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ANNUAL 71 CATALOG

BOWLING GREEN BUSINESS UNIVERSITY

Incorporated

BOWLING GREEN, KENTUCKY

CATALOG

Bowling Green Business University

Incorporated

BOWLING GREEN, KENTUCKY

71st

Y E A R

Due to war conditions and to cooperate
with our government in conserving paper,
we are issuing our catalog in this new
form and are thereby forced to omit much
valuable information.

Accredited by State Department of Education . . . Member of National
Association of Accredited Commercial Schools . . . College Division
Accredited by the University of Kentucky as an A Grade Senior College
and by Kentucky Association of Colleges and Secondary Schools



COLLEGE BUILDING

Located in Bowling Green, Kentucky—a beautiful city

OF INTEREST TO VETERANS AND FRIENDS AND FAMILIES OF VETERANS

This school offers comprehensive opportunities for the business education of Veterans under the Serviceman's Readjustment Act of 1944. All Veterans are invited to write us for literature, outline of courses, catalogs, etc. We shall be glad to answer specific questions concerning the ways of securing aid and just how honorably discharged servicemen and women should proceed to enter this or any other approved institution under the provisions of either Public 346, the G. I. Bill, or Public 16, Disabled Veterans.

OF INTEREST TO HANDICAPPED CIVILIANS

If you have a physical handicap and desire to enter this school, report it to the Division of Special Education, Department of Education, within your State. You may get your tuition, board, and books paid for by your State and Federal Government. You may feel free to write us for further details and assistance in making your application. We shall be glad to help you work out your plans.

Calendar

SUMMER SCHOOL

1945

June 4, Monday. Summer School opens
 July 7, Saturday, 12:00 Noon. First Term closes
 July 9, Monday. Second Term opens
 August 11, Saturday, 12:00 Noon. Summer School closes

FIRST SEMESTER

1945-46

September 10, Monday. Semester opens
 Thursday (National Proclamation). Thanksgiving Holiday
 December 19, Wednesday, 4:20 P.M. Christmas Vacation begins
 January 2, Wednesday, 8:00 A.M. Classwork resumes
 January 25, Friday, 4:20 P.M. Semester closes

SECOND SEMESTER

1945-46

January 28, Monday. Semester opens
 May 25, Saturday Evening. Alumni Banquet
 May 26, Sunday Morning. Baccalaureate Sermon
 May 27, Monday Morning. Class Day Program
 May 27, Monday Afternoon. Reception for Seniors and Friends
 May 27, Monday Evening. Commencement Program
 May 30, Friday, 4:20 P.M. Semester closes

SUMMER SCHOOL

1946

June 10, Monday. Summer School opens
 July 13, Saturday, 12:00 Noon. First Term closes
 July 15, Monday. Second Term opens
 August 17, Saturday, 12:00 Noon. Summer School closes

Postwar Thinking

*I*N THE POSTWAR PERIOD all wartime programs will have to make new adjustments. These adjustments will have to be in accordance with postwar conditions which cannot now be foreseen clearly. Schools will, however, as always carry a double responsibility in their programs. This double responsibility consists of building a program that fits into the demands of the time and at the same time looking to the development and welfare of the individual student. It seems, therefore, very logical that some of the following ideas will be up for reconsideration and adjustment in the postwar school program.

1. The responsibility of teaching good citizenship under whatever conditions we find will claim the schools' most careful consideration.
2. The war has called our attention to the all-important program of health. The fundamental things pertaining to the health of students will have priority claim in our postwar school program.
3. The business of living is a subject of prime importance to every individual under all conditions whether they be war or postwar. It seems, therefore, very logical that the school should lay out a program that will help each individual student in personality growth and development. We must plan and think of developing individuals for successful living as well as training them and developing them in vocational abilities.
4. No doubt geography and history courses will have to be so planned that they will place new emphasis upon the interdependence of national life. The war has taught us that the world is all but one neighborhood. The once considered distant parts are now right at our doorstep. We are coming more and more to see the world as a human unit.
5. The program of our rehabilitation must be kept so flexible that it can meet the needs of the individual rather than attempting to make the individual fit the entire school program.
6. Doubtless there will be a need to keep a file on each student after he or she leaves school so that the school can be of greater service to the student after graduation than has been our practice in the past.
7. The spirit and philosophy underlying the school program in the postwar period must be such that the school will be looking toward the future rather than being guided by the past as such. Of course, at no time can any school program afford to ignore valuable information revealed by the past as it attempts to bend its efforts toward the needs of the future.



Two Schools . . .

Business University College of Commerce

*I*N THE FIRST DIVISION, business courses are given that carry no college credit—Bookkeeping, Shorthand, Typing, and other subjects that prepare for office work.

In the second division, other business courses are given of college grade—Commercial Teacher Training, Accounting, Secretarial Courses, and Business Administration.

In the first division, courses are brief, practical, give students a comprehensive idea of how business is done and lead to business offices.

In the second division, two-year and four-year courses are given which lead to private and public accounting, commercial teaching, and to general secretarial and executive secretarial positions.



Library

This Is a School of Business

- I**T DEVOTES its entire time and thought to training for business.
1. It believes, that since business is the greatest activity among men, young people are better prepared to make a living if they have a knowledge of business.
 2. This institution trains Stenographers, Bookkeepers, Secretaries, Accountants, Business Administrators, Commercial Teachers, Typists, Salesmen and practically all types of workers in business and for business.
 3. It believes one of its high duties is to teach young people how to make money, how to save money and how to use money.
 4. It gives young people a thorough knowledge of business and skill enough to use this knowledge, and places them in positions. It believes in making young people independent.

ADMISSION . . . There are no admission restrictions to the non-college division. We give consideration for work done in other schools of business and in high schools.

HOW ACCREDITED . . . The College Division of this institution has the rank of an A Grade Senior College, which means that students entering here with sixteen high school units may complete four years of college work.

IMPORTANT

This is a Catalog of the Commercial or Non-College Division of the Bowling Green Business University. If interested in Commercial Courses of College Rank, including courses in Commercial Teacher Training, Business Administration, Accounting, and Secretarial duties, ask for information about our **College of Commerce** courses. See courses in back of this catalog.
Address: Bowling Green Business University, Bowling Green, Kentucky.



Concerning the Institution

THE BOWLING GREEN BUSINESS UNIVERSITY has for seventy-one years successfully prepared young men and young women for business. It enrolls students from all the states and several foreign countries.

That eighty-seven per cent of its enrollment comes through former students is convincing evidence of the popularity of its work.

In a school like this, there is a business and educational atmosphere. Its graduates may go immediately into offices or commercial teaching or they may use their business education as a foundation for leadership in their own pursuits or use it to apply on a college or university course.

Location . . . Bowling Green is as beautiful as its name and has about 18,000 inhabitants. It is situated in Southern Kentucky on the main line of the L. & N. Railroad, 114 miles south of Louisville and seventy-two miles north of Nashville. It is also reached by the Memphis Division of the L. & N. and by modern bus service. Mammoth Cave National Park is only a few minutes from Bowling Green. The matchless caverns of Mammoth Cave National Park have been the wonder of man since the day of their discovery.

LIFE IN THE BOWLING GREEN BUSINESS UNIVERSITY . . . Students come from nearly everywhere in the United States.

Big halls are filled with aspiring bookkeepers. In other rooms, hands and brains are rushing to take rapid dictation, and typewriters—about two hundred and fifty of them—are clicking. There are varied types of office machines—adding, posting, comptometers, etc. Other groups are absorbed in accounting problems, salesmanship, banking and finance, business administration and commercial teacher training.

These many interests are merged into a college spirit through the helpful general assembly programs, dances, parties, etc. Dances are carefully supervised and chaperoned and are given under the most favorable conditions.



