5			5
MERCHANDISING					
Ba 33 Principles of Marketing	3	3	Ba 32 Introduction to Retail Merchandising	3	3
Ba 34 Principles of Advertising	2	2	Ba 35 Sales Management	2	2
		5			5

Fourth Year

FINANCE					
Ba 40 Corporation Finance	2	2	Ba 42 Financial Policies of Corporations	2	2
Ba 56 Investments	2	2	Ba 57 Investment Analysis	2	2
Electives	4	4	Electives	7	7
		8			11
MANAGEMENT					
Ba 49 Office Management	3	3	Ba 54 Human Relations and Communications	3	3
Ba 40 Corporation Finance	2	2	Ba 42 Financial Policies of Corporations	2	2
Electives	3	3	Ba 51 Credit Management	3	3
		8	Electives	3	3
					11
MERCHANDISING					
Ba 43 Principles of Retail Management	3	3	Ba 47 Principles of Purchasing	3	3
Electives	5	5	Electives	8	8
		8			11

Business Administration Courses and Prerequisites

		Hours Credit	Prerequisites
Ba 12	Introduction to Business	2	Required
Ba 16	General Business Law	2	Required
Ba 17	General Business Law	2	Ba 16
Ba 20	Law of Business Organization	2	Ba 17
Ba 21	Law of Negotiable Instruments	2	Ba 17
Ba 22	Fundamentals of Management	3	Ec 20
Ba 29	Introduction to Finance	3	Ec 20
Ba 32	Introduction to Retail Merchandising	3	Ba 22
Ba 33	Principles of Marketing	3	Ec 21
Ba 34	Principles of Advertising	2	Merchandising and Management Majors only
Ba 35	Sales Management	2	Ba 34, Merchandising Majors only
Ba 36	Personnel Management	3	Ba 22
Ba 38	Management of Small Business	2	Ba 22, Ba 36
Ba 40	Corporation Finance	2	Ba 29
Ba 41	Money and Banking	3	Ba 20, Ba 29
Ba 42	Financial Polices of Corporations	2	Ba 40, Ba 41
Ba 43	Principles of Retail Management	3	Ba 22, 32, 36
Ba 44	Principles of Insurance	2	Ba 29, Ec 21
Ba 45	Principles of Insurance	2	Ba 44
Ba 47	Principles of Purchasing	3	Ac 11, Ba 30, 33
Ba 49	Principles of Office Management	3	Ba 36
Ba 50	C. P. A. Law Review	2	Ba 20, 21
Ba 51	Principles of Credit Management	3	Ba 22, 29, Ec 21
Ba 54	Human Relations and Communications	3	Ba 36, Ec 32, Sy 30
Ba 55	Business Problems	2	Special permission
Ba 56	Principles of Investments	2	Ba 29, Ec 21
Ba 57	Investment Analysis	2	Ba 56

Economic Courses

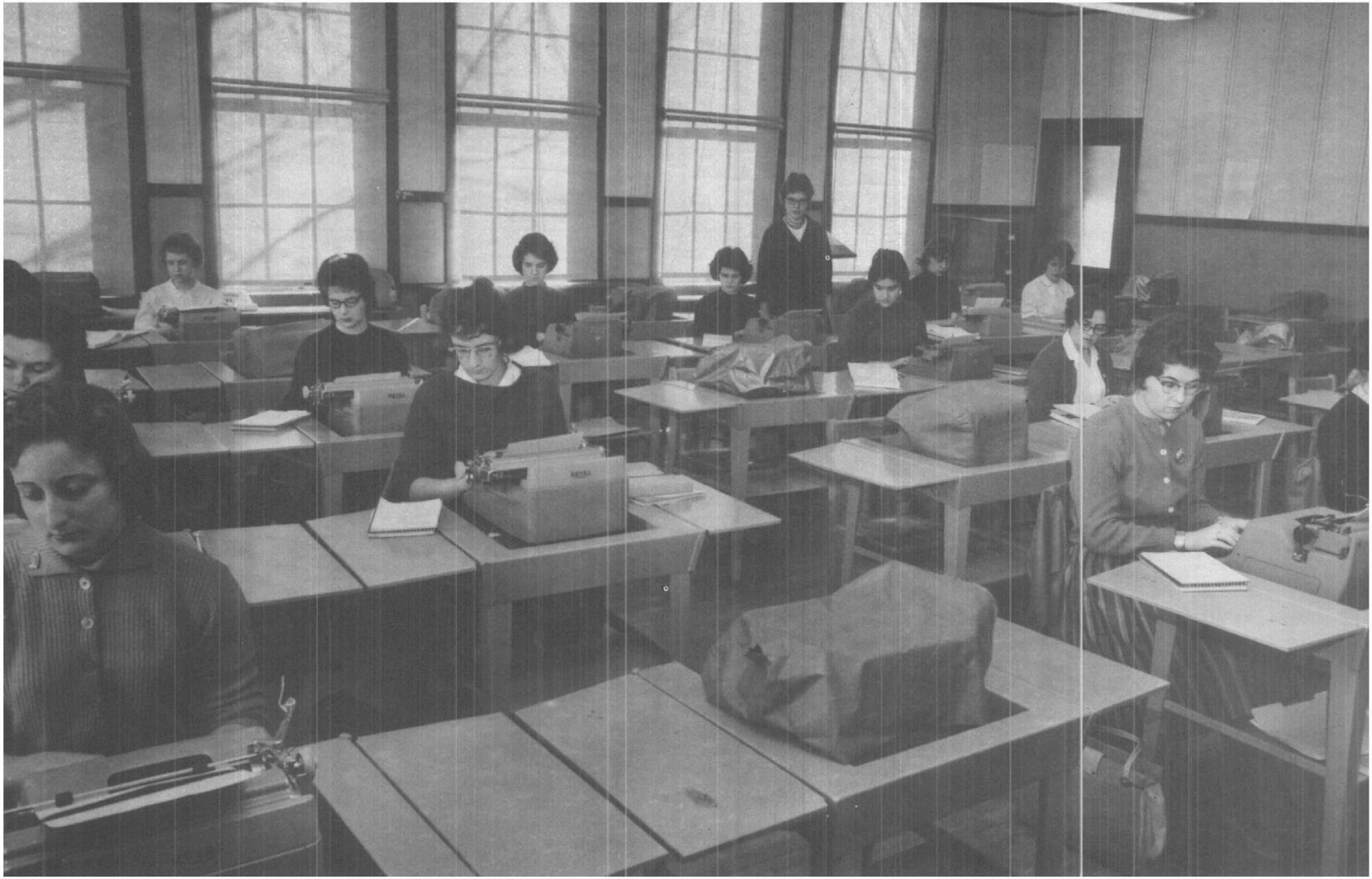
Ec 20 Principles of Economics	3	Not open to Freshmen
Ec 21 Principles of Economics	3	Ec 20
Ec 24 Economic Geography	3	Ec 21
Ec 28 Consumer Economics	3	Not open to Finance Majors
Ec 32 Labor Economics	3	Ec 21, Ba 22
Ec 39 Current Economic Problems	3	Ec 21, Ec 24
Ec 40 Elementary Statistics	3	Ms 20
Ec 48 Modern Economic Thought	3	Ec 39

History Courses

Hy 20 United States Political and Social History	3
Hy 21 United States Political and Social History	3
Hy 24 American National Government	2
Hy 25 American State and Local Government	2

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





Department of Business Education

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

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

Department of Business Education

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

Distribution of Course Hours

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

Bachelor of Science degree in Business Education (Accounting Major)

General Education

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

Professional Education

First Year

None

Second Year

Ed 21	Introduction to Education	2

Psy 20	General Psychology	3
Psy 23	Educational Psychology	3

Third Year

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

Fourth Year

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

Technical Education

First Year

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

*Note: Students with previous high school training in typewriting will enroll in Ss 27. Elect Ss 50.

Second Year

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

Third Year

Ac 22—23	Cost Accounting	6
Ac 32—33	Federal Taxation	4
Ba 16—17	General Business Law	4

Fourth Year

Ba 20	Law of Business Organization	2
Ms 14	Office Machine Calculation	2
Ss 34	Duplicating Processes	2

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

General Education

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

Second Year

Ec 20—21	Principles of Economics	6
Ms 20	Mathematics of Finance	3

Sp 10—11	Spanish	6

Third Year

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

Fourth Year

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

Professional Education

First Year

None

Second Year

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

Third Year

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

Fourth Year

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

Technical Education

First Year

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

Second Year

Ba 16—17	General Business Law	4
Ba 29	Principles of Finance	3
Ms 14	Office Machine Calculation	2
Ss 28	Advanced Typewriting	2

Third Year

Ac 32—33	Federal Taxation	4
Ba 20	Law of Business Organization	2
Ba 22	Fundamentals of Management	3
Ba 36	Personnel Management	3
Eh 22	Business Report Writing	2

*Note: Elect Ba 34

Fourth Year

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

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

General Education

First Year *Hours*

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

Second Year

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

Third Year

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

Fourth Year

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

Professional Education

First Year

Ed 21	Introduction to Education	2

Second Year

Psy 20	General Psychology	3
Psy 23	Educational Psychology	3

Third Year

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

Fourth Year

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

Technical Education

First Year

Ac 10—11	Principles of Accounting	8
Ba 12	Introduction to Business	2
Ss 26—27	Elementary and Intermediate Typewriting or	
Ss 27—28	Intermediate and Advanced Typewriting	4

Second Year

Ba 16—17	General Business Law	4
Ac 32	Federal Taxation	2
Ss 21	Shorthand Theory	3
Ss 30	Intermediate Shorthand	3
Ss 28	*Advanced Typewriting	2
Ss 38	Principles of Transcription	2
Eh 22	Business Report Writing	2

Third Year

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

Fourth Year

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

**Those who wish to teach in New York State may elect Ba 22, Fundamentals of Management, or Ba 29, Principles of Finance.

"Experience is a dear school."

Bachelor of Science Degree in Business Education

(Accounting Major)

First Year

Semester I

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

Semester II

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

Second Year

Semester I

Ec 20 Principles of Economics	3	3
Ed 21 Introduction to Education	2	2
Psy 20 General Psychology	3	3
Ac 20 Intermediate Accounting	5	3
Sp 10 Spanish	4	3
Ss 28 Advanced Typewriting	5	2
		16

Semester II

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

Third Year

Semester I

Hy 20 United States Political and Social History	3	3
Sp 20 Spanish	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	2	2
Ed 54 Tests and Measurements in Business Education	2	2
Ac 22 Cost Accounting	3	3
Ac 32 Federal Taxation	2	2
Ba 16 General Business Law	2	2
		17

Semester II

Eh 43 American Novel	3	3
Hy 21 United States Political and Social History	3	3
Sp 21 Spanish	3	3
Ac 23 Cost Accounting	3	3
Ac 33 Federal Taxation	2	2
Ba 17 General Business Law	2	2
		16

Fourth Year

Semester I

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

Semester II

Ec 24 *Economic Geography	5	3
Eh 31 *Survey of English Literature	5	3
Ed 43 Cadet Teaching	200	6
Ss 34 Duplicating Processes	3	2
Elective (General Education)		2 or 3
		16 or 17

*These courses meet daily in the fourth quarter.

Bachelor of Science Degree in Business Education

(Business Administration Major)

First Year

Semester I

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

Semester II

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

Second Year

Semester I

Ec 20 Principles of Economics	3	3
Sp 10 Spanish	4	3
Ed 21 Introduction to Education	2	2
Psy 20 General Psychology	3	3
Ba 16 General Business Law	2	2
Ms 14 Office Machine Calculations	3	2
Ss 28 Advanced Typewriting	5	2
		17

Semester II

Ec 21 Principles of Economics	3	3
Sp 11 Spanish	4	3
Ms 20 Mathematics of Finance	3	3
Psy 23 Educational Psychology	3	3
Ba 17 General Business Law	2	2
Ba 29 Principles of Finance	3	3
		17

Third Year

Semester I

Hy 20 United States Social and Political History	3	3
Sp 20 Spanish	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	3	2
Ba 20 Law of Business Organization	2	2
Ba 22 Fundamentals of Management	3	3
Ac 32 Federal Taxation	2	2
Ed 54 Tests and Measurements in Business Education	2	2
		17

Semester II

Eh 22 Business Report Writing	2	2
Eh 43 American Novel	3	3
Hy 21 United States Social and Political History	3	3
Sp 21 Spanish	3	3
Ac 33 Federal Taxation	2	2
Ba 36 Personnel Management	3	3
		16

Fourth Year

Semester I

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

Semester II

Ec 28 *Consumer Economics	5	3
Ec 24 *Economic Geography	5	3
Eh 31 *Survey of English Literature	5	3
Ed 43 Cadet Teaching	200	6
Ss 34 *Duplicating Processes	5	2
		17

*These courses meet daily in the fourth quarter.

Bachelor of Science Degree in Business Education

(Secretarial Science Major)

(WITH PREVIOUS BUSINESS TRAINING)

First Year

Semester I

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

Semester II

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

Second Year

Semester I

Psy 20 General Psychology	3	3
Sp 10 Spanish	4	3
Ac 32 Federal Taxation	2	2
Ba 16 General Business Law	2	2
Ss 30 Intermediate Shorthand	5	3
Ss 38 Principles of Transcription	5	2
Elective	2	2
		17

Semester II

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

Third Year

Semester I

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

Semester II

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

Fourth Year

Semester I		*Semester II*	
Eh 30 Survey of English Literature 3	3	Ec 24 *Economic Geography 5	3
Eh 13 Speech 2	2	Ec 28 *Consumer Economics 5	3
Ed 33 Methods of Teaching Typewriting 3	2	Eh 31 *Survey of English Literature 5	3
Ed 41 Methods of Teaching Shorthand 3	2	Ed 43 Cadet Teaching ..200	6
Ms 14 Office Machine Calculation 3	2		15
Ss 34 Duplicating Processes .3	2	*These courses meet daily in the fourth quarter.	
Ss 50 Communication Control Systems 2	2		
	15 or 18		

*Ba 22 Fundamentals of Management (Available for those wishing to teach in New York State)

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

Bachelor of Science Degree in Business Education

(Secretarial Science Major)

(NO PREVIOUS BUSINESS TRAINING)

First Year

Semester I

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

Semester II

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

Second Year

Semester I

Eh 22 Business Report Writing	2	2
Sp 10 Spanish	4	3
Psy 20 General Psychology	3	3
Ba 16 General Business Law	2	2
Ss 21 Shorthand Theory	5	3
Ss 28 Advanced Typewriting	5	2
Ac 32 Federal Taxation	2	2
		17

Semester II

Sp 11 Spanish	4	3
Ms 20 Mathematics of Finance	3	3
Psy 23 Educational Psychology	3	3
Ba 17 General Business Law	2	2
Ss 30 Intermediate Shorthand	5	3
Ss 38 Principles of Transcription	5	2
		16

Third Year

Semester I

Hy 20 United States Political and Social History	3	3
Sp 20 Spanish	3	3
Sy 30 Principles of Sociology	3	3
Ed 31 Principles and Practices of Teaching in Secondary Schools	2	2
Ec 20 Principles of Economics	3	3
Ss 33 Gregg Theory	2	2
		18

Semester II

Hy 21 United States Political and Social History	3	3
Sp 21 Spanish	3	3
Sy 31 Social Problems	3	3
Ec 21 Principles of Economics	3	3
Ed 42 Methods of Teaching Bookkeeping	3	2
Ed 51 Tests and Measurements in Business Education	2	2
Ss 52 Secretarial Practice and Procedures	5	2
		18

Fourth Year

Semester I		*Semester II*	
Eh 30 Survey of English Literature 3	3	Ec 24 *Economic Geography 5	3
Eh 13 Speech 2	2	Ec 28 *Consumer Economics 5	3
Ed 33 Methods of Teaching Typewriting 3	2	Eh 31 *Survey of English Literature 5	3
Ed 41 Methods of Teaching Shorthand 3	2	Ed 43 Cadet Teaching ..200	6
Ms 14 Office Machine Calculation 3	2	*These courses meet daily in the fourth quarter.	
Ss 34 Duplicating Processes .3	2		15
Elective* 3	3	*These courses meet daily in the fourth quarter.	
	16		

*Ba 22 Fundamentals of Management (Available for those wishing to teach in New York State)

Business Education Course

(For University and College Graduates)

(Three Semesters)

FIRST SEMESTER

	Weekly Class Hours	Hours Credit
Ba 12 Introduction to Business 2	2	2
Ec 20 Principles of Economics 3	3	3
Ms 11 Business Mathematics 3	3	3
Ss 21 Shorthand Theory ..5	3	3
Ss 26 Elementary Typewriting 5	2	2
Ac 10 Principles of Accounting 5	4	4
	17	

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ac 11 Principles of Accounting 5	4	4
Ba 16 General Business Law 2	2	2
Ec 21 Principles of Economics 3	3	3
Ms 20 Mathematics of Finance 3	3	3
Ss 30 Intermediate Shorthand 5	3	3
Ss 38 Transcription 5	2	2
Ss 27 Intermediate Typewriting 5	2	2
		19

THIRD SEMESTER

	Weekly Class Hours	Hours Credit
Ed 43 Methods of Teaching Bookkeeping 3	2	2
Ed 33 Methods of Teaching Typewriting 3	2	2
Ed 41 Methods of Teaching Shorthand 3	2	2
Ss 33 Gregg Theory 2	2	2
Ss 50 Communication Control Systems 2	2	2
Ss 52 Secretarial Practice and Procedures 3	2	2
Ms 14 Office Machine Calculation 3	2	2
Ba 17 General Business Law 2	2	2
		16

Department of Business Education

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

The strict adherence to the course of study approved by the State Department of Education has made possible an unbroken period of over a quarter of a century of service in providing a sound and comprehensive program of training for business teachers. To those who are keenly interested in teaching business subjects and in qualifying for a Bachelor of Science degree in Business Education, this course of study has unusual merit.

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

State of Maine

Addison High School
Ashland Community High School
Auburn, Edward Little High School
Augusta, Coney High School
Bangor High School
Bar Harbor High School
Bath, Morse High School
Belfast, Crosby High School
Belgrade High School
Berwick High School
Biddeford High School
Bingham High School
Boothbay Harbor High School
Brewer High School
Bridgewater High School
Bridgton High School
Bristol High School
Brooks, Morse High School
Brooksville High School
Brownville Junction High School
Brunswick High School
Bucksport High School
Calais High School
Camden High School
Cape Elizabeth High School
Caribou High School
Carmel High School
Casco High School
Clinton High School
Deer Isle High School
Dexter High School
East Millinocket, Schenck High School
East High School
Eastport High School
Eliot High School
Ellsworth High School
Falmouth High School
Fairfield High School
Farmington High School
Fort Kent High School
Fort Fairfield High School
Gorham High School
Howland High School
Hallowell High School
Hodgdon High School
Houlton High School
Sumner High School (Sullivan)
Island Falls High School
Jonesport High School
Kennebunk High School
Kent's Hill High School
Lewiston High School
Liberty, Walker High School
Limestone High School
Lisbon Falls High School
Machias High School
Madawaska High School
Madison High School
Mars Hill, Aroostook Central Institute
Mattawamkeag High School
Medway High School
Mexico High School
Milbridge High School
Millinocket High School

Milo High School
Monson High School
Mt. Desert High School
Newport High School
Oakfield High School
Oakland High School
Old Town High School
Old Orchard High School
Orono High School
Piscataquis Community High School (Guilford)
Pembroke High School
Phillips High School
Presque Isle High School
Princeton High School
Rangeley High School
Scarborough High School
St. George High School
Searsport High School
Skowhegan High School
Solon High School
Stockston Springs High School
Stonington High School
Strong High School
Thomaston High School
Union High School
Van Buren High School
Waterville High School
Windham High School
Winslow High School
Winterport High School
Woodland High School
York High School

Academies

Anson Academy
Bluehill (George Stevens Academy)
Cathedral High School (Portland)
Cherryfield Academy
Corinna (Union Academy)
Chine (Erskine Academy)
East Corinth Academy
Foxcroft Academy
Freedom Academy
Freyburg High School
Gould Academy (Bethel)
Hampden Academy
Hartland Academy
Higgins Classical Institute (Charleston)
John Bapst High School
Lee Academy
Mattanawcook Academy
Patten Academy
Ricker Classical Institute, Houlton
Wilton Academy

Colleges

Husson College
Auburn Maine School of Commerce
Ricker College, Houlton
Nasson College, Springvale
Westbrook Junior College, Portland

Out-of-State

New Port Richey High School
New Port Richey, Florida

Plymouth High School
Plymouth, New Hampshire

Wellesley Jr. High School
Wellesley, Massachusetts

Deep River High School
Deep River, Connecticut

Chatham High School
Chatham, Massachusetts

Concord High School
Concord, New Hampshire

Malone High School
Malone, New York

Exeter High School
Exeter, New Hampshire

Charlestown High School
Charlestown, New Hampshire

Winchendon High School
Winchendon, Massachusetts

Valley Stream High School
Valley Stream Long Island, N. Y.