LIVING IN BOWLING GREEN . . . As attractive and inviting as the beauty and cultural spirit of this city may be to our students, probably what they value most are the delightful living conditions here. The best homes in the city take roomers, many of them, else the two big colleges here could not expand. Rooming rates are exceptionally reasonable, and the rooms are comfortable and attractive. We cannot describe all the homes that take care of our students, but in this catalog we are giving the pictures of some of them. Fathers and mothers who desire to have a son or daughter in a cultured home can get what they want here if they seek our cooperation.

LIGHT HOUSEKEEPING Frequently young people prefer to do light housekeeping in order to cut expenses. We encourage them in this provided we think they **need** to cut expenses.

Sometimes sisters or a group of brothers and sisters wish to do light housekeeping. It is not difficult to find places here where this can be done.

ADVANTAGES . . . Students coming from other business colleges or from the commercial departments of high schools will be given proper consideration for such knowledge of commercial subjects as they may have.

There is no entrance requirement except in the College Division. **We can give as much as eight of the sixteen units required for high school graduation** so it is possible for a student to do practically half of his high school work here while pursuing a commercial course.

COME NEARLY ANY TIME . . . The Bowling Green Business University is in session every month of the year. A student may enter nearly any time and get proper classification. Call personally or write for particulars concerning entrance dates. **Get our College Catalog if you are interested in college work.**

TIME REQUIRED . . . Inasmuch as each student not in the College Division is allowed to go as rapidly as he is able, the time required to complete a given course varies according to one's advancement, earnestness, application, and ability. For specific information, see "Bulletin of Courses" sent out by the school.

SPECIAL SESSION FOR COMMERCIAL TEACHERS . . . For thirty-five summers this institution has given an intensive course in Commercial Teacher Training. We engage specialists and we bring here well-known and popular lecturers on many phases of education and business. Methods of teaching the commercial subjects are given and the students are required to do practice work under the supervision of critics. It is a time of inspiration, rest, entertainment, and work. Students from more than thirty states attend these summer sessions. Write for special information concerning the Summer School.

WHAT IS THE CHOICE COURSE? . . . The Life Endowment Course (combined Bookkeeping and Shorthand) is the best and is therefore the cheapest. It is unlimited in time; that is, one may attend school as long as it may require him to complete the course, and return to school as often as he pleases until the course is completed, without paying additional tuition. No person has ever completed it without going to a position.

PLANT AND EQUIPMENT . . . Beautiful college building used exclusively by the institution; large Assembly Hall; two hundred and fifty typewriters, mimeograph, adding machines, posting machines, comptometers, index filing system, good furniture, and excellent library.

BUILDING EXPANSION . . . A short time ago we increased by forty per cent the number of our rooms by the construction of two beautiful additions to our building.

Library, classroom, and office space, and convenience greatly improved.

COMMERCIAL TEACHERS . . . Hundreds of high schools and business colleges call upon us every year for Commercial Teachers. We are unable to supply the demand. Year by year we furnish larger numbers of teachers, but with it comes an increased demand that exhausts our supply all too soon.

SHALL MEET YOU, DAY OR NIGHT . . . Notify us in ample time on what train or bus you expect to arrive here, and we shall meet you with responsibility of placing you in a desirable both an automobile and shall assume the full day afternoons and Sundays. arding home. Our offices are closed on Satur-

REGULATIONS GOVERNING ATTENDANCE . . . Students who are perfect in attendance, or who do not miss more than one recitation in a term of nine weeks, will receive the equivalent of two per cent additional on the final examination in a subject. Credits are allowed those who have completed subjects in accredited institutions.

It will be construed as a violation of the regulations of the school if the student is absent from class without reporting to his teacher.

A student may be allowed, by his teacher, three excused absences without penalty or prejudice during a term of nine weeks.

A student who is absent from one to three days without a satisfactory excuse, in addition to the time provided by the above regulations, will be required to make up the work in the regular classes, or additional work will be required for the completion of the course, or the student, in extreme cases, may be suspended.

In case the student is absent without excuse for double the time provided by the above regulations, a special examination will be required, for which the examiner will charge one dollar.

NOTE: Three tardy marks in a term of nine weeks shall be counted as one unexcused absence.

The above mentioned absences without penalty or prejudice cannot be applied to absences immediately before or after holidays.

Students will not be permitted to withdraw from school immediately before holiday periods, or immediately before the close of a term or semester. The withdrawal of students from school immediately before holidays, or immediately before the close of a term or semester, also students who fail to return promptly at the opening of the school following holidays, a term or semester, shall be subject to the following penalty: **For every two days of absence, or fraction thereof, the student shall be required to do three additional days' work on his major subject.**

Students who drink intoxicants are suspended.

The management of this institution reserves the right to change regulations at any time without notice to the public.

DIPLOMAS . . . The school issues diplomas to those who complete its regular courses. Credits are allowed those who have completed subjects in accredited institutions.

GENERAL ASSEMBLY

The entire school assembles two days each week and all students are required to attend as they attend classes. This is an interesting, inspiring, character-building part of our work and a very important part.

The Social Side of Attending College

THERE ARE TWO DISTINCT VALUES in attending a business school. The one is the spirit that the student gets in an institution through contact with the faculty and the student body.

The other is the mental development, the mastery of some definite thing, the development of such skill and knowledge as will help one to immediate employment.

There are here many fraternities, clubs, and sororities. These add to the social life of the student body. They promote picnics, outings, dances, dinners, and the institution itself promotes major social activities over and above the more minor ones that it is constantly assisting.

Ask for our pamphlet entitled "**Social Activities.**"

Outings . . . The school takes frequent outings for rest, recreation, and social enjoyment. The excursions to Mammoth Cave, the bluegrass section, picnics, etc., constitute some of the delightful outings annually.

Recreation . . . Bowling Green has one of the prettiest municipal parks in our state and in this is a superb nine-hole golf course open to our students every day of the week. The green fees are low and the course near enough for our students to walk to it in ten minutes.

There are tennis courts in two parks, both of them within five to ten minutes' walk from the Business University.

There are four or five close-in swimming beaches on beautiful Barren River.

Clubs, Sororities, and Fraternities . . . For a long time students here have maintained state and sectional clubs so that they may enjoy each other. Besides these state and sectional clubs, there are five fraternities and sororities based upon very definite standards.

The oldest is the Pi Tau Nu Fraternity. The members meet weekly at the best hotel in the city, and after lunch they discuss public questions and matters that relate to their social and civic development. They promote programs, outings, and dances.

Delta Theta Sorority meets weekly for lunch at the Helm Hotel. It maintains high standards of scholarship and conduct, and promotes such activities as are listed in the above paragraph.

The Alpha Sigma for men is limited in membership and has as its ideals, "the honoring of God; the advancement of loyalty to country and school; the creating of a fraternal spirit among the members of the organization and fostering and maintaining truth and justice."

The Kappa Beta Pi was organized by girls and for girls. Its standards are high in scholarship and conduct.



Toppers . . . In addition there are clubs representing Tennessee, Mississippi, Tri-State, Florida, Cosmopolitan. These organizations are not snobbish or selfish, but helpful and friendly and assist the Business University in maintaining its fine atmosphere and high moral standards.

A Friendly Attitude . . . One of the distinctive and well-known features of this institution is the friendliness and cooperative spirit of the teachers and the students. A student always has access to any teacher or administrator.

MAMMOTH CAVE NATIONAL PARK . . . We are within an hour's ride by train or auto of Mammoth Cave National Park. Travelers cross the continent, and many come from other lands, to see this, the most marvelous of caverns, the Most Wonderful of Wonders. It has 225 miles of explored routes. When you witness its lofty domes, its "bottomless pits," its tortuous labyrinths, its somber and silent rivers, its eyeless fishes, you will not wonder that it easily holds its place as "The Greatest of all Natural Wonders." The school takes frequent excursions to the Cave, at low rates. This makes it possible for our students to see as many as two routes, at a minimum cost, without loss of time from school. We make three or four excursions every year, when we visit several caves and enjoy a great outing.

SUMMER SCHOOL . . . Come immediately following your high school graduation. Do not waste the summer. Start a college course here in business or a brief noncollege course.