Keene High School,
Keene, New Hampshire

San Francisco School System
San Francisco, California

Hillsboro High School
Hillsboro, Oregon

Harrisville High School
Harrisville, New York

Guilford High School
Guilford, Connecticut

Woodsville High School
Woodsville, New Hampshire

Fairfield High School
Fairfield, Connecticut

Shelter Island School System
Shelter Island, New York

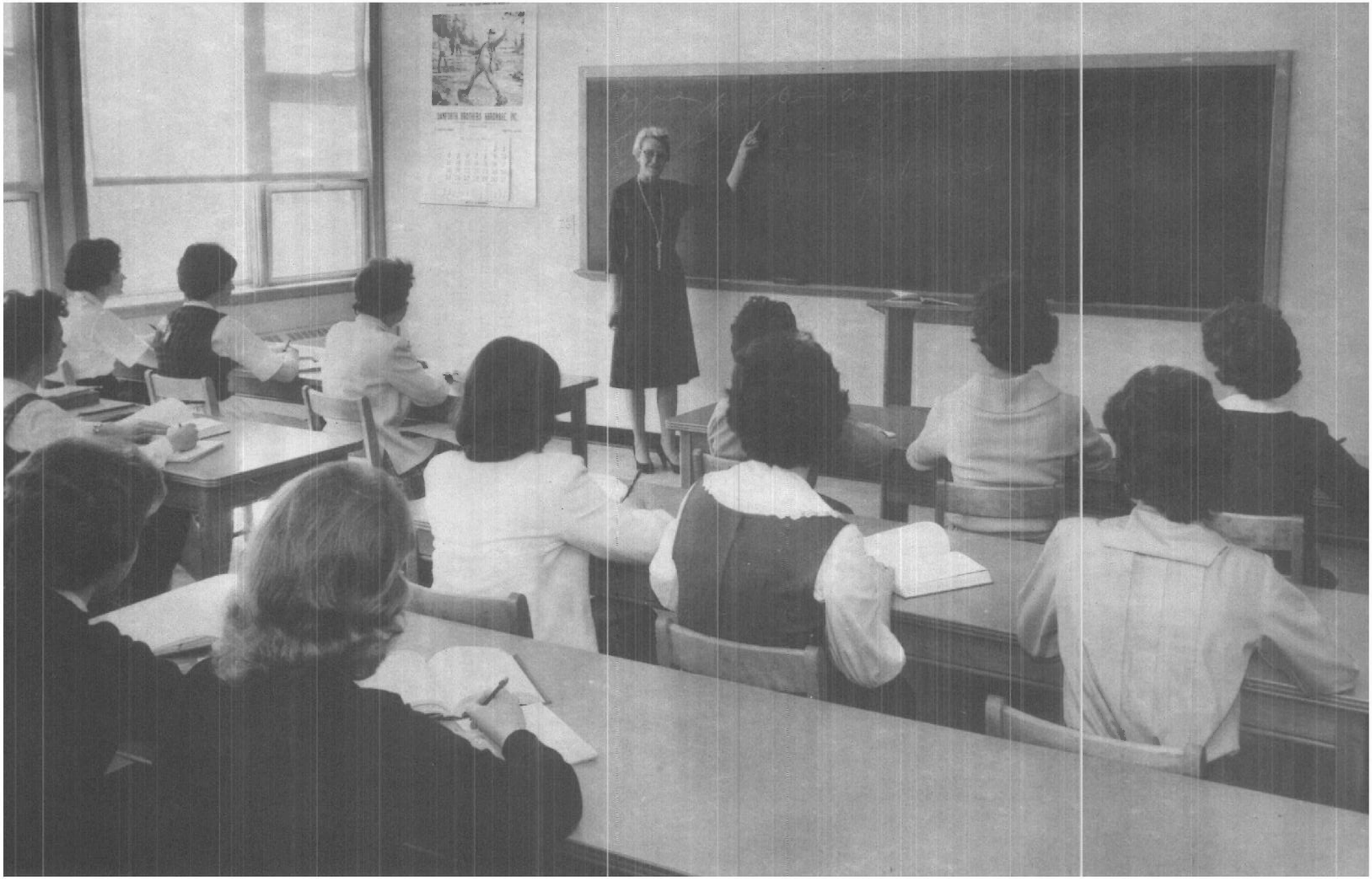
Academies

Appleton Academy
New Ipswich, New Hampshire

Peoples Academy
Morrisville, Vermont

Colleges

Endicott College
Boston, Massachusetts



Department of Secretarial Science

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

"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."

Department of Secretarial Science

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

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

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

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

Distribution of Course Hours

General	64 hours
Allied Business	22 hours
Technical	42 hours

General Education

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

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

Second Year		
Hy 20—21	United States Political and Social History	6
Psy 20	General Psychology	3
Psy 21	Psychology of Business	3
Eh 21	Written Communication	2
	Electives	6
Third Year		
Sp 10—11	Spanish	6
	Electives	6

Fourth Year

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

Allied Business Education

First Year

Ba 12	Introduction to Business	2

Second Year

Ec 20—21	Principles of Economics	6
Ba 16—17	General Business Law	4
	Electives	2

Third Year

Ba 20	Law of Business Organization	2
Ba 21	Law of Negotiable Instruments	2

Fourth Year

	Electives	4

Technical Education

First Year

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

Second Year *Hours*

Ss 26—27	Typewriting	4

Third Year

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

Fourth Year

Eh 22	Business Report Writing	2
Ss 31	Intermediate Shorthand Speed	3
Ss 32	Advanced Shorthand Speeds	3
Ss 43	Medical Shorthand	3
Ss 35	Legal Shorthand	3

Bachelor of Science Degree in Secretarial Science

First Year

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

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

Second Year

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

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

Third Year

First Semester		
Ba 20 Law of Business Organizations	2	2
Ss 21 Shorthand Theory	5	3
Ss 28 Advanced Typewriting	5	2
Ss 34 Duplicating Processes	3	2
Sp 10 Spanish	4	3
Electives	4	4
		16

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

Fourth Year

First Semester		
Ms 20 Mathematics of Finance	3	3
Ss 31 Intermediate Shorthand	5	3
English (Choice)	3	3
Sp 20 Spanish	3	3
Electives	4	4
		16

Second Semester		
Ss 40 Court Reporting	5	3
Ss 32 Advanced Shorthand Speed	5	3
Ss 43 Medical Shorthand	3	3
Sp 21 Spanish	3	3
English (choice)	3	3
Electives	4	4
		16

Note: The elective subjects must be from the field of general education.

Diploma Courses

Secretarial Science

Executive Secretarial Course

(PREVIOUS BUSINESS TRAINING)

Two-Year Course

First Year

FIRST SEMESTER

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

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ba 17 General Business Law	2	2
Ss 22 Principles of Salesmanship	2	2
Eh 11 Freshman English	3	3
Electives	3	3
Ss 28 Advanced Typewriting	5	2
Ss 31 Intermediate Shorthand	5	3
Ss 39 Transcription Laboratory	5	0
Ms 14 Office Machine Calculation	3	2
		17

Second Year

FIRST SEMESTER

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

SECOND SEMESTER

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

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

Executive Secretarial Course

(NO PREVIOUS TRAINING IN BUSINESS)

Two-Year Course

First Year

FIRST SEMESTER

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

SECOND SEMESTER

	Weekly Class Hours	Hours Credit
Ss 22 Principles of Salesmanship	2	2
Eh 11 Freshman English	3	3
Elective	3	3
Ms 14 Office Machine Calculation	3	2
Ss 27 Intermediate Typewriting	5	2
Ss 30 Elementary Short hand Speed	5	3
Ss 38 Principles of Transcription	5	2
		17

Second Year

FIRST SEMESTER

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

SECOND SEMESTER

Ac 17 Secretarial Accounting	3	3
Ba 17 General Business Law	2	2
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Psy 21 Psychology of Business	3	3
Ss 40 Court Reporting	5	3
Ss 32 Advanced Shorthand Speed	5	3
Ss 52 Secretarial Practice and Procedures	3	2
		17

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

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

Medical Secretarial Course

(PREVIOUS BUSINESS TRAINING)

Two-Year Course

First Year

First Semester

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

Second Semester

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

Second Year

First Semester

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

Second Semester

Ac 17 Secretarial Accounting	3	3
Eh 21 Written Communication	2	2
Ms 14 Office Machine Calculation	3	2
Ss 40 Advanced Shorthand Speed	5	3
Ss 44 Laboratory Technics	2	2
Electives	4	4
		16

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

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

Medical Secretarial Course

(NO PREVIOUS TRAINING)

Two-Year Course

First Year

First Semester

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

Second Semester

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

Second Year

First Semester

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

Second Semester

Ac 17 Secretarial Accounting	3	3
Eh 13 Speech	2	2
Eh 21 Written Communication	2	2
Ms 14 Office Machine Calculation	3	2
Ss 40 Advanced Shorthand Speed	5	3
Ss 44 Laboratory Technics	2	2
Ss 52 Secretarial Practice and Procedures	3	2
		16

(Affiliate: ***Eastern Maine General Hospital****)*

Husson College is pleased to announce that students enrolled in the Medical Secretarial Course now enjoy the complete facilities and selected personnel of the Eastern Maine General Hospital in the development and expansion of the listings as outlined in the course on pages 108, 109.

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

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

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

Laboratory Fee

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

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

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




Sterling
DANFORTH BROTHERS HARDWARE, INC.

Legal Secretarial Course

(NO PREVIOUS TRAINING)

Two-Year Course

First Year

FIRST SEMESTER

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

SECOND SEMESTER

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

Second Year

FIRST SEMESTER

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

SECOND SEMESTER

Ba 21 Law of Negotiable Instruments	2	2
Ec 21 Principles of Economics	3	3
Elective	3	3
Ss 32 Advanced Shorthand Speed	5	3
Ss 35 Legal Shorthand	3	3
		16

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

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

Legal Secretarial Course

(PREVIOUS BUSINESS TRAINING)

Two-Year Course

First Year

FIRST SEMESTER

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

SECOND SEMESTER

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

Second Year

FIRST SEMESTER

Ba 20 Law of Business Organizations	2	2
Ec 20 Principles of Economics	3	3
Ms 10 Business Mathematics	3	3
Ss 34 Duplicating Processes	3	2
Ss 52 Secretarial Practice and Procedures	3	2
Electives	5	5
		17

SECOND SEMESTER

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

Liberal Arts Secretarial Course

Two-Year Course

First Year

First Semester	Weekly Class Hours	Hours Credit
Ac 16 Secretarial Accounting	3	2
Eh 10 Freshman English	3	3
Ms 11 Business Mathematics	3	3
Sp 10 Spanish	4	3
Ss 26 Elementary Typewriting	5	2
Zo 10 Biology	3	3
		16

Second Semester	Weekly Class Hours	Hours Credit
Ss 27 Intermediate Typewriting	5	2
Eh 11 Freshman English	3	3
Ms 12 Algebra	3	3
Zo 11 Biology	3	3
Sp 11 Spanish	4	3
Eh 13 Speech	2	2
		16

Second Year

First Semester		
Ss 21 Shorthand Theory or Ss 30 Elementary Shorthand Speed	5	3
Ms 20 Mathematics of Finance	3	3
Psy 20 General Psychology	3	3
Eh 21 Written Communication	2	2
Eh 34 American Literature	3	3
Hy 20 United States Political and Social History	3	3
		17

Second Semester		
Eh 22 Business Report Writing	2	2
Eh 35 American Literature	3	3
Hy 21 United States Political and Social History	3	3
Ss 30 Intermediate Shorthand or Ss 31 Intermediate Shorthand Speed	5	3
Ss 38 Transcription	5	2
Ss 50 Communication Control Systems or Ms 14 Office Machine Calculation	3	2
		15

Preference for admissions to this course is given to those students who completed the college course in high school and to the business (and other) students who graduated in the upper fifth of their class.