Begin a shorthand or bookkeeping course with us in June or July, and by the opening of the new year, when business is good, you may be ready to go to work.

RELIGIOUS INTEREST . . . The Business University is non-denominational and makes no pretense of giving courses in religion, but its teachers have vital church connections, and the entire organization works carefully and earnestly to maintain and increase the religious ideals its students have when they come to Bowling Green. Devotional features are always stressed at the General Assembly.

Expenses

THIS IS AN INEXPENSIVE SCHOOL and inexpensive city. When a student pays his tuition here, he is through paying the school. If he has other expenses, it will be of his own will. Good board and room may be had at rates below those of most college cities.

The cost depends upon the tuition purchased and the manner in which it is purchased. We have a monthly cash rate, though we do not enroll a student for one month unless he has had some commercial work. This way of paying is more expensive than buying on a scholarship basis. Probably ninety-five per cent of our tuition is bought on the scholarship plan. These scholarships have been carefully prepared, containing the subjects necessary for a given course.

We publish a booklet entitled: "BULLETIN OF COURSES." Ask for it. It is for free distribution and explains each course we offer, lists the subjects in such courses, gives an estimate of the necessary time to complete such a course, and states the cost. It is free.

You will find that you can attend the Bowling Green Business University probably at less expense than you can attend any other institution that offers the service we give.

TUITION . . . Tuition is payable on the day of entrance. Courses are sold as a whole. In this way, the student saves a great deal on the price of his tuition. It is necessary for us to help a few students in making financial arrangements to attend our school. If you find it impossible to pay your entire tuition on the day of entrance, give us information about yourself and your parents and ask about our "Deferred Tuition Payment Plan." It is more satisfactory for a student to pay cash for everything he gets, whether going to school or doing anything else that requires expenses.

Instead of refunding money, due bills are issued to those who lose as much time as a week or more, and they are allowed to make it up at any time without any additional expense. Unused tuition is transferable to a brother or sister at any time within fifteen years after the original student leaves the school, but such tuition cannot be transferred to others or refunded. In the event of death of a student while in school, unused tuition is refunded to the family.

SPECIAL . . . (While our country is at war) any full-time male student, registered in this school, who is drafted or who volunteers for service in the active armed forces of the United States while a full-time student in this school is entitled to a refund of his unused tuition.

BOOKS . . . In order to assist our students in keeping down the cost of books, our Bookstore makes provision for the return of used books. The amount at which such books will be redeemed is indicated in the books at the time of the original sale. This provision, of course, applies only to books which can be resold to members of the student body. Through this redemption plan, a very marked saving in the total book cost is effected.

BOARDING FACILITIES AND POLICIES . . . In order to appreciate the unusual living conditions of our students, it is necessary to know Bowling Green. For eighty years this city has been building around its educational facilities.

The combined enrollment of the colleges here is large. Not over twenty per cent of these students live in dormitories. The explanation is that living conditions in the approved private homes of this city are so wholesome that this institution has not felt any need for dormitories. Five members of our organization devote part of their thought and time to the proper conduct of the Boarding Department.

When a student arrives here he is met by private car and brought to our offices. When two or three places have been selected by our Boarding Department which we think suitable to his need, the student is taken to see these so that he may take what suits best. We also look after

the student's baggage. For the above service we make no charge. Charge is made for the transfer of trunks.

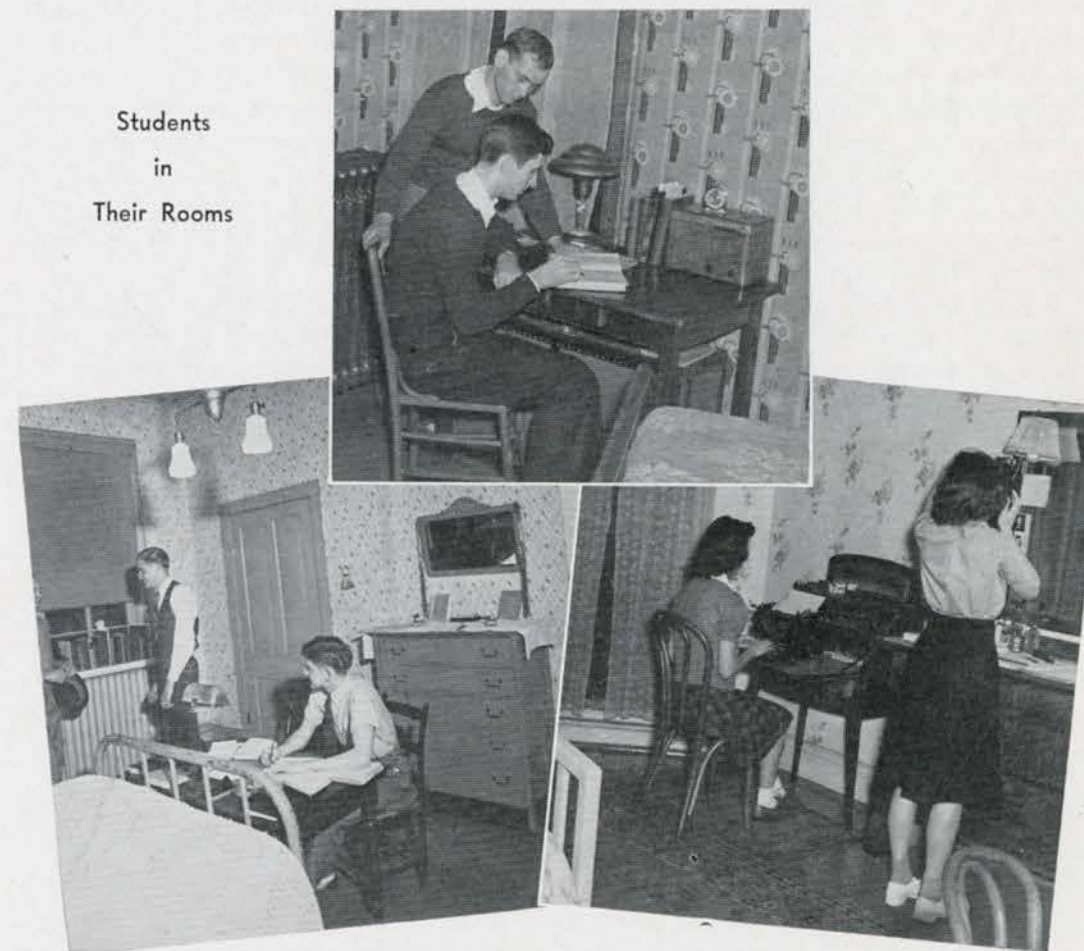
Parents who come here with their children and see the process by which they are placed, and the character of homes in which they are to live, go away pleased.

Young people placed in small groups in good private homes, under the direction of refined women, with the additional supervision of the school, are under good living conditions.

We invite and urge parents to come with their children, in order that they may know about our excellent boarding arrangements and the policy of close supervision over their children, while out of school as well as in classes.

PART-TIME EMPLOYMENT . . . We give careful attention to securing jobs for students who actually need them, believing they should be given preference over those who are able to meet their expenses without working here.

Students
in
Their Rooms



Positions!

We have three specific objectives:

1. Giving young people a delightful atmosphere in which to work, with both a college and business spirit.
2. Maintaining a strong faculty that will develop the intellectual side of our students, culturally and vocationally, helping them to enjoy their work and enabling them to earn a living.
3. To secure for our students superior types of positions.

Our school enrolls students from a great many states. Our employment service, therefore, must be superior to that of the school which places practically all of its graduates locally.

We know the principal hope of young people, when they enter this school, is to secure permanent and **superior** employment. We train our students for positions, and we help them secure positions. No department of this school is more highly organized than our employment service. A large sum of money is spent annually in securing superior positions for our graduates.

This service is not only available for our immediate graduates, but it is used by our students in the years after they have completed their work and left the school. The employment division and the administrators work constantly together to secure superior positions for our graduates.