This course is designed to prepare secretaries for top-level positions with the presidents, treasurers, department heads, and other ranking officers in business, government, and education.

Junior Secretarial Course

One-Year Course

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

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

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

Shorthand-Clerical Course

One-Year Course

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

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

*For students with no previous business training of any kind. Others will elect from Eh 21, Ba 16, and Ba 34.

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.

Typing-Clerical Course

One-Year Course

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

Second Semester	Weekly Class Hours	Hours Credit
Ac 17 Secretarial Accounting	3	3
Ss 22 Principles of Salesmanship	2	2
Eh 21 Written Communication	2	2
Elective	3	3
Ms 14 Office Machine Calculation	3	2
Ss 11 Clerical Practice	3	2
Ss 27 Intermediate Typewriting or		
Ss 28 Advanced Typewriting	5	2
		16

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

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

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




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Description of Courses

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

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

Title of Courses

Identification		Weekly hours per Semester	Credit Hours
Ac 10	Principles of Accounting	5	4
Ac 11	Principles of Accounting	5	4
Ac 16	Secretarial Accounting	3	2
Ac 17	Secretarial Accounting	3	3
Ac 20	Intermediate Accounting	3	3
Ac 21	Intermediate Accounting	3	3
Ac 22	Cost Accounting	3	3
Ac 23	Cost Accounting	3	3
Ac 26	Managerial Accounting	3	3
Ac 27	Managerial Accounting	3	3
Ac 30	Advanced Accounting	3	3
Ac 31	Governmental Accounting	3	3
Ac 32	Federal Taxation	2	2
Ac 33	Federal Taxation	2	2
Ac 40	Auditing	2	2
Ac 41	Auditing	2	2
Ac 42	Budgetary Accounting and Control	3	3
Ba 12	Introduction to Business	2	2
Ba 16	General Business Law	2	2
Ba 17	General Business Law	2	2
Ba 20	Law of Business Organization	2	2
Ba 21	Law of Negotiable Instruments	2	2
Ba 22	Fundamentals of Management	3	3
Ba 29	Introduction to Finance	3	3
Ba 32	Introduction to Retail Merchandising	3	3
Ba 33	Principles of Marketing	3	3
Ba 34	Principles of Advertising	2	2
Ba 35	Sales Management	2	2
Ba 36	Personnel Management	3	3
Ba 38	Management of Small Business	2	2
Ba 40	Corporation Finance	2	2
Ba 41	Money and Banking	3	3
Ba 42	Financial Policies of Corporations	2	2
Ba 43	Principles of Retail Management	3	3
Ba 44	Principles of Insurance	2	2
Ba 45	Principles of Insurance	2	2
Ba 47	Principles of Purchasing	3	3
Ba 48	Work Simplification	3	3
Ba 49	Principles of Office Management	3	3
Ba 50	C. P. A. Law Review	2	2
Ba 51	Principles of Credit Management	3	3
Ba 54	Human Relations and Communications	3	3
Ba 55	Business Problems	2	2
Ba 56	Principles of Investments	2	2
Ba 57	Investment Analysis	2	2
De 1	Fundamental Dance	2	2
De 2	Intermediate Dance	2	2
De 3	Recreation and Decorum Programming in Secondary Schools	1	1
De 4	Dance Stagecraft	2	2
De 5	Performing Arts		3
Ec 20	Principles of Economics	3	3
Ec 21	Principles of Economics	3	3
Ec 24	Economic Geography	3	3
Ec 28	Consumer Economics	3	3

Identification		Weekly hours per Semester	Credit Hours
Ec 32	Labor Economics	3	3
Ec 39	Current Economic Problems	3	3
Ec 40	Elementary Statistics	3	3
Ec 48	Modern Economic Thought	3	3
Ed 21	Introduction to Education	2	2
Ed 31	Principles and Practices of Teaching in Secondary Schools	2	2
Ed 33	Methods of Teaching Typewriting	4	2
Ed 41	Methods of Teaching Shorthand	3	2
Ed 42	Methods of Teaching Bookkeeping	4	2
Ed 43	Cadet Teaching	200	6
Ed 50	Audio-Visual Aids in Education	2½	1
Ed 51	Principles of Guidance	2	2
Ed 54	Tests and Measurements in Business Education	2	2
Ed 55	Objectives and Curriculum Problems in Business Education	2	2
Ed 56	Methods of Teaching Allied Business Subjects	2	2
Ed 33s	Advanced Methods of Teaching Typewriting	*	2
Ed 41s	Advanced Methods of Teaching Shorthand	*	2
Ed 42s	Advanced Methods of Teaching Bookkeeping	*	2
Ed 55s	Advanced Course in Objectives and Curriculum Problems in Business Education	*	2
Ed 57s	Improvement in the Instruction of Business Educaton Course	*	2
Eh 10	Freshman English	3	3
Eh 11	Freshman English	3	3
Eh 13	Speech	2	2
Eh 14	Advanced Speech	2	2
Eh 21	Written Communication	2	2
Eh 22	Business Report Writing	2	2
Eh 25	Introduction to Literature	2	2
Eh 30	Survey of English Literature	3	3
Eh 31	Survey of English Literature	3	3
Eh 34	American Literature	3	3
Eh 35	American Literature	3	3
Eh 41	Business Report Writing	2	2
Eh 43	American Novel	3	3
Eh 44	Modern Drama	3	3
Eh 50	Poetry: An Understanding and Appreciation	2	2
Eh 51	Seminar in Literature	3	3
Eh 52	Contemporary American Poetry	3	3
Hy 20	United States Political and Social History	3	3
Hy 21	United States Political and Social History	3	3
Hy 24	American National Government	2	2
Hy 25	American, State and Local Government	2	2
Ms 10	Business Mathematics	3	3
Ms 11	Business Mathematics	3	3
Ms 12	Algebra	3	3
Ms 13	Geometry	3	3
Ms 14	Office Machine Calculation	3	2
Ms 20	Mathematics of Finance	3	3
Ms 21	Trigonometry and Logarithms	2	2
Mu 1	Fundamentals of Music	2	2
Mu 2	Keyboard Harmony	2	4
Mu 3	Survey of Music Literature	2	4
Mu 4	Music Education	2	2
Mu 5	Sight Reading	1	2
Mu 6	Music History	2	2
Mu 7	Counterpoint	2	4

Identification		Weekly hours per Semester	Credit Hours
Pe 10	Physical Education	2	0
Psy 20	General Psychology	3	3
Psy 21	Psychology of Business	3	3
Psy 23	Educational Psychology	3	3
Ss 10	Introduction to Secretarial Science	2	2
Ss 11	Clerical Practice	3	2
Ss 21	Shorthand Theory	5	3
Ss 22	Principles of Salesmanship	2	2
Ss 26	Elementary Typewriting	5	2
Ss 27	Intermediate Typewriting	5	2
Ss 28	Advanced Typewriting	5	2
Ss 30	Intermediate Shorthand	5	3
Ss 31	Shorthand Advanced	5	3
Ss 30	Elementary Shorthand Speed	5	3
Ss 31	Intermediate Shorthand Speed	5	3
Ss 32	Advanced Shorthand Speed	5	3
Ss 33	Gregg Theory	4	2
Ss 34	Duplicating Processes	5	2
Ss 35	Legal Shorthand	3	3
Ss 38	Principles of Transcription	5	2
Ss 39	Transcription Laboratory	5	0
Ss 40	Shorthand Advanced Speeds	5	3
Ss 41	Court Reporting	5	3
Ss 43	Medical Shorthand	3	3
Ss 44	Laboratory Technics	2	2
Ss 50	Communication Control Systems	2	2
Ss 52	Secretarial Practice and Procedures	3	3
Ss 1a	Secretarial Studies	3	2
Sp 10	Spanish	4	3
Sp 11	Spanish	4	3
Sp 20	Spanish	3	3
Sp 21	Spanish	3	3
Sy 30	Principles of Sociology	3	3
Sy 31	Social Problems	3	3
Zo 10	Biology	3	3
Zo 11	Biology	3	3
Zo 12	Anatomy	1	1
Zo 13	Pathology	1	1

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

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

Description of Courses

The requirements for each year in the several courses offered at Husson College are outlined according to semesters on pages 70 - 115. In some of the courses offered there are areas in which a student may elect subjects related to his major study. These elective choices are subject to the approval of the director of the department in which the student is enrolled. In some areas, prerequisites are required. A student whose program of study cannot follow the suggested prerequisites must have the approval of the director of his department for enrolling in such a course.