As this catalog is issued, employment is, of course, no problem; but all of our service is planned to meet normal conditions, and not wartime conditions. Many of our graduates have positions in mind when they come to us. Others obtain employment through their own efforts, through the efforts of their friends and the cooperation of members of our staff. We assist hundreds of our students in interviews, with letters of recommendation, telephone calls, telegrams, etc., for which no charge is made.

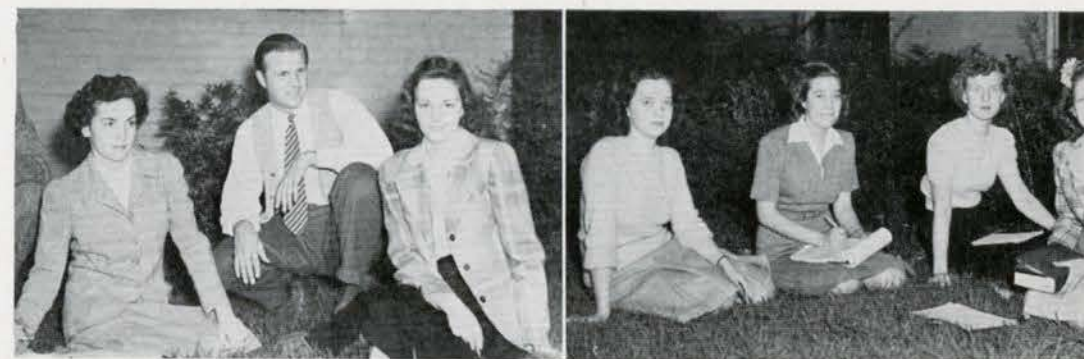
In order to provide an even more than adequate employment service, a Placement Bureau is maintained in the school, through which not more than twenty per cent of our students find it necessary to seek employment. This is simply a supplementary service. If positions are obtained through this special placement service, a small fee is charged, provided those who ask for such service accept a position through the Bureau. However, no student is required to accept any position offered, and no charge is made unless a position is actually accepted. The fee required of the student is not adequate to maintain this service, and the operating expense of this special employment department is supplemented by the school.

We know that if our graduates do not secure positions, we cannot maintain a large and ever-growing institution. If students are happy in their work, if they are trained efficiently, and if they secure superior employment, they and their people will always regard their investment in this school as an exceedingly profitable one.

This is a detailed explanation of our employment procedure, adhered to for nearly a half-century, and we believe these policies, along with the other objectives listed, explain why eighty-seven per cent of our students say they come to us on the recommendation of former students.

PERSONAL ATTENTION TO STUDENTS . . . In the classrooms, in our offices, and on the outside we give personal attention to our students. Their health, happiness, progress, and general welfare concern us.

GETTING STARTED . . . Getting started in the Business University is a simple, easy process. If incoming students will notify us when and how they will arrive in Bowling Green, we shall



meet them with cars and try to treat them as our guests while they are being enrolled, classified, and placed in homes.

We have a list of approved homes that keep our students, and it is both our duty and our pleasure to assist students in finding what they desire.

HOSPITAL . . . Our City Hospital is located in Reservoir Park on the summit of a beautiful hill. It is as retired as a hunter's lodge, is modern, and has a friendly atmosphere. Illness among students is so rare that the hospital is not used frequently by them, but when needed, it is available.

LIBRARY . . . We have a good-working library of 18,000 books, and 150 magazines with all-time librarian in charge.

Striking Statement

THE FOLLOWING STATEMENT was made in an address by Mr. Max B. Nahm, our neighbor, who is one of the most conservative men of our state, and easily one of its leading citizens. He is a scholar, banker, and director of the Federal Reserve Bank in St. Louis.

"Every great institution is the lengthened shadow of one or of a few men.

"The United States is the lengthened shadow of George Washington.

"The Democratic Party is the lengthened shadow of Thomas Jefferson.

"The banking business is the lengthened shadow of Alexander Hamilton and Salmon P. Chase.

"The United States Steel Corporation of Andrew Carnegie and Elbridge Gary.

"More than sixty-nine years ago the Bowling Green Business University had its birth. It was a mere seedling.

"Thirty years later it was set out to itself as a distinct independent organization. It took on new life and spread, till its shadow covers more than half the states of the Union and many foreign countries.

"Only now and then does a business demonstrate that it has the power to live. Nine out of ten businesses disappear in less than six years. Business is not an established thing. It is a movement, a progress, a growth. It is always tomorrow that counts. It lives with audacity, high endeavor, and great leadership. It must taste blood and like it.

"With rare courage the men who built and who manage the Business University developed the only private business school in the United States that is an accredited College of Commerce with a four-year course—one of the three largest Commercial Schools in America.

"Today it stands out with an annual matriculation of 1,200 students and 25,000 graduates—a Business University and a College of Commerce. Its credits are accepted by all great institutions of the land.

"It had its fight and won!

"The tide set in to state and municipal control, and subsidized institutions of learning seemed about to pass away. This institution refused to be wrapped in the pall of Departed Glory and shoved into a mausoleum of past greatness.

"It broke traditions and fought its way to the front. Only genius could do that, and genius translated means well-directed, hard work.

"It lives, because it deserves to live!"

RARE ADVANTAGES . . . This is one of the large business schools of America and probably the largest in a city the size of Bowling Green.

The students here feel that they are a vital part of the college and of the community. They are not swallowed by the size or by the multiplied hundreds of temptations of a large city.

There is an inspiring, moral, college atmosphere here and has been for almost a century.

Coming in contact with a good school in a small city is a valuable experience. **Ask those who know.**

This institution gives a wide range of subjects. It has both a college and a non-college division in the field of business education.

It is at the very gate of Mammoth Cave National Park.

Expenses here for everything that a student is compelled to have are far less than in many institutions the size of this.

OTHER COLLEGES . . . For several years there has been an average daily attendance in this institution of 153 students from accredited colleges and universities. We have had as many as ninety-three accredited colleges represented here at one time. Many A.B. graduates and a creditable number of M.A. graduates from the largest and best-known American colleges are in daily attendance here. As one student holding a master's degree from a state university said when securing a position: "The course I took in the Bowling Green College of Commerce illuminated the degree I secured in a State University."

SALARY . . . To most young people salary should be a third consideration. The first should be thorough preparation.

The second should be the securing of a position that will give an opportunity for business experience and after this a definite income.

The third should be salary.

Salaries are always changing slightly and vary in different communities and in different businesses. The age and general qualification and ability of the student have much to do in determining what salary he may get.

REPUTATION . . . Where there is commerce in the United States, there is knowledge of this institution. It has been sending into every part of this country and to countries across the seas a constant stream of young men and young women trained for the various positions business has to offer.

AN EARNING EDUCATION . . . A very large per cent of high school graduates should get an earning education immediately upon completing their courses, not because we think it is superior to a knowledge of the arts and sciences, but because it is essential to the present and future life of all individuals.

There are parents who are able to send their children to college anywhere and any time, and if the children fail to complete the college course can take care of them until they struggle into some kind of self-support. But this isn't true of the great rank and file. They should get an earning education early in life.

TO MEN AND WOMEN WHOSE EARNING POWER IS LOW . . . You may belong to the millions of worthy workers whose earning is far below your education, ability, and character. You may be struggling against the handicap of limited income and the inability to do some one thing so well that your services are in constant demand where both pay and opportunity know no bounds. Under your present restrictions, you may see no way out; no better day; no wider world. You long for opportunity to show the worth of your character and education, but things as general as your character and education have no specific market in the field of human effort. They are wonderfully helpful as foundations—absolute essentials, but by themselves they have no high and eager bidders.

By the expenditure of some limited time and money—both spent under the pleasant surroundings producing an immediate income and the thrill of personal development—you can make secure your future.

COURSES BY MAIL . . . We give by correspondence practically all the courses we offer in the residence school. The work is done by our faculty, and it is done systematically and with promptness.

Ask for full particulars about our mail courses.