The following abbreviations are used in identifying courses:

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

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

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

Flexibility of Courses

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

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

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

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

Accounting Courses

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

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

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

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

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

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

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

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

Ac 26 MANAGERIAL ACCOUNTING—(Prerequisite: Ac 11)—The first semester of a year course in managerial accounting is devoted to the use of rather than the construction of accounting records and statements. Topics covered will be: analysis and interpretation of financial data, price level changes, ratios, flow of funds, and trends. *Three credit hours.*

Ac 27 MANAGERIAL ACCOUNTING—(Prerequisite: Ac 26)—This is a continuation of the first semester of Managerial Accounting. Topics treated will be: internal accounting control, cost concepts and applications, budgets, and decision making. *Three credit hours.*

Ac 30 ADVANCED ACCOUNTING—(Prerequisite: Ac 21)—The course is an advanced study of accounting theory and problems, for which the candidate should be thoroughly grounded in basic accounting principles. The course content covers a wide range of special accounting problems and specialized accounting situations such as partnership formation, operation, and liquidation, co-insurane, installment sales, consignments, and accounting for "sick" businesses, in which emphasis is given to the preparation of the the statement of affairs and the statement of realization and liquidation. *Three credit hours.*

Ac 31 GOVERNMENTAL ACCOUNTING—(Prerequisite: Ac 30)—The course is offered to acquaint the accounting major with a highly specialized accounting system which would not be available in other accounting studies. The course comprises a study of the various funds and financial statements of governmental units. A portion of the course is devoted to a study of institutional accounting for hospitals, schools, and colleges. The course is a necessity for those students who aspire to the C. P. A. Examination. *Three credit hours.*

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

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

Ac 40 AUDITING—(Prerequisite: Ac 30)—The course is designed for those candidates who aspire to positions in public accounting and internal auditing. The study of the duties, responsibilites, and procedures of an auditor includes a review of basic accounting principles and their application in auditing. Emphasis is given to related reading and publications in the field of auditing. A practical and realistic audit case is used to supplement the course. *Two credit hours.*

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

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

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

Ba 16 GENERAL BUSINESS LAW—The purpose of this course is to impart the well-defined knowledge of the fundamentals of the legal rules of business as applied to contracts with special attention to the essential elements of a contract, sales of personal property, and bailments. *Two credit hours.*

Ba 17 GENERAL BUSINESS LAW—(Prerequisite: Ba 16)—A further study of business law is provided in this course. Emphasis is placed upon insurance, and other risk-bearing devices, guaranty and suretyship, real property and bankruptcy. Cases are read by students and serve as a basis for classroom discussion. *Two credit hours*

Ba 20 LAW OF BUSINESS ORGANIZATION—(Prerequisite: Ba 17)—The partnership section emphasizes the formation, firm names, partnership property, relations among partners, relations between partners and third persons, and the dissolution and winding up of the affairs of the partnership. The study of Corporate Law includes the general nature of corporations, formation of capital stocks and dividends, managerial and fiduciary duties of officers and directors; the rights, powers and remedies of stockholders; corporate powers, the rights and remedies of creditors and dissolution. Throughout the course, reference is made to the Uniform Partnership Act, and the Model for State Business Corporation Acts. *Two credit hours.*

Ba 21 LAW OF NEGOTIABLE INSTRUMENTS—(Prerequisite: Ba 17)—The development of the Uniform Negotiable Instrument Law, bills of exchange, promissory notes, negotiation, and defenses of primary parties and endorsers are studied. This course is rich in case-problem work and should aid the student to handle negotiable paper properly and without fear of litigation. *Two credit hours.*

Ba 22 FUNDAMENTALS OF MANAGEMENT—(Prerequisite: Ec 20)—A study of the principles and techniques underlying the successful organization, management, and operation of business activities is made. The application of these principles to specific business activities and to the management of individual departments is analyzed. *Three credit hours.*

Ba 29 INTRODUCTION TO FINANCE—(Prerequisite: Ec 20)—This course is designed as a survey course to present the functions, principles, institutions, practices, procedures and problems of the whole field of finance. Emphasis is placed on current problems as well as basic principles in business finance, monetary and banking policies, security markets, and consumer finance to provide a meaningful basis for analyzing trends and current problems in the various fields of finance. *Three credit hours.*

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

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

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

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

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

Ba 38 MANAGEMENT OF SMALL BUSINESS—(Prerequisites: Ba 22, Ba 36)—Management of Small Business is a one-semester course dealing with the day-to-day problems of small business, including the original requirements for starting, organizing, and operating the business with the best efficiency. The course also is designed for project-type problem studies in realistic situations in small stores service agencies and manufacturing shops. *Two credit hours.*

Ba 40 CORPORATION FINANCE—(Prerequisites: Ba 29)—This course is a survey of the various forms of business organizations and their financial structure. Special attention is given to the instruments of corporation finance, security distribution and its regulation. *Two credit hours.*

Ba 41 MONEY AND BANKING—(Prerequisites: Ba 20, Ba 29)—This course is designed to introduce the student to the functions of money and monetary standards. Special attention is given to the various monetary theories, American banking institutions, the Federal Reserve System, and to banking theory and practice. *Three credit hours.*

Ba 42 FINANCIAL POLICIES OF CORPORATIONS—(Prerequisites: Ba 40, Ba 41)—Financial Policies of Corporations covers the following topics: history of corporate financial policies with case studies of typical corporations, the nature of financial policies, corporate management, capitalization policies, relation of accounting to financial policies, dividend and working capital policies, legal aspects of consolidations, capital readjustments, application of the Bankruptcy Act as revised, current subsidiary holding company problems. *Two credit hours.*

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

Ba 44 PRINCIPLES OF INSURANCE—(Prerequisites: Ba 29, Ec 21)—This course is a comprehensive introduction to the field of insurance and covers the following topics: the economic and social services, the important principles and practices and the principal legal phases of all the common forms of insurance: Fire and Allied Lines, Marine, Casualty, Fidelity and Surety. *Two credit hours.*

Ba 45 PRINCIPLES OF INSURANCE—(Prerequisite: Ba 44)—A continuation of the study of insurance is offered. The course covers the following topics: Multiple Life Coverages, Social Security, Disability, Life, Group, Property and Liability. *Two credit hours.*

Ba 47 PRINCIPLES OF PURCHASING—(Prerequisites: Ac 11, Ba 22, 33) The work in this course treats the purchasing function as an integral part of business operations and policies. Emphasis in given to fundamental purchasing objectives, applications of current purchasing industrial procurement developments, and extensive case studies. *Three credit hours.*

Ba 48 WORK SIMPLIFICATION—(Prerequisites: Ba 22, Ba 36)—This course supplies prospective and current business leaders with training that will contribute to better profits and improved production. It covers motion economy, work simplification, methods improvement, and time study. It analyzes the techniques used in eliminating delays, simplifying and improving processes, setting standards and practices, and performance rating. *Three credit hours.*

Ba 49 PRINCIPLES OF OFFICE MANAGEMENT—(Prerequisite: Ba 36)—This course covers the following: the planning and installing of office systems and routine procedures; the improving of layout, arrangement, and flow of work; the planning and scheduling of office work; the organizing of correspondence practices and filing and duplicating. *Three credit hours.*

Ba 50 C. P. A. LAW REVIEW—(Prerequisites: Ba 16, Ba 17, Ba 20, Ba 21)—Law Review is offered for those students who wish to review Commercial Law in preparation for the C. P. A. Examination. An intensified review is made of Contracts, Bailments, Sales, Agency, Partnership and Corporation Law, Negotiable Instruments, Real and Personal Property, Insurance, Bankruptcy, and Wills, Estates and Trusts. A review of previous C. P. A. questions is given in the course. *Two credit hours.*

Ba 51 PRINCIPLES OF CREDIT MANAGEMENT—(Prerequisites: Ba 22, Ba 29, Ec 21)—This course is a presentation of the principles and practices of commercial credit as it affects the wholesaler, the manufacturer, and the bank. Emphasis is placed upon the fundamentals of credit, credit investigation and analysis, and the protection and redemption of credit. *Three credit hours.*

Ba 54 HUMAN RELATIONS AND COMMUNICATIONS—(Prerequisites: Ec 32, Ba 36)—This course gives the student an understanding of the psychological and sociological aspects of the human problems in industry. Studies are made of the scientific and practical methods of dealing with employer-employee relations, vocational selections, efficiency, fatigue and rest, working environments, industrial morale, leadership and supervision. The case- methods procedure of instruction is used in this course. *.Three credit hours.*

Ba 55 BUSINESS PROBLEMS—(By permission of major advisor)—Business Problems is an honor course which will require the study of various problems under the supervision of members of the Business Administration Department. A paper is required. An oral examination will be scheduled as final examination in the course. *Two credit hours.*

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

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

Dance Education Courses

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

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

De 3 RECREATION AND DECORUM PROGRAMMING IN SECONDARY SCHOOLS—Designed to assist the Business teacher or youth leader in organizing and managing social functions in his school, this course covers contests, mixers, and party ideas. Basic Social or Ballroom Dance is reviewed, and special emphasis is placed on social decorum programs for young people. *One credit hour.*

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

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

Economics Courses

Ec 20 PRINCIPLES OF ECONOMICS—(Not open to Freshmen)—This study presents an introduction to the economic organization of industry, together with the practical treatment of important commercial functions and modern problems arising out of the recent changes in economic systems and ideas. Some of the topics include human wants and scarcity, fundamental economic concepts, basic characteristics of capitalism, the nature of products, the organization of business, the size of business units, the principles of money, investment and commercial banking, fluctuations in purchasing power, and fluctuation in business activity. *Three credit hours.*

Ec 21 PRINCIPLES OF ECONOMICS—(Prerequisite: Ec 20)—This course is a continuation of the study of economics with particular emphasis placed on basic economic theories. Other topics of major interest include costs of production, long-run competitive prices, long-run monopoly prices, prices in the period of current production, international trade, the distribution of income, rent, wages, interest, profits, and the principles of consumption. *Three credit hours.*

Ec 24 ECONOMIC GEOGRAPHY—(Prerequisite: Ec 21)—This course aims to present the student with a background of knowledge concerning the business activities and resources of various parts of the world, especially of the North American Continent. Understanding of the economic opportunities offered by man and nature, and the reasons for them, are stressed. *Three credit hours.*

Ec 28 CONSUMER ECONOMICS—(Not available to Finance Majors)—Discussions concern the individual's personal relationships as a consumer. Wise money management, budgeting, record keeping, banking services, financial markets, credit buying, insurance, taxes, buying and selling relationships marketing, price determination, installment buying, and agencies which protect the consumer provide materials for the improvement of consumer intelligence. *Three credit hours.*

Ec 32 LABOR ECONOMICS—(Prerequisites: Ec 21, Ba 22)—This course surveys the development of labor organizations and the causes of industrial conflict. It considers the composition of the labor force, labor market trends, wages, hours, working conditions, unemployment and other insecurities of labor. *Three credit hours.*

Ec 39 CURRENT ECONOMIC PROBLEMS—(Prerequisites: Ec 21, Ec 24)—This is a problems course designed to aid the student in acquiring an appreciation of the different economic systems, as well as to promote an understanding of the mportance of economic factors involved in arriving at political decisions. *Three credit hours.*

Ec 40 ELEMENTARY STATISTICS—(Prerequisite: Ms 20)—A general introduction to statistical methods is studied. It includes the collection and presentation of statistical data, basic tubular and graphic methods, the frequency distribution, averages and measures of variation and skewness, and the construction and use of index numbers. *Three credit hours.*

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

Business Education Courses

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

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

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

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

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

Ed 42 METHODS OF TEACHING BOOKKEEPING—(Prerequisite Ed 31)—The course deals with teaching problems and techniques relating to bookkeeping. The selection of tests and the construction of courses of study are given careful consideration. Actual problems arising in the teaching of bookkeeping are discussed and definite procedures to be used in each situation are analyzed. *Two credit hours.*

Ed 43 CADET TEACHING—The opportunity to meet and to handle actual class room situations is given the teacher-training student during his senior year. Through arrangements made with several selected secondary schools within the state, the student is placed in the business department to observe and to obtain practical experiences in the field of teaching. *Six credit hours.*

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

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

Ed 54 TESTS AND MEASUREMENTS IN BUSINESS EDUCATION—The introductory course in tests and measurements emphasizes the use of standardized and informal tests for various school purpose. 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. *Two credit hours.*

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

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

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

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

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

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

Ed 57s IMPROVEMENT IN THE INSTRUCTION OF BUSINESS EDUCATION COURSES The course is offered to experienced classroom teachers of high school. Techniques and procedures in teaching business subjects are presented. The course is conducted as a seminar. A minimum of twenty-five class hours is required in any given area studied. *Credit proportional to areas studied.*

English Courses

Eh 10 FRESHMAN ENGLISH—The objectives of Freshman English are to develop the student's ability to read intelligently and to express himself clearly and accurately. An intensive review of the grammatical principles requisite to effective oral and written communication is coupled with the study of correct techniques of word usage, sentence structure, paragraph development, and style. Periodic writings of ascending complexity are required of all students. *Three credit hours.*

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

Eh 14 ADVANCED SPEECH—(Prerequisite: Eh 13)—Emphasis is placed upon more complex speech forms. The student gains experience in the delivery of various business messages, in debate, and in extended prose readings. *Two credit hours.*

Eh 21 WRITTEN COMMUNICATION—(Prerequisites: Eh 10, Eh 11 or by permission)—This course is designed to acquaint the student with the business theories and practices that underlie effective correspondence, as well as the fundamental principles of English composition and of salesmanship that condition them. The student receives practice in composing many types of business letters with emphasis being placed upon letters of inquiry, reply, acknowledgment, adjustment, and application. *Two credit hours.*

Eh 22 BUSINESS REPORT WRITING—(Prerequisities: Eh 10, Eh 11)—This course is designed to give training in collecting, organizing, interpreting, and presenting data effectively. Various types of business reports, such as the periodic report, the progress report, and the examination are studied. One long report and three short reports are required. Conferences for the discussion of individual problems are also required. *Two credit hours.*

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

Eh 30 SURVEY OF ENGLISH LITERATURE—(Prerequisites: Eh 10, Eh 11, —Backgrounds of English Literature. This study covers the growth and development of English Literature from early times to the middle 18th Century. Collateral reading in English History and supplementary selections of authors studied comprise part of the course. *Three credit hours.*

Eh 31 SURVEY OF ENGLISH LITERATURE—(Prerequisite: Eh 30)—EnglishLiterature from 1750. The second semester course in English Literature completes the survey of English writers. The emphasis is placed on the readings and appreciation of literature, not just the studying of the selections. Special attention is given to Wordsworth, Byron, Shelley Keats, Ruskin, and Carlyle. *Three credit hours.*

Eh 34 SURVEY OF AMERICAN LITERATURE—(Prerequisites: Eh 10, Eh 11)—The beginnings of American Literature including the Colonial Period, the literature of the New Republic and of the American Renaissance, are presented. Special study is given to the writings of Franklin, Irving, Poe, Longfellow, Emerson, Hawthorne. *Three credit hours.*

Eh 35 SURVEY OF AMERICAN LITERATURE—(Prerequisite: Eh 34)—The second semester of American Literature covers the period from 1860 to present. The rise and development of modern poetry from Whitman to contemporary poets, the development of the modern short story together with a sampling of the twentieth century American novel are presented. *Three credit hours.*

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

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

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

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

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

History Courses

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

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

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

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

Mathematics Courses

Ms 10 BUSINESS MATHEMATICS—(Available to all degree students who fail to qualify for Ms 11—no credit in degree program). An intensive study is made of the arithmetic of business. It includes applications of percentage, trade and cash discounts, interest, bank discount, arithmetic of retailing, payroll procedures, insurance and taxation. The use of short methods is stressed. Concentration is thought and the ability to figure are developed throughout the course. *Three credit hours.*

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

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

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

Ms 14 OFFICE MACHINE CALCULATION—This course is designed to give a working knowledge of various office machines including the crank-driven and electric calculators, full-bank and ten-key adding-listing machines, fully automatic rotary calculator and the bookkeeping machines. *Two credit hours.*

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

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

Music Courses

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

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

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

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

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

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

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

Mu 7 COUNTERPOINT—This course is the study of the art of combining melodies, a correlative with Harmony as the material of composition. It includes analysis of masterworks and composition projects. Prerequisite, INTRODUCTORY HARMONY. *Four credit hours.*

Physical Education Course

Pe 10 PHYSICAL EDUCATION—(Required) Primary consideration is given to mutual responsibilities of the home, school, and community for improved public health. Major topics include: Physical education programs, individual and group games, health programs, techniques for physical education instructors, healthful school living, gymnasium facilities and equipment, and measurement in health and physical education. *No credit.*

Psychology Courses

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

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

Psy 23 EDUCATIONAL PSYCHOLOGY—(Prerequisite: Psy 20)—The application of psychological facts, principles, and points of view to education is made. Social, emotional, and intellectual growth during the adolescent years is studied. Among the topics discussed are: learning in schools, its nature and control, its permanence; the effects of schools on attitudes, interests, and prejudices; the problems of transfer and general training with emphasis upon the application of the laws of learning. *Three credit hours.*

Secretarial Science Courses

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

Ss 11 CLERICAL PRACTICE—(Prerequisite Ss 26)—This course provides training in secretarial procedures and practices in three positions of increasing importance and responsibility, from the general office to the management level and thence to the President's office. Technical skills and personality traits are studied carefully. *One credit hour.*

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

Ss 22 PRINCIPLES OF SALESMANSHIP—This course is planned to present the fundamental principles and methods of salesmanship, such as have long been used by successful salesmen. The course is a descriptive survey of the entire field of salesmanship. The following major topics are the subject of study: Planning the Sale, Gaining Attention, Arousing Interest, Meeting Objections, Closing the Sale, Analysis of Customer Types, and Buying Motives. *Two credit hours.*

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

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

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

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

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

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

Ss 33 GREGG THEORY—This course is required of all students in the Department of Education. A thorough review of the Gregg Manual is given with emphasis placed on the science of Shorthand. The rules for character structure and word combinations are covered thoroughly. *Two credit hours.*

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

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

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

Ss 39 TRANSCRIPTION LABORATORY—No credit.

Ss 43 MEDICAL SHORTHAND—The emphasis is placed on most-used medical terms for theory practice. The spelling, pronunciation, and definitions are carried through a unit plan covering fourteen branches of medicine. Medical terminology is stressed. A student must have the ability to take his medical dictation at the rate of 80 words a minute. *Three credit hours.*

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

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

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

Sociology Courses

Sy 30 PRINCIPLES OF SOCIOLOGY—(Prerequisite: Psy 20)—This is a study of the underlying laws of human society, especially those governing the origin, growth, and decline of institutions: group relationships to biological and geographic environments; social processes such as conflicts, competition, imitation, accommodation, co-operation, assimilation, and differentiation; societal solation; culture, its organization, content location, and formation; social institutions, including the familial, religious, economic, educational, recreational and political; social change with its attendant maladjustments and control. *Three credit hours.*

Sy 31 SOCIAL PROBLEMS—(Prerequisites: Psy 20, Sy 30)—This course is an inquiry into social change that occurs, the study of which aids in the understanding of social behavior. Special attention is given to social welfare, social control, and the family. *Three credit hours.*

Spanish Courses

Sp 10 SPANISH—This is the basic course, emphasizing the spoken language through prepared dialogues, exercises for aural comprehension, oral facility, and grammar. Cultural aspects of the Latin American countries and Spain are introduced through readings and lectures in Spanish. *Three credit hours.*

Sp 11 SPANISH—(Prerequisite: Sp 10)—This is a continuation of Sp 10 with further emphasis on grammar through the structural approach. Longer readings are taken up than in Sp 10. *Three credit hours.*

Sp 20 SPANISH—(Prerequisite: Sp 11)—This is the intermediate course. Grammar is reviewed thoroughly, through readings of short stories, plays, and essays by Spanish writers. Discussions of the works in Spanish. *Three credit hours.*

Sp 21 SPANISH—(Prerequisite: Sp 20)—This course is a continuation of Sp 20. Longer literary works, including the short novel, are read and discussed in Spanish. *Three credit hours.*