OUR PUBLICATIONS . . . We publish a College Catalog, a Commercial Catalog, a "Bulletin of Courses," and other folders relating to special features about our Social Setup and folders about Correspondence Courses. Ask for any or all of these. They are free.

The clearest and most condensed piece of school advertising we publish is the "Bulletin of Courses." It describes all the scholarships and courses we offer in both divisions of our institutions, giving cost, length of time to complete, content and a brief description. Ask for Bulletin of Courses.

REMARKABLE COMBINATION . . . You can get here a business course and a college course in one. Is there not a high value in leaving an institution with a recognized bachelor's degree and vocational training, through which you may go to immediate employment?

Our college business courses are degree courses. If we could set this out plainly enough for all who see the statement to understand it, young people would be convinced of the great practical and theoretical worth of such a course. A student spending a given time in our degree courses gets college credits, a standard college degree, and a training that secures for him immediate employment.

This is true because we are a college in the field of business.

HIGH SCHOOL CREDITS . . . The commercial courses outlined later in this catalog are of high school rank and students desiring to finish a high school course in order to meet college entrance requirements may earn as much as two years of high school credit here.

The Following High School Credits Are Offered:

Subjects	Units	Subjects	Units
Plane Geometry	1	Business Correspondence	1/2
Algebra	1	Commercial Law	1/2
English	1	Salesmanship	1/2
Bookkeeping	2	Commercial Geography	1/2
Shorthand	2	Penmanship	1/2
Typewriting	1	Grammar	1/2
Arithmetic	1/2		

NOTE: Ninety recitation hours required for 1/2 unit of credit.

Accreditation: The high school work offered in the Bowling Green Business University is accredited by the Kentucky State Department of Education.

SECRETARIAL WORK OF COLLEGE GRADE . . . We offer two courses of college grade in secretarial work—one and two years in length. Each gives college credit. The two-year course we denominate the Executive Secretarial Course. It is designed to develop young men and young women who desire to be executive secretaries. There are thousands of such secretaries in America.



Group of Rooming Homes



Commercial Courses

ADVANCED BOOKKEEPING COURSE—"COMMERCE"—UNLIMITED IN TIME . . . Usually completed in from eight to nine months. It is popular with those who want to increase their earning power without waiting for the experience of years. It is sought as a postgraduate course by teachers and graduates of short courses in bookkeeping who want to increase their efficiency, and by office people who feel that they have not had quite sufficient training in business.

Subjects
Proprietorship Bookkeeping
Partnership Bookkeeping
Corporation Bookkeeping 1
Corporation Bookkeeping 2
Bank Bookkeeping 1
Machine Drill
Garage Bookkeeping
Cost Bookkeeping

Subjects
Arithmetic
Grammar
Business Correspondence
Commercial Law
Penmanship
Spelling
Rapid Calculation
Typewriting
Salesmanship
Economics

NOTE: If high school credit is desired by the student, ninety recitation hours required for one-half unit of academic credit. One-half time is counted on laboratory courses.

Recitation hours are fifty minutes.

SECRETARIAL COURSE—UNLIMITED IN TIME . . . This is for those who want to become private secretaries or who wish to make shorthand their principal occupation with knowledge enough of bookkeeping to assist in keeping accounts. This is one of the most popular of our courses. It can be finished in seven to nine months, but it is unlimited in time.

Subjects
Shorthand
Typewriting
Spelling
Business Correspondence
Penmanship
Commercial Law (elective)
Office Training

Subjects
Grammar
Bookkeeping
Shorthand Office Practice
Rapid Calculation
Machine Accounting

BOOKKEEPING COURSE—"MERCANTILE"—SEVEN MONTHS . . . Is arranged for those who want to take a short, practical course in bookkeeping. This can be completed in from six to seven months. It is similar to the courses that have been given by business colleges for many years, though it has grown in strength to meet the ever-growing demands of business.

Subjects
Proprietorship Bookkeeping
Partnership Bookkeeping
Corporation Bookkeeping 1
Corporation Bookkeeping 2
Bank Bookkeeping 1
Machine Drill

Subjects
Arithmetic
Grammar
Business Correspondence
Commercial Law
Penmanship
Spelling
Rapid Calculation
Typewriting

MACHINE OPERATION—A NECESSITY FOR BUSINESS EFFICIENCY . . . Business machines are becoming more and more an important feature of all office procedure. Adding and calculating machines are essential in office equipment. Many calls for office workers specify that a knowledge of calculating machines is a necessary qualification.

We offer thorough training in calculating machine operation and in addition we give instruction in machine bookkeeping, both bank and commercial adaptations.

The student who learns how to use office machines and especially calculating machines is much better prepared to meet the demands of the modern business office.

Our machine room has recently been enlarged and its equipment improved.

Certain phases of machine instruction are given to all bookkeeping students as a part of their courses and other parts are given on a special basis.

BANKING SPECIAL COURSE . . . This course is designed for students who want to specialize for bank work. One who completes it is familiar not only with the details of bank bookkeeping but gets a general idea of banking in its entirety. Taught in connection with it is a strong course in bookkeeping.

Subjects
Banking
Bookkeeping
Machine Accounting
Business Arithmetic
Commercial Law
Spelling

Subjects
Grammar
Penmanship
Business Correspondence
Rapid Calculation
Typewriting
Posting—Individual
Ledger on Machine

SHORTHAND . . . No other subject more quickly, more lastingly, and more surely brings a young person up from the no-salary and no-opportunity period to the independence day of good salaries and contact with big men and big business. It is not difficult to master.

For seventy years the Bowling Green Business University has been sending stenographers to courts, professional men, and business firms in all parts of this country, and could easily have placed three times as many as it has graduated.

SHORTHAND COURSE—SEVEN MONTHS . . . Designed for students who wish to become stenographers in as short a time as possible.

Subjects
Shorthand
Typewriting
Spelling
Office Training

Subjects
Penmanship
Business Correspondence
Grammar

TYPEWRITING . . . The Department of Typewriting is one of the most inspiring and interesting scenes about the institution. The school is supplied with more than two hundred and fifty machines. Every student studies Typewriting.

SALESMANSHIP AND BOOKKEEPING . . . This special combination forms one of the most attractive courses we offer. It qualifies for salesmanship and office work. No profession offers better opportunities for advancement along the line of executive work than salesmanship. This is especially true where the salesman also has a knowledge of bookkeeping. Many salesmen and bookkeepers later become chief clerks, sales managers, and general managers.

Subjects
Proprietorship Bookkeeping
Partnership Bookkeeping
Corporation Bookkeeping 1
Corporation Bookkeeping 2
Bank Bookkeeping
Machine Drill
Arithmetic
Grammar

Subjects
Business Correspondence
Commercial Law
Penmanship
Spelling
Rapid Calculation
Typewriting
Salesmanship
Economics

COMBINED BOOKKEEPING AND SHORTHAND — "LIFE ENDOWMENT" — UNLIMITED IN TIME . . . **Employment Objectives—Bookkeeping and Secretarial Service.**

For students who do not desire college credit, this is the best course we offer.

Time usually required, nine to twelve months.

For the past thirty-five years, all our graduates of combined stenographic and bookkeeping courses have gone immediately to positions. Graduates of the course **never fail to secure lucrative employment.** The intimate contact of the secretary and bookkeeper with the management of the business places the individual in direct line of promotion. Many of the great "captains of industry" started at the secretary's desk or in the accounting room.

This course has no time limit. The student may follow it as long as desired after entrance, and may also return at any time and continue in school as long as he desires without additional charge for tuition.

Subjects
Proprietorship Bookkeeping
Partnership Bookkeeping
Corporation Bookkeeping 1
Corporation Bookkeeping 2
Bank Bookkeeping
Machine Drill
Garage Bookkeeping
Cost Bookkeeping
Arithmetic

Subjects
Grammar
Business Correspondence
Commercial Law
Penmanship
Spelling
Rapid Calculation
Office Training
Shorthand
Salesmanship
Economics
Typewriting

END OF THE BUSINESS UNIVERSITY CATALOG

The courses which follow are offered in the Bowling Green College of Commerce, a Senior College under the management of the Bowling Green Business University. The work is of college rank and is universally accepted. The remainder of this booklet is an advertisement and announcement of the College of Commerce and not a part of the Business University catalog.