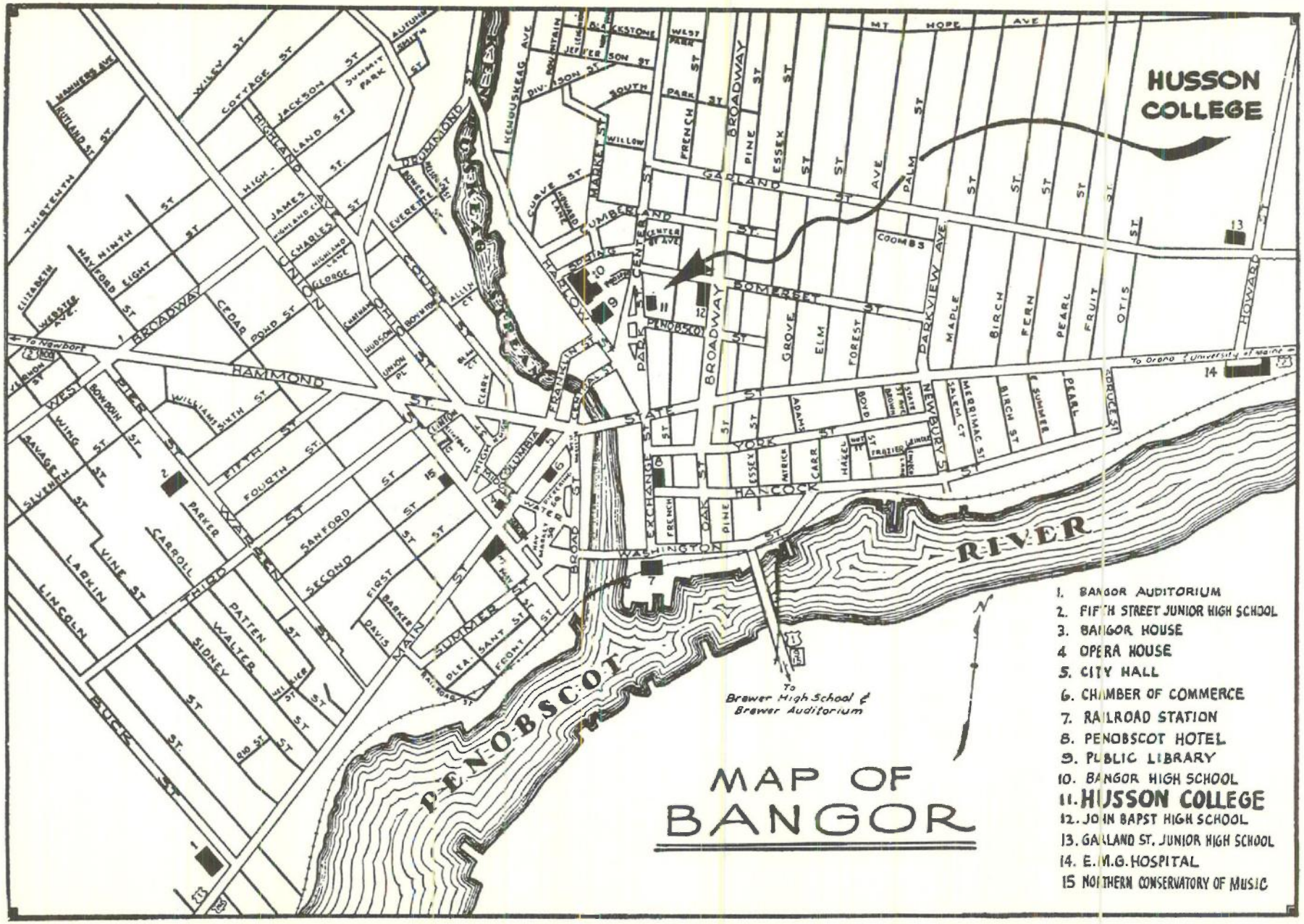
Biology Courses

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

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

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

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


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PENOBSCOT RIVER
MAP OF BANGOR
1. BANGOR AUDITORIUM
2. FIFTH STREET JUNIOR HIGH SCHOOL
3. BANGOR HOUSE
4 OPERA HOUSE
5. CITY HALL
6. CHAMBER OF COMMERCE
7. RAILROAD STATION
8. PENOBSCOT HOTEL
9. PUBLIC LIBRARY
10. BANGOR HIGH SCHOOL
11. HUSSON COLLEGE
12. JOHN BAPST HIGH SCHOOL
13. GARLAND ST. JUNIOR HIGH SCHOOL
14. E.M.G. HOSPITAL
15 NORTHERN CONSERVATORY OF MUSIC
To Brewer High School & Brewer Auditorium
To Orono & University of Maine
To Newport
BROADWAY
HAMMOND ST.
UNION ST.
STATE ST.
MAIN ST.
WASHINGTON ST.
HANCOCK ST.
EXCHANGE ST.
BROADWAY
PARK ST.
CENTER ST.
SOMERSET ST.
GARLAND ST.
MT. HOPE AVE.
PALM ST.
PENOBSCOT
KENDUSKEAG AVE.
KENDUSKEAG
CEDAR
POND ST.
THIRTEENTH
ELIZABETH
HAVILAND
NINTH
EIGHT
SEVENTH
SIXTH
FIFTH ST.
FOURTH ST.
SANFORD
SECOND
FIRST
THIRD
WILLIAMS
WING
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CARROLL
LABKIN
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PATTEN
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COTTAGE ST.
WILEY ST.
SUMMIT PARK
AUTUMN
GROVE
ELM
FOREST
DARKVIEW AVE.
MAPLE
BIRCH
FERN
PEARL
FRUIT
OTIS
HOWARD
COOMBS
YORK
ADAMS
CARR
HASKELL
FRAZIER
MERRIMAC ST.
SALEM CT.
BIRCH ST.
SUMMER
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OAK
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PLEASANT
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UNION PL.
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Student Statistics

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

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Thomas Edward Small
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Timothy James Small
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Kenneth Eldridge Stone
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Milbridge, Maine

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Thomas Edmund Mansell
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Turner Center, Maine

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Sharon L. Smith
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Carol Ann Simpson
Rockland, Maine

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Blue Hill, Maine

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Southwest Harbor, Maine

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Velma Ann Plourde
Fort Kent, Maine

Marilee Preble
Dover-Foxcroft, Maine

Gail Elene Pulk
Bangor, Maine

Barbara J. Purinton
Bangor, Maine

Macy Suzanne Radomski
Omaha, Nebraska

Beth Mary Rand
Sherman Mills, Maine

Geraldine F. Reardon
Searsport, Maine

Helen M. Reed
Mt. Desert, Maine

Patricia A. Reid
Madison, Maine

Mary J. Richard
Bangor, Maine

Jacqueline L. Rittal
Bangor, Maine

Sandra Elaine Rogers
Searsport, Maine

Donna L. Rogerson
Bangor, Maine

Sylvia Eileen Rundlett
Mechanic Falls, Maine

Claire Roberta St. Peter
Caribou, Maine

Karlene Ann Saucier
Bath, Maine

Linda E. Scott
Mattawamkeag, Maine

Ruth Jane Searles
Wilton, Maine

Linda Sally Sereyko
Howland, Maine

Barbara J. Stromback
Mars Hill, Maine

Rebecca Mary Strout
Milbridge, Maine

Judi A. Sutherland
Caribou, Maine

Patricia Ann Thiele
Newport, Maine

Mary P. Thompson
Minto, New Brunswick, Canada

Helen Suzanne Thomsen
Jackman Station, Maine

Linda Louise Tobin
Temple, Maine

Gloria J. Tozier
Bangor, Maine

Theresa Ann Treadwell
LaGrange, Maine

Carol Ann Tremblay
Fort Fairfield, Maie

Edith Sheryl Tucker
Blue Hill, Maine

Diane Alyce Veazey
Loring Air Force Base, Maine

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Bangor, Maine

Christina Irene Viger
Rumford, Maine

Diana Weddell
Searsport, Maine

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Passadumkeag, Maine

Emily Louise Webb
Sargentville, Maine

Mary Kathryn Webber
North Anson, Maine

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Richmond, Maine

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Ramesh Balabhai Genge
Ahmedabad, Bombay, India

James L. Hansen
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Albert Johnston
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Michael Littlefield
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Dow A. F. Base, Maine

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Skowhegan, Maine

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Belfast, Maine

George E. Searway
Bangor, Maine

Thomas Duncan Shanley
Bangor, Maine

Thaxter Ray Trafton
Bangor, Maine

Graduates

"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."

June Graduation
1962
Degrees

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Presque Isle, Maine
Keith Eldon Grant
Caribou, Maine
Thornton Lee Harvey
Wilton, Maine
David Lewis Ireland
Dover-Foxcroft, Maine
James Milton McClure
Calais, Maine
James Ambrose McKay
Bar Harbor, Maine
Gerard Roger St. Jean
Keegan, Maine
Merton Elmer Stanhope
Hartland, Maine
Roger Arnold Tate
Bangor, Maine
Robert Alton Vigue
Boscawen, New Hampshire
John Thomas Washburn
Hampden, Maine
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Milo, Maine
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Union, Maine
Frederick Cecil Drew
Belfast, Maine
John Gilmore Edgerly
Kingfield, Maine
John Gordon Field
Bar Harbor, Maine
Carroll Francis Fletcher
Milo, Maine
Eldon Berry French
Athens, Maine
Kendall Roy Gordon
West Sullivan, Maine
Roland Fulton Gray
East Holden, Maine
Robert Walter Huntley
Eastport, Maine
Richard Burton Jordan
Millinocket, Maine
Gerald Curtis Kane
Ellsworth, Maine
Charles Augustus Kent
Brewer, Maine
Cary Landry
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Rockland, Maine
Wayne Elwin MacKenzie
Island Falls, Maine
James Noonan Manship
Calais, Maine
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Michael Littlefield Mossler
Dover-Foxcroft, Maine
Donald Ivan Paul
Milo, Maine
Richard Collins Pendleton, Jr.
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Milo, Maine
Richard Merle Southard
Bradford, Maine
Michael James Theriault
Presque Isle, Maine
Alvin Plummer Trask
Bradford, Maine
George John Vomvoris
Bangor, Maine
Conrad Edmund Wight
South Penobscot, Maine
Ronald James Willette
Caribou, Maine
Milton Roger Wright
Brewer, Maine

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Virginia Waine Churchill
Charleston, Maine
Helen Elizabeth Colby
Spruce Head, Maine
Lena Marie Collins
Lewiston, Maine
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Bangor, Maine
Joseph Harland Palleschi
Winthrop, Maine
Dolores Rose Cecile Renaud
Lewiston, Maine
Sherwood Dean Robinson
Corinna, Maine
Gloria Nason Shaunesey
Brunswick, Maine
Irving Sewell Shaunesey, Jr.
Auburn, Maine
Ruth Marie Sperrey
Perham, Maine

Raymond Ludger Vallee
Lewiston, Maine

Diplomas

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Bangor, Maine

One Year

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Ellsworth, Maine
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Topsham, Maine
Phyllis Marie Owen
Millinocket, Maine
Carol Ann Shorey
Palermo, Maine

Patricia Isadore Spinney
Danforth, Maine

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Bruce Cameron Soderholm, Jr.
W. Bridgewater, Mass.

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Gail Marie Mulvihill
Bangor, Maine
Patricia Marie Nelder
Millinocket, Maine
Norma Jean Pelletier
Presque Isle, Maine
Ann Louise Rowell
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Fort Kent, Maine
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Nancy Jean Conners
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Bradford, Maine
Leah Mae Kearney
Mars Hill, Maine
June Marie Lessard
Bath, Maine
Edwina Marie Lovell
Guilford, Maine
Nancy Sarah Mason
Bath, Maine
Linda Ruth McNeal
Bar Harbor, Maine
Maureen Carole Mitchell
Appleton, Maine
Sheila Jeanne Ouillette
Caribou, Maine
Carolyn Marr Shaw
Fort Fairfield, Maine
Alice Ruth Tracy
Mount Desert, Maine
Mary Ada Wilbur
Franklin, Maine
Elizabeth Jan Winter
Bucksport, Maine

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Presque Isle, Maine
Diana Joyce Beane
Hollowell, Maine
Audrey Jan Bevan
Bucksport, Maine
Michelle Marie Bosse
Millinocket, Maine
Odette Marie D'Amboise
Fort Kent, Maine
Joan Marilyn Douglass
Sedgwick, Maine
Linda Marie Fitzherbert
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Beverly Louise Fronk
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Barbara Joyce Gardner
Millinocket, Maine
Carolyn Hope Gerow
Smyrna Mills, Maine
Rita Fay Howes
Patten, Maine
Eileen Linda Houghton
Lee, Maine
Donna Ree Kennedy
Patten, Maine
Joanne Labrie
Fort Kent, Maine
Carolyn Mower
Bangor, Maine
Rena May Plumb
Deer Isle, Maine
Carolyn Mary Tingley
Houlton, Maine

Shorthand-Clerical

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Ruth Durgin
Jonesboro, Maine
Marguerite Lottie Gerrish
Presque Isle, Maine
Gail Letitia Graffert
Millinocket, Maine
Marsha Ann Hall
Ellsworth, Maine
Myrna Jane Inman
Old Town, Maine
Sheila Lee Johnson
Bangor, Maine
Carolyn Ann Kenney
Bangor, Maine
Pierrette Martel
Greenville, Maine
Jean Adams Morse
Brewer, Maine
Christine Grace Patterson
Orono, Maine
Judith Ann Perin
Island Falls, Maine
Nancy Lee Quimby
Millinocket, Maine
Meredith Louise Thomas
Dover-Foxcroft, Maine
Carol Ann Webb
Milford, Maine

Typing-Clerical

Carole Ann Allyn
Bangor, Maine
Donna Beth Coombs
Stonington, Maine
Sharon Ann Flanders
Lincoln, Maine
Betty Geneva Gallagher
Cliffordvale, New Brunswick
Joan Marie Harrington
Greenville, Maine
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Unity, Maine
Jane Ann Moulton
Lincoln, Maine
Sharon Ann Staples
Presque Isle, Maine

Summer Graduation

1962

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Kenneth H. Logan
Dow A. F. Base, Maine
Richard J. Peters
Waterville, Maine

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Augusta, Maine
Floyd Feero
Winterport, Maine
Marjorie B. Smallwood
Wilton, Maine
Elena S. Stromback
Mars Hill, Maine
Robert L. Townsend
Eastport, Maine

Mid-Winter Graduation

1963

Degrees

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Benjamin Sturges Butler
Farmington, Maine

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Bangor, Maine
Jere Michael Donahue
Brewer, Maine
John Ellsworth Erickson
Bangor, Maine
Terrance Eugene Fahey
Greenville Jct., Maine
Verne Sherwood Flood
Bangor, Maine
Robert Howard Gilbey
Westbrook, Maine
William Stuart Goodwin
Rumford, Maine
Carl Edward Libby, Jr.
Bangor, Maine
John Howard Lynch
Bangor, Maine
Eugene Louis Nardi
Winterport, Maine
Leslie Edward Pulsifer
Bangor, Maine
Joseph Camille St. Pierre
Lewiston, Maine
John Winfield Scott
Ellsworth, Maine
Richard Lloyd Sewall
Bangor, Maine
Christian Ora Smart
Bangor, Maine
Ernest Frederick Steele
Rumford, Maine
Benjamin Martin Welch, Jr.
Bangor, Maine
Richard Owen Wheeler
Easton, Maine
David Ellsworth Yost
West Farmington, Maine
Veronica Planeta Yuskiewicz
Riverside, California

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Jane Stark Havey
Winterport, Maine
Karl Bean McGaw
Lee, Maine

Diplomas

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John Robert Johnson
Bangor, Maine
Jane Bearce Lanpher
Newport, Maine
Barry A. Lieberman
Bangor, Maine

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Martha Lowe, Rockland, Maine

Junior Secretarial

Connie Joan Beverly
Bangor, Maine
Nathalie Helen Burnett
Brewer, Maine

June Graduation
1963
Degrees

BACHELOR OF SCIENCE IN ACCOUNTING

Louis Frank Abbotoni
Waldoboro, Maine
Fredric James Astle
Island Falls, Maine
Florence Nile Bourgon
Stratton, Maine
Fred William Colby
New Gloucester, Maine
Ronald LaForest Condon
Presque Isle, Maine
John Russell deGaribody
Ellsworth, Maine
Raymond Leo Dumont
Bangor, Maine
Richard Warren Hawksley
Blaine, Maine
Leopold Maurice Loiselle
Lewiston, Maine
Gary Leroy Perry
Easton, Maine
Clifford Milton Rand
Bangor, Maine
Gary Eugene Smith
East Bethel, Maine
Robert Lynwood Welch
Lincoln, Maine

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

David Michael Adelman
Mars Hill, Maine
Dean Brown Armstrong
Bangor, Maine
Terry Earle Bailey
Milo, Maine
William Edgar Bowler
Bangor, Maine
Paul Joseph Bradeen
Milo, Maine
Charles Richard Burns, Jr.
Bangor, Maine
George Peter Christakos
Bangor, Maine
Stewart MacWilliam Cousins
Caribou, Maine
Paul Dolson
Bangor, Maine
William Bryant Edgerly, Sr.
Dover-Foxcroft, Maine
Ronald Lee Giroux
Bangor, Maine
Lloyd Beckwith Hassen
Bangor, Maine
Kenneth Elwood Libby, Jr.
Bradford, Maine
John Nash Montgomery
Brewer, Maine
Harry George Moore
Ellsworth, Maine
Maynard Leroy Pettee
Seal Harbor, Maine
Peter Paul Predaris
Bangor, Maine
James Louis Richardson
Brewer, Maine
Joyce Marie Ryder
Bangor, Maine
Arnold Norman Strang
Brewer, Maine
Ralph Fellows White
Bangor, Maine
Richard Harris Winship, Jr.
Bangor, Maine

BACHELOR OF SCIENCE IN BUSINESS EDUCATION

Laurene Gertrude Blodgett
Dover-Foxcroft, Maine
Linwood Avon Decker
Bangor, Maine
Christine May Demko
Madison, Maine
Elaine Ann Goodwin
Madison, Maine
Nancy Rose Holmes
Oxford, Maine
Gary Leigh Lawton
Bangor, Maine
Simone Louise Levesque
Frenchville, Maine
Janet Wagner Quinton
Augusta, Maine
Emily Richards Loiselle
North Vassalboro, Maine
Lyle Wayne Richardson
Carmel, Maine
Nancy Jean Sanborn
Oxford, Maine
Barbara Ann Stevens
North Belgrade, Maine

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE

Ellen Tyeresa Hinton
Pittsfield, Maine

Diplomas

DEPARTMENT OF ACCOUNTING

Two Years

Diane Catherine Cleaves
Dexter, Maine

Louise J. Coombs
Livermore Falls, Maine

One Year

Jillane Hilda Goodridge
Millinocket, Maine

DEPARTMENT OF BUSINESS ADMINISTRATION

One Year

Richard Paul Bernard
Lewiston, Maine

DEPARTMENT OF SECRETARIAL SCIENCE

Executive Secretarial

Beverly Ann Cromwell
Bath, Maine

Joyce Anne Edgerly
Dexter, Maine

Martha Scott Farwell
Falmouth, Maine

Brenda Connors Glenn
Minto, New Brunswick, Canada

Dale Ann Lee
Hallowell, Maine

Lorna Ann Messer
Union, Maine

Mary Ann Page
Presque Isle, Maine

Carlene Thomas Perrin
Sherman Mills, Maine

Brenda Lee Sampson
Fairfield, Maine

Ruthanne Louise Seekins
Stockton Springs, Maine

Lea Ambrose Welch
New York, N. Y.

Roberta Ann Whellock
Fairfield, Maine

Marilyn J. Wilbur
Rockland, Maine

Medical Secretarial

Jolyne Marie Beauchene
Brunswick, Maine

Sharon Clye Beede
Bangor, Maine

Judith M. Dobbins
Newport, Maine

Luere Deasy Hodgkins
Bar Harbor, Maine

Brenda Joyce Johnson
Mapleton, Maine

Brenda Ann Lancaster
Millinocket, Maine

Dianne Malloch Morrison
Eastport, Maine

Anne Elizabeth Roberts
Bangor, Maine

Lois Ann Wentworth
Waterville, Maine

Marion R. White
Passadumkeag, Maine

Legal Secretarial

Cecile Annette Bosse
Caribou, Maine

Claudia J. Gowdy
Newport, Maine

Liberal Arts Secretarial

Linda Allison Curtis
Kezar Falls, Maine

Sharon Standish Hole
Naples, N. Y.

Jacqueline Theresa Rapose
Rockland, Maine

Junior Secretarial

Claire Pauline Beaulieu
Fort Kent, Maine

Brenda Ann Bubar
Mars Hill, Maine

Patricia Estelle Burr
Bar Harbor, Maine

Mary Jane Dunphy
Woodville, Maine

Sharon Jill French
Mechanic Falls, Maine

Peggy Mae Ireland
Corinna, Maine

Alice Marie Johnston
Millinocket, Maine

Melva Mangawang Kent
Bangor, Maine

Nancy Jane Kinney
Danforth, Maine

Donna Carole Leavitt
Wilton, Maine

Corrine N. Levesque
Fort Kent, Maine

Anita A. Lewis
Southwest Harbor, Maine

Jessie Sharon Lewis
Wiscasset, Maine

Linda Jane Lidstone
Winthrop, Maine

Marilyn Edna Morgan
Millinocket, Maine

Judith Eleanor Rideout
Millinocket, Maine

Suzanne Stone
Bangor, Maine

Norma Opal Thompson
Presque Isle, Maine

Diane Joyce White
Fort Kent, Maine

Shorthand Clerical

Barbara Beede Chase
Dover-Foxcroft, Maine

Sonia Lee Foster
Bangor, Maine

Joyce Elaine Hamilton
Bangor, Maine

Beverly May Turner
Williamantic, Maine

Typing Clerical

Joy J. Austin
Springfield, Vermont

Carol A. DeBeck
Franklin, Maine

Janet Anne Drinkwater
Sangerville, Maine

Shirley Ann Hersey
Guilford, Maine

Bonnie Lou McClure
Hampden Highlands, Maine

Brenda Faye Sumner
Bangor, Maine

Betty Ann Young
Sorrento, Maine

Summer Graduation

1963

Mrs. Ferne W. Clements
Monroe, Maine

Mrs. Lorraire M. Holmes
Newport, Maine

Mrs. Marilyn D. Torrey
E. Blue Hill, Maine

Mrs. Eva M. Webster
Limestone, Maine

Eugene Dubord
Chissolm, Maine

Elmer Howes
Hampton Bays, L.I., N. Y.

Nicholas Lavorgna
Lewiston, Maine

Kenneth Snowman
Woodland, Maine

Robert Williams
Lisbon Falls, Maine