College of Commerce

UNDER THE MANAGEMENT OF THE BOWLING GREEN BUSINESS UNIVERSITY . . . Departments of Commercial Teacher-Training—Accounting—Business Administration—Secretarial Duties.

There has come an insistent demand for courses in Commerce, Finance, Accounts, and Commercial Teacher-Training so organized and conducted as would make them acceptable for advanced standing in colleges and universities, and also as a basis for certification by the various state departments of education. The College of Commerce of the Bowling Green Business University is organized and conducted to meet the above mentioned demands. It is accredited by the University of Kentucky, and its courses in Commercial Teacher-Training are accredited by the State Department of Education of the State of Kentucky and by the Education Departments of a majority of the states as a basis for the issuance of certificates to teach commercial subjects in the high schools. It is a member of the Kentucky Association of Colleges and Universities.

It offers four well defined courses, described on the following pages.

Those desiring further information concerning these courses should write for our **College Catalog**.

THE COMMERCIAL TEACHER-TRAINING COURSE . . . For more than thirty-five years training commercial teachers has been one of our specialties. We entered the field rather accidentally. In fact, there was no field to enter. We probably opened it. So far as we know, the first **commercial teacher-training** class that was ever organized in America was in this institution. From that day till this we have been able to hold a comfortable lead. We say this not boastfully but because it is an educational fact. We sent hundreds and hundreds of commercial teachers to positions before the work was standardized, and since we became a college and able to meet certificate regulations, we have quadrupled the number we once sent out.

Commercial teaching is delightful work; commands good pay in attractive towns and cities; is adapted to both men and women; is highly professional, and is growing in popularity.

Not only did we place all we had, but we could have placed many more. There are months at a time that we could no more furnish a commercial teacher than we could furnish a pharmacist or a surgeon.

- **ENTRANCE REQUIREMENT . . .** Regular college entrance requirements—high school graduation and fifteen acceptable high school units.

GRADUATION REQUIREMENTS . . . 1. Two-year Course, A.C.A. title, sixty-six semester hours of credit.

2. Four-year Course, A.B. in Commercial Education, one hundred and thirty-two hours of credit. Drills additional.

3. The minimum resident requirement for the completion of the work required for the title of Associate in Commercial Arts (A.C.A.) or Associate in Arts (A.A.) is thirty credits.

The minimum resident requirement for the degree A.B. in Commercial Education or B.S. in Commerce is one full year's work—nine months. The last semester or summer session must be in residence. In either case the standing must not be lower than one.



Curricula Offerings . . .

in

Bowling Green College of Commerce

HIGHER ACCOUNTING—Opportunities in the Field of Accountancy . . . Public Accounting has become one of the leading professions. State and national statutes demand inspection and periodical audits of many of the leading industrial enterprises in this country. The Federal and State Income Tax Laws have made it imperative that every business of any consequence shall have its records kept on a scientific and accurate basis. The United States government is employing thousands of accountants and auditors. The demand for professional accountants is rapidly increasing. The profession of public accounting is on a parity with such professions as law and medicine, but the remuneration is often greater.

This course not only prepares the student for the practice of Accounting as a profession, but it gives him the training that will enable him to get and hold worth-while executive positions in large industrial and commercial enterprises.



OUTLINE OF COURSES LEADING TO THE DEGREE OF B.S. IN HIGHER ACCOUNTING

A Course Fitting the Candidate for the C.P.A. Examination

Group Requirements

Course	30-36 Semester Hours		
Accounting (Maximum credit on Lab: 8 semester hours)	21-42	"	"
Economics and Business Administration	12	"	"
English (6 semester hours in composition required)	6	"	"
Mathematics	18	"	"
Science (Natural 9, Social 9)	4	"	"
Secretarial Science—Typewriting Theory and Speed	39-22	"	"
Electives			
Total	130	"	"

The Freshman and Sophomore Years Lead to the A.A. Title in Accounting

Group Requirements for this A.A. Title

Course	18 Semester Hours		
Accounting (Lab. limited to 6 semester hours)	15	"	"
Economics and Business Administration	6	"	"
English	6	"	"
Mathematics	12	"	"
Science (Natural or Social)	4	"	"
Secretarial Science—Typewriting—Theory and Speed	5	"	"
Electives			
Drills—Spelling, Rapid Calculation, Penmanship			
Total	66	"	"

Recommended for Freshman Year

Course	Subject	Rec. Hrs.	Lab. Hrs.	Sem. Hrs.
Accounting 101R	Sole Proprietorship		6	2
Accounting 102R and 103R	Partnership and Corporation		12	4
Accounting 111R	Principles of Accounting	3		3
Accounting 112R	Principles of Accounting	3		3
Business Administration 103	Introduction to Business Administration	2		2
English 102R	English Composition	3		3
English 103R	English Composition	3		3
Law 205R and Law 206R	Business Law	6		6
Economics 141	Marketing	2		2
Science 120	Physiography	3		3
Mathematics 101R	College Algebra	3		3
Secretarial Science 108R	Typewriting Theory and Speed		10	2
Drills R	Spelling, Rapid Calculation, Penmanship			
Total from above				32

"R" means Required.

Recommended for Sophomore Year

Course	Subject	Rec. Hrs.	Lab. Hrs.	Sem. Hrs.
Science 202	Introduction to Physical Science	3		3
Accounting 213R	Theory and Practice I	3		3
Geography 121	Industrial and Commercial	3		3
Accounting 213aR	Theory and Practice Ia	2		2
Accounting 215R	Cost Accounting	3		3
Economics 106R	Principles of Economics	3		3
Economics 107	Principles of Economics	3		3
Business Administration 103a	Introduction to Business Administration	2		2
Business Administration 105	Industrial Management	3		3
English 204R	Business Correspondence	2		2
History 220	Industrial History of U. S.	3		3
Mathematics 204R	Mathematics of Accounting	3		3
Psychology 101	General Psychology	3		3
Political Science 201	American Government	2		2
Secretarial Science 109a	Typewriting Theory and Speed		10	2
Electives		4		4
Total from above				34

Recommended for Junior Year

Course	Subject	Rec. Hrs.	Sem. Hrs.
Accounting 232	Systems	2	2
Accounting 233	Analysis of Accounting Statements	2	2
Accounting 235	Managerial Accounting	3	3
Accounting 236	Government Accounting	2	2
Accounting 218	Advanced Cost Accounting	2	2
Accounting 214	Theory and Practice II	3	3
Accounting 214a	Theory and Practice IIa	2	2
Science 203 or 215	Introduction to Biological Science or Physiology and Hygiene	3	3
Economics 242	Principles of Advertising	3	3

Course	Subject	Rec. Hrs.	Sem. Hrs.
Business Administration 264	Labor Problems	3	3
Business Administration 237	Credits and Collections	2	2
English 214	American Literature	3	3
Electives		2	2

Recommended for Senior Year

Course	Subject	Rec. Hrs.	Sem. Hrs.
Accounting 216R	Auditing	3	3
Accounting 231R	Federal Tax Accounting	3	3
Accounting 238	C. P. A. Review I	3	3
Accounting 239	C. P. A. Review II	3	3
Business Administration 236	Bank Management	2	2
Business Administration 211	Office Management	2	2
Business Administration 241	Stock Market	2	2
Economics 201	Development of Economic Thought	3	3
English 213	English Literature	3	3
Business Administration 271	Business Statistics	3	3
Psychology 220	Psychology of Business	2	2
Electives		9	9

Total from above

32

NOTE.—Any courses in the College of Commerce (not listed above) may be used as electives in the Higher Accounting course except Shorthand Manual with the consent of the Classification Adviser. If three hours in the Shorthand Manual are offered, a total of 130 hours will be required for graduation.

C. P. A. SPECIAL COURSE—(Certified Public Accountant) . . . This is an intensive course covering the subjects required for the C. P. A. examination. Strong students with good educational background should complete this course and be prepared to take the Certified Public Accountant examination in a period of two college years (18 months).

Public Accounting has become one of the most attractive of all the professions. Federal and State Income, Sales, and Franchise Tax Laws and national bank guarantees have created a demand for an army of auditors and accountants. The financial returns are unusually good. The candidate who is able to pass the C. P. A. examination has attained a status in his profession that entitles him to serious consideration, and it is practically a guaranty of employment.

Recommended for the First Year's Work:

Fundamentals of Accounting
Partnership and Corporation Accounting
Accounting Principles and Practice
Accounting Propositions
Federal Income and Estate Tax
College Algebra
Mathematics of Accounting
Business Law
Business Correspondence
Economics

Recommended for the Second Year's Work:

Advanced Accounting Principles and Propositions
Cost Accounting
Advanced Corporation Accounting
Auditing
Governmental Accounting
C. P. A. Questions and Problems
Business Law, Advanced
Mathematics (Statistics)
Economics, Advanced Principles
Electives

NOTE.—Additional subjects may be elected from the Higher Accounting of Business Administration courses without any extra charge for tuition.

BUSINESS ADMINISTRATION . . . A young man of high quality can grow much more rapidly in business if he has a knowledge of the fundamentals of the business when he enters it. This he can get only through a course in how business is managed—Business Administration. It, of course, is more comprehensive in its scope than are some of the well-known vocational courses. The strong course offered here, given by instructors who are authorities in their fields, will acquaint students with the fundamental factors of business—organization, sales, purchasing, production, personnel management, finance, and record keeping.

Outline of Courses Leading to B.S. Degree in Business Administration

Group Requirements

	Semester	Hours
	Min.	Max.
Business Administration	30	42
(Maximum includes 12 hours of Business Law)		
Natural Science	9	
Economics (Social Science)	12	
Mathematics	6	
*Accounting	18	
English	12	
Secretarial Science—Typewriting	4	
Electives	39	
Rapid Calculation		
Spelling		
Penmanship		

Total required for graduation 130

*Required as minor or co-major.

Major Requirement—30 hours of Business Administration courses which shall include a minimum of 6 hours of Business Law.

Minor Requirement—18 hours of Accounting.

Minor in Economics—18 hours.

Outline of Courses Leading to Title of A.A. in Business Administration

The work outlined below covers the first two years of the four-year course in Business Administration.

Group Requirements

	Sem. Hrs.
Business Administration	18
(Includes 6 Semester Hours of Business Law)	
Economics	6
Accounting	12
English	12
Mathematics	6
Natural Science	6
Secretarial Science	4
Drills—Spelling, Rapid Calculation, Penmanship.	
Total	64

Recommended for Freshman Year

Dept. and Course No.	Course	Sem. Hrs.
English 102R	Composition I	3
English 103R	Composition II	3
English 107R	Fundamentals of Speech	2

Dept. and Course No.	Course	Sem. Hrs.
Accounting 111R	Principles of Accounting	3
Accounting 112R	Principles of Accounting	3
Accounting 101R, 102R, 103R	Ind. Prop., Part., & Corp.	6
Business Administration 103R	Intro. to Bus. Admin.	2
Business Administration 104R	Corporation Finance	3

Secretarial Science 108R and 109a	Typewriting	4
Mathematics 101R	College Algebra	3
	Spelling Drill	
	Rapid Calculation Drill	
	Penmanship Drill	

Total 32

Recommended for Sophomore Year

Dept. and Course No.	Course	Sem. Hrs.
English 204R	Business Correspondence	2
English 204aR	Business Correspondence	2
Law 205R	Business Law	3
Law 206R	Business Law	3
Natural Science		3
Natural Science		3
Business Administration 105	Industrial Management	3
Business Administration 141	Principles of Marketing	3
Accounting 233	Analysis of Statements	2
Accounting 204	Mathematics of Accounting	3
Economics 106R	Principles of Economics	3
Economics 107R	Principles of Economics	3

Total 33

Recommended for Junior Year

Dept. and Course No.	Course	Sem. Hrs.
Business Administration 271	Business Statistics	3
Business Administration 241	Investment Markets	2
Business Administration 265	Personnel Administration	2
Business Administration 242	Investment Analysis	2
Economics 228	Money and Banking	3
Law 207	Corporation Law	3
Accounting 213	Accounting Theory and Practice	3
Accounting 213 (a)	Accounting Theory and Practice	3
Accounting 215	Cost Accounting	3
English 212	Speech Interpretation	2
Natural Science		3
Natural Science		3

Total 32

Recommended for Senior Year

Dept. and Course No.	Course	Sem. Hrs.
Business Administration 210	Principles of Advertising	3
Business Administration 215	Business Cycles and Forecasting	2
Business Administration 204	Retailing	3
Business Administration 203	Insurance	2
Business Administration 240	Salesmanship	2
Accounting 214	Accounting Theory and Practice	3
Accounting 214 (a)	Accounting Theory and Practice	3
Accounting 235	Managerial Accounting	3
Accounting 216	Auditing	3
Economics 264	Labor Problems	3
Economics 209	Transportation	3
Economics 231	Federal Income and Estate Tax	3

Total 33

TEACHER TRAINING . . . The College of Commerce of the Bowling Green Business University is offering a four-year course and is considered one of the leading institutions in this type of teacher training work. A careful study has been made of the certification requirements in the various states, and the following curriculum is designed to meet the needs of the various certification agencies.

Outline of Courses Leading to A.B. Degree in Commercial Education

Group Requirements for A.B. Degree

Course	Sem. Hrs.
Commerce—Accounting (Lab. limited to 8 semester hours)	18
Commerce—Secretarial Science (Shorthand and Office Training)	9
Commerce—Secretarial Science (Typewriting)	6
†Business Administration, Economics and Business Law (Principles and Problems Economics, 6; Business Law, 6)	21
Natural Science	12
Mathematics	6
English (English Composition—6 semester hours)	12
Education (including Directed Teaching and Special Methods)	24
Health (2) Physical Education (1) Safety Education (1)	4
Electives	20
Total	132

†Twelve semester hours are required in Social Sciences (selected from Economics, Government, History, Sociology, Geography). If the student does not select as much as 12 hours in Economics in this group, he may meet the Social Science requirement by presenting credits from the other fields indicated above.

The Freshman and Sophomore years embody the requirements for the title of A. C. A. in Education.

Group Requirements for A. C. A. Certificate

Course	Sem. Hrs.
Education	12
Accounting (Lab. limited to 6 semester hours)	12
Economics and Business Administration	13
Mathematics	3
English	6
Secretarial Science—Shorthand (Theory and Dictation)	6
Secretarial Science—Typewriting (Theory and Speed)	6
Secretarial Science—Office Training	3
Electives	5
Drills—Spelling, Rapid Calculation, Penmanship	—
Total	66

Recommended for Freshman Year

Course	Subject	Sem. Hrs.
Education	Introduction to Education	2
Education 101R	General Psychology	3
Accounting 101R and 102R	Sole Proprietorship and Partnership	4
Accounting 111R	Principles of Accounting	3
Law 205R	Business Law	3
English 102R	Composition	3
Mathematics 101R	College Algebra	3
History 121	Modern History of Europe	3
Secretarial Science 106R	Theory of Shorthand	3
Secretarial Science 106bR	Shorthand Dictation—80 words	3
Secretarial Science 108R, 109d, 109b	Typewriting Theory and Speed	6
Drills R	Rapid Calculation, Penmanship	—
Total		34

"R" means Required.

Recommended for Sophomore Year

Course	Subject	Sem. Hrs.
Science 120 or 202	Advanced Physiography or Introduction to Physical Science	3
Accounting 112R	Principles of Accounting	3
Accounting 103R	Corporation	3
English 103R	Composition	3
Sociology 101	General Sociology	3
Economics 106R	Principles of Economics	3
Education 104	Classroom Organization and Control	3
Education 206R	Principles and Techniques of Teaching in High School	3

Secretarial Science 106c	Shorthand Dictation (100 words)	2
Secretarial Science 107bR	Office Training	2
Electives		2
Total		33

Recommended for Junior Year

Course	Subject	Sem. Hrs.
Education 205R	Educational Psychology	3
Accounting	Elective	3
English 204R	Business Correspondence	2
Economics 240	Salesmanship	2
Economics 107R	Principles of Economics	3
Natural Science	210 or 215 Health and Sanitation or Physiology and Hygiene	3
Law 206R	Business Law	3
Education	Secondary Education	3
Education 110R	Directed Teaching	3
Electives		8
Total		32

Recommended for Senior Year

Course	Subject	Sem. Hrs.
Education 208 or 208b	Educational Tests and Measurements or Education Statistics	2 or 8
Accounting	Elective	2
English 213 or 214	English or American Literature	3
Business Administration	Personnel Administration	2
Natural Science 210 or 215	Health and Sanitation or Physiology and Hygiene	3
Education 201R	Directed Teaching	3
History 220	Industrial History of U. S.	3
Geography 201	Economic Geog. of N. America	2
Electives		10
Total		32

OUTLINE OF COURSES IN SECRETARIAL SCIENCE—Opportunities in the Field of Secretarial Science . . . For several years the demand for highly trained secretaries has been growing. Training secretaries has long been one of our chief objectives, but we are now giving the work on a more extensive basis, continuing, of course, the more limited courses we have been offering. Scholarly men and women thoroughly trained in the theory and practice of secretarial work are needed.

One-Year Course

This course includes the following group requirements:		
Course	Subject	Sem. Hrs.
Secretarial Science		19
106	Theory of Shorthand	(3)
106b	Dictation I	(3)
106c	Dictation II	(2)
106d	Dictation III	(2)
107	Office Procedure and Practice	(3)
108	Beginning Typewriting	(2)
109c	Advanced Typewriting	(2)
109d	Typewriting Laboratory	(2)
Accounting		2
101	Sole Proprietorship Bookkeeping	(2)
English 204	Business Correspondence	2
Business Administration 205	Business Law I	3
Electives		
Drills	Penmanship, Spelling, Rapid Calculation	—
Total		32

Suggested Scheduling of Classes

First Semester		Second Semester	
Subject	Sem. Hrs.	Subject	Sem. Hrs.
Theory of Shorthand	3	Dictation I	3
Beginning Typewriting	2	Dictation II	2
Office Procedure and Practice	3	Dictation III	2
Sole Proprietorship Bookkeeping	2	Advanced Typewriting	2
Business Law I	3	Typewriting Laboratory	2
Elective	3	Business Correspondence	2
Rapid Calculation	3	Elective	3
Penmanship	3	Spelling	3
Total	15	Total	16

Two-Year Course

This course includes the following group requirements:

Course	Subject	Sem. Hrs.
Secretarial Science		19
106	Theory of Shorthand	(3)
106b	Dictation I	(3)
106c	Dictation II	(2)
106d	Dictation III	(2)
107	Office Procedure and Practice	(3)
108	Beginning Typewriting	(2)
109c	Advanced Typewriting	(2)
109d	Typewriting Laboratory	(2)
Accounting		12
101	Sole Proprietorship Bookkeeping	(2)
102	Partnership Bookkeeping	(2)
103	Corporation Bookkeeping	(2)
111	Principles of Accounting I	(3)
112	Principles of Accounting II	(3)
English		10
102	English Composition I	(3)
103	English Composition II	(3)
204	Business Correspondence	(2)
204a	Business Correspondence	(2)
Business Administration		6
205	Business Law I	(3)
206	Business Law II	(3)
Mathematics 101	College Algebra	3
Economics 106	Principles of Economics	3
Psychology 101	General Psychology	3
Electives		8
Drills	Penmanship Spelling Rapid Calculation	
Total		64

Suggested Scheduling of Classes

First Semester		Second Semester	
Subject	Sem. Hrs.	Subject	Sem. Hrs.
English Composition	3	English Composition II	3
College Algebra	3	General Psychology	3
Beginning Typewriting	2	Advanced Typewriting	2
Sole Proprietorship Bookkeeping	2	Typewriting Laboratory	2
Partnership Bookkeeping	2	Accounting 112	3
Accounting 111	3	Economics 106	3
Penmanship	3	Spelling	3
Rapid Calculation	3		
Total	15	Total	16

Third Semester		Fourth Semester	
Subject	Sem. Hrs.	Subject	Sem. Hrs.
Business Correspondence	2	Business Correspondence	2
Theory of Shorthand	3	Dictation I	2
Business Law I	3	Dictation II	2
Corporation Bookkeeping	3	Dictation III	2
Electives	5	Business Law II	3
Total	16	Office Procedure and Practice	3
		Electives	3
		Total	16

PRE-LAW COURSE . . . The following Pre-Law Course is one of the best offered by any institution. It is both general and practical. Attention is directed to Accounting and the elective course in Shorthand and Typewriting. Much of the average attorney's practice touches the field of business, including the settlement of estates, corporation adjustments, and Federal and Estate Income Tax cases; consequently, a knowledge of Accounting is almost indispensable. A knowledge of Shorthand and Typewriting frequently enables a young lawyer to form a connection with a well-established law firm, thereby saving much time in obtaining a foothold in his profession. This work is given by experienced practitioners of high mental and legal ability.

Group Requirements

Subject	Sem. Hrs.
English	6
Economics	6
Accounting	14
Business Administration and General	6
Business Law	6
Science (Social and Natural)	12
Mathematics	3
Secretarial Science—Typewriting	4
Electives	7
Drills—Spelling, Rapid Calculation, Penmanship	
Total	64

Recommended for Freshman Year

Course	Subject	Sem. Hrs.
English 102R	Composition	3
Accounting 101R and 102R	Proprietorship and Partnership	4
Accounting 111R	Principles of Accounting	3
Law 205R	Business Law	3
Business Administration 103	Introduction to Bus. Admin.	3
Mathematics 101R	College Algebra	3
Economics 106R	Principles of Economics	3
Economics 141	Marketing	2
Secretarial Science 108R	Typewriting Theory and Speed	2
Secretarial Science 109a	Typewriting Theory and Speed	2
Electives		4
Drills	Spelling and Rapid Calculation	
Total		32

Recommended for Sophomore Year

Course	Subject	Sem. Hrs.
English 103R	Composition	3
English 204R	Business Correspondence	2
Accounting 103R	Corporation	2
Accounting 112R	Principles of Accounting	3
Accounting 231	Federal Income and Estate Tax Accounting	3
Law 206R	Business Law	3
Science 215	Physiology and Hygiene	3
History 220	Econ. History of United States	3

Political Science 201	American Government	2
Psychology 101	General Psychology	3
Electives		5

Total hours from above 32

CORRESPONDENCE STUDY COURSES . . . The courses, or subjects, offered by the Correspondence Study Department are designed to be equivalent to the same courses given in residence. If a student completes a course given in our Correspondence Study Department, he will be allowed the same credit for it that he would get for the same work in the residence school.

These courses are prepared by members of our college faculty working in collaboration with the Correspondence Study Department. Each represents a definite amount of work equivalent to a resident course in scope of subject matter and credit.

Only one-fourth of the credits in a two- or a four-year course may be completed by correspondence or on an extension basis. Courses of study are subject to change without notice, in order to meet state certification requirements. As far as possible, courses are arranged on a basis to meet the special subject requirements of the various states.

Many of the courses offered in the residence school are given on a correspondence basis. Write for descriptive circular giving full details concerning subjects offered in the following fields, and the cost of instruction:

Accounting
Business Administration
Economics
Education
English
Geography
History

Law
Mathematics
Health
Science (Natural)
Psychology
Secretarial Science
Sociology



Mammoth Cave